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

Finance/Personnel Committee

Regular Meeting

Agenda

Tuesday, September 10, 2019 | **7:30 PM** | **De Pere City Hall Council Chambers**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **September 10, 2019** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the August 13, 2019 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment Period and other announcements.
4. Fire Department Overtime and LifeQuest Services Billing Report, August, 2019.
5. Approval of Police Overtime Report for August 2019
6. Consideration and acceptance of proposed Eagle Scout Project for Fire Department classroom, Station #1.*
7. Consideration and acceptance of $1,100 donation from Green Bay Packers to the Fire Department.*
8. Consideration and acceptance of $500 donation from Casey Cuene to the Fire Department.*
9. Consider Fire Department's request to apply for Georgia Pacific Bucket Brigade Grant.*
10. Consider Fire Department's request to apply for 2019 Wisconsin Forest Fire Protection Grant.*
11. Approve $250 sponsorship from the Kress Inn and Bemis Conference Center in support of De Pere TV.*
12. Consideration of and possible action on selection of a new property management company for 2186 Lost Dauphin.*
13. Consideration and possible action regarding purchase/sale agreement terms for Parcel WD-1137-2. *
14. Review and possible action on City of De Pere Investments and Cash Detail for July 31, 2019.
15. Presentation of 2018 Preliminary Audit Management Letter and Financial Statements.*
16. Future agenda items.
17. 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:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Deron Andre, Andre Law Offices
Randy Liska, Metalstorm

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**September 10, 2019**
DEPARTMENT:	**City Attorney**
FROM:	**Angela Zills**
SUBJECT:	**Approval of the Minutes of the August 13, 2019 Regular Meeting of the Finance/Personnel Committee.**

ATTACHMENTS:

- August 13, 2019 Minutes-DRAFT (PDF)

DE PERE

Finance/Personnel Committee

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

Regular Meeting

Draft Minutes

Tuesday, August 13, 2019 **7:30 PM** **De Pere City Hall Council Chambers**

1. Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, August 13, 2019, at the De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderperson	Present	
Ryan Jennings	Alderperson	Present	
Amy Chandik Kundinger	Alderperson	Present	
Casey Nelson	Alderperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, Finance Director Joe Zegers, Police Chief Derek Beiderwieden, Fire Chief Alan Matzke, Development Services Director Kimberly T. Flom, City Clerk Carey Danen and Justin Fischer of Baird.

2. Approval of the Minutes of the July 9, 2019 Regular Meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

3. Public Comment Period and other announcements.

No announcements were made. The Mayor offered the audience the opportunity to speak on any item not on the Agenda; no one came forward.

4. Fire Department Overtime and LifeQuest Services Billing Reports for July, 2019.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

5. Approval of Police Overtime Report for July 2019.

Alderperson Nelson asked about miscellaneous overtime for background investigations out of town, and Chief Beiderwieden explained that while this does not happen often, due to five current openings for police officers, background investigations were conducted in Lac du Flambeau and Minocqua.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

6. Consideration and acceptance of donation from VFW Post 2113 to the Fire Department.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

7. Consideration and Recommendation of Approval of a Donation from Unison Credit Union to the Police Department in the Amount of $500 for Emergency Response Equipment.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

8. Consideration and Recommendation of Approval of a Donation from De Pere Christian Outreach to the Police Department in the Amount of $3,000.00 for the K-9 Unit.*

Alderperson Nelson asked whether state statutes require that both Finance and Council review and accept donations, to which Administrator Delo indicated that donations would not need to be reviewed by either, although the Common Council is required to authorize expenditures. Alderperson Nelson replied that while donations should be recognized, it seems redundant that both the Finance Committee and the Common Council need to approve. The Mayor indicated that future meetings with City departments will focus on areas that could be streamlined, and this suggestion is something that could be addressed during those discussions.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

9. Consideration and possible action regarding a request to extend an Option to Purchase for Parcel WD-1136-3. *

Alderperson Crevier noted a slight difference in the current extension request letter, as compared to the previous requests, regarding future expansion. Development Services Director Flom indicated she did note that as well and confirmed that presently there is no interest in this parcel from others. She suggested that this extension could be approved but that any further extension requests could be evaluated in greater depth for more specific information regarding future expansion. Alderperson Crevier confirmed that approving the extension means that this property could not be made available to others for another couple years.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

10. Consideration and possible action regarding the TID #9 Facade Grant program budget. *

Alderperson Nelson asked for an explanation of the staff recommendation that additional 2019 facade grants move to 2020. Development Services Director Flom explained she feels that $71,000 is a good stopping amount for this year and no further budget amendments should be requested, and considering fall is approaching, it is less likely that major projects would be completed before the end of the year. Although funds would be capped for this year, any additional applications received could be used to help structure the program funding for next year. Alderperson Jennings indicated that while he fully supports the facade grant program, he doesn't like to extend beyond the program limits and would prefer a competitive method be in place before accepting applications in the future to fund the best grants. The Mayor added that he is in favor of this request as the City needed Nicky's to improve its facade, which included the alleyway, in order to support the art the City is having installed there, but he does generally agree with Alderperson Jennings regarding budget extensions. Administrator Delo added that in the past, there have been years no one has applied for grants, but with recent changes to the program, that number is increasing; the intent of the program is to offer an incentive to downtown building owners to improve, update and preserve buildings in need. Competitive applications might be difficult to obtain because the property owner's timing may not match up with the time period the City would propose to receive applications and it would be tough for functionality; some owners could submit for a grant and may not follow through. Ald. Jennings indicated that if the set amount is adhered to, the grant submissions will naturally become more competitive. Administrator Delo responded that typically the grants applications are handled on a first come, first served basis, but if more than one proposal is received that would cause the funds to be exceeded, the Redevelopment Authority (RDA) would review the proposals and determine the most appropriate for funding. DSD Flom added that the RDA did discuss at a recent meeting a refining of the guidelines and types of projects that could be funded, and the RDA was along the same thought process as Ald. Jennings, whether the program becomes competitive or whether the guidelines are tightened as to qualifying projects. A discussion followed between Alderperson Crevier and DSD Flom regarding a timeline in which a grant recipient has to complete the work and request funds and whether the RDA could review the guidelines to implement a timeline to ensure that the awarded funds are being utilized.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Casey Nelson, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

11. Consideration of and possible action on lease for postage meters at City Hall and the Municipal Service Center.*

In response to Alderperson Crevier, City Clerk Danen explained that the online shipping program referenced in her Memo as a standard feature means that the City could ship priority mail for a discounted rate, and staff could determine pricing online and print priority postage from a desktop. National Association State Procurement Officers (NASPO) contract pricing is a change from 2013 rates of the vendor. City Clerk Danen further explained that leasing refurbished equipment, while typically expected to be less, is now higher than new equipment. The Mayor added that refurbished equipment may need to be updated by adding a new mechanism, which results in a higher cost.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Ryan Jennings, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

12. Request of Ald. Hansen for the City to Create a No Wake Ordinance for an area of Fox River South of the Dam. *

In discussion on this item, Alderperson Chandik Kundinger asked whether the general interest was for certain parts of day and what distance was being requested. Mayor Walsh did not believe restrictions could be in place for only parts of the day, but distance could be decided by Council up to the City limits. Administrator Delo advised that the City Attorney provided him with the statutes that do allow for restriction of boating activity during certain times of day or days of the week. He further added that a similar proposal was discussion approximately 10 years ago, and the issue became somewhat controversial as property owners along the river wanted no wake, while others participating in water sports were strongly opposed. The Council did not implement an ordinance at that time. In response to Alderperson Jennings, Administrator Delo indicated that the DNR presentation that Ald. Jennings recalled was related to the expansion of Bomier Boat Launch; and in response to concerns of the expansion creating a more dangerous situation by increased boat traffic, the DNR wardens indicated they had not experienced those issues and had no safety concerns; a suggested narrowing of the channel would make a more dangerous situation and wouldn't allow for sufficient distance for boats to pass one another. Police Chief Beiderwieden was asked to speak on enforcement, and he indicated that the Police Department would have to enforce a city ordinance and would need a boat in order to adequately do so. In response to Alderperson Jennings, Chief Beiderwieden suggested that the public could call the police non-emergency line for hazardous or reckless complaints, and attempt to obtain a boat number, a description or any other helpful detail, so that the PD could make an effort to confront those offenders when they return to the boat launch. Administrator Delo added that wardens do patrol frequently with a fishing boat, but typically do not see unsafe activity; he has personally observed the County in this area as well, but the area would need an active patrol to enforce a city ordinance. He further added that this area is the body of water in the area that does work well for water sports.

At 8:17 p.m.(at the conclusion of Item #14) the Mayor returned to this item to formally give the Committee the opportunity to make a motion as he had not done so when this item was discussed in regular order; no motion was made.

RESULT:	**NO ACTION**

13. Consideration of an initial resolution authorizing the sale and issuance of general obligation promissory notes.*

Finance Director Zegers and Justin Fischer of Baird provided an overview presentation for the borrowing resolutions going to council on 8/20. Finance Director Zegers advised that the resolutions have refinancing, but the one that is taxable includes 820K for development rebates for TID #14 (Irwin Building). Mr. Fisher provided a market update on interest rates, the timeline of the two different borrowings and the City's future borrowing capacity by reviewing his presentation provided in the Agenda packet. He mentioned that the timelines indicated may be adjusted upon receipt of the City's draft audit. In discussion of the methods of sale, Mr. Fisher explained in response to

Alderperson Nelson that in the competitive sale, the underwriter awarded the bid will target their own local buyers to purchase the bonds and Baird will serve as the municipal advisor; in the negotiated sale Baird will serve in a negotiated middle man role which will allow an opportunity for local banks to participate.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

14. Consideration of an initial resolution authorizing the sale and issuance of taxable general obligation promissory notes.*

Justin Fischer of Baird clarified that his presentation regarding Item #13 encompassed this item as well. The Mayor thanked Finance Director Zegers and Mr. Fischer for their work.

At the conclusion of this item at 8:17 p.m., the Mayor announced he would like to go back to Item #12.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

15. Review and Possible Action on City of De Pere Investments and Cash Detail for June 30, 2019.

Finance Director Zegers provided an overview of the monthly investment summary detail; the balance decreased from 25 million (at the end of May) to 23 million; the second-half tax payment is expected from Brown County on August 20, and in July, 15% of City's shared revenue was received and 85% is expected in November. There has been a steady cash flow over the years, and due to City's fund balance policy, there is enough cash reserves to pay bills, including contractor bills over the summer months. The revolving loan fund is now under City control and is planned to be designated by the end of the month at a money market rate for a better return. He further pointed out the nice rates of return on investments, and that Schwab requested that he advise the Committee that rate of return can be influenced by the timing of when bonds are purchased. Alderperson Crevier confirmed with Finance Director Zegers that the former revolving loan fund is still being called by the same title, which Finance Director Zegers acknowledged, and Administrator Delo added that because outstanding payments are still coming in, the title will be kept the same for now, so it can be easily tracked, until reallocated later. Finance Director Zegers added that five notes are still outstanding in the amount of $500,000 and there is $800,000 in cash. In response to Alderperson Nelson, Finance Director Zegers explained that the significant amount of money in the health checking account is reflective of a positive first six months this year and a positive trend over the last few years. The account is growing due to less being paid out in health insurance claims versus the premiums paid in; that balance will guide rates for next year and help to keep increases minimal. Administrator Delo added that the initial budget model for next year proposes a 0% increase in rates and may possibly include a decrease after further evaluation; the health account is targeted to have a balance of $800,000 minimally to $1.2 million on the high end.

Mayor Walsh moved to accept the report, which was seconded by Alderperson Nelson. Upon vote, Motion carried unanimously.

No further action was taken as this item was for discussion purposes.

RESULT:	DISCUSSED

16. Discuss status of 2020 budget development.

Administrator Delo advised that the Committee has already received the budget calendar, that initial budgets are due to the Finance Department on Thursday (8/15), and the Mayor, Finance Director and City Administrator will review with each department over the next week; the proposed budgets will then be refined by determining cuts and balances in preparation for the study session and draft executive budget. Draft numbers indicate that the City is the third lowest community in Brown County for net new construction, which has been a compounding issue, although it is expected to increase with new subdivisions and manufacturing development. The City has contacted legislators to pursue legislation that allows non-profits that are tax exempt to count towards net new construction. The Mayor encouraged contact with legislators on both this issue and that of the southern bridge. A discussion followed on exemption limitations for private colleges and that churches have no limitations. Alderperson Crevier confirmed that the October 3 Budget Study Session begins at 5:00 p.m.

RESULT:	DISCUSSED

17. Future agenda items.

None.

18. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 8:30 PM.

Respectfully submitted,
Angela Zills

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**September 10, 2019**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Fire Department Overtime and LifeQuest Services Billing Report, August, 2019.**

ATTACHMENTS:

- FIRE DEPT_AUG 2019 OT REPORT (PDF)

DE PERE FIRE RESCUE

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2018

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	153.00	117.00	196.50	190.25	135.00	129.00	48.25	129.00	135.25	90.00	81.00	66.25	1,470.50
EMS TRAINING	79.50	31.50	98.00	67.00	61.50	17.75	0.00	0.00	98.50	117.50	121.50	99.00	791.75
FIRE TRAINING	21.75	31.50	24.00	18.00	94.25	16.00	18.50	15.75	0.00	55.00	66.50	34.50	395.75
RESCUE CALLS	17.00	6.75	16.50	10.50	4.00	10.75	4.50	0.00	0.00	24.25	13.00	9.75	117.00
FIRE CALLS	1.00	4.00	0.50	1.25	0.00	0.00	0.00	1.75	0.00	1.50	0.75	2.50	13.25
MEETINGS	30.25	41.25	10.50	12.75	3.75	5.50	4.25	31.50	17.25	5.25	0.00	14.50	176.75
STAFFING REP.	0.00	0.00	77.25	109.00	93.75	36.00	83.00	69.75	85.50	6.00	49.50	309.75	919.50
MAINTENANCE	26.50	6.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.25
PUB. ED.	13.50	0.00	17.75	0.75	14.25	6.00	6.00	19.50	29.25	48.00	1.50	0.00	156.50
SPECIAL EVENTS	58.75	0.00	0.00	0.00	211.50	0.00	0.00	32.50	0.00	23.50	6.00	21.00	353.25
# FIRE RUNS	39	35	31	47	38	39	46	48	50	30	38	36	477
# EMS RUNS	193	168	164	196	179	179	169	194	202	178	177	184	2,183
DISPATCH ERRORS	6	1	2	4	5	4	6	4	1	3	10	9	55
TOTAL HRS.	401.25	238.75	441.00	409.50	618.00	221.00	164.50	299.75	365.75	371.00	339.75	557.25	4,427.50

Special Events included in Overtime

Total Overtime Budget $95,000, Expenditures through January 2, 2019, $93,505, 98%

*Period: 12/30/17-01/26/18 +Period: 03/24/18-04/20/18 ^Period: 06/30/18-07/27/18 #Period: 09/22/18-11/02/18

**Period: 01/27/18-02/23/18 ++Period: 04/21/18-06/01/18 ^^Period: 07/28/18-08/24/18 ##Period: 11/03/18-11/30/18

***Period: 02/24/18-03/23/18 +++Period: 06/02/18-06/29/18 ^^^Period: 08/25/18-09/21/18 ###Period: 12/01/18-12/28/18

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2019

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	72.75	54.00	22.50	69.00	3.00	12.00	30.00	39.00					302.25
EMS TRAINING	40.75	129.25	108.25	107.25	8.00	3.75	8.75	0.00					406.00
FIRE TRAINING	3.50	43.50	15.50	86.75	56.50	9.00	0.00	13.75					228.50
RESCUE CALLS	13.00	2.25	11.25	2.00	0.00	9.50	4.75	7.00					49.75
FIRE CALLS	13.50	4.50	23.50	9.75	7.50	0.00	1.75	0.00					60.50
MEETINGS	3.00	33.00	22.25	8.50	19.00	2.25	11.25	12.00					111.25
STAFFING REP.	89.25	15.50	0.00	153.00	152.25	171.75	665.00	561.75					1,808.50
MAINTENANCE	0.00	0.00	0.00	3.25	8.25	0.75	0.00	0.00					12.25
PUB. ED.	2.25	0.00	4.50	34.00	0.00	7.50	0.00	2.50					50.75
SPECIAL EVENTS	0.00	0.00	0.00	0.00	210.00	0.00	10.50	56.50					277.00
# FIRE RUNS	56	31	50	52	40	32	44	33					338
# EMS RUNS	191	178	167	223	191	186	196	196					1,528
DISPATCH ERRORS	6	6	8	2	4	4	6	8					44
TOTAL HRS.	238.00	282.00	207.75	473.50	464.50	216.50	732.00	692.50	0.00	0.00	0.00	0.00	3,306.75

Special Events included in Overtime

Total Overtime Budget $95,000, Expenditures through September 3, 2019, $64,218, 68%

DE PERE FIRE RESCUE
***OVERTIME CAUSED BY SICK LEAVE**
AUGUST, 2019

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
07/27/2019	24	36
08/03/2019	84	126
08/05/2019	17	25.5
08/06/2019	24	36
08/07/2019	48	72
08/08/2019	24	36
08/10/2019	24	36
08/14/2019	24	36
08/15/2019	9.5	14.25
08/16/2019	24	36
08/17/2019	24	36
08/19/2019	24	36
08/23/2019	24	36
TOTAL:	**374.5**	**561.75**

*Overtime generated when staffing levels fall below minimum as a result of sick leave.

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR AUGUST, 2019

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Ai[d] Received
08/01/2019	2878 Ontario Road (Village of Bellevue)	Excessive heat, scorch burns with no ignition	C102	Investigate	N/A
08/01/2019	725 Fulton Street	Carbon monoxide incident	BC102, E111, E121	Incident Command, investigate & identify hazardous materials, provide equipment	N/A
08/02/2019	324 Crestview Lane	Gas leak	BC104, A111, E111, E121	Investigate, evacuate area	N/A
08/02/2019	1155 Westwood Drive	Alarm system activation, no fire - unintentional	BC104, E111, E121	Investigate	N/A
08/02/2019	2784 Viking Drive (Village of Ashwaubenon)	Building fire	C102, L111	Handled by other agencies	N/A
08/03/2019	1484 S. Honeysuckle Circle	Carbon monoxide detector activation, due to malfunction	E121	Investigate	N/A
08/03/2019	1775 E. Matthew Drive	Alarm system sounded due to malfunction	E111, E121	Investigate, refer to proper authority	N/A
08/05/2019	2001 American Blvd.	Alarm system sounded due to malfunction	E111, E121	Incident Command, investigate	N/A
08/05/2019	614 Front Street	Fuel burner/boiler malfunction, fire confined	BC104, E111, E121	Remove hazard	N/A
08/05/2019	435 S. Washington Street	Gas leak	BC104, E111, E121	Shut down system, hazmat detection, monitoring, refer to proper authority	N/A
08/05/2019	1291 Driftwood Drive	Carbon monoxide detector activation, due to malfunction	E121	Investigate	N/A
08/13/2019	960 Willard Drive (Village of Ashwaubenon)	Oven fire	N/A	Dispatched/Canceled en route	N/A
08/14/2019	120 N. Huron Street	Building fire	BC104, E111, E121	Investigate, fire out on arrival	Dispatche[d] Canceled
08/17/2019	301 Lawrence Drive	Steam, vapor, fog or dust thought to be smoke	E111, E121	Investigate	N/A
08/19/2019	1580 Bellevue Street (Village of Bellevue)	Possible structure fire	C101, BC105, L111	Dispatched/Canceled en route	N/A
08/21/2019	1439 Hockers Street	Gas or other flammable liquid spill	BC105, E111, E121	Investigate	N/A

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aic Received
08/21/2019	2001 American Blvd.	Alarm system sounded due to malfunction	CH102, E111, E121	Investigate	N/A
08/22/2019	221 S. Wisconsin Street	Alarm system activation, no fire - unintentional	C102, BC103, E111, E121	Investigate	N/A
08/22/2019	3001 Ryan Road	Alarm system activation, no fire - unintentional	BC103, E111, E121	Investigate	N/A
08/24/2019	1480 Navigator Way (Village of Hobart)	Cooking fire, confined to container	C102, BC105, E121	Incident command, extinguishment	N/A
08/25/2019	1639 Commanche Ave. (Village of Ashwaubenon)	Smoke in building	C102, L111	Dispatched/Canceled en route	N/A
08/27/2019	824 Fort Howard Ave.	Alarm system sounded due to malfunction	C101, E111, E121	Shut down system	N/A
08/29/2019	1634 Rusk Street	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A
08/29/2019	WB STH 172 (Village of Ashwaubenon)	Possible structure fire	BC104, L111	Dispatched/Canceled en route	N/A

LIFEQUEST MEDICAL BILLING - 2019
MONTHLY REPORT

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	143,655	104,733	155,785	152,178	84,427	163,643
PAYMENTS	55,433	56,668	75,702	53,535	65,318	52,157
CREDIT ADJUSTMENTS	63,699	48,843	69,520	52,183	52,374	33,099

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	211,284	123,787				
PAYMENTS	74,156	68,797				
CREDIT ADJUSTMENTS	102,100	80,649				

Payments to LifeQuest	
January	3,057
February	3,823
March	4,791
April	3,407
May	3,661
June	3,277
July	4,079
August	4,314
September	
October	
November	
December	
Total Paid	$30,409

**See attached details

City Of De Pere

Income and Expenditures

August 2019

All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		$100,207.00	$23,579.87	$123,786.87
Other	+	$0.00	$0.00	$0.00
Subtotal of Charges		**$100,207.00**	**$23,579.87**	**$123,786.87**
Account Transfers		**$18,912.22**	**$4,667.65**	**$23,579.87**

Credit Summary				
Total Credits		**$142,393.10**	**$9,950.20**	**$152,343.30**
Less Adjustments	-	$80,555.78	$93.01	$80,648.79
Less Delinquent Closed Accounts Reconciliation	-	$0.00	$2,897.10	$2,897.10
Less Overpayments	-	$(1,555.91)	$(1,359.82)	$(2,915.73)
Gross Payments Received		**$63,393.23**	**$8,319.91**	**$71,713.14**
Plus Overpayment Returns	+	$(159.23)	$(1,359.82)	$(1,519.05)
Net Payments Received		**$63,234.00**	**$6,960.09**	**$70,194.09**
Less Payments Kept By Service	-	$0.00	$0.00	$0.00
Total Deposits Reconciliation		**$63,234.00**	**$6,960.09**	**$70,194.09**

Summary of Disbursement				
Total Deposits & Payments Kept By		$63,234.00	$6,960.09	$70,194.09
Plus Overpayment Refunds	+	$(1,396.68)	$0.00	$(1,396.68)
Gross Revenue		**$61,837.32**	**$6,960.09**	**$68,797.41**
LifeQuest Fee		$2,782.68	$1,531.22	$4,313.90
Plus Probate Fees	+	$0.00	$0.00	$0.00
Other / Fees		-	-	$0.00
Total Due LifeQuest **Check #** **EFT**		**$2,782.68**	**$1,531.22**	**$4,313.90**
Service Revenue		$59,054.64	$5,428.87	$64,483.51
Less Payments Kept By Service	-	$0.00	$0.00	$0.00
Less Service Payable	-	$0.00	$0.00	$0.00
Less Probate Fees	-	$0.00	$0.00	$0.00
Other / Fees		$0.00	$0.00	$0.00
Total Due Service **Check #** **EFT**		**$59,054.64**	**$5,428.87**	**$64,483.51**

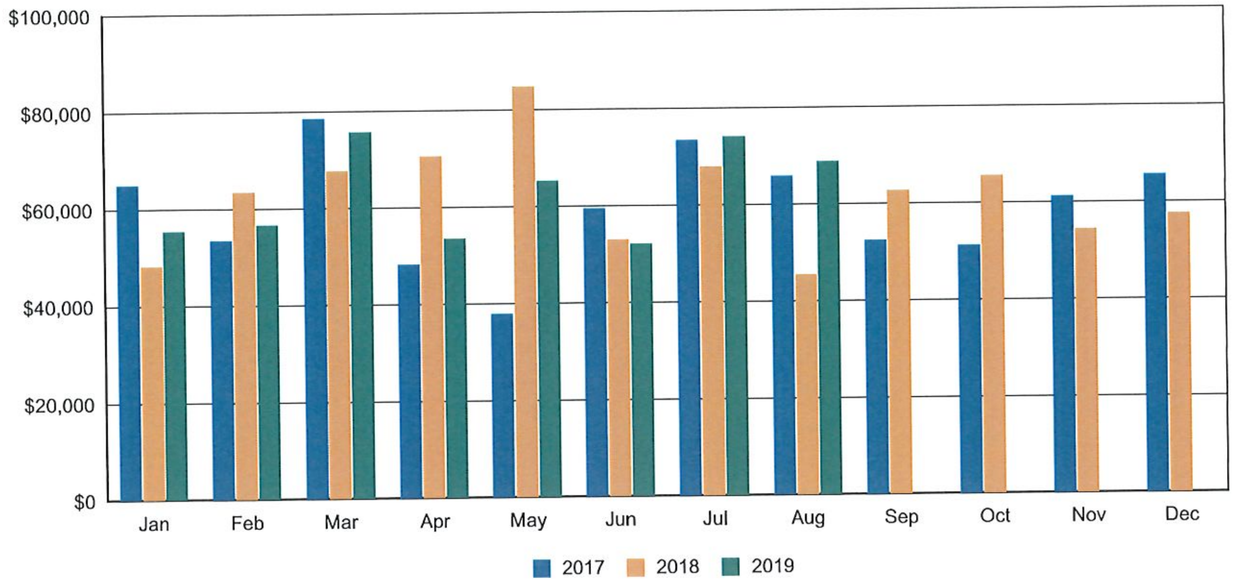
Messages:

Total Deposits EOM differ from bank statement by $347.88 due to 7/9 $255.60 UHC OF WISCONSIN, 7/9 $173.49 AETNA, 7/9 $906.64 UNITED HEALTHCARE, 7/22 $817.02 HEALTH PARTNERS, 7/25 $189.79 COMPCARE, 7/25 $98.12 UNITED HEALTHCARE, 7/31 $83.35 ACH RETURN NOW POSTED. 8/9 $207.29 UHC, 8/19 $97.00 CIGNA, AND 8/30 $965.20 NHIC NOT POSTED. LAB 9.3.19

All Phases Gross Revenue

City of De Pere

January 2017 to August 2019



	2017	2018	2019
January	$65,035	$48,362	$55,433
February	$53,532	$63,538	$56,668
March	$78,566	$67,787	$75,702
April	$48,367	$70,664	$53,535
May	$38,017	$84,800	$65,318
June	$59,532	$53,162	$52,157
July	$73,500	$67,954	$74,156
August	$65,845	$45,566	$68,797
September	$52,557	$62,667	$0
October	$51,374	$65,610	$0
November	$61,219	$54,498	$0
December	$65,635	$57,599	$0
Total Gross Revenue	**$713,180**	**$742,207**	**$501,767**

LIFEQUEST SERVICES
(888) 777-4911

City Of De Pere

Billing Summary

August 2019

Phase 1

Charges			
Billing Charges		$100,207.00	
Other	+	$0.00	
Subtotal of Charges			$100,207.00
Account Transfers			
Billing to Collections Transfer Total			$18,912.22
Credit Summary			
Total Credits		$142,393.10	
Less Adjustments	-	$80,555.78	
Less Overpayments	-	$(1,555.91)	
Gross Payments Received			$63,393.23
Plus Overpayment Returns	-	$(159.23)	
Net Payments Received			$63,234.00
Less Payments Kept By Service	-	$0.00	
Total Deposits Reconciliation			$63,234.00
Summary of Disbursement			
Total Deposits & Payments Kept By		$63,234.00	
Plus Overpayment Refunds	+	$(1,396.68)	
Gross Revenue			$61,837.32
LifeQuest Fee		$2,782.68	
Plus Probate Fees	+	$0.00	
Total Due LifeQuest **Check #** EFT			$2,782.68
Service Revenue		$59,054.64	
Less Payment Kept By Service	-	$0.00	
Less Service Payable	-	$0.00	
Less Probate Fees	-	$0.00	
Other / Fees	-	$0.00	
Total Due Service **Check #** EFT			$59,054.64

Messages:

Legend:

Charges - Other: Includes insurance interest, transaction fees, probate fees

Credit Summary - Less Overpayments: Includes recoupments, refunds, returns, service payables

Credit Summary - Plus Overpayment Returns: Includes NSF/bank returned type payments

Billing Reconciliation Summary

City of De Pere

For the month of August 2019

Beginning Balance of Accounts Receivables			**$245,853.27**
Total Charges entered for the Month		+	**$100,207.00**

Adjustments

Intercept	$0		
Per Contract	$0		
Account Transfer Total	$18,912.22		
Other	$61,643.56		
Total Adjustments for the Month	**$80,555.78**	-	**$80,555.78**

Payments

Cash	$13,311.47		
Contract Payments	$0		
Credit Card	$0		
Direct Deposit	$44,325.30		
Hospital	$0		
Insurance	$5,756.46		
Payment Kept By	$0		
Other	$0		
	$63,393.23	-	**$63,393.23**

Overpayment

Recoupment	$224.12		
Refunds	$(1,396.68)		
Returns	$(383.35)		
Service Payable	$0		
Other	$0		
	$(1,555.91)	-	**$(1,555.91)**

Total for Reconciliation Summary	**$203,667.17**
Ending Balance of Accounts Receivables	**$203,667.17**

Receivables Distribution Report

Receivables Cash

All Companies **All Directories**

Charges	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Totals
Sep 2018	1902	31023	13383	6534	5556	1489	1523	0	55	0	454	0 $	61918
122220	1.6	25.4	11	5.3	4.5	1.2	1.2	0	0	0	0.4	0 %	50.7
Oct 2018		2562	26437	15902	6530	2176	3331	3794	382	189	570	0 $	61874
115714		2.2	22.8	13.7	5.6	1.9	2.9	3.3	0.3	0.2	0.5	0 %	53.5
Nov 2018			223	24640	14380	9451	2818	232	0	-157	0	0 $	51586
106478			0.2	23.1	13.5	8.9	2.6	0.2	0	-0.1	0	0 %	48.4
Dec 2018				831	22268	14799	8020	2832	3152	1863	-649	66 $	53183
107646				0.8	20.7	13.7	7.5	2.6	2.9	1.7	-0.6	0.1 %	49.4
Jan 2019					0	17895	24350	7265	2742	2194	392	626 $	55464
121031					0	14.8	20.1	6	2.3	1.8	0.3	0.5 %	45.8
Feb 2019						360	27858	15532	7822	6557	795	0 $	58923
109224						0.3	25.5	14.2	7.2	6	0.7	0 %	53.9
Mar 2019							0	18625	14767	2190	2220	1205 $	39007
96217							0	19.4	15.3	2.3	2.3	1.3 %	40.5
Apr 2019								2228	30061	21238	4950	2988 $	61464
116914								1.9	25.7	18.2	4.2	2.6 %	52.6
May 2019									186	17726	23851	5330 $	47093
108279									0.2	16.4	22	4.9 %	43.5
Jun 2019										0	27853	14633 $	42486
107254										0	26	13.6 %	39.6
Jul 2019											5997	32713 $	38710
128342											4.7	25.5 %	30.2
Aug 2019												2529 $	2529
79018												3.2 %	3.2

Averages	1st Mo	2nd Mo	3rd Mo	4th Mo	5th Mo	6th Mo	7th Mo	8th Mo	9th Mo	10th Mo	11th Mo	12th Mo
Extended	1.3	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>
Weighted	1.3	22.4	15.6	5.8	3.1	1.6	1.1	0	0.1	0.2	0.2	0

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **September 10, 2019**

DEPARTMENT: **Police**

FROM: **Derek Beiderwieden**

SUBJECT: **Approval of Police Overtime Report for August 2019**

The overtime (OT) report covers a four (4)-week period. Two previous years of overtime report summaries are attached for comparison.

Miscellaneous OT of 20.5 total hours is comprised of 11 hours of patrol fraction allotments, 3.5 hours for field training Daily Observation Reports, 5 hours for K-9 to attend Bike to the Beat and 1 hour for K-9 to attend special recognition at Brown County Fair.

Reimbursable Miscellaneous OT of 3.5 total hours for the Drug Task Force assigned officer.

Please let me know if you have any questions about this overtime report.

ATTACHMENTS:

- 2017 PD OT Report Summary (PDF)
- 2018 PD OT Report Summary (PDF)
- August 2019 PD OT Report (PDF)

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2017

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	12.00	64.75	39.50	24.75	23.50	15.00	38.00	37.00	18.00	32.75	4.00	23.00	332.25
OFFICER WORKED ON HOLIDAY	97.00	13.75		31.00	97.00	21.75	54.75	8.00	121.75	16.00	66.00	87.00	614.00
OFFICER FOR COURT	9.00	10.00	6.00	1.75	21.00	10.00	4.00	25.00	4.00	22.00	15.00	4.00	131.75
OFFICER TRAINING	207.00	65.50	36.00	39.00	241.75	60.25	16.50	46.75	259.25	203.00	51.25	97.00	1323.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	5.50	27.25	10.50	16.00	17.50	9.50	16.50	3.00	2.00	12.00	2.00	14.00	135.75
STAFFING LEVEL	63.00	22.50	39.25	39.50	199.50	74.00	66.50	97.50	130.50	209.50	98.00	69.00	1108.75
INVESTIGATION	37.50	44.50	43.50	36.50	73.75	24.50	47.00	26.25	23.50	108.50	28.50	57.50	551.50
HONOR GUARD FOR FUNERAL		2.00		11.00									13.00
SCHOOL LIAISON REIMBURSED	18.00	23.50	25.00	7.00	31.50	15.00		5.00	41.00	61.00	10.00	16.00	253.00
COMMUNITY RELATIONS					2.00			3.50	3.50	3.00			12.00
SPECIAL ASSIGNMENT		6.25					9.00						15.25
SPECIAL ASSIGNMENT REIMBURSED		6.25		18.50	219.50	13.00			8.00	29.50	29.00		323.75
MISCELLANEOUS	27.50	13.50	42.75	20.25	26.25	17.75	10.75	11.50	9.75	35.50	17.00	20.25	252.75
MISCELLANEOUS REIMBURSED	66.00	130.00	45.00	60.00	104.00	67.50	57.50	51.00	30.50	42.50	26.00	19.00	699.00
Gross OFFICER OVERTIME	542.50	429.75	287.50	305.25	1057.25	328.25	320.50	314.50	651.75	775.25	346.75	406.75	5766.00
SUBTOTAL REIMBURSED OVERTIME	(84.00)	(159.75)	(70.00)	(85.50)	(355.00)	(95.50)	(57.50)	(56.00)	(79.50)	(133.00)	(65.00)	(35.00)	(1275.75)
NET OFFICER OVERTIME	458.50	270.00	217.50	219.75	702.25	232.75	263.00	258.50	572.25	642.25	281.75	371.75	4490.25

Total Overtime Budget: **$145,000.00**
Expenditures through 1/02/2018 **$182,422.00**
Percent of Total Budget: **125.81%**

01/02/2018
Report Date

NOTES:

* Period 12/31/2016 - 1/27/2017
**Period 1/28/2017 - 2/24/2017
***Period 02/25/2017 - 3/24/2017
+Period 03/25/2017 - 4/21/2017
++Period 4/22/2017 - 6/02/2017
^Period 6/03/2017 - 6/30/2017
#Period 7/1/2017 - 7/28/2017
##Period 7/29/2017 - 8/25/2017
^^Period 8/26/2017 - 9/22/2017
^^^Period 9/23/2017 - 11/3/2017
*+Period 11/4/2017 - 12/1/2017
*+*Period 12/2/2017- 12/29/2017

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2018

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	41.50	19.50	10.00	15.50	23.00	14.00	20.00	97.50	33.00	29.00	19.50	8.50	331.00
OFFICER WORKED ON HOLIDAY	105.75	8.00	12.00	42.00	98.25	22.00	70.50	4.00	114.00	12.00	51.75	98.75	639.00
OFFICER FOR COURT	4.00	14.00	13.00	12.00	18.00	12.00	23.50	6.00	14.00	53.50	9.00	26.00	205.00
OFFICER TRAINING	82.00	122.00	71.75	140.00	277.00	164.75	104.50	73.50	179.75	224.25	66.50	28.00	1534.00
OFFICER RELIEF FOR FUNERAL			4.50										4.50
OFFICER ATTEND MEETING	10.50		3.50	15.00	0.50		7.50		10.00	12.00		21.00	80.00
STAFFING LEVEL	68.00	51.25	97.75	61.50	87.50	92.00	83.00	73.75	140.50	175.50	99.50	85.25	1115.50
INVESTIGATION	50.75	77.00	82.25	87.50	40.75	27.50	39.00	55.50	15.00	83.00	57.25	74.50	690.00
HONOR GUARD FOR FUNERAL						15.50		3.00					18.50
SCHOOL LIAISON REIMBURSED	12.50	25.50	10.00	19.00	33.75	27.50		15.00	61.00	41.50	7.00	22.00	274.75
COMMUNITY RELATIONS						1.50		2.00	3.00	14.50		4.00	25.00
SPECIAL ASSIGNMENT						6.50				46.00			52.50
SPECIAL ASSIGNMENT REIMBURSED		17.50	9.50		212.75		26.50		13.50		30.75		310.50
MISCELLANEOUS	16.00	19.00	10.75	25.75	35.00	10.75	9.00	18.50	19.75	37.75	18.75	19.00	240.00
MISCELLANEOUS REIMBURSED	33.00	41.50	79.00	20.00	32.50	23.50	25.00	34.00	32.00	43.00	22.00	19.00	404.50
Gross OFFICER OVERTIME	424.00	395.25	404.00	438.25	859.00	417.50	408.50	382.75	635.50	772.00	382.00	406.00	5924.75
SUBTOTAL REIMBURSED OVERTIME	(45.50)	(84.50)	(98.50)	(39.00)	(279.00)	(51.00)	(51.50)	(49.00)	(106.50)	(84.50)	(59.75)	(41.00)	(989.75)
NET OFFICER OVERTIME	378.50	310.75	305.50	399.25	580.00	366.50	357.00	333.75	529.00	687.50	322.25	365.00	4935.00

Total Overtime Budget: **$150,000.00**
Expenditures through 3/1/2019 **$190,045.02**
Percent of Total Budget: **126.70%**

NOTES:

* Period 12/30/2017 - 1/26/2018
**Period 1/27/2018 - 2/23/2018
***Period 2/24/2018 - 3/23/2018
+Period 3/24/2018 - 4/20/2018
++Period 4/21/2018 - 6/1/2018
^Period 6/2/2018 - 6/29/2018
#Period 6/30/2018 - 7/27/18
##Period 7/28/2018 - 8/24/2018
^^Period 08/25/2018 - 09/21/2018
^^^Period 9/22/2018 - 11/2/2018
*+Period 11/3/2018 - 11/30/2018
*+*Period 12/01/2018 - 12/28/2018

Attachment: 2018 PD OT Report Summary (8693 : Police August 2019 Overtime)

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2019

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	20.50	16.50	15.00	48.50	9.50	23.00	47.75	12.00					192.75
OFFICER WORKED ON HOLIDAY	105.00	22.25	4.00	30.00	91.75	12.00	61.00	10.00					336.00
OFFICER FOR COURT	22.50	10.00	18.50	10.50	14.00	8.00	10.00	6.00					99.50
OFFICER TRAINING	29.50	89.00	124.00	160.75	82.75	77.25	69.75	50.25					683.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	3.00	2.00	12.00	13.00		2.00	7.50	2.00					41.50
STAFFING LEVEL	39.00	60.00	124.50	85.50	169.25	131.25	157.00	263.75					1030.25
INVESTIGATION	33.00	38.50	16.00	58.50	29.00	27.00	58.00	17.00					277.00
HONOR GUARD FOR FUNERAL		10.00											10.00
SCHOOL LIAISON REIMBURSED	25.50	30.50	14.00	30.00	8.00	25.00		3.50					136.50
COMMUNITY RELATIONS					2.00								2.00
SPECIAL ASSIGNMENT				8.25	32.00	6.00							46.25
SPECIAL ASSIGNMENT REIMBURSED		14.00					14.00	10.00					38.00
MISCELLANEOUS	8.00	31.25	22.75	41.50	14.50	22.75	29.25	20.50					190.50
MISCELLANEOUS REIMBURSED	14.50	16.50	13.00	30.50	75.00	50.00	1.50	3.50					204.50
Gross OFFICER OVERTIME	300.50	340.50	363.75	517.00	527.75	384.25	455.75	398.50	0.00	0.00	0.00	0.00	3288.00
SUBTOTAL REIMBURSED OVERTIME	(40.00)	(61.00)	(27.00)	(60.50)	(83.00)	(75.00)	(15.50)	(17.00)	0.00	0.00	0.00	0.00	(379.00)
NET OFFICER OVERTIME	260.50	279.50	336.75	456.50	444.75	309.25	440.25	381.50	0.00	0.00	0.00	0.00	2909.00

Total Overtime Budget: **$160,000.00**
Expenditures through8/30/2019 **$164,255.19**
Percent of Total Budget: **102.66%**

NOTES:

* Period 12/29/2018 - 1/25/2019
**Period 1/26/2019 - 2/22/2019
***Period 02/23/2019 - 3/22/2019
+Period 3/23/2019 - 5/03/2019
++Period 5/4/2019 - 5/31/2019
^Period 6/1/2019 - 6/28/2019
#Period 6/29/2019 - 7/26/2019
##Period 07/27/2019 - 08/23/2019
^^Period
^^^Period
*+Period
*+*Period

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**September 10, 2019**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Consideration and acceptance of proposed Eagle Scout Project for Fire Department classroom, Station #1.***

ATTACHMENTS:

- EAGLE SCOUT PROPOSED PROJECT (PDF)

CITY OF DE PERE MEMO

To: Honorable Mayor Walsh
Members of the Finance and Personnel Committee

From: Alan Matzke, Fire Chief A.M.

Date: September 4, 2019

RE: Consider Proposed Eagle Scout Project for Fire Department Station #1

Isaac Hermans, a Boy Scout from Troop 1043 in De Pere, approached the Fire Department for an Eagle Scout project. The proposed Eagle Scout project would take place at Fire Station #1, 400 Lewis Street, in the department classroom. This project would consist of new cabinets and countertop. This would allow the Fire Department to make the room more user friendly for training and hosting other departments, as well as displaying some of the antiques and artifacts that have been collected over the years. Costs associated with this project will be paid for jointly through fundraising by Mr. Hermans and $1,300 from the Fire Department donation account.

Mr. Hermans will be presenting his proposal and available to answer any questions the Council may have.

Thank you for your consideration.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **September 10, 2019**

DEPARTMENT: **Fire Department**

FROM: **Lea Taylor**

SUBJECT: **Consideration and acceptance of $1,100 donation from Green Bay Packers to the Fire Department.***

ATTACHMENTS:

- GREEN BAY PACKERS DONATION (PDF)

CITY OF DE PERE
MEMO

DE PERE

To: Honorable Mayor Walsh
Members of the Finance and Personnel Committee

From: Alan Matzke, Fire Chief AEM

Date: August 28, 2019

RE: Consider Donation from Green Bay Packers, Inc.

The Fire Department is requesting acceptance of a donation from the Green Bay Packers, Inc. De Pere Fire Rescue participated in the first annual Packers flag football tournament, which took place on July 20, 2019. The Green Bay Packers, Inc. have graciously donated $1,100.00 to the Fire Department. The accepted donation would be placed in the Fire Department donation account.

Thank you for your consideration of this request. We respectfully ask for your support to move this item forward to the City's Common Council for final action and acceptance. If you have any questions, please do not hesitate to ask.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**September 10, 2019**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Consideration and acceptance of $500 donation from Casey Cuene to the Fire Department.***

ATTACHMENTS:

- CUENE DONATION (PDF)

DE PERE

CITY OF DE PERE
MEMO

To: Honorable Mayor Walsh
Members of the Finance and Personnel Committee

From: Alan Matzke, Fire Chief ACM

Date: August 28, 2019

RE: Consider Donation from Casey Cuene

The Fire Department is requesting acceptance of a donation from Casey Cuene. He has graciously donated $500.00 to the Fire Department. The accepted donation would be placed in the Fire Department donation account.

Thank you for your consideration of this request. We respectfully ask for your support to move this item forward to the City's Common Council for final action and acceptance. If you have any questions, please do not hesitate to ask.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**September 10, 2019**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Consider Fire Department's request to apply for Georgia Pacific Bucket Brigade Grant.***

ATTACHMENTS:

- GEORGIA PACIFIC BUCKET BRIGADE GRANT REQUEST (PDF)

DE PERE

CITY OF DE PERE
MEMO

To: Honorable Mayor Walsh
Members of the Finance and Personnel Committee

From: Alan Matzke, Fire Chief AEM

Date: September 4, 2019

RE: Request to Apply for Georgia Pacific Bucket Brigade Grant

De Pere Fire Rescue would like to respectfully request permission to apply for the Georgia Pacific Bucket Brigade Grant. This grant would allow us to replace some of our critical technical rescue equipment that is reaching the end of its service life. "Technical rescue" refers to the aspects of saving lives that employ the use of tools and skills that exceed those normally reserved for emergency medical services or firefighting. These specialized rescues include: confined space, high angle, silo and grain storage, trench and excavation, structural collapse, and ice and water rescues. The dollar value of this grant is $6,000.

De Pere Fire Rescue is in the Fox River Valley of Wisconsin. This area is known for its paper industry. De Pere Fire Rescue works with local paper mill and pulp plants in planning for emergencies in their numerous confined spaces. There are many examples and needs for the use of high angle rescue in the area. These include grain silos, cellular towers and water towers, among others. Our Auto Aid District includes rural areas that are home to many agricultural farms. As a result, we must stay proficient with agricultural rescues. Trenches are dug in almost every work site or building foundations and the piping for all underground utilities. The upper Midwest area is susceptible to tornadoes, derechos, and thunderstorms. Buildings that are affected by this weather may be at risk of collapsing or being blown over. De Pere and the Fox River Valley are bisected by the Fox River. This is a major recreational waterway, home to a nationally recognized fishery resulting in many recreational boaters. Due to the river valley, it is common for seasonal flooding with potential to trap citizens in areas unable to be reached on foot.

Thank you for your consideration. I respectfully request your support to move this item forward to the City Council for final action and acceptance. If you have any questions, please do not hesitate to ask.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **September 10, 2019**

DEPARTMENT: **Fire Department**

FROM: **Lea Taylor**

SUBJECT: **Consider Fire Department's request to apply for 2019 Wisconsin Forest Fire Protection Grant.***

ATTACHMENTS:

- WI FOREST FIRE PROTECTION GRANT REQUEST (PDF)

CITY OF DE PERE
MEMO

DE PERE

To:	Honorable Mayor Walsh Members of the Finance and Personnel Committee
From:	Alan Matzke, Fire Chief A.M.
Date:	September 4, 2019
RE:	Request to Apply for 2019 Wisconsin Forest Fire Protection Grant

De Pere Fire Rescue would like to respectfully request permission to apply for the 2019 Wisconsin Forest Fire Protection Grant. This grant would assist with the cost of providing the installation of five (5) dry fire hydrants along the banks of the Fox River. Three (3) hydrants are proposed on the east side below the current bridge, two (2) hydrants are proposed on the west side in front of Ahlstrom-Munksjo Paper Mill. This project would allow the Fire Department to supplement the water supply in the event of a large building or multi-building fire. Due to the age and construction of our downtown business district, the potential for a large fire is considerable. The ability for us to augment the City's water supply with river water is invaluable. The total cost of this proposal is $14,960.

These "dry hydrants" are pipes that are placed along the river shoreline that will allow fire vehicles to pump water from the river irregardless of weather conditions.

This Wisconsin Forest Fire Protection Grant would cover 50% of the funding for this project. The cost to the City would be approximately $7,480.

Thank you for your consideration. I respectfully request your support to move this item forward to the City Council for final action and acceptance. If you have any questions, please do not hesitate to ask.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**September 10, 2019**
DEPARTMENT:	**Information Technology**
FROM:	**Kevin Clark**
SUBJECT:	**Approve $250 sponsorship from the Kress Inn and Bemis Conference Center in support of De Pere TV.***

Staff is requesting approval to accept a $250 sponsorship from the Kress Inn & Bemis Conference Center in support of De Pere TV. They will be recognized as a supporter on TV and online for one year and acknowledged with a letter of thanks and appreciation. The donation will be used to support ongoing De Pere TV operations.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **September 10, 2019**

DEPARTMENT: **City Clerk**

FROM: **Carey Danen**

SUBJECT: **Consideration of and possible action on selection of a new property management company for 2186 Lost Dauphin.***

ATTACHMENTS:

- Memo to Finance - property management services (PDF)
- Safehold (PDF)
- Blue Frog (PDF)
- Vantage Point (PDF)

CITY OF DE PERE
MEMO

DE PERE

To: Honorable Mayor Michael J. Walsh
Members of the Finance-Personnel Committee

From: Carey Danen, City Clerk

Date: September 3, 2019

RE: **Property management services for 2186 Lost Dauphin**

The City of De Pere owns a single family home at 2186 Lost Dauphin, which has been leased and maintained by a property management company, Advisor Management LLC, since 2010. Due to recent structure and personnel changes, the City is in need of a new property manager. Below is a comparison of three local companies who are able to provide this service:

	Monthly Fee	Leasing Fee (to fill vacancy)	Lease Renewal Fee	Maintenance Fees
Safehold Property Management	8% of collected rent	$250	$150	$50/hr
Blue Frog Property Management	8% of collected rent	$195	$150	$30-55/hr Depending on type
Vantage Point Property Management	10%	$0	$0	$30-55/hr Depending on type

All of these companies have experience managing single family rentals, and offer online reporting for owners. Customer references were verified for each company as well. I have attached additional information provided by each company for your review.

I recommend choosing Blue Frog Property Management based upon their fee structure, positive recommendations, and years in business. Please contact me with any questions you may have.

Dear Valued Owner,

Thanks for your interest in procuring our services as your property management company. We recognize the choice to place your investments under management can be difficult. We truly appreciate the opportunity to further explore a potential agreement.

Our agreement contains the specifics and will be shared with owners after initial discussions. As a reminder, the agreement is proprietary information. This summary is broken into several sections: I) Company Information II) Fee Summary III) Expectation Management, and IV) Information to be completed and returned.

We look forward to working with you.

Sincerely,

Safehold Property Services

Section I – Safehold Property Services (SPS) LLC Information

Learn more about us at our website. Be sure to navigate the various links: https://rentalwi.com/

Section II – Fees Summary

Our monthly management fee ranges from **7-10% of gross monthly rents** including any fees and ancillary income items such as pet fees and laundry income. The agreed upon rate is based on multiple factors, including location, property/tenant condition, number of units, etc. For each unit **vacant** upon entering the agreement, we will retain **50% of one month's full rent**. For inhabited units, we will assume the agreed monthly percentage (i.e. 10%). If your property requires significant work (i.e. rehab, water mitigation, etc.) we can discuss a project management fee, subject to the specific situation. All lease renewals will be $150 and new leases (putting tenants on a SPS lease) will be at $250.

Section III – Expectation Management

In addition to the information on our website, we want to highlight a few other areas that we find temper expectations.

Late notices – All rents are due the 1st of the month. We provide a standard 5-day grace period that expires on the 6th of the month. This is standard industry practice. When we don't receive payment on time, we create the 5-Day notice to cure the breach of lease or to vacate the premises. This notice is printed on our partner / attorney's letterhead at no charge to you. We are in communication with the tenants as soon as the grace period expires. Often, we don't require the notice to facilitate payment.

Owner Statements and Income Distribution – All owners are provided a monthly statement that will be emailed to you around the 15th of the month. This statement will show all income and expense items for each individual property. It will be followed by electronic funds transfer or check depending on which disbursement method you choose. At the end of the calendar year, a statement of total income and expenses will be provided to you to share with your tax professional.

Maintenance –We utilize a preferred vendor for most maintenance requirements. This contractor is insured, bonded and has passed background checks. For specialized requirements (major sewer, HVAC, electrical, plumbing, etc.), we utilize vendors better equipped and experienced to handle these tasks. For after hour calls, we utilize a call center who has a call tree to determine proper routing to deal with the particular situation. Lastly, we set a threshold for authorized spending of $350; you will be contacted for any repairs that have an estimated cost exceeding this amount, aside from emergency situations.

Section IV – see attached owner questionnaire

Owner Questionnaire

Please complete as much as possible and return.

1. Property Address:

2. Currently Owned? Yes Or No

    - If not owned yet, estimated Closing Date:

3. Owner Name Title to be held in:

    - If an LLC/Entity, provide EIN:

4. Type of Property: Multi-family or Single-Family?

    - If Multi-family, how many units?

    - How are units identified? (Upper/Lower, 1, 2, 3 etc.)

5. Square footage (List by Unit if Multi-family)

6. Number of Beds/Baths (List by Unit if Multi-family)

7. Parking:

    - Is there assigned parking? If so, how is it identified?

    - Is there a garage on site?

8. Utilities:

    - What utilities will be in owner's (your) name?

    - Utilities paid by tenant?

    *If Safehold Property Services LLC manages your property, you will need to call all utility companies and list SPS as an "agent" that can start/stop/inquire on utility service. Provide the utility company the following information:

    Safehold Property Services LLC
    1255 Scheuring Rd, Suite A
    DePere, WI 54115

9. Units w/ Tenants:

- Do you have leases? If so, provide at the soonest

- If you don't have leases:

-- Do you have Security Deposits? What is monthly rent? Use below table to update as necessary

*****To add column or row, right click and select "insert"*****

Unit	Tenant Name	Monthly Rent	Security Deposit
Upper	John Smith	$500	$500
Lower	Sally Jones	$550	$0.00

- Does the seller (if applicable) approve for SPS to contact the tenants before Closing. If so, what date?

- Are any tenants on any type of assistance?

10. Are pets allowed?

- If only allowed in certain units, please identify which units.

- What species? Dog, cat, rabbit?

- Any breed restrictions

We charge $50 per pet per month.

11. Any major repairs immediately required? If so, are you overseeing the project management? Please give any context you can to help set our expectations.

12. Does the property have a basement? If so, is there any water issues? Are current tenants allowed to use it for personal use/storage?

13. Is there an owner lockbox on-site? If so, can you provide the code?

14. Do you have photos to provide for initial listing (if applicable)?

15. Please share any other details you feel we should know about the property or the potential relationship with SPS.

Business Partner Package

Congratulations on your selection of Blue Frog Property Management (Blue Frog P.M.) as a potential partner to manage your properties. We know that your selection of Blue Frog to manage your real estate investments will be one of the best investment decisions you will ever make. We created our Business Partner Package to lay the groundwork of what you can expect from Blue Frog and why we know our partnership will be successful.

At Blue Frog P.M. we have two main objectives:
1. Minimize your rental headaches
2. Maximize your return on investment

We simplify this into 2 categories: Tenant Operations & Owner Operations

Tenant Operations

Blue Frog realizes that successfully managing tenants is critical to your success and has a major impact on your properties financial return. We manage everything from rental applications, rental showings, tenant screening, leasing, maintenance, evictions, rent increases, etc. etc. However, at Blue Frog, just managing these day-to-day items is not enough for us. As you will hear us refer to repeatedly, our #1 priority is to improve your properties financial performance. By actively managing 6 key tenant operating drivers our goal is to significantly improve your investment return.

1. Tenant Screening

Blue Frog P.M. understands that one of the most important drivers when it comes to financial return is our ability to get the best tenants into your units. Having tenants that take care of your property and pay their rent on time is critical to success. With Blue Frog's robust screening process which includes:

- Criminal History
- Credit History
- Eviction History
- Reference
- Income Verification

By utilizing this process, we will screen out problem tenants before they get into your properties. Better tenants means less maintenance, turnover, evictions and more revenue in your pocket.

2. On Time Rent Collection

Amateur landlords spend incalculable amounts of time chasing tenants to pay rent. Some tenants feel that it is ok for them to pay rent only when it is convenient for them to do so. Blue Frog P.M. understands that getting your rent revenue on time is important so that you can pay outstanding bills, mortgages, etc. Blue Frog P.M. does not chase rent. Blue Frog will issue the appropriate 5 day notice when rent is late. If amounts are not paid within this timeframe, we will begin the eviction process. Tenants will find out very quickly that late rent is unacceptable and fall in line or we will replace them with tenants that are more dependable. Aggressively managing rent collection means getting your revenue into your account **faster**.

3. Property Maintenance

Slow turn around time for requested property maintenance is a major complaint with tenants and a reason good tenants find other places to live. Tenants can create maintenance work orders in real time directly through the Blue Frog P.M. Tenant Portal. Blue Frog P.M. closely tracks the time it takes to close out maintenance requests. This information is also analyzed and reported directly to you monthly. Better property maintenance means less deferred maintenance cost, happier tenants, and fewer turnovers.

4. Enforce Lease Rules

Strong leases are necessary when renting out an apartment to a new tenant. Good tenants respect the rules outlined in their lease and understand that rules encourage good living arrangements for everybody. Blue Frog P.M. will ensure that all rules are followed as outlined in the lease.

5. Vacancy Turn Velocity

Blue Frog understands that a vacant unit can quickly become a financial drain on your investment. Blue Frog will quickly update your vacant property into rent ready condition. We also have several effective techniques to get your property rented including on-site and on-line marketing.

6. Tenant Retention

Having vacancies and constantly turning units is one of the biggest expenses a property owner will face. By successfully managing tenant operations your tenants are more likely to stay in your units longer. Blue Frog also has several creative methods we employ to actively recruit your best tenants to stay for multiple years. Better tenant retention means fewer vacancies and improved return on investment.

Owner Operations

Blue Frog P.M. also works very hard to continually measure and improve our Owner Operations. There are several themes Blue Frog will use to improve your financial performance.

1. Metric Based Accountability

Blue Frog P.M. prides ourselves in transparently presenting key performance indicators to our business partners. We actively measure on time rent collection, maintenance performance, tenant retention, & revenue/profit performance. Blue Frog P.M. monitors and reports these key metrics to our business partners on a monthly basis.

2. Value Technology

Blue Frog P.M. utilizes internet based property management software that allows tenants and owners real time access to our systems. Tenants can pay rent, applications can be processed, and maintenance orders filled out all through our portal. Owners have real time access to customized reports detailing flexible metrics. No more waiting, with Blue Frog you will have real time access to your investment performance.

3. Revenue/Expense Analysis

Blue Frog employs a practicing CPA to analyze your properties revenues and expenses. We will continually evaluate your financials and make suggestions on how we can improve your properties performance including:

- Market rent analysis
- Additional revenue opportunity analysis
- Expense reduction analysis

4. Investment Analysis

Looking to add to your real estate investment portfolio? Collaborate with Blue Frog and we will run a property analysis on any of your future residential property investments at no charge. We have copyrighted software specially designed to analyze real estate investments and will be happy to give you a second opinion on your investment

By aggressively managing Tenant and Owner Operations Blue Frog P.M. knows that we will improve your return on investment. We have the experience, drive, and know-how to successfully manage your properties. If you would like to discuss Blue Frog Property Management Services further please contact us at: (920) 689–FROG (3764) or fill out a request for information on our website: http://www.bluefrogpm.com.

Property Manager Agreement

This Agreement is made effective as of ________________, by and between ___________________________, (hereinafter called "Owner") and __________________________ of Blue Frog Property Management LLC (hereinafter called "Manager").

1. DESCRIPTION OF THE PROPERTY. This Agreement is made with respect to the following properties:

__________________________________, __________________________________

__________________________________, __________________________________

__________________________________, __________________________________

__________________________________, __________________________________

(hereinafter collectively "Property").

2. RESPONSIBILITIES OF THE MANAGER. The Manager will serve, as an Independent Contractor, as the Owner's exclusive agent. Beginning on ________________ Manager will provide to Owner the following services (collectively, the Services):

a. Collection and Disbursement: Manager agrees to collect all rents as they become due; to render to Owner a monthly accounting of rents received and expenses paid; and to remit to Owner all income, less any sums paid out. Manager agrees to collect the rents from the tenant and to disburse funds by ordinary mail or as instructed by the Owner on or before the day of the current month, provided, however, that the rent has been received from the tenant;

b. Security Deposit: Manager will collect, deposit, hold, and disburse security deposits in accordance with the lease and appropriate rules and regulations.

c. Maintenance and Labor: Manager agrees to decorate, to maintain, and to repair the property and to hire and to supervise all employees and other needed labor. Manager agrees to secure the prior approval of the Owner on all expenditures in excess of $_________________ for any one item, except when, in the opinion of the Manager, such maintenance of repairs are necessary to protect the Property from damage or to maintain services to the tenants as called for in their leases ("emergency maintenance or repairs") or an item that is required to meet City Code. Owner agrees that when lock changes become necessary Manager can install Manager's preferred master key lock at Owner's expense.

Owner Initials (________________) Manager Initials (________________)

Maintenance and repair services provided to the Premises will be billed according to the current rate structure, as listed below, which may change from time to time as market conditions warrant. Material costs may include a mark up to cover the costs of procurement, inspection, and warranty.

Repair and Maintenance	$45.00 per hour
Inspections	$45.00 per hour
Cleaning	$30.00 per hour
Overtime:	$55.00 per hour (after 5:00 PM Monday – Friday)
Weekend Calls:	$55.00 per hour (Saturday or Sunday)
Rent Ready Report / Property Inspection Report	$45.00 per hour
Maintenance Coordination:	$45.00 per hour – 15 minute increments

d. Services not included in Management fee: The following services if requested by Owner will be billed at $45.00 per hour:

1. Any work done with an outside real estate firm
2. Any Owner requested accounting
3. Collections

e. Advertisement and Legal Proceedings: Manager agrees to advertise for tenants, screen tenants and select tenants of suitable credit worthiness. Manager will set rents that in the opinion of the Manager at the time of the rent negotiations with the tenant, reflect the market conditions of that time and approximate rents of comparable rental properties, unless expressly instructed in writing by the Owner to the Manager to the contrary, as to the amount of the initial rent and any subsequent increases as may from time to time be appropriate. Manager agrees to rent and to lease the property; to sign, renew and to cancel rental agreements and leases for the property or any part thereof

f. Evictions: In the event that an eviction becomes necessary, Manager will manage the process. Manager may at their sole discretion seek outside legal counsel to manage the legal process if it is deemed necessary. All legal costs including but not limited to attorney fees, court costs, process server fees, etc., will be attempted to be collected from the tenant if able. If unable to collect, Owner will be responsible to reimburse Manager for actual costs and for any judgment for any counter-claim filed by the tenant. If Manager represents Owner for a tenant that was in place prior to Manager taking over property there will be a $300.00 charge for an eviction in excess of actual costs. If eviction is for a tenant that was placed by Manager, the fee for Manager to manage shall be waived.

g. Reserve: Owner agrees that Manager will maintain a reserve of Owner funds in an account to cover expenses of $_________________.

3. PAYMENT.

a. The Manager is entitled to withhold a standard _________________% from each monthly rental payment for payment of Managers services under this Agreement. In addition, the Manager is entitled to withhold $195.00 of the first months rent after successfully renting a unit to a new tenant upon the tenant's first rent payment and $150.00 for extending a lease for a current tenant a minimum of six (6) months. For any services rendered other than those set out in this Agreement, the Manager may be compensated at such a rate and on such terms as may be agreed between the Manager and the Owner. The payment indicated above does not account for payment for materials, labor or other costs

Owner Initials (_________________) Manager Initials (_________________)

which may be incurred in order to maintain or advertise the property. In addition to the payment referenced above the Manager is entitled to withhold, the Manager may also withhold any sums necessary to cover fees and costs the Manager has incurred in regards to the property. The Manager will notify the Owner of any tenant who is over thirty (30) days behind in paying their rent. In the event the rental payments in any month do not cover the total fees and costs owed to the Manager, the Owner will remit payment of the remaining balance within fifteen (15) days of notification by the Manager. The Manager is required to provide the Owner with an itemized monthly statement reflecting all rents received, owed, and all disbursements made from the rental payments.

If Owner sells Property or exits this Agreement after Manager has already set up advertising for the Property a fee of $300.00 will be charged to Owner.

b. Late Fees: Manager will apply and collect all late fees, Manager may retain 50% of late fees collected

4. RELATIONSHIP OF PARTIES. It is understood by the parties that Manager is an Independent Contractor with respect to the relationship between the parties, and not an employee of the Owner. Owner will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of the Manager.

5. TERM. This Agreement shall continue in full force and effect for an initial term of one (1) year from the effective date. However, the Agreement may be terminated at any time by either party with or without cause provided at least 30 days' prior written notice is delivered by the terminating party to the other party. If neither the Manger or Owner provides such notice prior to the expiration of the initial term, this Agreement shall continue until otherwise terminated pursuant to this Agreement.

60-DAY MONEY BACK GUARANTEE. Starting from the effectivity date of this Agreement, Manager offers a sixty (60) day money back guarantee if Owner is not satisfied with the service. This guarantee covers only fees paid for management fees and excludes any fees paid for maintenance, lease ups, or other misc.

6. INDEMNIFICATION. Manager agrees to indemnify and hold Owner harmless from all claims, losses, and expenses from the acts or omissions of Manager and/or Manager's employees, agents, or representatives.

7. DEFAULT. The occurrence of any of the following shall constitute a material default under this Agreement:

a. The failure to make a required payment when due.
b. The insolvency or bankruptcy of either party.
c. The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.
d. The failure to make available or deliver the Services in the time and manner provided for in this Agreement.

OWNER'S FAULT If communication by Owner with tenant, Manager, or contractor, during which either is made to feel as though they are put in "harm's way" or if Owner will not repair or cause to be repaired an essential or included item or; fail to authorize maintenance within reasonable time limits or; which is considered a health or safety need, or; if Owner refuses to allow Manager to keep Property in good condition, or; if Owner requests Manager to do something that is considered unethical or illegal, then this shall be grounds at Manager's sole discretion for immediate cancellation of this Agreement.

Owner Initials (________________) Manager Initials (________________)

8. REMEDIES. In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Agreement (not including items detailed in section 8 Owner's Fault), the other party may terminate the Agreement by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have fifteen (15) days from the effective date of such notice to cure the default(s). Unless waived by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Agreement.

9. FORCE MAJEURE. If performance of this Agreement or any obligation under this Agreement is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

10. MEDIATION. Owner and Manager agree that any dispute that may arise regarding the meaning, performance or enforcement of this Agreement, will, prior to resorting to litigation, be submitted to non-binding Mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party. Any Mediation initiated as a result of this Agreement shall be administered within the Winnebago County, according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to Wisconsin law. The results of any such Mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

11. CONFIDENTIALITY. Manager, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Manager, or divulge, disclose, or communicate in any manner, any information that is proprietary to Owner. Manager and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Agreement.

Upon termination of this Agreement, Manager will return to Owner all records, notes, documentation and other items that were used, created, or controlled by Manager during the term of this Agreement.

12. NOTICE. Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

13. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement supersedes any prior written or oral agreements between the parties.

14. AMENDMENT. This Agreement may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

Owner Initials (__________________) Manager Initials (__________________)

15. SEVERABILITY. If any provision of this Agreement will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

16. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

17. GOVERNING LAW. This Agreement shall be construed in accordance with the laws of the State of Wisconsin.

18. SIGNATORIES. This Agreement shall be signed on behalf of Owner by ________________________ and on behalf of Manager by ______________________ and shall be effective as of the date first written above.

Owner:

By: ____

____

Manager:
Blue Frog Property Management

By: ____

____

Owner Initials (_________________) Manager Initials (_________________)

Property Information

Any problems with property?

Any special lease clauses?

Advertising tips you wish to share?

Rent Information:

Lowest Acceptable Rent:______________________________

Any utilities required to be included?

Restrictions:

Section 8: ( )NO ( )YES

Dogs: ( )NO ( )YES

Cats: ( )NO ( )YES

Any pet restrictions?

Owner Information:

Email:___________________________________

Phone:___________________________________

Address:___________________________________

How Did you Hear About Us?

Owner Initials (____________________) Manager Initials (____________________)

BANK INFORMATION

Account Type: Savings________Checking__________

Name of Bank: ____

Routing Number: ______________________________________

Account Number: ______________________________________

Owner Initials (__________________) Manager Initials (__________________)

VP
VANTAGEPOINT
PROPERTIES, LLC.

PROPERTY MANAGEMENT AGREEMENT

This agreement, made and entered into this __________, 2018 by and between ______________ ("Owner" herein), and VantagePoint Properties, LLC ("Agent" herein), In consideration of the mutual covenants set forth herein, the parties agree as follows:

1. Agent shall manage and operate the following described property commonly known as: ____

2. The term of this agreement shall be for a period of one year, beginning on __________ and ending ______________ and continuing thereafter for like periods; unless on or before (60) days prior to the expiration of any such period, either party hereto shall notify the other in writing of an intent to terminate this agreement, in which case this agreement may thereby be terminated as of the expiration of such period. In the event the Owner elects to terminate the agreement early by electing to pay Agent a severance penalty consisting of the above specified monthly fee scheduled to be collected for the period of time remaining on this agreement. The sole exception to this is gross underperformance by the Agent, in which case the Owner may elect to terminate without penalty.

FEE OPTION #1 - FLAT FEE

4. Agent shall be compensated for the services described herein by receiving a monthly fee of $_____, which shall be paid by Owner on the 1st day of each month during the term of this agreement. If the rental proceeds collected are sufficient to pay the fee, Agent shall pay itself the fee from the rental proceeds collected, and reflect such transaction on the financial report described below. Agent will also be compensated an additional $295.00 in the event a new tenant is placed in the Premises.

FEE OPTION #2 - COMMISSION

4. Agent shall be compensated for the services described herein in an amount equal to ____% of the total rent collected from the individual tenants. Agent shall pay itself the fee from the rental proceeds collected on a ___________________ (monthly or quarterly) basis, and reflect such transaction on the financial report described below. Agent will also be compensated an additional $295.00 in the event a new tenant is placed in the Premises.

5. Agent shall manage the Premises with due diligence and is authorized and responsible on behalf of the Owner, for acts which are reasonably necessary for property management, including but not limited to the following:

A. Renew and/or cancel leases for said premises or any part thereof; bill and collect rents due or to become due; terminate tenancies and sign and serve on behalf of the Owner such notices as are reasonably necessary.

B. To advertise the availability for rent of the Property or any part thereof, in media which, in the Agent's sole discretion, are suitable for the property and market conditions.

C. To receive applications and non-refundable fees as expenses require or market conditions determine. Agent shall receive directly and retain such non-refundable applications screening fees, late fees, and other such charges.

D. To screen applicants in accordance with Agents screening criteria

E. Collect Rent, Security Deposits, screening fees, and late fees where applicable and to issue receipts as necessary.

F. Shall have the sole and exclusive authority to determine what expenses shall be paid and disbursements made in the event insufficient funds are available to pay all amounts currently due. In no event shall Agent be required to use its funds to pay any of the obligations of the Owner.

G. Make or cause to be made on behalf of the Owner, repairs and alterations purchases supplies and pay bills therefore. Agent shall secure approval of Owner on all expenditures in excess of $1000.00 with the exception of monthly or recurring operating charges and/or emergency repairs, if in the opinion of Agent such repairs are reasonably necessary.

H. Hire, discharge and immediately supervise all labor and employees required for the operation and maintenance of said premises; that Agent may perform any of its duties through its attorneys, agents, or employees and shall not be responsible for their acts, defaults, or negligence if reasonable care is exercised in their appointment and retention. Agent shall not be liable for any error of judgment or mistake of fact or law, or for any act of omission, except cases of willful misconduct or gross negligence.

I. Owner agrees that when lock changes become necessary Agent can install Agent's preferred master key lock at owner's expense

J. Maintenance, repair and inspection services provided to the Premises will be billed according to the current rate structure, as listed below, which may change from time to time as market conditions warrant. Material costs may include a mark up to cover the costs of procurement, inspection, and warranty.

Repair and Maintenance: $40.00 per hour
Cleaning: $30.00 per hour
Evening Rates: $55.00 per hour (Evening defined as Monday-Friday after 5PM)
Weekend/Holiday Rates: $55.00 per hour
Property Condition Report Fee: $75.00 per visit

Repair and maintenance services completed by alternate outside contractors that are not specified as a preferred vendor by VantagePoint Properties, LLC at the property will be billed directly by contractor to the property at the discretion of those contractors based on their actual costs. VantagePoint Properties, LLC holds the sole discretion as to what qualifications are necessary to determine if a vendor shall be considered a preferred vendor and is under no obligation to share, provide or reveal the preferred vendor list.

K. Make contracts for utilities and maintenance, as Agent deems advisable. Unless otherwise instructed by Owner, individual tenants shall assume the obligation of any such contract(s) so entered into.

6. Agent shall render monthly financial reports to Owner of receipts, expenses and charges, and shall remit to Owner receipts less disbursements. In the event the disbursements exceed receipts collected by Agent, Owner shall pay excess promptly upon demand of Agent before disbursements are made.

7. All receipts collected for Owner, less any sums properly deducted or disbursed as otherwise provided herein, shall be deposited in a trust account, separate from Agent's personal accounts; provided, that Agent shall not be liable in the event of bankruptcy or failure of a depository. Any late payment of rent fees and NSF fees received by Agent in the course of collecting delinquent rent from the individual tenants shall be retained by Agent. Late fees are used as an inducement to the individual tenant to pay his/her rent on time. Agent retains these fees to recover added costs associated with collecting late rent and making the necessary bookkeeping adjustments.

8. Within 30 days of executing this agreement Owner shall advise Agent in writing of all expenses and financial commitments Owner wants Agent to pay on Owner's behalf with the collected rental proceeds. The address for billing on such accounts may be directed to Agent's address, but shall remain the Owner's ultimate responsibility. If the billing of any such account is not directed to Agent's address, Owner must provide clear written instruction as to where payment should be sent. For example purposes only, these accounts could include, but not be limited to: mortgage loan payments, property taxes, utilities, insurance, maintenance contracts, etc.

9. Owner and Agent shall hold each other harmless of and from any and all loss, damage, or injury to any person or person whosoever, or property arising from any cause or for any reason whatsoever in or about said Premises. Owner' shall carry at its own expense, general liability insurance with coverage of no less than $1 million, and shall name Agent as an additional insured on such policy.

10. Owner or Agent may terminate this agreement for cause on 30 days written notice to the other. Owner shall pay Agent a severance penalty consisting of the above specified monthly fee scheduled to be collected for the period of time remaining on this agreement.

11. In the event the property is sold to a new owner, Owner shall pay Agent a severance penalty consisting of the above specified monthly fee scheduled to be collected for the period of time remaining on this agreement.

12. In the event a petition of bankruptcy is filed by or against Owner, or in the event that Owner shall make an assignment for the benefit of creditors or take advantage of any insolvency act, agent may terminate this agreement upon written notice to the Owner.

13. Agent agrees to use its best efforts to perform the services requested of it by Owner in accordance with the Agreement, but makes no warranties of any kind, express or implied, with respect to the services to be provided hereunder. In no event shall the agent be liable to owner for consequential damages of any kind whatsoever. Agent's liability with respect to its performance or nonperformance of its obligations under this agreement shall in no event exceed the sums paid to agent pursuant to this agreement.

14. Agent shall have no liability for failure to make a payment on a loan, taxes, insurance or assessments

15. Owner will remit any excess of disbursements and charges over receipts to Agent within ten days of oral or written notice advising Owner of the amount of the deficiency.

16. Owner is to pay all expenses incurred by the agent, including without limitation, attorneys' fees for counsel, employed to represent the Agent, the Owner or both of them in any proceeding, controversy or suit involving the property, the ownership or operation thereof. Nothing herein contacting shall require the Agent to employ counsel to represent the Owner in any such proceeding or suit. In this regard, Owner agrees to indemnify, defend and save the agent harmless from all claims, investigations and suits with respect to any alleged or actual violations of State, Federal, City or County labor laws, it being expressly agreed and understood that as between the Owner and the agent, all persons employed in connection with the Property are employees of the Agent. The Owner's obligations under this paragraph shall include payment of all settlements, judgments, demands, liquidated damages, penalties, forfeitures, back pay awards, court costs, litigation expenses and attorneys' fees. However, protection is not afforded by applicable insurance coverage where the claim is based upon the willful negligence of the agent or its employees.

17. To indemnify, defend and save Agent harmless from all suits in conjunction with the property and from liability for damage to property and injuries to or death of an employee or other person whomsoever. Owner further agrees that Agent shall not be liable to Owner for any damages caused by tenant or others to either interior or exterior of the property. In addition, Owner agrees that cash, checks and any other medium of exchange used for paying rents, security deposits, etc., are the property of the Owner and the Agent shall not be liable except in the case of gross negligence.

18. Owner agrees that Agent does not assume and is given no responsibility for compliance of the property or any equipment therein with the requirements of any statue, ordinance, law, or regulation of any governmental body or of any public authority or official thereof having jurisdiction, except to notify Owner promptly or forward to Owner promptly any complaints, warnings, notices or summonses received by Agent relating to such matters. Owner represents that to the best of his/her knowledge the property and equipment comply with all such requirements and authorizes Agent to disclose the ownership of the property to any such official and agrees to indemnify and save harmless the Agent, its representatives, servants and employees, of and from all loss, cost, expense and liability

whatsoever which may be imposed on them by reason of any present or future violation or alleged violation of such laws, ordinances, statues, or regulations

19. In the event it is alleged that the property or equipment therein or any act of failure to act by the Owner with respect to the property of the sale, rental or other disposition thereof fails to comply with, or is in violation of, any of the requirements of any constitutional provision, statute, ordinance, law or regulation of any governmental body of any order or ruling of any public authority or official thereof having or claiming to have jurisdiction there over, or any court, and the Agent shall have the right to cancel this agreement at any time by serving written notice to the Owner of its election to do so, which cancellation shall be effective upon the service of such notice. Such notices may be served personally of by registered mail, on or to the Owner named in this agreement, and if served by mail shall be deemed to have been served with deposited in mails. Such cancellation shall not release the indemnities of the parties set forth herein and shall not terminate any liability or obligation of the Owner to the Agent for any payment, reimbursement or other sum of money then due and payable to the Agent here under.

20. This agreement shall be binding upon the heirs, successors, and assigns of the Owner.

21. This agreement is assignable at the sole description of the Agent

22. This agreement incorporates all of the terms, covenants, and conditions agreed to by the parties and all prior and contemporaneous agreements are superseded hereby. This agreement can only be modified or amended in writing, signed by both parties

23. If any part of this agreement is determined by a court of competent jurisdiction to be unenforceable, all parts of this agreement shall remain in full force and effect

VantagePoint Property Management

IN WITNESS WHEREOF, the parties hereby have affixed or caused to be affixed their respective signatures as of the above mentioned date.

AGENT	OWNER
BY:________________________	BY: ________________________
Date: ________________________	BY: ________________________
	Date: ________________________

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**September 10, 2019**
DEPARTMENT:	**Planning**
FROM:	**Kimberly Flom**
SUBJECT:	**Consideration and possible action regarding purchase/sale agreement terms for Parcel WD-1137-2. ***

ATTACHMENTS:

- WD 1137-2 Term Memo FP 9-10-19 (PDF)

CITY OF DE PERE
MEMO

To: Finance & Personnel Committee
From: Kim Flom, Development Services Director
Date: September 10, 2019

RE: **Purchase/Sale Agreement Terms with American Boulevard Properties, LLC for project to be located on parcel WD-1137-2 in the West Industrial Park.**

In 2012, the City of De Pere approved an option agreement with Liska Enterprises, LLC for the 4 acre parcel just south of Metalstorm, (2260 American Boulevard). The option expired in 2018 but Liska remained interested in developing the property and has partnered with some other people to form American Boulevard Properties, LLC. American Boulevard Properties, LLC would like to acquire the property in order to construct a building for metal manufacturing.

Property Location – Parcel WD-1137-2

<u>Project Terms</u>

The proposed Project terms are based on a number of assumptions including:

1. A proposed metal machine shop business in De Pere that includes acquisition of City owned parcel WD-1137-2 (4.0 acres) located in TID 12.
2. Construction of a 45,000 s.f. manufacturing building on a site that shared vehicular access with parcel WD-1137-1. Property to be owned by American Boulevard Properties, LLC.

3. Guaranteed Assessed value of $2,500,000 as of January 1, 2021. PILOT required if value falls below $2,500,000.
4. Compliance with City codes and Plan Commission conditions. Plan Commission approval of Site Plan and Building Elevations.
5. Acquisition of City property at $40,000/acre. $160,000 minus option payments to date ($12,000) = $148,000.
6. Shared driveway access (with appropriate easements) with parcel WD-1137-1 (2260 American Blvd).
7. Acknowledgement of possible sidewalk or trail expansion adjacent to property along southern end of site to connect Samantha Park to City Dog Park (City responsibility).
8. Final project and purchase/sale agreement details to be reviewed and decided upon by City Council.
9. Project completion (full assessment) by January 1, 2021.

<u>10% Project Incentive ($250,000 total)</u>

- $148,000 Land Expense Reimbursement (based on property price minus option payments to date), paid through TID 12 increment.
- $102,000 Project Expense Reimbursement (after occupancy and after submittal of applicable expenses)
- Payment in Lieu of Taxes (PILOT) required if Assessed Value falls below guaranteed amount during life of TID.

The below rendering depicts the proposed design of the building. Some design aspects may change based on the review by the Plan Commission.

3D FRONT VIEW

3D REAR VIEW

TID Incentives for the West Industrial Park can range from 0% to 25% of guaranteed assessed value, depending on the project. Recent projects have ranged from 10% to 19%. In the past year, land grants have become the most common incentive.
In addition to the term review by Finance and Personnel, the following reviews are also required prior to property closing and development. The developer hopes to break ground on the property this year.

- Site Plan Review by Plan Commission – September 23, 2019
- Purchase/Sale Agreement review by Council – October 1, 2019

If the terms are approved by the Finance and Personnel Committee, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting.

Please contact me (kflom@deperewi.gov or 920-339-4043) with any questions regarding this item.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**September 10, 2019**
DEPARTMENT:	**City Clerk**
FROM:	**Ann Ledvina**
SUBJECT:	**Review and possible action on City of De Pere Investments and Cash Detail for July 31, 2019.**

ATTACHMENTS:

- Cash & Investments Summary (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: September 4, 2019
Subject: Cash and Investments Report for July 31, 2019

I have attached a summary of the City's Cash and Investments for your information and review as of July 31, 2019. I have also attached a monthly summary of the accounts from January 1 to July 31, 2019 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments are performing well compared to the 2019 budget. The 2019 investment income budget was conservatively estimated based on 2018 results at the time the budget was prepared. As an additional item of note, the City is no longer required to have a separate bank account for the revolving loan fund since the program is now under City control. As a result, the revolving loan account has been closed and been moved into the money market account at the beginning of September 2019 which will allow for a higher rate of return going forward.

Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

July 31, 2019

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	$ 905,026.81
HEALTH CHECKING	$ 1,353,881.40
DENTAL CHECKING	$ 29,314.13
SUBTOTAL	**$ 2,288,222.34**

RESTRICTED	BALANCE
REVOLVING LOAN	$ 813,162.75
WATER BOND MM	$ 211,833.60
SUBTOTAL	**$ 1,024,996.35**

TOTAL CASH	**$ 3,313,218.69**

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	$ 12,354,986.31	$ 162,994.40	1.41%
ASSOCIATED BANK TRUST	$ 4,931,169.73	$ 84,700.69	3.00%
CHARLES SCHWAB INVESTMENTS	$ 6,141,231.12	$ 180,230.84	5.18%
MONEY MARKET	$ 2,057,940.06	$ 26,394.18	2.23%
TOTAL INVESTMENTS	**$ 25,485,327.22**	**$ 454,320.11**	

TOTAL CASH AND INVESTMENTS	**$ 28,798,545.91**

NOTE: The City budgeted $262,000 for general fund revenues in the 2019 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY

9/5/2019

	31-Jan-2019	28-Feb-2019	31-Mar-2019	30-Apr-2019	31-May-2019	30-Jun-2019
CHECKING ACCOUNTS						
CITY CHECKING	$ 825,289.48	$ 553,303.45	$ 204,276.91	$ 1,016,068.70	$ 655,555.09	$ 727,308.78
HEALTH CHECKING	$ 951,100.75	$ 963,398.81	$ 1,054,752.12	$ 1,130,092.06	$ 1,222,398.04	$ 1,288,692.56
DENTAL CHECKING	$ 25,718.97	$ 27,095.40	$ 28,528.22	$ 29,472.36	$ 31,203.17	$ 32,415.90
SUBTOTAL	**$ 1,802,109.20**	**$ 1,543,797.66**	**$ 1,287,557.25**	**$ 2,175,633.12**	**$ 1,909,156.30**	**$ 2,048,417.24**
RESTRICTED						
REVOLVING LOAN	$ 811,350.56	$ 811,630.64	$ 811,940.83	$ 812,241.13	$ 812,551.56	$ 812,852.09
WATER BOND MM	$ 211,361.51	$ 211,434.47	$ 211,515.28	$ 211,593.51	$ 211,674.38	$ 211,752.67
SUBTOTAL	**$ 1,022,712.07**	**$ 1,023,065.11**	**$ 1,023,456.11**	**$ 1,023,834.64**	**$ 1,024,225.94**	**$ 1,024,604.76**
TOTAL CASH	**$ 2,824,821.27**	**$ 2,566,862.77**	**$ 2,311,013.36**	**$ 3,199,467.76**	**$ 2,933,382.24**	**$ 3,073,022.00**
INVESTMENTS						
LGIP	$ 14,391,367.90	$ 12,008,510.91	$ 11,933,482.05	$ 10,670,625.37	$ 9,064,527.52	$ 6,943,714.70
ASSOCIATED BANK TRUST	$ 4,852,594.23	$ 4,858,078.63	$ 4,876,516.60	$ 4,886,737.64	$ 4,922,508.25	$ 4,933,830.69
CHARLES SCHWAB INVESTMENTS	$ 6,000,316.76	$ 6,015,896.39	$ 6,043,494.20	$ 6,076,140.99	$ 6,087,574.21	$ 6,119,076.89
MONEY MARKET	$ 2,034,996.72	$ 2,038,118.90	$ 2,041,580.90	$ 2,045,541.00	$ 2,049,710.53	$ 2,053,753.79
TOTAL INVESTMENTS	**$ 27,279,275.61**	**$ 24,920,604.83**	**$ 24,895,073.75**	**$ 23,679,045.00**	**$ 22,124,320.51**	**$ 20,050,376.07**
TOTAL CASH AND INVESTMENTS	**$ 30,104,096.88**	**$ 27,487,467.60**	**$ 27,206,087.11**	**$ 26,878,512.76**	**$ 25,057,702.75**	**$ 23,123,398.07**

	31-Jul-2019	31-Aug-2019	30-Sep-2019	31-Oct-2019	30-Nov-2019	31-Dec-2019
CHECKING ACCOUNTS						
CITY CHECKING	905,026.81	-	-	-	-	-
HEALTH CHECKING	1,353,881.40	-	-	-	-	-
DENTAL CHECKING	29,314.13	-	-	-	-	-
SUBTOTAL	**$ 2,288,222.34**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
RESTRICTED						
REVOLVING LOAN	813,162.75	-	-	-	-	-
WATER BOND MM	211,833.60	-	-	-	-	-
SUBTOTAL	**$ 1,024,996.35**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL CASH	**$ 3,313,218.69**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
INVESTMENTS						
LGIP	$ 12,354,986.31					
ASSOCIATED BANK TRUST	$ 4,931,169.73					
CHARLES SCHWAB INVESTMENTS	$ 6,141,231.12					
MONEY MARKET	$ 2,057,940.06					
TOTAL INVESTMENTS	**$ 25,485,327.22**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL CASH AND INVESTMENTS	**$ 28,798,545.91**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **September 10, 2019**

DEPARTMENT: **Finance Department**

FROM: **Joe Zegers**

SUBJECT: **Presentation of 2018 Preliminary Audit Management Letter and Financial Statements.***

ATTACHMENTS:

- DRAFT 2018 City of De Pere - ML (PDF)
- DRAFT 2018 City of De Pere - FS (PDF)

City of De Pere, Wisconsin

MANAGEMENT COMMUNICATIONS

December 31, 2018

City of De Pere, Wisconsin

DECEMBER 31, 2018

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CliftonLarsonAllen LLP
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To the City Council
City of De Pere, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of De Pere, Wisconsin (the "City") as of and for the year ended December 31, 2018. The City's financial statements, including our report thereon dated ____________, 2019, are presented in a separate audit report document. Professional standards require that we provide you with the following information related to our audit.

OUR RESPONSIBILITIES UNDER U.S. GENERALLY ACCEPTED AUDITING STANDARDS AND *GOVERNMENT AUDITING STANDARDS*

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the City's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously communicated to you in our correspondence about planning matters.

SIGNIFICANT AUDIT FINDINGS

Consideration of Internal Control

FINANCIAL STATEMENTS

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control. Our report on internal control over financial reporting and on compliance and other matters is presented on pages 84 - 85 of the annual report.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control, that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in the City's internal control to be significant deficiencies:

Finding 2018-001	Preparation of Annual Financial Report
Finding 2018-002	Adjustments to the City's Financial Records

These findings are described in detail in the schedule of findings and responses on pages 91 - 92 of the annual report.

The City's written response to the significant deficiencies identified in our audit has not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. As described in Note 3.I. to the financial statements, the City changed accounting policies related to postemployment benefits by adopting Statement of Governmental Accounting Standards Board (GASB) No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, in 2018. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the statement of activities. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. To the best of our knowledge, all significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates included in the financial statements were:

- Management's estimate of the other postemployment benefits is based on an actuarial report. We evaluated the key factors and assumptions used to develop the other postemployment benefits in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the depreciable life of the capital assets is based upon analysis of the expected useful life of the capital assets. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the depreciable life in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the fair value of the investments is based on ending market values as of December 31, 2018 as reported by the investment managers. We evaluated the key factors and assumptions used in valuing the investments in determining that they are reasonable in relation to the financial statements taken as a whole.
- Management's estimate of accumulated sick leave is based upon analysis of the employees sick leave balance. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

- Management's estimate of the net pension liability (asset) and related deferred outflows/inflows of resources is based on information received from the Wisconsin Retirement System. We evaluated the key factors and assumptions used to develop the net pension liability (asset) and related deferred outflows/inflows of resources in determining that they are reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the self-insurance claims incurred but not reported is based on the historical data and claim lag study. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Copies of the audit adjustments are available from management. The following material misstatements detected as a result of the audit procedures were corrected by management.

- Recorded depreciation expense and current year disposals for Sewer Utility
- Recorded correction of principal payments on short-term note
- Recorded reclassification of issuance costs and premiums for 2018A Bonds
- Recorded additional allocation of project 18-02 for GBMSD portion of sanitary sewer
- Recorded capital contribution adjustments for Water Utility for projects 18-04, 18-02 and 18-11

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated ________________, 2019. The management representation letter follows this communication.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants. We were informed by management that there were no consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and, to the best of our knowledge, our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the schedules relating to pensions and other postemployment benefits, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated __________, 2019.

Restriction on Use

This information is intended solely for the information and use of the City Council, and management of City of De Pere and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Green Bay, Wisconsin
__________, 2019

Summary Financial Information

GOVERNMENTAL FUND BALANCES

Presented below is a summary of the City's governmental fund balances on December 31, 2018 and 2017. This information is provided for assessing financial results for 2018 and for indicating financial resources available at the start of the 2019 budget year.

	12/31/18	12/31/17
General Fund		
Nonspendable for		
Inventories and prepaid items	$ 166,996	$ 147,989
Special assessments held by County	56,892	32,304
Advances to other funds	27,821	27,821
Restricted for		
Recreation scholarship	24,655	24,649
Fire UTV fund	630	3,947
Property tax relief and economic development	832,862	1,061,905
Committed for		
Non-lapsing funds	232,405	173,263
Unassigned	6,205,996	6,124,124
Total General Fund Balance	7,548,257	7,596,002
Debt Service Fund		
Restricted for debt service	1,506,754	2,783,701
Special Revenue Funds		
Restricted for		
Loans	931,168	861,073
Park land acquisition	71,487	68,892
Committed for		
Subsequent years' expenditures		
Dog Park	12,493	9,040
Riverwalk pier	1,172	1,172
Southwest Park equipment	14,517	26,767
Unassigned		
Cable Access	(30,333)	(167,117)
Total Special Revenue Funds	1,000,504	799,827

Capital Projects Funds		
Restricted for		
TID No. 5	463,094	484,160
TID No. 6	9,252	18,278
TID No. 8	696,941	667,537
TID No. 10	494,627	-
TID No. 12	803,014	632,626
TID No. 13	752,992	-
Committed for		
Subsequent years' expenditures		
Public Improvements	76,882	133,647
Capital Equipment	154,001	93,528
Community Center	7,376	5,521
Police/Fire Expansion	2,932	2,932
Unassigned		
TID No. 7	(739,731)	(227,601)
TID No. 9	(393,413)	(325,526)
TID No. 10	-	(66,497)
TID No. 11	(300,706)	(1,169,997)
TID No. 13	-	(155,463)
TID No. 14	(6,750)	-
Total Capital Projects Funds	2,020,511	93,145
Total Governmental Fund Balances	$ 12,076,026	$ 11,272,675

Comments on specific accounts and funds included in the above governmental funds are presented in the following comments.

General Fund

In total, the City's general fund decreased $47,745 in 2018.

Overall, the City's general fund balance continues to remain in stable financial condition entering the 2019 budget year. Additional information on various components of the City's general fund balance follows.

General Fund Minimum Fund Balance Policy

The City Council adopted a minimum unassigned general fund balance policy of 25% of the subsequent year General Fund budgeted expenditures. The purpose of the minimum fund balance amount is to ensure there are available cash funds for operating purposes and to segregate that portion of the general fund that is not available for current transfer or appropriation. On December 31, 2018, the City's unassigned general fund balance totaled $6,205,996 and was higher than 25% of the 2019 budgeted expenditures which totaled $4,426,600. Furthermore, the Council approved a policy whereby the unassigned reserve account should maintain a balance between 25% and 35% of the subsequent year General Fund budgeted expenditures; 35% of 2019 budgeted expenditures amounted to $6,197,300.

Debt Service Fund

At December 31, 2018, the City has available resources of $1,506,754. This is amount is restricted to retire future debt.

TAX INCREMENTAL DISTRICTS

The City maintains separate accounting funds for each Tax Incremental Districts (TID) created in accordance with Section 66.1105 of the Wisconsin Statutes. At the time the Districts were created, the property tax base within each District was "frozen" and increment taxes resulting from increases to the property tax base are used to finance District improvements, including principal and interest on long-term debt issued by the City to finance such improvements. Information on the City's ten tax incremental districts on December 31, 2018 is presented below:

	TID 5	TID 6	TID 7	TID 8	TID 9
Date created	8/27/1996	3/3/1998	10/17/2006	8/21/2007	8/7/2012
Latest termination year	2023	2021	2033	2027	2039
Location	**West Side Downtown**	**West Side Industrial Park**	**East Downtown Business District**	**West Side al Development**	**West Downtown Business District**
Status	**Recipient**	**Donor**	-	-	-
Fund balance at year end	$ 463,094	$ 9,252	$ (739,731)	$ 696,941	$ (393,413)
Net unreimbursed cost	2,709,771	(828,742)	4,006,564	1,913,689	779,604
2018 Tax increment	596,084	1,671,926	19,767	194,387	221,118
2019 Tax increment	757,570	1,793,690	135,823	293,367	35,056
Outstanding debt due	399,850	4,102,519	1,184,000	2,545,867	690,000
Advances from (to) City	2,773,015	(4,922,009)	2,082,833	64,763	(303,809)

	TID 10	TID 11	TID 12	TID 13	TID 14
Date created	8/7/2012	9/1/2015	9/1/2015	7/18/2017	9/19/2018
Latest termination year	2032	2035	2035	2037	2038
Location	**East Side Industrial Park**	**West Side Industrial Park**	**West Side Industrial Park**	**West Side Main Avenue**	**Irwin School**
Status	-	-	-	-	-
Fund balance at year end	$ 494,627	$ (300,706)	$ 803,014	$ 752,992	$ (6,750)
Net unreimbursed cost	1,925,709	600,706	(603,014)	2,352,008	6,750
2018 Tax increment	206,690	11,831	408	-	-
2019 Tax increment	200,385	40,691	-	-	-
Outstanding debt due	2,730,000	300,000	200,000	3,105,000	-
Advances from (to) City	(309,664)	-	-	-	-

Wisconsin Statutes require periodic compliance audits of tax incremental districts to be completed over the life of the TID.

EMPLOYEES MEDICAL SELF-INSURANCE FUNDS

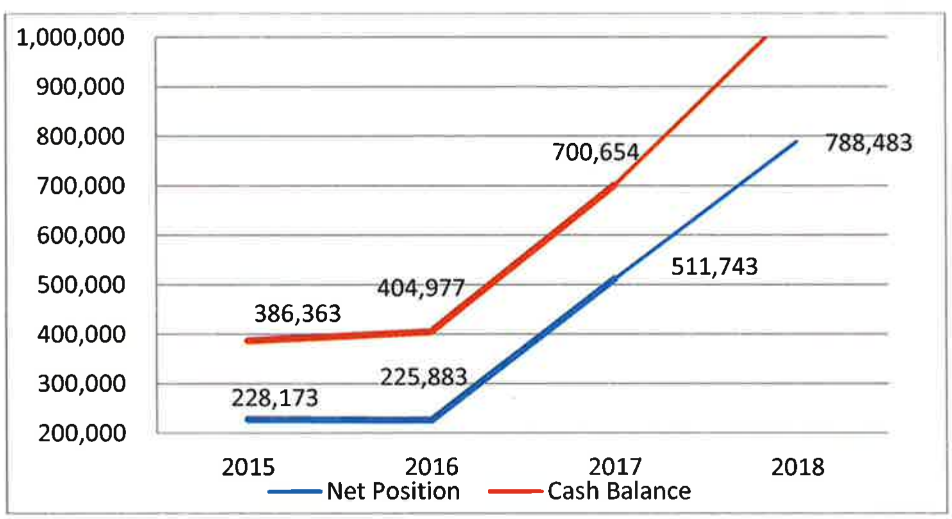
The City utilizes two separate self-insurance internal service funds to account for health and dental claims of City employees. The funds are financed from monthly insurance premiums charged to City employees. During 2018 and in prior years the monthly health insurance premiums were generally financed at 85% by the City with City employees contributing the remaining 15%. Presented below is a summary of each fund's financial transactions for 2018 including comparative totals of the health and dental funds for 2017.

	Health Self-Insurance		Dental Self-Insurance	
	2018	2017	2018	2017
Revenues				
Charges for employees medical and dental insurance premiums	$ 2,473,024	$ 2,419,602	$ 163,201	$ 145,204
Expenses				
Employees health and dental claims	1,759,689	1,742,158	144,684	147,331
Administrative fees	439,149	392,713	10,523	10,575
Total Expenses	2,198,838	2,134,871	155,207	157,906
Operating Income (Loss)	274,186	284,731	7,994	(12,702)
Nonoperating Revenues				
Interest revenue	2,554	1,129	-	-
Change in Net Position	276,740	285,860	7,994	(12,702)
Net Position - January 1	511,743	225,883	3,903	16,605
Net Position - December 31	$ 788,483	$ 511,743	$ 11,897	$ 3,903

Specific comments applicable to the above self-insurance funds follow:

The "key" component of an internal service fund is operating income since operating revenues should approximate operating expenses on an annual basis. For 2018, the health self-insurance fund showed operating income of $274,186 compared to an operating income of $284,731 in 2017. The dental insurance fund showed an operating income of $7,994 in 2018 compared to an operating loss of $12,702 in 2017. The health self-insurance net position at year end is 47% of health claims for 2018, which is in the range of the recommended amount for self-insurance funds. The dental self-insurance fund had an operating income in 2018 compared to a loss in the prior two years, leading to an increase in net position as of year-end for 2018.

Below is a chart illustrating the change in net position and cash in the Health Self-Insurance fund over the past 4 years.



WATER UTILITY

The Water Utility reported an increase in net position of $814,585 for the year ended December 31, 2018 compared to a decrease of $29,287 for the year ended December 31, 2017.

	2018	2017
Operating Revenues		
Metered sales	$ 4,471,526	$ 4,415,407
Fire protection	1,390,768	1,399,249
Other	348,524	333,325
Total Operating Revenues	6,210,818	6,147,981
Operating Expenses		
Operation and maintenance	5,180,589	5,040,274
Depreciation	648,497	570,582
Taxes	46,647	38,924
Total Operating Expenses	5,875,733	5,649,780
Operating Income	335,085	498,201
Nonoperating Revenues (Expenses)		
Interest revenue	1,681	656
Interest and fiscal charges	(64,910)	(78,241)
Total Nonoperating Revenues (Expenses)	(63,229)	(77,585)
Income before Contributions and Transfers	271,856	420,616
Capital contributions	1,010,345	-
Transfers out	(467,616)	(449,903)
Change in Net Position	$ 814,585	$ (29,287)

The last water rate increase implemented in 2011 established a rate of return of 6.5%. In 2018, the City's rate of return calculated to 0.33%. The City has submitted a rate case with the Wisconsin PSC to request a rate increase.

WASTEWATER UTILITY

The Wastewater Utility reported an increase in net position of $1,366,760 for the year ended December 31, 2018 compared to an increase of $1,413,207 for the year ended December 31, 2017.

	2018	2017
Operating Revenues		
Measured sales	$ 7,030,726	$ 6,255,901
Other	3,024,268	3,249,827
Total Operating Revenues	10,054,994	9,505,728
Operating Expenses		
Operation and maintenance	7,813,024	7,398,887
Depreciation	716,763	702,000
Total Operating Expenses	8,529,787	8,100,887
Operating Income	1,525,207	1,404,841
Nonoperating Expenses		
Interest and fiscal charges	(37,050)	(43,101)
Income before Contributions and Transfers	1,488,157	1,361,740
Capital contributions	147,857	-
Transfers in	-	320,970
Transfers out	(269,253)	(269,503)
Change in Net Position	$ 1,366,761	$ 1,413,207

Below is a summarized cash flow for the year ended December 31, 2018 for the Wastewater Utility:

	2018	2017
Cash Flows from Operating Activities	$ 2,677,277	$ 2,307,648
Transfer in (out) from the general fund	(269,253)	51,467
Cash Flows from Capital and Related Financing Activities		
Acquisition of capital assets	(1,619,949)	(981,266)
Principal payments on long-term debt	(365,000)	(357,500)
Interest payments on long-term debt	(52,018)	(55,968)
Net Cash Flows from Capital and Related Financing Activities	(2,036,967)	(1,394,734)
Change in Cash prior to interfund cash balance adjustment	371,057	964,381
Change in amount due to general fund	-	(509,237)
Net Change in Cash for Year Ended December 31	$ 371,057	$ 455,144

The City has increased rates each year with the last rate increase implemented in 2018, effective in the first quarter of 2019.

STORMWATER UTILITY

The Stormwater Utility reported an increase in net position of $782,384 for the year ended December 31, 2018 compared to an increase of $581,148 for the year ended December 31, 2017.

	2018	2017
Operating Revenues		
Charges for services	$ 1,624,661	$ 1,519,144
Operating Expenses		
Operation and maintenance	861,522	778,339
Depreciation	457,957	410,051
Total Operating Expenses	1,319,479	1,188,390
Operating Income	305,182	330,754
Nonoperating Revenue		
Nonoperating grants	94,612	-
Capital contributions	382,590	250,394
Change in Net Position	$ 782,384	$ 581,148

At year end, available cash of the Stormwater Utility totaled $825,448. The Stormwater Utility purchased $1,231,685 of capital assets in 2018.

APPENDIX

City of De Pere, Wisconsin

ANNUAL FINANCIAL REPORT

December 31, 2018

City of De Pere, Wisconsin

DECEMBER 31, 2018

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City of De Pere, Wisconsin

DECEMBER 31, 2018

CliftonLarsonAllen LLP
CLAconnect.com

Independent auditors' report

To the City Council
City of De Pere, Wisconsin

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of De Pere, Wisconsin (the "City") as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

AUDITORS' RESPONSIBILITY

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

OPINIONS

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of December 31, 2018, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

CHANGE IN ACCOUNTING PRINCIPLE

For the year ended December 31, 2017, the City early implemented GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, for its single-employer defined postemployment health plan. In the current year, the Local Retiree Life Insurance Fund (LRLIF), a cost-sharing, multiple-employer defined benefit OPEB plan, completed an actuarial study under GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans*, which identified a net OPEB liability for the Plan. The City recorded its proportionate share of this liability as of December 31, 2017 as a cumulative effect of change in accounting principle in the 2018 government-wide financial statements. Our opinions are not modified with respect to this matter..

OTHER MATTERS

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 10 and the schedules relating to pensions and other postemployment benefits on pages 64 through 66 be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The financial information listed in the table of contents as supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedules of expenditures of federal and state awards are presented for purposes of additional analysis, as required by the *Department of Health Services Audit Guide* issued by the State of Wisconsin and is also not a required part of the basic financial statements.

The supplementary information as listed in the table of contents and the schedules of expenditures of federal and state awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information, the schedules of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Schenck SC previously audited, in accordance with auditing standards generally accepted in the United States of America, the City of De Pere, Wisconsin's basic financial statements for the year ended December 31, 2017, which are not presented with the accompanying financial statements and expressed unmodified opinions on the respective financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information. That audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of De Pere, Wisconsin's basic financial statements as a whole. The 2017 actual amounts in the general fund budgetary comparison information, the combining nonmajor fund financial statements and the schedule of water utility operating revenues and expenses are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare used to prepare the 2017 basic financial statements. The report of Schenck SC stated that the information has been subjected to the auditing procedures applied in the audit of those basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In their opinion, the 2017 actual amounts in the general fund budgetary comparison information, the combining nonmajor fund financial statements and the schedule of water utility operating revenues and expenses were fairly stated in all material respects in relation to the basic financial statements from which they have been derived.

Prior Year Summarized Financial Information

The 2017 financial statements were audited by Schenck SC, whose practice became part of CliftonLarsonAllen LLP as of January 1, 2019, and whose report dated July 12, 2018, expressed unmodified opinions on those respective financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information from which the prior year summarized financial information was derived.

OTHER REPORTING REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

In accordance with *Government Auditing Standards*, we have also issued our report dated __________, 2019, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

Green Bay, Wisconsin
__________, 2019

City of De Pere, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2018

As management of the City of De Pere, Wisconsin, we offer readers of the City's basic financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended December 31, 2018.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources as of December 31, 2018 by $101,845,846 (*net position*). Of this amount, $10,612,954 (*unrestricted net position*) may be used to meet the City's ongoing obligations to citizens and creditors.
- As of December 31, 2018, the City's governmental funds reported combined ending fund balances of $12,076,026, an increase of $803,351 in comparison with the prior year. Approximately 39% of this total amount, $4,735,063 is *available for spending* at the City's discretion (*unassigned fund balance*).
- As of December 31, 2018, unassigned fund balance for the general fund was $6,205,996 or approximately 36% of total general fund expenditures.
- The City's total general-obligation debt increased by $1,305,000 (4%) during 2018. The City issued $8,145,000 of debt during 2018, and retired $6,840,000.

Overview of the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains supplemental information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City's assets, liabilities and deferred outflows/inflows of resources, with the difference reported as *net position.* Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the City's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods. (e.g., earned but unused vacation leave.)

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, public works, sanitation, health and human services, culture and recreation, and conservation and development. The business-type activities of the City include the water, wastewater treatment, wastewater collection and stormwater utilities.

The government-wide financial statements can be found on pages 11 - 13 of this report.

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating the City's near-term financing requirements.

It is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the City's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains 22 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the general fund, debt service fund, and public improvements capital project fund, all of which are considered to be major funds. Data from the other 19 governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements* elsewhere in this report.

The City adopts an annual appropriated budget for all its governmental funds. As part of the basic governmental fund financial statements, budgetary comparison statements have been provided for the general fund to demonstrate compliance with the budget.

The basic governmental fund financial statements can be found on pages 14 - 20 of this report.

Proprietary funds. The City maintains two different types of proprietary funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprise funds to account for its water, wastewater treatment plant, stormwater utility, and wastewater utilities. *Internal service funds* are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses internal service funds to account for its health and dental self-insurance funds. Because these services predominantly benefit governmental rather than business-type functions, they have been included within *governmental activities* in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the enterprise and internal service funds. The four enterprise funds are considered to be major funds of the City. The two internal service funds are combined into a single, aggregated presentation in the proprietary fund financial statements. Individual fund data for the internal service funds is provided in the form of *combining statements* elsewhere in this report.

The basic proprietary fund financial statements can be found on pages 21 - 30 of this report.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statements because the resources of those funds are *not* available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

The basic fiduciary fund financial statements can be found on page 31 of this report.

City of De Pere, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2018

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 32 - 63 of this report.

Other information. Required supplementary information relating to pensions and other postemployment benefits and the combining statements referred to earlier in connection with nonmajor governmental funds, nonmajor enterprise funds and internal service funds are presented immediately following the notes to the basic financial statements. These statements and schedules can be found on pages 64 - 83.

Government-wide Financial Analysis

Net position. As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by $101,845,846 at the close of 2018.

City of De Pere's Net Position
(in thousands of dollars)

	Governmental Activities		Business-type Activities		Totals	
	2018	2017	2018	2017	2018	2017
Current and other assets	$ 38,683	$ 30,298	$ 5,972	$ 6,505	$ 44,655	$ 36,803
Capital assets	67,585	66,607	55,837	52,259	123,422	118,866
Total Assets	106,268	96,905	61,809	58,764	168,077	155,669
Deferred Outflows of Resources	4,656	5,171	441	477	5,097	5,648
Other liabilities	3,884	2,675	2,351	1,923	6,235	4,598
Long-term liabilities outstanding	38,493	35,864	4,291	5,029	42,784	40,893
Total Liabilities	42,377	38,539	6,642	6,952	49,019	45,491
Deferred Inflows of Resources	21,848	17,045	461	200	22,309	17,245
Net Position						
Net Investment in Capital Assets	32,813	35,245	51,888	47,499	84,701	82,744
Restricted	6,097	3,521	435	201	6,532	3,722
Unrestricted	7,789	7,726	2,824	4,389	10,613	12,115
Total Net Assets	$ 46,699	$ 46,492	$ 55,147	$ 52,089	$ 101,846	$ 98,581

By far the largest portion of the City's net position (83%) reflects its investment in capital assets (e.g. land, buildings, machinery and equipment, infrastructure, etc.); less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although, the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position (6%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position* ($10,612,954) may be used to meet the City's ongoing obligations to citizens and creditors.

City of De Pere, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2018

Change in net position. Governmental activities increased the City's net position by $995,081, while business-type activities increased $3,132,171. Key elements of the changes in net position are as follows:

City of De Pere's Change in Net Position (In thousands of dollars)						
	Governmental Activities		Business-type Activities		Totals	
	2018	2017	2018	2017	2018	2017
Revenues						
Program Revenues						
Charges for services	$ 3,595	$ 3,430	$ 17,891	$ 17,173	$ 21,486	$ 20,603
Operating grants and contributions	1,628	1,500	-	-	1,628	1,500
Capital grants and contributions	2,769	472	1,635	250	4,404	722
General Revenues						
Property taxes	14,947	15,493	-	-	14,947	15,493
Other taxes	302	333	-	-	302	333
Grants and contributions not restricted to specific programs	2,116	1,899	-	-	2,116	1,899
Other	786	355	64	68	850	423
Total Revenues	26,143	23,482	19,590	17,491	45,733	40,973
Expenses						
General government	1,981	1,674	-	-	1,981	1,674
Public safety	9,542	9,067	-	-	9,542	9,067
Public works and sanitation	6,552	7,900	-	-	6,552	7,900
Health and human services	496	503	-	-	496	503
Culture and recreation	3,197	2,679	-	-	3,197	2,679
Conservation and development	3,125	583	-	-	3,125	583
Interest on long-term debt	992	922	-	-	992	922
Water utility	-	-	5,901	5,686	5,901	5,686
Wastewater Collection	-	-	8,509	8,084	8,509	8,084
Stormwater utility	-	-	1,311	1,179	1,311	1,179
Total Expenses	25,885	23,328	15,721	14,949	41,606	38,277
Change in Net Position Before Transfers	258	154	3,869	2,542	4,127	2,696
Transfers	737	719	(737)	(719)	-	-
Change in Net Position	995	873	3,132	1,823	4,127	2,696
Cumulative Effect of Change in Accounting Principle	(789)	-	(74)	-	(863)	-
Net Position - January 1	46,493	45,619	52,089	50,266	98,582	95,885
Net Position - December 31	$ 46,699	$ 46,492	$ 55,147	$ 52,089	$ 101,846	$ 98,581

Property taxes increased by $245,738 (2%) during the year.

City of De Pere, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2018

Financial Analysis of the City's Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the City's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of the City's net resources available for spending at the end of the fiscal year.

As of December 31, 2018, the City's governmental funds reported combined ending fund balances of $12,076,026, an increase of $803,351 in comparison with the prior year. Approximately 39% of this amount ($4,735,063) constitutes *unassigned fund balance*, which is available for spending at the City's discretion. The remainder of fund balance is restricted ($6,587,476), committed ($501,778), or nonspendable ($251,709).

The general fund is the main operating fund of the City. At the end of the current year, unassigned fund balance of the general fund was $6,205,996 while total fund balance reached $7,548,257. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 36% of total general fund expenditures, while total fund balance represents 44% of that same amount.

The fund balance of the City's general fund decreased by $47,745 during the current year. The key factor in this decrease was unfavorable budget to actual variances in expenditures.

The debt service fund has a total fund balance of $1,506,754 as of December 31, 2018. The fund balance represents 21% of total debt service fund expenditures.

The public improvements fund has a total fund balance of $76,882. This decreased by $56,765 during the current year.

Proprietary funds. The City's proprietary funds provide the same type of information found in the City's government-wide financial statements, but in more detail.

Unrestricted net position of the water utility fund at the end of the year amounted to -$1,288,281. The total increase in net position was $814,585.

Unrestricted net position of the wastewater treatment plant fund at the end of the year amounted to $1,376,651.

Unrestricted net position of the wastewater utility fund at the end of the year amounted to $1,698,440. The total increase in net position was $1,366,761.

Unrestricted net position of the stormwater utility fund at the end of the year amounted to $950,851. The total increase in net position was $782,384.

Other factors concerning the finances of these funds have already been addressed in the discussion of the City's business-type activities.

General Fund Budgetary Highlights

Generally the original budget is modified in small amounts. The City allocated a total of $153,341 from the contingency account to various expenditure accounts in the general fund as approved by the City Council.

City of De Pere, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2018

During the year, actual revenues were greater than budgeted revenues by $63,526. Actual expenditures were greater than budgeted expenditures by $99,657 primarily in culture & recreation and conservation & development.

Capital Asset and Debt Administration

Capital assets. The City's investment in capital assets for its governmental and business-type activities as of December 31, 2018 amounts to $123,421,691 (net of accumulated depreciation). This investment in capital assets includes land, land improvements, buildings, machinery and equipment, vehicles, infrastructure (highways and bridges), and construction in progress. The total increase in the City's investment in capital assets for the current year was $4,555,989 or 4% over last year.

City of De Pere's Capital Assets
(in thousands of dollars)

	Governmental Activities		Business-type Activities		Totals	
	2018	2017	2018	2017	2018	2017
Land	$ 9,354	$ 9,731	$ 53	$ 53	$ 9,407	$ 9,784
Construction in progress	93		623		716	-
Land improvements	6,139	6,139	-	-	6,139	6,139
Buildings	12,580	12,344	892	892	13,472	13,236
Machinery and equipment	4,501	4,267	6,449	6,299	10,950	10,566
Vehicles	6,146	6,039	-	-	6,146	6,039
Infrastructure	78,473	75,145	73,572	69,861	152,045	145,006
Accumulated depreciation	(49,701)	(47,058)	(25,752)	(24,846)	(75,453)	(71,904)
Net Capital Assets	$ 67,585	$ 66,607	$ 55,837	$ 52,259	$ 123,422	$ 118,866

Long-term debt. At the end of the current fiscal year, the City had total general obligation debt outstanding of $36,885,000. The remainder of the City's debt represents bonds secured solely by specified revenue sources (i.e., revenue bonds).

City of De Pere's Outstanding Debt
General Obligation Debt and Revenue Bonds
(in thousands of dollars)

	Governmental Activities		Business-type Activities		Totals	
	2018	2017	2018	2017	2018	2017
General Obligation Debt						
Bonds	$ 20,230	$ 18,630	$ -	$ -	$ 20,230	$ 18,630
Notes	13,880	13,715	2,775	3,235	16,655	16,950
Total General Obligation Debt	34,110	32,345	2,775	3,235	36,885	35,580
Revenue bonds	-	-	1,075	1,410	1,075	1,410
Total	$ 34,110	$ 32,345	$ 3,850	$ 4,645	$ 37,960	$ 36,990

The City's total general obligation debt increased by $1,305,000 (4%) during the current fiscal year. The key factor in this increase was the newly incurred debt was more than debt retirements.

The City maintains an Aa2 rating from Moody's Investors Service for its general obligation debt.

State statutes limit the amount of general obligation debt the City may issue to 5% of its total equalized valuation. The current debt limitation for the City is $105,880,785 which is significantly in excess of the City's $36,885,000 in outstanding general obligation debt.

City of De Pere, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2018

Economic Factors and Next Year's Budgets and Rates

- The economic condition and outlook of the City has remained fairly stable based on a relatively healthy mix of manufacturing, tourism, service industry, retail, and farming activities which support our tax base.
- Inflationary trends in our region compare favorably to national indices.
- During the current year, unassigned fund balance in the general fund increased by $81,872 to $6,205,996.

All of these factors were considered in preparing the City's budget for the 2019 fiscal year.

Contacting the City's Financial Management

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Joseph G. Zegers, Finance Director of the City of De Pere, 335 S. Broadway, De Pere, Wisconsin 54115.

City of De Pere, Wisconsin

STATEMENT OF NET POSITION
DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2017

	Governmental Activities	Business-type Activities	Totals 2018	Totals 2017
ASSETS				
Cash and investments	$ 11,368,911	$ 2,151,983	$ 13,520,894	$ 10,289,501
Receivables				
Taxes and special charges	16,931,655	-	16,931,655	14,924,977
Delinquent taxes	5,745	-	5,745	7,376
Accounts	402,446	3,966,036	4,368,482	4,834,416
Special assessments	2,433,691	-	2,433,691	674,073
Loans	467,629	-	467,629	526,866
Other	-	216,103	216,103	182,007
Internal balances	2,120,493	(2,120,493)	-	-
Due from other governments	-	1,140,701	1,140,701	1,239,225
Inventories and prepaid items	166,996	24,877	191,873	172,893
Restricted assets				
Cash and investments	2,317,795	361,281	2,679,076	3,951,433
Net pension asset	2,467,873	231,748	2,699,621	-
Capital assets, nondepreciable	9,447,320	675,874	10,123,194	9,784,578
Capital assets, depreciable	58,137,738	55,160,759	113,298,497	109,081,124
Total assets	106,268,292	61,808,869	168,077,161	155,668,469
DEFERRED OUTFLOWS OF RESOURCES				
Pension related amounts	4,527,547	429,242	4,956,789	5,648,828
Other postemployment related amounts	128,081	12,028	140,109	-
Total deferred outflows of resources	4,655,628	441,270	5,096,898	5,648,828
LIABILITIES				
Accounts payable	2,287,482	2,308,612	4,596,094	3,344,676
Accrued and other current liabilities	751,359	19,673	771,032	665,769
Due to other governments	1,136	-	1,136	96,184
Accrued interest payable	206,086	23,093	229,179	163,293
Special deposits	63,830	-	63,830	75,330
Unearned revenues	2,789	-	2,789	2,789
Short-term note payable	570,000	-	570,000	250,000
Long-term obligations				
Due within one year	5,084,345	831,575	5,915,920	5,342,655
Due in more than one year	32,029,498	3,365,313	35,394,811	34,436,388
Net pension liability	-	-	-	729,575
Other postemployment benefits	1,380,355	94,407	1,474,762	384,361
Total liabilities	42,376,880	6,642,673	49,019,553	45,491,020
DEFERRED INFLOWS OF RESOURCES				
Property taxes levied for subsequent year	16,931,655	-	16,931,655	14,924,977
Pension related amounts	4,889,812	459,181	5,348,993	2,319,662
Other postemployment related amounts	26,682	1,330	28,012	-
Total deferred inflows of resources	21,848,149	460,511	22,308,660	17,244,639
NET POSITION				
Net investment in capital assets	32,813,210	51,887,709	84,700,919	82,744,109
Restricted	6,096,972	435,001	6,531,973	3,722,370
Unrestricted	7,788,709	2,824,245	10,612,954	12,115,159
Total net position	$ 46,698,891	$ 55,146,955	$ 101,845,846	$ 98,581,638

The notes to the basic financial statements are an integral part of this statement.

City of De Pere, Wisconsin

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2017

		Program Revenues		
Functions/Programs	**Expenses**	**Charges for Services**	**Operating Grants and Contributions**	**Capital Grants and Contributions**
GOVERNMENTAL ACTIVITIES				
General government	$ 1,980,886	$ 567,218	$ -	$ -
Public safety	9,522,834	1,492,118	108,302	-
Public works	5,756,397	909,944	1,330,220	2,768,529
Sanitation	736,185	-	103,651	-
Health and human services	496,150	1,272	75,600	-
Culture and recreation	3,196,871	608,132	10,530	-
Conservation and development	3,124,938	16,041	-	-
Interest and fiscal charges	991,789	-	-	-
Total governmental activities	25,806,050	3,594,725	1,628,303	2,768,529
BUSINESS-TYPE ACTIVITIES				
Water utility	5,900,676	6,210,818	-	1,010,345
Wastewater collection	8,509,201	10,054,994	-	147,857
Stormwater utility	1,310,602	1,624,661	-	477,202
Total business-type activities	15,720,479	17,890,473	-	1,635,404
Total	$ 41,526,529	$ 21,485,198	$ 1,628,303	$ 4,403,933

General revenues
Taxes
Property taxes
Tax increments
Sales tax
Other taxes
Federal and state grants and other contributions not restricted to specific functions
Interest and investment earnings
Miscellaneous
Gain on sale of asset
Transfers

Total general revenues and transfers

Change in net position

Net position - January 1, as originally presented

Cumulative effect of change in accounting principle

Net position - January 1, as restated

Net position - December 31

The notes to the basic financial statements are an integral part of this statement.

Net (Expense) Revenue and Changes in Net Position

Governmental Activities	Business-type Activities	Totals 2018	Totals 2017
$ (1,413,668)	$ -	$ (1,413,668)	$ (1,259,923)
(7,922,414)	-	(7,922,414)	(7,547,656)
(747,704)	-	(747,704)	(4,576,084)
(632,534)	-	(632,534)	(557,711)
(419,278)	-	(419,278)	(434,252)
(2,578,209)	-	(2,578,209)	(2,060,606)
(3,108,897)	-	(3,108,897)	(566,936)
(991,789)	-	(991,789)	(922,725)
(17,814,493)	-	(17,814,493)	(17,925,893)
-	1,320,487	1,320,487	462,393
-	1,693,650	1,693,650	1,422,070
-	791,261	791,261	589,952
-	3,805,398	3,805,398	2,474,415
(17,814,493)	3,805,398	(14,009,095)	(15,451,478)
12,201,697	-	12,201,697	11,955,959
2,723,211	-	2,723,211	3,537,020
22,025	-	22,025	-
301,789	-	301,789	333,859
2,115,798	-	2,115,798	1,898,467
276,435	63,642	340,077	147,116
95,085	-	95,085	275,185
336,665	-	336,665	-
736,869	(736,869)	-	-
18,809,574	(673,227)	18,136,347	18,147,606
995,081	3,132,171	4,127,252	2,696,128
46,492,766	52,088,872	98,581,638	95,885,510
(788,956)	(74,088)	(863,044)	-
45,703,810	52,014,784	97,718,594	95,885,510
$ 46,698,891	$ 55,146,955	$ 101,845,846	$ 98,581,638

City of De Pere, Wisconsin

BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2017

	General	Debt Service	Public Improvements	Other Governmental Funds
ASSETS				
Cash and investments	$ 5,307,722	$ -	$ 1,278,743	$ 3,696,988
Restricted cash and investments	-	1,506,754	-	811,041
Receivables				
Taxes and special charges	8,202,547	3,730,250	1,742,276	3,256,582
Delinquent taxes	5,745	-	-	-
Accounts	377,855	-	-	24,591
Special assessments	84,032	-	2,349,659	-
Loans	-	-	-	467,629
Due from other funds	3,697,639	-	-	-
Advance to other funds	27,821	-	-	-
Inventories and prepaid items	166,996	-	-	-
Total assets	$ 17,870,357	$ 5,237,004	$ 5,370,678	$ 8,256,831
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
Liabilities				
Accounts payable	$ 733,389	$ -	$ 1,201,861	$ 94,975
Accrued and other current liabilities	748,409	-	-	2,950
Due to other funds	-	-	-	1,490,562
Due to other governments	1,136	-	-	-
Special deposits	63,830	-	-	-
Unearned revenues	2,789	-	-	-
Short-term note payable	570,000	-	-	-
Total liabilities	2,119,553	-	1,201,861	1,588,487
Deferred inflows of resources				
Property taxes levied for subsequent year	8,202,547	3,730,250	1,742,276	3,256,582
Loans receivable	-	-	-	467,629
Special assessments	-	-	2,349,659	-
Total deferred inflows of resources	8,202,547	3,730,250	4,091,935	3,724,211
Fund balances				
Nonspendable	251,709	-	-	-
Restricted	858,147	1,506,754	-	4,222,575
Committed	232,405	-	76,882	192,491
Unassigned	6,205,996	-	-	(1,470,933)
Total fund balances	7,548,257	1,506,754	76,882	2,944,133
Total liabilities, deferred inflows of resources, and fund balances	$ 17,870,357	$ 5,237,004	$ 5,370,678	$ 8,256,831

The notes to the basic financial statements are an integral part of this statement.

Totals	
2018	2017
$ 10,283,453	$ 7,825,218
2,317,795	3,591,101
16,931,655	14,924,977
5,745	7,376
402,446	744,937
2,433,691	674,073
467,629	526,866
3,697,639	4,451,302
27,821	27,821
166,996	147,989
$ 36,734,870	$ 32,921,660
$ 2,030,225	$ 1,287,398
751,359	675,377
1,490,562	3,335,025
1,136	96,184
63,830	50,779
2,789	2,789
570,000	250,000
4,909,901	5,697,552
16,931,655	14,924,977
467,629	526,866
2,349,659	499,590
19,748,943	15,951,433
251,709	208,114
6,587,476	6,606,768
501,778	445,870
4,735,063	4,011,923
12,076,026	11,272,675
$ 36,734,870	$ 32,921,660

City of De Pere, Wisconsin

BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2017

	2018	2017
RECONCILIATION TO THE STATEMENT OF NET POSITION		
Total fund balances as shown on previous page	$ 12,076,026	$ 11,272,675
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the funds.	67,585,058	66,606,961
Other long-term assets are not available to pay current period expenditures and therefore are deferred in the funds.	2,817,288	1,026,456
Net position of the internal service fund is reported in the statement of net position as governmental activities	713,796	535,542
Some deferred outflows and inflows of resources reflect changes in long-term liabilities and are not reported in the funds.		
Deferred outflows related to pensions	4,527,547	5,171,192
Deferred inflows related to pensions	(4,889,812)	(2,119,619)
Deferred outflows related to other postemployment benefits	128,081	-
Deferred inflows related to other postemployment benefits	(26,682)	-
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.		
Bonds and notes payable	(34,110,000)	(32,345,000)
Capital leases payable	(96,140)	-
Premium on debt	(1,135,708)	(705,902)
Compensated absences	(1,771,995)	(1,761,816)
Net pension liability (asset)	2,467,873	(666,658)
Other postemployment benefit	(1,380,355)	(384,361)
Accrued interest on long-term obligations	(206,086)	(136,704)
Net position of governmental activities as reported on the statement of net position (see page 11)	$ 46,698,891	$ 46,492,766

The notes to the basic financial statements are an integral part of this statement.

City of De Pere, Wisconsin

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2017

	General	Debt Service	Public Improvements	Other Governmental Funds
REVENUES				
Taxes	$ 8,259,381	$ 2,286,357	$ 941,883	$ 3,523,211
Special assessments	-	-	785,196	-
Intergovernmental	3,180,529	25,583	396,869	254,320
Licenses and permits	633,003	-	-	95,156
Fines and forfeits	404,015	-	-	-
Public charges for services	1,469,321	-	-	5,400
Intergovernmental charges for services	1,258,677	-	-	-
Miscellaneous	291,601	23,006	12,541	128,162
Total revenues	15,496,527	2,334,946	2,136,489	4,006,249
EXPENDITURES				
Current				
General government	1,873,365	-	-	-
Public safety	9,184,628	-	-	-
Public works	2,025,000	-	-	-
Sanitation	733,009	-	-	-
Health and human services	488,618	-	-	-
Culture and recreation	2,586,487	-	-	122,147
Conservation and development	452,951	-	-	685,530
Debt service				
Principal	-	6,380,000	-	-
Interest and fiscal charges	-	921,994	39,055	58,263
Capital outlay	-	-	3,437,554	4,473,274
Total expenditures	17,344,058	7,301,994	3,476,609	5,339,214
Excess of revenues under expenditures	(1,847,531)	(4,967,048)	(1,340,120)	(1,332,965)
OTHER FINANCING SOURCES (USES)				
Long-term debt issued	-	-	1,642,105	6,502,895
Capital lease issued	168,635	-	-	-
Premium on debt issued	-	188,107	16,250	322,354
Proceeds from sale of capital assets	-	-	-	713,800
Transfers in	1,798,269	3,501,994	-	167,118
Transfers out	(167,118)	-	(375,000)	(4,188,394)
Total other financing sources (uses)	1,799,786	3,690,101	1,283,355	3,517,773
Net change in fund balances	(47,745)	(1,276,947)	(56,765)	2,184,808
Fund balances - January 1	7,596,002	2,783,701	133,647	759,325
Fund balances - December 31	$ 7,548,257	$ 1,506,754	$ 76,882	$ 2,944,133

The notes to the basic financial statements are an integral part of this statement.

Totals	
2018	2017
$ 15,010,832	$ 15,595,898
785,196	503,871
3,857,301	3,387,361
728,159	713,345
404,015	268,421
1,474,721	1,442,847
1,258,677	1,259,970
455,310	479,359
23,974,211	23,651,072
1,873,365	1,632,928
9,184,628	8,707,366
2,025,000	2,292,328
733,009	664,129
488,618	486,604
2,708,634	2,471,209
1,138,481	897,224
6,380,000	4,435,000
1,019,312	993,194
7,910,828	4,508,992
33,461,875	27,088,974
(9,487,664)	(3,437,902)
8,145,000	3,715,000
168,635	-
526,711	55,788
713,800	1,900
5,467,381	6,631,380
(4,730,512)	(5,911,974)
10,291,015	4,492,094
803,351	1,054,192
11,272,675	10,218,483
$ 12,076,026	$ 11,272,675

City of De Pere, Wisconsin

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2017

	2018	2017
RECONCILIATION TO THE STATEMENT OF ACTIVITIES		
Net change in fund balances as shown on previous page	$ 803,351	$ 1,054,192
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital assets reported as capital outlay in governmental fund statements	4,215,509	2,261,427
Depreciation expense reported in the statement of activities	(2,860,277)	(2,703,158)
Net book value of disposals	(377,135)	(2,405)
Governmental funds do not present revenues that are not available to pay current obligations. In contrast, such revenues are reported in the statement of activities when earned.	1,790,832	198,585
Debt issued provides current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.		
Long-term debt issued	(8,145,000)	(3,715,000)
Capital leases issued	(168,635)	-
Premium on debt issued	(526,712)	(55,788)
Principal repaid	6,380,000	4,435,000
Capital leases paid	72,495	36,355
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:		
Accrued interest on long-term debt	(69,382)	(11,225)
Amortization of debt premium	96,906	81,694
Compensated absences	(10,179)	(21,413)
Net pension asset	2,467,873	-
Net pension liability	666,658	628,456
Deferred outflows of resources related to pensions	(643,645)	(2,075,072)
Deferred inflows of resources related to pensions	(2,770,193)	615,970
Other postemployment benefits	(207,038)	(15,619)
Deferred outflows of resources related to other postemployment benefits	128,081	-
Deferred inflows of resources related to other postemployment benefits	(26,682)	-
Internal service funds are used by management to charge the costs of certain activities to individual funds. The net revenue (expense) of the internal service funds is reported with governmental activities.	178,254	161,591
Change in net position of governmental activities as reported in the statement of activities (see pages 12 - 13)	$ 995,081	$ 873,590

The notes to the basic financial statements are an integral part of this statement.

City of De Pere, Wisconsin

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2017

	Budget			Variance Final Budget - Positive	2017
	Original	Final	Actual	(Negative)	Actual
REVENUES					
Taxes	$ 8,241,347	$ 8,241,347	$ 8,259,381	$ 18,034	$ 8,142,752
Intergovernmental	3,155,324	3,155,324	3,180,529	25,205	2,830,068
Licenses and permits	632,525	632,525	633,003	478	620,969
Fines and forfeits	345,000	345,000	404,015	59,015	268,421
Public charges for services	1,495,475	1,495,475	1,469,321	(26,154)	1,438,647
Intergovernmental charges for services	1,269,700	1,269,700	1,258,677	(11,023)	1,259,970
Miscellaneous	293,630	293,630	291,601	(2,029)	186,915
Total revenues	15,433,001	15,433,001	15,496,527	63,526	14,747,742
EXPENDITURES					
Current					
General government	2,092,122	2,115,041	1,873,365	241,676	1,632,928
Public safety	9,307,016	9,366,845	9,184,628	182,217	8,707,366
Public works	2,153,749	2,153,749	2,025,000	128,749	2,292,328
Sanitation	663,411	663,411	733,009	(69,598)	664,129
Health and human services	519,095	519,095	488,618	30,477	486,604
Culture and recreation	2,232,377	2,302,970	2,586,487	(283,517)	2,343,364
Conservation and development	276,631	276,631	452,951	(176,320)	265,210
Total expenditures	17,244,401	17,397,742	17,344,058	53,684	16,391,929
Excess of revenues under expenditures	(1,811,400)	(1,964,741)	(1,847,531)	117,210	(1,644,187)
OTHER FINANCING SOURCES (USES)					
Capital lease issued	-	-	168,635	168,635	-
Proceeds from sale of capital assets	-	-	-	-	-
Transfers in	1,811,400	1,811,400	1,798,269	(13,131)	1,812,806
Transfers out	-	-	(167,118)	(167,118)	-
Total other financing sources (uses)	1,811,400	1,811,400	1,799,786	(11,614)	1,812,806
Net change in fund balance	-	(153,341)	(47,745)	105,596	168,619
Fund balance - January 1	7,596,002	7,596,002	7,596,002	-	7,427,383
Fund balance - December 31	$ 7,596,002	$ 7,442,661	$ 7,548,257	$ 105,596	$ 7,596,002

The notes to the basic financial statements are an integral part of this statement.

City of De Pere, Wisconsin

STATEMENT OF NET POSITION
PROPRIETARY FUNDS
DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2017

	Enterprise Funds			
	Water Utility	Wastewater Treatment Plant Utility	Wastewater Utility	Stormwater Utility
ASSETS				
Current assets				
Cash and investments	$ -	$ 235,950	$ 825,448	$ 1,090,585
Receivables				
Customer accounts	1,540,946	-	2,425,090	-
Other	216,103	-	-	-
Due from other governments	-	1,140,701	-	-
Inventories and prepaid items	24,877	-	-	-
Total current assets	1,781,926	1,376,651	3,250,538	1,090,585
Noncurrent assets				
Restricted assets				
Cash and investments	211,281	-	150,000	-
Other assets				
Net pension asset	97,845	-	76,042	57,861
Capital assets				
Nondepreciable	216,874	-	298,020	160,980
Depreciable	25,570,369	-	17,354,773	12,235,617
Total capital assets	25,787,243	-	17,652,793	12,396,597
Total assets	27,878,295	1,376,651	21,129,373	13,545,043
DEFERRED OUTFLOWS OF RESOURCES				
Pension related amounts	180,443	-	139,030	109,769
Other postemployment related amounts	5,078	-	3,947	3,003
Total deferred outflows of resources	185,521	-	142,977	112,772

The notes to the basic financial statements are an integral part of this statement.

Totals		Governmental Activities - Internal Service Funds	
2018	2017	2018	2017
$ 2,151,983	$ 1,745,339	$ 1,085,458	$ 718,944
3,966,036	4,089,479	-	-
216,103	182,007	-	-
1,140,701	1,239,225	-	-
24,877	24,904	-	-
7,499,700	7,280,954	1,085,458	718,944
361,281	360,332	-	-
231,748	-	-	-
675,874	53,207	-	-
55,160,759	52,205,534	-	-
55,836,633	52,258,741	-	-
63,929,362	59,900,027	1,085,458	718,944
429,242	477,636	-	-
12,028	-	-	-
441,270	477,636	-	-

City of De Pere, Wisconsin

STATEMENT OF NET POSITION
PROPRIETARY FUNDS
DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2017

	Enterprise Funds			
	Water Utility	Wastewater Treatment Plant Utility	Wastewater Utility	Stormwater Utility
LIABILITIES				
Current liabilities				
Accounts payable	$ 728,319	$ -	$ 1,553,815	$ 26,478
Accrued and other current liabilities	8,246	-	6,490	4,937
Due to other funds	2,207,077	-	-	-
Current portion of long-term debt	445,501	-	385,773	301
Payable from restricted assets				
Accrued interest payable	8,028	-	15,065	-
Total current liabilities	3,397,171	-	1,961,143	31,716
Long-term obligations, less current portion				
Advance from other funds	-	-	-	-
General obligation debt	717,500	-	1,587,500	-
Revenue bonds	730,000	-	-	-
Debt premium	17,973	-	65,399	-
Compensated absences	77,497	-	87,201	82,243
Net pension liability	-	-	-	-
Other postemployment benefits	39,858	-	30,978	23,571
Total long-term liabilities	1,582,828	-	1,771,078	105,814
Total liabilities	4,979,999	-	3,732,221	137,530
DEFERRED INFLOWS OF RESOURCES				
Pension related amounts	193,868	-	150,669	114,644
Other postemployment related amounts	562	-	436	332
Total deferred inflows of resources	194,430	-	151,105	114,976
NET POSITION				
Net investment in capital assets	23,876,570	-	15,614,542	12,396,597
Restricted	301,098	-	76,042	57,861
Unrestricted	(1,288,281)	1,376,651	1,698,440	950,851
Total net position	$ 22,889,387	$ 1,376,651	$ 17,389,024	$ 13,405,309

Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds
Net position of business-type activities as reported on the Statement of Net Position (see page 11)

The notes to the basic financial statements are an integral part of this statement.

Totals		Governmental Activities - Internal Service Funds	
2018	2017	2018	2017
$ 2,308,612	$ 1,881,801	$ 257,257	$ 175,477
19,673	14,943	-	-
2,207,077	1,116,277	-	-
831,575	810,552	-	-
23,093	26,589	-	-
5,390,030	3,850,162	257,257	175,477
-	-	27,821	27,821
2,305,000	2,775,000	-	-
730,000	1,075,000	-	-
83,372	98,924	-	-
246,941	206,849	-	-
-	62,917	-	-
94,407	-	-	-
3,459,720	4,218,690	27,821	27,821
8,849,750	8,068,852	285,078	203,298
459,181	200,043	-	-
1,330	-	-	-
460,511	200,043	-	-
51,887,709	47,499,265	-	-
435,001	200,924	-	-
2,737,661	4,408,579	800,380	515,646
55,060,371	52,108,768	$ 800,380	$ 515,646
86,584	(19,896)		
$ 55,146,955	$ 52,088,872		

City of De Pere, Wisconsin

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2017

	Enterprise Funds			
	Water Utility	Wastewater Treatment Plant Utility	Wastewater Utility	Stormwater Utility
OPERATING REVENUES				
Charges for services	$ 5,862,294	$ -	$ 7,030,726	$ 1,624,661
Other	348,524	-	3,024,268	-
Total operating revenues	6,210,818	-	10,054,994	1,624,661
OPERATING EXPENSES				
Claims and administrative fees	-	-	-	-
Operation and maintenance	5,180,589	-	7,813,024	861,522
Depreciation	648,497	-	716,763	457,957
Taxes	46,647	-	-	-
Total operating expenses	5,875,733	-	8,529,787	1,319,479
Operating income (loss)	335,085	-	1,525,207	305,182
NONOPERATING REVENUES (EXPENSES)				
Interest income	1,681	61,961	-	-
Nonoperating grants	-	-	-	94,612
Interest and fiscal charges	(64,910)	-	(37,050)	-
Total nonoperating revenues (expenses)	(63,229)	61,961	(37,050)	94,612
Income before contributions and transfers	271,856	61,961	1,488,157	399,794
Capital contributions	1,010,345	-	147,857	382,590
Transfers in	-	-	-	-
Transfers out	(467,616)	-	(269,253)	-
Change in net position	814,585	61,961	1,366,761	782,384
Net position - January 1, as originally presented	22,106,082	1,314,690	16,046,573	12,641,423
Cumulative effect of change in accounting principle	(31,280)	-	(24,310)	(18,498)
Net position - January 1, restated	22,074,802	1,314,690	16,022,263	12,622,925
Net position - December 31	$ 22,889,387	$ 1,376,651	$ 17,389,024	$ 13,405,309

Change in net position, per above
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds
Change in net position of business-type activities as reported on the statement of activities (see pages 12 - 13)

The notes to the basic financial statements are an integral part of this statement.

Totals		Governmental Activities - Internal Service Funds	
2018	2017	2018	2017
$ 14,517,681	$ 13,589,701	$ 2,636,225	$ 2,564,806
3,372,792	3,583,152	-	-
17,890,473	17,172,853	2,636,225	2,564,806
-	-	2,354,045	2,292,777
13,855,135	13,217,500	-	-
1,823,217	1,682,633	-	-
46,647	38,924	-	-
15,724,999	14,939,057	2,354,045	2,292,777
2,165,474	2,233,796	282,180	272,029
63,642	67,529	2,554	1,129
94,612	-	-	-
(101,960)	(121,342)	-	-
56,294	(53,813)	2,554	1,129
2,221,768	2,179,983	284,734	273,158
1,540,792	250,394	-	-
-	320,970	-	-
(736,869)	(1,040,376)	-	-
3,025,691	1,710,971	284,734	273,158
52,108,768	50,397,797	515,646	242,488
(74,088)	-	-	-
52,034,680	50,397,797	515,646	242,488
$ 55,060,371	$ 52,108,768	$ 800,380	$ 515,646
$ 3,025,691	$ 1,710,971		
106,480	111,567		
$ 3,132,171	$ 1,822,538		

City of De Pere, Wisconsin

STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2017

	Enterprise Funds			
	Water Utility	Wastewater Treatment Plant Utility	Wastewater Utility	Stormwater Utility
CASH FLOWS FROM OPERATING ACTIVITIES				
Cash received from customers	$ 6,272,866	$ -	$ 10,082,293	$ 1,624,661
Cash paid for services provided	-	-	-	-
Cash paid for employee wages and benefits	(630,955)	-	(477,815)	(506,430)
Cash paid to suppliers	(4,536,543)	-	(6,927,954)	(326,914)
Net cash provided by operating activities	1,105,368	-	2,676,524	791,317
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Intergovernmental revenues	-	-	-	94,612
Due to/from other funds	1,090,800	-	-	-
Transfer in (out)	(467,616)	-	(269,253)	-
Net cash provided (used) by noncapital financing activities	623,184	-	(269,253)	94,612
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Acquisition of capital assets	(1,230,294)	-	(1,619,949)	(1,010,074)
Proceeds from sale of treatment plant	-	98,524	-	-
Capital contributions	-	-	-	-
Principal paid on long-term debt	(430,000)	-	(365,000)	-
Interest paid on long-term debt	(68,990)	-	(52,018)	-
Net cash provided (used) by capital and related financing activities	(1,729,284)	98,524	(2,036,967)	(1,010,074)
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest received	1,681	61,961	-	-
Change in cash and cash equivalents	949	160,485	370,304	(124,145)
Cash and cash equivalents - January 1	210,332	75,465	605,144	1,214,730
Cash and cash equivalents - December 31	$ 211,281	$ 235,950	$ 975,448	$ 1,090,585

Totals		Governmental Activities - Internal Service Funds	
2018	2017	2018	2017
$ 17,979,820	$ 17,066,238	$ -	$ -
-	-	2,636,225	2,564,806
(1,615,200)	(1,578,631)	-	-
(11,791,411)	(11,077,929)	(2,272,265)	(2,249,181)
4,573,209	4,409,678	363,960	315,625
94,612	-	-	-
1,090,800	607,040	-	(32,179)
(736,869)	(719,406)	-	-
448,543	(112,366)	-	(32,179)
(3,860,317)	(3,374,585)	-	-
98,524	93,832	-	-
-	250,394	-	-
(795,000)	(775,000)	-	-
(121,008)	(136,148)	-	-
(4,677,801)	(3,941,507)	-	-
63,642	67,529	2,554	1,129
407,593	423,334	366,514	284,575
2,105,671	1,682,337	718,944	434,369
$ 2,513,264	$ 2,105,671	$ 1,085,458	$ 718,944

City of De Pere, Wisconsin

STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2017

	Enterprise Funds			
	Water Utility	Wastewater Treatment Plant Utility	Wastewater Utility	Stormwater Utility
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES				
Operating income	$ 335,085	$ -	$ 1,525,207	$ 305,182
Adjustments to reconcile operating income to net cash provided by operating activities				
Depreciation	648,497	-	716,763	457,957
Depreciation charged to sewer utility	29,006	-	(29,006)	-
Change in liability (asset) and deferred outflows and inflows of resources				
Pension	3,246	-	8,443	1,178
Other postemployment benefits	4,062	-	3,157	2,402
Change in operating assets and liabilities				
Accounts receivables	62,048	-	27,299	-
Inventories and prepaid items	27	-	-	-
Accounts payable	9,052	-	408,306	9,453
Accrued and other current liabilities	1,736	-	1,961	1,033
Compensated absences	12,609	-	14,394	14,112
Net cash provided by operating activities	$ 1,105,368	$ -	$ 2,676,524	$ 791,317
Reconciliation of cash and cash equivalents to the statement of net position				
Cash and cash equivalents in current assets	$ -	$ 235,950	$ 825,448	$ 1,090,585
Cash and cash equivalents in restricted assets	211,281	-	150,000	-
Total cash and cash equivalents	$ 211,281	$ 235,950	$ 975,448	$ 1,090,585
Noncash capital and related financing activities				
Capital contributions	$ 1,010,345	$ -	$ 147,857	$ 382,590

The notes to the basic financial statements are an integral part of this statement.

Totals		Governmental Activities - Internal Service Funds	
2018	2017	2018	2017
$ 2,165,474	$ 2,233,796	$ 282,180	$ 272,029
1,823,217	1,682,633	-	-
-	-	-	-
12,867	88,761	-	-
9,621	-	-	-
89,347	(106,615)	-	-
27	277	-	-
426,811	494,685	81,780	43,596
4,730	5,944	-	-
41,115	10,197	-	-
$ 4,573,209	$ 4,409,678	$ 363,960	$ 315,625
$ 2,151,983	$ 1,745,339	$ 1,085,458	$ 718,944
361,281	360,332	-	-
$ 2,513,264	$ 2,105,671	$ 1,085,458	$ 718,944
$ 1,540,792	$ -	$ -	$ -

City of De Pere, Wisconsin

STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2017

	Tax Collection	Trust Deposits	Totals 2018	Totals 2017
ASSETS				
Current assets				
Cash and investments	$ 4,811,268	$ 25,230	$ 4,836,498	$ 8,261,531
Receivables				
Taxes	24,612,900	-	24,612,900	20,672,856
Total assets	$ 29,424,168	$ 25,230	$ 29,449,398	$ 28,934,387
LIABILITIES				
Current liabilities				
Deposits held in trust	$ -	$ 25,230	$ 25,230	$ 25,130
Due to other governments	29,424,168	-	29,424,168	28,909,257
Total liabilities	$ 29,424,168	$ 25,230	$ 29,449,398	$ 28,934,387

The notes to the basic financial statements are an integral part of this statement.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the City of De Pere, Wisconsin (the "City"), have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the City are described below:

A. REPORTING ENTITY

The City is a municipal corporation governed by an elected eight member board. In accordance with GAAP, the basic financial statements are required to include the City and any separate component units that have a significant operational or financial relationship with the City. The City has not identified any component units that are required to be included in the basic financial statements in accordance with standards established in GASB Statement No. 61.

B. RELATED ORGANIZATIONS

The City's officials are also responsible for appointing the members of the Boards of other organizations, but the City's accountability for these organizations does not extend beyond making the appointments. Therefore, these organizations are not included in the City's reporting entity. The Mayor and the City Council appoints some or all of the members of the following related organization:

De Pere Housing Authority

C. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the City. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for services.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Governmental funds include general, special revenue, debt service and capital projects funds. Proprietary funds include enterprise and internal service funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The City reports the following major governmental funds:

General Fund
This is the City's primary operating fund. It accounts for all financial resources of the general government, except those accounted for in another fund.

Debt Service Fund
This fund accounts for the resources accumulated and payments made for principal and interest on long-term general obligation debt of governmental funds.

Public Improvements Fund
This fund accounts for the acquisition or construction of major capital facilities other than those financed by proprietary fund types.

The City reports the following major enterprise funds:

Water Utility Fund
This fund accounts for the operations of the City's water utility.

Wastewater Treatment Plant Utility Fund
This fund is used to account for the collection of the long-term receivable from the sale of the City's wastewater treatment plant utility.

Wastewater Utility Fund
This fund accounts for the operations of the City's wastewater utility.

Stormwater Utility Fund
This fund accounts for the operations of the City's stormwater utility.

Additionally, the City reports the following fund types:

- *Internal service fund* accounts for health insurance and dental insurances services provided to other departments or agencies of the City, or to other governments, on a cost reimbursement basis.
- The City accounts for property taxes collected on behalf of other governments in an *agency fund*.

D. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING
The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Revenues susceptible to accrual include intergovernmental grants, intergovernmental charges for services, public charges for services and interest. Other revenues such as licenses and permits, fines and forfeits and miscellaneous revenues are recognized when received in cash or when measurable and available.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the City's water and sewer functions and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, and fees and fines, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's proprietary funds are charges to customers for services. Operating expenses for proprietary funds include the costs of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources, as they are needed.

E. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES, AND NET POSITION OR FUND BALANCE

1. Cash and Investments

Cash and investments are combined in the financial statements. Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. Investments are stated at fair value. Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. For purposes of the statement of cash flows, all cash deposits and highly liquid investments (including restricted assets) with a maturity of three months or less from date of acquisition are considered to be cash equivalents.

2. Property Taxes and Special Charges/Receivable

Property taxes and special charges consist of taxes on real estate and personal property and user charges assessed against City properties. They are levied during December of the prior year and become an enforceable lien on property the following January 1. Property taxes are payable in various options depending on the type and amount. Personal property taxes and special charges are payable on or before January 31 in full. Real estate taxes are payable in full by January 31 or in two equal installments on or before January 31 and July 31. Real estate taxes not paid by January 31 are purchased by the County as part of the February tax settlement. Delinquent personal property taxes remain the collection responsibility of the City. Special charges not paid by January 31 are held in trust by the County and remitted to the City, including interest, when collected by the County.

In addition to its levy, the City also levies and collects taxes for the De Pere and West De Pere Schools, Brown County, and Northeast Wisconsin Technical College. Brown County currently collects the City's property taxes by agreement.

3. Accounts Receivable

Accounts receivable are recorded at gross amounts with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the basic financial statements.

4. Special Assessments

Assessments against property owners for public improvements are generally not subject to full settlement in the year levied. Special assessments are placed on tax rolls on an installment basis. Revenue from special assessments recorded in governmental funds is recognized as collections are made or as current installments are placed on tax rolls. Installments placed on the 2018 tax roll are recognized as revenue in 2019. Special assessments are subject to collection procedures.

5. **Loans Receivable**

The City has received federal and state grant funds for economic development and housing rehabilitation loan programs and has passed the funds to various businesses and individuals in the form of loans. The City records a loan receivable and expenditure when the loan has been made and the funds disbursed. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the basic financial statements. In the governmental funds, the City records a deferred inflow of resources for the net amount of the receivable. As the loans are repaid, revenue is recognized. Any unspent loan proceeds are presented as restricted fund balance in the fund financial statements.

6. **Interfund Receivables and Payables**

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" and "due to other funds" in the fund financial statements. Noncurrent portions of the interfund receivables for the governmental funds are reported as "advances to other funds" and are offset by nonspendable fund balance since they do not constitute expendable available financial resources and therefore are not available for appropriation.

The amount reported on the statement of net position for internal balances represents the residual balance outstanding between the governmental and business-type activities.

7. **Inventories**

Inventories are recorded at cost, which approximates market, using the first-in, first-out method. Inventories consist of expendable supplies held for consumption. The cost is recorded as an expenditure at the time individual inventory items are consumed rather than when purchased.

Inventories of governmental funds in the fund financial statements are offset by nonspendable fund balance to indicate that they do not represent spendable available financial resources.

8. **Prepaid Items**

Payments made to vendors that will benefit periods beyond the end of the current fiscal year are recorded as prepaid items and are accounted for on the consumption method.

Prepaid items of governmental funds in the fund financial statements are offset by nonspendable fund balance to indicate that they do not represent spendable available financial resources.

9. **Capital Assets**

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of $5,000 or higher and an estimated useful life in excess of a year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS
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Capital assets of the City are depreciated using the straight-line method over the following estimated useful lives:

Assets	Governmental Activities	Business-type Activities
	Years	
Land improvements	15 - 25	-
Buildings and improvements	30 - 50	25 - 50
Machinery and equipment	5 - 25	3 - 10
Infrastructure	25 - 100	25 - 100

10. Compensated Absences

It is the City's policy to permit employees to accumulate earned but unused vacation and sick leave benefits in accordance with employee handbook policies and/or bargaining unit agreements. All vacation and sick leave is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds in the fund financial statements only if they have matured, for example, as a result of employee resignations and retirements.

11. Deferred Outflows/Inflows of Resources

Deferred outflows of resources are a consumption of net position by the government that is applicable to a future reporting period. Deferred inflows of resources are an acquisition of net position by the government that is applicable to a future reporting period. The recognition of those outflows and inflows as expenses or expenditures and revenues are deferred until the future periods to which the outflows and inflows are applicable.

Governmental funds may report deferred inflows of resources for unavailable revenues. The City reports unavailable revenues for special assessments and loan receivables. These inflows are recognized as revenues in the government-wide financial statements.

12. Long-term Obligations

In the government-wide financial statements, and proprietary funds in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

13. Pensions

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

14. Other Postemployment Benefits Other Than Pensions (OPEB)

Local Retiree Life Insurance Fund

The fiduciary net position of the Local Retiree Life Insurance Fund (LRLIF) has been determined using the flow of economic resources measurement focus and the accrual basis of accounting. This includes for purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to other postemployment benefits, OPEB expense, and information about the fiduciary net position of the LRLIF and additions to/deductions from LRLIF's fiduciary net position have been determined on the same basis as they are reported by LRLIF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

15. Fund Equity

Governmental Fund Financial Statements

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- **Nonspendable fund balance.** Amounts that are not in spendable form (such as inventory, prepaid items, or long-term receivables) or are legally or contractually required to remain intact.
- **Restricted fund balance.** Amounts that are constrained for specific purposes by external parties (such as grantor or bondholders), through constitutional provisions, or by enabling legislation.
- **Committed fund balance.** Amounts that are constrained for specific purposes by action of the City Council. These constraints can only be removed or changed by the City Council using the same action that was used to create them.
- **Assigned fund balance.** Amounts that are constrained for specific purposes by action of City management. The City Council has not authorized any City official or committee to assign fund balance. Residual amounts in any governmental fund, other than the General Fund, are also reported as assigned.
- **Unassigned fund balance.** Amounts that are available for any purpose. Positive unassigned amounts are only reported in the General Fund.

The City has adopted a fund balance spend-down policy regarding the order in which fund balance will be utilized. Where applicable, the policy requires restricted funds to be spent first, followed by committed funds, and then assigned funds. Unassigned funds would be spent last.

Government-Wide and Proprietary Fund Statements

Equity is classified as net position and displayed in three components:

- **Net investment in capital assets.** Amount of capital assets, net of accumulated depreciation, and capital related deferred outflows of resources less outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets and any capital related deferred inflows of resources.
- **Restricted net position.** Amount of net position that is subject to restrictions that are imposed by 1) external groups, such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- **Unrestricted net position.** Net position that is neither classified as restricted nor as net investment in capital assets.

F. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

G. PRIOR YEAR INFORMATION

Comparative amounts for the prior year have been presented in the basic financial statements to provide an understanding of changes in the City's financial position and operations. The comparative amounts may be summarized in total and not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the government's financial statements for the year ended December 31, 2017, from which the summarized information was derived.

H. RECLASSIFICATIONS

Certain amounts in the prior year financial statements have been reclassified to conform with the presentation in the current year financial statements with no change in previously reported net position, changes in net position, fund balance or changes in fund balance.

NOTE 2: STEWARDSHIP AND COMPLIANCE

A. BUDGETS AND BUDGETARY ACCOUNTING

The City follows these procedures in establishing the budgetary data reflected in the basic financial statements:

1. During November, City management submits to the City Council a proposed operating budget for the calendar year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. After submission to the governing body, public hearings are held to obtain taxpayer comments. Following the public hearings, the proposed budget, including authorized additions and deletions, is legally enacted by City Council action.
2. Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. Budget is defined as the originally approved budget plus or minus approved amendments. Individual amendments throughout the year were not material in relation to the original budget. Budget appropriations not expended during the year are closed to fund balance unless authorized by the governing body to be forwarded into the succeeding year's budget.
3. During the year, formal budgetary integration is employed as a management control device for the governmental funds adopting a budget.
4. Expenditures may not exceed appropriations provided in detailed budget accounts maintained for each activity or department of the City. Amendments to the budget during the year require initial approval by management and are subsequently authorized by the City Council.
5. Encumbrance accounting is not used by the City to record commitments related to unperformed contracts for goods or services.

The City did not have any material violation of legal or contractual provisions for the fiscal year ended December 31, 2018.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS
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B. EXCESS OF EXPENDITURES OVER BUDGET APPROPRIATIONS

The following expenditure accounts of the governmental funds had actual expenditures in excess of budget appropriations for the year ended December 31, 2018 as follows:

Funds	Excess Expenditures
General	
Sanitation	$ 69,598
Culture and Recreation	283,517
Conservation and Development	176,320

C. DEFICIT FUND EQUITY

The following funds had deficit fund balance as of December 31, 2018:

Funds	Deficit Fund Balance
Special Revenue Fund	
Cable Access	$ 30,333
Capital Projects Funds	
TID No. 7	739,731
TID No. 9	393,413
TID No. 11	300,706
TID No. 14	6,750

The City anticipates funding the above deficits from future revenues of the funds.

D. PROPERTY TAX LEVY LIMIT

Wisconsin state statutes provide for a limit on the property tax levies for all Wisconsin cities, villages, towns and counties. For the 2018 and 2019 budget years, Wisconsin Statutes limit the increase in the maximum allowable tax levy to the change in the City's January 1 equalized value as a result of net new construction. The actual limit for the City for the 2018 budget was 1.13%. The actual limit for the City for the 2019 budget was 0.99%. Debt service for debt authorized after July 1, 2005 is exempt from the levy limit. In addition, Wisconsin statutes allow the limit to be adjusted for the increase in debt service authorized prior to July 1, 2005 and in certain other situations.

NOTE 3: DETAILED NOTES ON ALL FUNDS

A. CASH AND INVESTMENTS

The City maintains various cash and investment accounts, including pooled funds that are available for use by all funds. Each fund's portion of these accounts is displayed on the financial statements as "Cash and investments".

Invested cash consists of deposits and investments that are restricted by Wisconsin Statutes to the following:

> Time deposits; repurchase agreements; securities issued by federal, state and local governmental entities; statutorily authorized commercial paper and corporate securities; and the Wisconsin local government investment pool.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS
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The carrying amount of the City's cash and investments totaled $21,036,468 on December 31, 2018 as summarized below:

Petty cash and cash on hand	$ 3,574
Deposits with financial institutions	5,252,208
Investments	
U.S. Treasury securities	4,887,508
Federal agency securities	1,672,415
Negotiable certificate of deposits	2,916,860
Municipal bonds	515,139
Money market mutual funds	815,549
Wisconsin local government investment pool	4,973,215
	$ 21,036,468

Reconciliation to the basic financial statements:

Government-wide Statement of Net Position	
Cash and investments	$ 13,520,894
Restricted cash and investments	2,679,076
Fiduciary Fund Statement of Net Position	
Cash and investments	4,836,498
	$ 21,036,468

Fair Value Measurements

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant observable inputs; Level 3 inputs are significant unobservable inputs. The City has the following fair value measurements as of December 31, 2018:

	Fair Value Measurements Using:		
	Level 1	Level 2	Level 3
Investments			
U.S. Treasury securities	$ -	$ 4,887,508	$ -
Federal agency securities	-	1,672,415	-
Municipal bonds	-	515,139	-
Money market mutual funds	815,549	-	-
Negotiable certificates of deposit	-	2,916,860	-
	$ 815,549	$ 9,991,922	$ -

Deposits and investments of the City are subject to various risks. Presented below is a discussion of the City's deposits and investments and the related risks.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Wisconsin statutes require repurchase agreements to be fully collateralized by bonds or securities issued or guaranteed by the federal government or its instrumentalities. The city's policy required collateralization for depository institutions rated average. Collateralization is not required for institutions rated superior or excellent.

Deposits with financial institutions within the State of Wisconsin are insured by the Federal Deposit Insurance Corporation (FDIC) in the amount of $250,000 for the combined amount of all time and savings deposits and $250,000 for interest-bearing and noninterest-bearing demand deposits per official custodian per insured depository institution. Deposits with financial institutions located outside the State of Wisconsin are insured by the FDIC in the amount of $250,000 for the combined amount of all deposit accounts per official custodian per depository institution. Also, the State of Wisconsin has a State Guarantee Fund which provides a maximum of $400,000 per public depository above the amount provided by an agency of the U.S. Government. However, due to the relatively small size of the State Guarantee Fund in relation to the Fund's total coverage, total recovery of insured losses may not be available. This coverage has been considered in determining custodial credit risk.

As of December 31, 2018, $5,024,201 of the City's deposits with financial institutions were in excess of federal and state depository insurance limits. $5,024,201 was collateralized with securities held by the pledging financial institution or its trust department or agent but not in the City's name.

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Wisconsin statutes limit investment in securities to the top two ratings assigned by nationally recognized statistical rating organizations. The City does not have an additional credit risk policy. Presented below is the actual rating as of the year-end for each investment type.

Investment Type	Amount	Exempt from Disclosure	AAA	Aa	Not Rated
U.S. Treasury securities	$ 4,887,508	$ 4,887,508	$ -	$ -	$ -
Federal agency securities	1,672,415	-	1,672,415	-	-
Negotiable certificates of deposit	2,916,860	-	2,916,860	-	-
Municipal bonds	515,139	-	401,477	113,662	-
Money market mutual funds	815,549	815,549	-	-	-
Wisconsin local government investment pool	4,973,215	4,973,215	-	-	4,973,215
Totals	$ 15,780,686	$10,676,272	$ 4,990,752	$ 113,662	$ 4,973,215

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The City does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Information about the sensitivity of the fair values of the City's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the City's investments by maturity:

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS
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Investment Type	Amount	Remaining Maturity (in Months) 12 Months or Less	13 to 24 Months	25 to 60 Months	More Than 60 Months
U.S. Treasury securities	$ 4,887,508	$ 4,363,331	$ 371,903	$ 152,274	$ -
Federal agency securities	1,672,415	288,710	272,156	1,111,549	-
Negotiable certificates of deposit	2,916,860	-	731,851	2,185,009	-
Municipal Bonds	515,139	51,264	98,757	365,118	-
Money market mutual funds	815,549	815,549	-	-	-
Wisconsin local government investment pool	4,973,215	4,973,215	-	-	-
Totals	$ 15,780,686	$ 10,492,069	$ 1,474,667	$ 3,813,950	$ -

Investments with Fair Values Highly Sensitive to Interest Rate Fluctuations
The City's investments include the following investments that are highly sensitive to interest rate fluctuations (to a greater degree than already indicated in the information provided above):

Highly Sensitive Investments	Fair Value at Year End
Mortgage backed securities. These securities are subject to early payment in a period of declining interest rates. The resultant reduction in expected total cash flows affects the fair value of these securities and makes the fair values of these securities highly sensitive to changes in interest rates.	$ 1,672,415

Wisconsin Local Government Investment Pool
The City has investments in the Wisconsin Local Government Investment Pool of $4,973,215 at year-end. The LGIP is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2018, the fair value of the City's share of the LGIP's assets was substantially equal to the carrying value.

B. RESTRICTED ASSETS
Restricted assets on December 31, 2018 totaled $2,679,076 and consisted of cash and investments held for the following purposes:

Funds	Amount	Purpose
Debt Service Fund		
Debt retirement	$ 1,506,754	Resources available for debt retirement
Special Revenue Funds		
Development loans	811,041	Resources available for economic development loans
Enterprise Funds		
Water Utility		
Revenue bond reserve fund	211,281	To reserve additional funds for debt retirement; to be used if sufficient funds are not available.
Wastewater Utility		
Debt retirement	150,000	To reserve additional funds for debt retirement
Total Enterprise Funds	361,281	
Total	$ 2,679,076	

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2018

C. DUE FROM OTHER GOVERNMENTS

In prior years, the City of De Pere sold its wastewater treatment facility to the Green Bay Metropolitan Sewerage District (GMBSD) with the sale price repaid to the City over a 20 year period. The notes receivable from GBMSD was discounted using a 5% interest rate. Annual principal and interest payments of $160,485 are due annually through 2027, with a notes receivable balance of $1,140,701 as of December 31, 2018 as summarized below.

Year Ended December 31,	Principal	Interest	Total
2019	$ 103,450	$ 57,035	$ 160,485
2020	108,622	51,863	160,485
2021	114,054	46,431	160,485
2022	119,756	40,729	160,485
2023	125,744	34,741	160,485
2024 - 2027	569,075	72,865	641,940
	$ 1,140,701	$ 303,664	$ 1,444,365

D. CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2018 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, nondepreciable:				
Land	$ 9,731,371	$ -	$ 377,135	$ 9,354,236
Construction in progress	-	93,084	-	93,084
Total capital assets, nondepreciable	9,731,371	93,084	377,135	9,447,320
Capital assets, depreciable:				
Land improvements	6,139,432	-	-	6,139,432
Buildings and improvements	12,343,337	236,840	-	12,580,177
Machinery and equipment	10,305,513	558,145	217,026	10,646,632
Infrastructure	75,145,183	3,327,440	-	78,472,623
Subtotals	103,933,465	4,122,425	217,026	107,838,864
Less accumulated depreciation for:				
Land improvements	2,560,025	114,315	-	2,674,340
Buildings and improvements	7,367,067	344,259	-	7,711,326
Machinery and equipment	6,936,227	619,194	217,026	7,338,395
Infrastructure	30,194,556	1,782,509	-	31,977,065
Subtotals	47,057,875	2,860,277	217,026	49,701,126
Total capital assets, depreciable, net	56,875,590	1,262,148	-	58,137,738
Governmental activities capital assets, net	$ 66,606,961	$ 1,355,232	$ 377,135	67,585,058
Less: Capital related debt				33,636,140
Less: Debt premium				1,135,708
Net investment in capital assets				$ 32,813,210

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2018

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type activities:				
Capital assets, nondepreciable:				
Land	$ 53,207	$ -	$ -	$ 53,207
Construction in progress	-	622,667	-	622,667
Total capital assets, nondepreciable	53,207	622,667	-	675,874
Capital assets, depreciable:				
Buildings and improvements	892,181	-	-	892,181
Machinery and equipment	6,298,895	389,336	238,978	6,449,253
Infrastructure	69,860,901	4,389,106	678,707	73,571,300
Subtotals	77,051,977	4,778,442	917,685	80,912,734
Less accumulated depreciation	24,846,443	1,823,217	917,685	25,751,975
Total capital assets, depreciable, net	52,205,534	2,955,225	-	55,160,759
Business-type activities capital assets, net	$ 52,258,741	$ 3,577,892	$ -	55,836,633
Less: Capital related debt				3,850,000
Less: Debt premium				98,924
Net investment in capital assets				$ 51,887,709

Depreciation expense was charged to functions of the City as follows:

Governmental activities	
General government	$ 77,929
Public safety	324,001
Public works	2,123,966
Culture and recreation	334,381
Total depreciation expense - governmental activities	$ 2,860,277
Business-type activities	
Water utility	$ 648,497
Wastewater utility	716,763
Stormwater utility	457,957
Total depreciation expense - business-type activities	$ 1,823,217

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2018

E. INTERFUND RECEIVABLE, PAYABLES, AND TRANSFERS

Interfund receivables and payables between individual funds of the City, as reported in the fund financial statements, as of December 31, 2018 are detailed below:

	Interfund Receivables	Interfund Payables
Temporary cash advances to finance operating cash deficits		
Governmental Funds		
General	$ 3,697,639	$ -
Cable Access	-	51,636
TID No. 7	-	739,203
TID No. 9	-	392,869
TID No. 11	-	300,104
TID No. 14	-	6,750
Proprietary Fund		
Water Utility	-	2,207,077
Subtotal	3,697,639	3,697,639
Long-term advances		
General Fund	27,821	-
Internal Service Funds		
Health Self Insurance	-	17,821
Dental Self Insurance	-	10,000
Subtotal	27,821	27,821
Totals	$ 3,725,460	$ 3,725,460

Interfund transfers for the year ended December 31, 2018 were as follows:

Funds	Transfer In	Transfer Out
General	$ 1,798,269	$ 167,118
Wastewater Utility	-	269,253
Water Utility	-	467,616
Public Improvements	-	375,000
Capital Equipment	-	800,000
TID No. 5	-	580,078
TID No. 6	-	1,651,540
TID No. 7	-	486,368
TID No. 8	-	358,368
TID No. 9	-	134,655
TID No. 10	-	177,385
Cable Access	167,118	-
Debt Service	3,501,994	-
	$ 5,467,381	$ 5,467,381

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2018

Interfund transfers were made for the following purposes:

Transfer to debt service for debt payments	$ 3,501,994
Transfer to general fund for equipment purchases	1,478,518
Transfer to general fund for payment in lieu of taxes	486,869
	$ 5,467,381

F. LONG-TERM OBLIGATIONS

The following is a summary of changes in long-term obligations of the City for the year ended December 31, 2018:

	Beginning Balance	Issued	Retired	Ending Balance	Due Within One Year
Governmental activities:					
General Obligation Debt					
Bonds	$13,580,000	$ -	$3,350,000	$10,230,000	$1,650,000
Taxable bonds	5,050,000	-	595,000	4,455,000	515,000
Community development bonds	-	5,545,000	-	5,545,000	220,000
Notes	12,780,000	2,600,000	2,220,000	13,160,000	2,410,000
Taxable notes	935,000	-	215,000	720,000	90,000
Total General Obligation Debt	32,345,000	8,145,000	6,380,000	34,110,000	4,885,000
Debt premium	705,902	526,712	96,906	1,135,708	128,352
Capital leases	-	168,635	72,495	96,140	65,998
Compensated absences	1,761,816	24,965	14,786	1,771,995	4,995
Governmental activities Long-term obligations	$34,812,718	$8,865,312	$6,564,187	$37,113,843	$5,084,345
Business-type activities:					
General Obligation Debt					
Notes	$ 3,235,000	$ -	$ 460,000	$ 2,775,000	$ 470,000
Revenue bonds	1,410,000	-	335,000	1,075,000	345,000
Debt premium	114,476	-	15,552	98,924	15,552
Compensated absences	206,849	41,115	-	247,964	1,023
Business-type activities Long-term obligations	$ 4,966,325	$ 41,115	$ 810,552	$ 4,196,888	$ 831,575

Total interest paid during the year on long-term debt totaled $1,023,508.

City of De Pere, Wisconsin

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General Obligation Debt

General obligation debt currently outstanding is detailed as follows:

	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance 12/31/18
General obligation bonds:					
2007	11/07/07	2026	4.05%	$ 2,020,000	$ 1,050,000
2008A	08/01/08	2027	4.25-4.50%	1,000,000	575,000
2011A	08/15/11	2025	1.75-3.45%	2,245,000	1,145,000
2012A	09/20/12	2027	0.90-2.40%	2,980,000	1,495,000
2013A	08/13/13	2028	3.00-3.625%	5,650,000	2,670,000
2014A	11/20/14	2029	2.00-3.00%	1,075,000	815,000
2014B	11/20/14	2023	2.00-3.00%	2,530,000	780,000
2017B	10/18/17	2027	2.75%	1,700,000	1,700,000
General obligation taxable bonds:					
2009A	05/12/09	2028	4.50-5.625%	1,875,000	1,250,000
2012B	09/20/12	2031	1.30-3.90%	2,850,000	2,265,000
2013B	08/13/13	2023	2.00-3.50%	2,530,000	940,000
General obligation community development bonds:					
2018B	09/20/18	2033	3.25-5.00%	5,545,000	5,545,000
General obligation notes:					
2010	10/28/10	2020	1.50-3.00%	2,985,000	415,000
2011B	08/15/11	2020	2.00-2.70%	1,565,000	160,000
2015A	09/24/15	2025	2.00-3.00%	8,285,000	4,740,000
2016A	10/19/16	2026	1.00-2.00%	7,915,000	6,340,000
2017A	10/18/17	2027	2.00-2.25%	2,015,000	1,680,000
2018A	09/20/18	2028	3.00-5.00%	2,600,000	2,600,000
General obligation taxable notes:					
2016B	10/19/16	2026	2.00-2.25%	890,000	720,000
Total Outstanding General Obligation Debt					$36,885,000

Annual principal and interest maturities of the outstanding general obligation debt of $36,885,000 on December 31, 2018 are detailed below:

Year Ended	Governmental Activities		Business-type Activities		Totals	
December 31,	Principal	Interest	Principal	Interest	Principal	Interest
2019	$ 4,885,000	$ 1,004,856	$ 470,000	$ 59,988	$ 5,355,000	$ 1,064,844
2020	4,320,000	890,896	475,000	49,813	4,795,000	940,709
2021	3,185,000	768,560	490,000	39,219	3,675,000	807,779
2022	3,235,000	681,406	500,000	28,050	3,735,000	709,456
2023	3,200,000	583,984	205,000	18,800	3,405,000	602,784
2024 - 2028	12,245,000	1,534,782	635,000	33,900	12,880,000	1,568,682
2029 - 2033	3,040,000	272,255	-	-	3,040,000	272,255
	$ 34,110,000	$ 5,736,739	$ 2,775,000	$ 229,770	$ 36,885,000	$ 5,966,509

For governmental activities, the other long-term liabilities are generally funded by the general fund.

City of De Pere, Wisconsin

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Legal Margin for New Debt

The City's legal margin for creation of additional general obligation debt on December 31, 2018 was $70,502,539 as follows:

Equalized valuation of the City		$2,117,615,700
Statutory limitation percentage		(x) 5%
General obligation debt limitation, per Section 67.03 of the Wisconsin Statutes		105,880,785
Total outstanding general obligation debt applicable to debt limitation	$ 36,885,000	
Less: Amounts available for financing general obligation debt		
Debt service fund	1,506,754	
Net outstanding general obligation debt applicable to debt limitation		35,378,246
Legal margin for new debt		$ 70,502,539

Revenue Bonds

Revenue bonds outstanding on December 31, 2018 totaled $1,075,000 and were comprised of the following issues:

	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance 12/31/18
Water utility revenue bond	03/07/07	2021	3.81%	$ 4,395,000	$ 1,075,000

Annual principal and interest maturities of the outstanding revenue bonds of $1,075,000 on December 31, 2018 are detailed below:

Year Ended December 31,	Business-type Activities Principal	Interest	Total
2019	$ 345,000	$ 40,957	$ 385,957
2020	360,000	27,813	387,813
2021	370,000	14,097	384,097
	$ 1,075,000	$ 82,867	$ 1,157,867

Utility Revenues Pledged

The City has pledged future water customer revenues, net of specified operating expenses, to repay the water revenue bonds. Proceeds from the bonds provided financing for the construction or acquisition of capital assets used with the systems. The bonds are payable solely from water customer net revenues and are payable through 2021. The total principal and interest remaining to be paid on the bonds is $1,157,867. Principal and interest paid for the current year and total customer net revenues were $985,263 and $388,721, respectively.

Capital Lease

The City is obligated under various leases accounted for as capital leases that were used to finance the acquisition of capital assets. The cost of the capital assets under the capital leases are $168,635 and the related accumulated depreciation is $72,495 as of December 31, 2018.

City of De Pere, Wisconsin

The following is a schedule of the minimum lease payments under the lease agreements and the present values of the minimum lease payments at December 31, 2018:

Year Ending	Governmental Activities
2019	$ 72,495
2020	32,101
Subtotal	104,596
Less: Amount representing interest	8,456
Present Value of Future Minimum Lease Payments	$ 96,140

G. CONDUIT DEBT OBLIGATIONS

From time to time, the City has issued Industrial Revenue Bonds to provide financial assistance to private sector entities for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest. The bonds are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Upon repayment of the bonds, ownership of the acquired facilities transfers to the private-sector entity served by the bond issuance. Neither the City, the State, nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements.

As of December 31, 2018, there were two series of Industrial Revenue Bonds outstanding, with an aggregate principal amount payable of $424,630.

H. PENSION PLAN

1. Plan Description

The WRS is a cost-sharing, multiple-employer, defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1200 hours a year (880 hours for teachers and school City educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at http://etf.wi.gov/publications/cafr.htm.

For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and executive service retirement plan participants, if hired on or before December 31, 2016 are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

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Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

2. Post-Retirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment	Variable Fund Adjustment
2008	6.6	0
2009	(2.1)	(42)
2010	(1.3)	22
2011	(1.2)	11
2012	(7.0)	(7)
2013	(9.6)	9
2014	4.7	25
2015	2.9	2
2016	0.5	(5)
2017	2.0	4

3. Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee Category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the year ending December 31, 2018, the WRS recognized $976,961 in contributions from the City.

Contribution rates for the reporting period are:

Employee Category	Employee	Employer
General (including teachers, executives and elected officials)	6.8%	6.8%
Protective with Social Security	6.8%	10.6%
Protective without Social Security	6.8%	14.9%

4. Pension Assets, Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2018, the City reported an asset of $2,699,621 for its proportionate share of the net pension liability. The net pension asset was measured as of December 31, 2017, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2016 rolled forward to December 31, 2017. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The City's proportion of the net pension liability was based on the City's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2017, the City's proportion was 0.09092334%, which was an increase of 0.00240824% from its proportion measured as of December 31, 2016.

For the year ended December 31, 2018, the City recognized pension expense of $1,172,113.

At December 31, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 3,429,935	$ 1,604,410
Net differences between projected and actual earnings on pension plan investments	-	3,710,380
Changes in assumptions	533,392	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	16,501	34,203
Employer contributions subsequent to the measurement date	976,961	-
Total	$ 4,956,789	$ 5,348,993

$976,961 reported as deferred outflows related to pension resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended December 31, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year Ended December 31,	Expense
2019	$ 293,178
2020	(29,929)
2021	(934,267)
2022	(704,589)
2023	6,442
Total	$ (1,369,165)

City of De Pere, Wisconsin

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5. Actuarial Assumptions

The total pension liability in the December 31, 2017, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial valuation date:	December 31, 2016
Measurement date of net pension liability (asset):	December 31, 2017
Actuarial cost method:	Entry Age
Asset valuation method:	Fair Market Value
Long-term expected rate of return:	7.2%
Discount rate:	7.2%
Salary increases:	
Inflation	3.2%
Seniority/Merit	0.2% - 5.6%
Mortality	Wisconsin 2012 Mortality Table
Post-retirement adjustments*	2.1%

* *No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 2.1% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2016 using experience from 2012 - 2014. The total pension liability for December 31, 2017 is based upon a roll-forward of the liability calculated from the December 31, 2016 actuarial valuation.

Long-term Expected Return on Plan Assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

	Current Asset Allocation %	Long-term Expected Nominal Rate of Return %	Long-term Expected Real Rate of Return %
Core Fund Asset Class			
Global equities	50%	8.2%	5.3%
Fixed income	24.5%	4.2%	1.4%
Inflation sensitive assets	15.5%	3.8%	1.0%
Real estate	8%	6.5%	3.6%
Private equity/debt	8%	9.4%	6.5%
Multi-asset	4%	6.5%	3.6%
Total Core Fund	110%	7.3%	4.4%
Variable Fund Asset Class			
U.S. equities	70%	7.5%	4.6%
International equities	30%	7.8%	4.9%
Total Variable Fund	100%	7.9%	5.0%

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.75%

Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations

City of De Pere, Wisconsin

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Single Discount Rate. A single discount rate of 7.20% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.20% and a long-term bond rate of 3.31%. Because of the unique structure of WRS, the 7.20% expected rate of return implies that a dividend of approximately 2.1% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan members contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's proportionate share of the net pension liability (asset) to changes in the discount rate. The following presents the City's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.2 percent, as well as what the City's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate:

	1% Decrease to Discount Rate (6.20%)	Current Discount Rate (7.20%)	1% Increase to Discount Rate (8.20%)
City's proportionate share of the net pension liability (asset)	$ 6,984,843	$ (2,699,621)	$ (10,060,115)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at http://etf.wi.gov/publications/cafr.htm.

I. OTHER POSTEMPLOYMENT BENEFITS

For the year ended December 31, 2018, the Local Retiree Life Insurance Fund (LRLIF), a multiple-employer defined benefit OPEB plan, completed an actuarial study under GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans*, which identified a net OPEB liability for the Plan. The City recorded its proportionate share of this liability as of December 31, 2016 as a cumulative effect of change in accounting principle in the 2018 government-wide financial statements. The cumulative effect of this change was to decrease the December 31, 2017 net position by $863,044 as follows:

WI Local Retiree Life Insurance Plan	
OPEB liability balance previously reported	$ -
Actuarially determined balance	863,044
Change in other postemployment liability	$ (863,044)

The City reports OPEB related balances at December 31, 2018 as summarized below:

	OPEB Liability	Deferred Outflows of Resources	Deferred Inflows of Resources
Local Retiree Life Insurance Fund (LRLIF)	$ 375,030	$ -	$ 12,517
Single-employer defined OPEB plan	1,099,732	140,109	15,495
Total pension liability	$ 1,474,762	$ 140,109	$ 28,012

City of De Pere, Wisconsin

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1. Single-employer defined OPEB Plan

Plan Description
The Plan is a single-employer defined benefit postemployment health plan that covers retired employees of the City. Eligible retired employees have access to group medical coverage through the City's group plan. City paid medical benefits are paid for as indicated below. All employees of the City are eligible for the Plan if they meet the following age and service requirements below.

Benefits Provided
The City provides medical (including prescription drugs) and dental coverage for retired employees through the City's self-insured plans.

Employees Covered by Benefit Terms
At December 31, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	5
Active employees	121
	126

Contributions
Certain retired plan members and beneficiaries currently receiving benefits are required to contribute specified amounts monthly towards the cost of insurance premiums based on the employee group and their retirement date. City paid medical and dental benefits are paid until the retiree or surviving spouse becomes eligible for Medicare.

Total OPEB Liability
The City's total OPEB liability was determined by an actuarial valuation as of December 31, 2016 and rolled forward to December 31, 2018.

Actuarial Assumptions. The total OPEB liability in the December 31, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation:	2.50%
Salary increases:	3.00%
Investment rate of return:	4.00%
Medical care cost trend rates:	7.5% decreasing by 0.50% per year down to 6.5%, then by 0.10% per year down to 5.0%, and level thereafter.

Mortality rates are the same as those used in the Wisconsin 2012 Mortality Table.

The actuarial assumptions used in the December 31, 2016 valuation were based on the "Wisconsin Retirement System 2012 - 2014 Experience Study" conducted in 2015.

The long-term expected rate of return on OPEB plan investments was valued at 3.5%. A blend of expected earnings on City funds and the current yield for 20 year tax-exempt AA Municipal bond rate or higher as of the measurement date was used for all years of benefit payments.

The discount rate was changed to the 20-year AA municipal bond rate (4%) as of the measurement date. All other assumptions and methods remained unchanged from the valuation performed as of December 31, 2016.

Discount Rate. The discount rate used to measure the total OPEB liability was based on the 20-year AA municipal bond note.

Changes in the Total OPEB Liability

	Increase (Decrease) Total OPEB Liability
Balance at December 31, 2017	$ 384,361
Changes for the year:	
Service cost	22,795
Interest	13,298
Changes of assumptions	(13,769)
Benefit payments	(31,655)
Net changes	(9,331)
Balance at December 31, 2018	$ 375,030

Sensitivity of the total OPEB liability to changes in the discount rate. The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.0%) or 1-percentage-point higher (4.0%) than the current rate:

	1% Decrease to Discount Rate (2.5%)	Current Discount Rate (3.5%)	1% Increase to Discount Rate (4.5%)
Total OPEB liability	$ 403,088	$ 375,030	$ 349,037

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates. The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (6.5% decreasing to 4.0%) or 1-percentage-point higher (8.5% decreasing to 6.0%) than the current healthcare cost trend rates:

	1% Decrease (6.5% decreasing to 4.0%)	Healthcare Cost Trend Rates (7.5% decreasing to 5.0%)	1% Increase (8.5% decreasing to 6.0%)
Total OPEB liability	$ 332,765	$ 375,030	$ 424,665

OPEB Expense and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2017, the City recognized OPEB expense of $34,841. At December 31, 2018, the City reported deferred inflows of resources related to OPEB from the following sources:

	Deferred Inflows of Resources
Changes in assumptions	$ 12,517

The amounts above reported as deferred inflows of resources related to OPEB will be recognized in other postemployment benefit expense as follows:

Year Ended December 31,	Expense
2019	$ (1,252)
2020	(1,252)
2021	(1,252)
2022	(1,252)
2023	(1,252)
Thereafter	(6,257)
Total	$ (12,517)

City of De Pere, Wisconsin

Payable to the OPEB Plan

At December 31, 2018, the City reported no payable for the outstanding amount of contribution to the Plan required for the year ended December 31, 2018.

2. Local Retiree Life Insurance Fund

Plan Description

The LRLIF is a multiple-employer defined benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides postemployment life insurance benefits for all eligible employees.

OPEB Plan Fiduciary Net Positon

ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at http://etf.wi.gov/publications/cafr.htm.

Benefits Provided

The LRLIF plan provides fully paid up life insurance benefits for post-age 64 retired employees and pre-65 retirees who pay for their coverage.

Contributions

The Group Insurance Board approves contribution rates annually, based on recommendations from the insurance carrier. Recommended rates are based on an annual valuation, taking into consideration an estimate of the present value of future benefits and the present value of future contributions. A portion of employer contributions made during a member's working lifetime funds a post-retirement benefit.

Employers are required to pay the following contributions based on employee contributions for active members to provide them with Basic Coverage after age 65. There are no employer contributions required for pre-age 65 annuitant coverage. If a member retires prior to age 65, they must continue paying the employee premiums until age 65 in order to be eligible for the benefit after age 65.

Contribution rates as of December 31, 2018 are:

Coverage Type	Employer Contribution
50% Post-retirement coverage	40% of employee contribution

Employee contributions are based upon nine age bands through age 69 and an additional eight age bands for those age 70 and over. Participating employees must pay monthly contribution rates per $1,000 of coverage until the age of 65 (age 70 if active). The employee contribution rates in effect for the year ended December 31, 2017 are listed below:

**Life Insurance
Employee Contribution Rates
For the Year Ended December 31, 2017**

Attained Age	Basic
Under 30	$0.05
30 - 34	0.06
35 - 39	0.07
40 - 44	0.08
45 - 49	0.12
50 - 54	0.22
55 - 59	0.39
60 - 64	0.49
65 - 69	0.57

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During the year ended December 31, 2018, the LRLIF recognized $7,146 in contributions from the employer.

OPEB Liabilities, OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At December 31, 2018, the City reported a liability of $1,009,732 for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of December 31, 2017, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of December 31, 2016 rolled forward to December 31, 2017. No material changes in assumptions or benefits terms occurred between the actuarial valuation date and the measurement date. The City's proportion of the net OPEB liability was based on the City's share of contributions to the OPEB plan relative to the contributions of all participating employers. At December 31, 2017, the City's proportion was 0.365532%, which was an increase of 0.010058% from its proportion measured as of December 31, 2016.

For the year ended December 31, 2018, the City recognized OPEB expense of $119,614.

At December 31, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ -	$ 15,495
Net differences between projected and actual earnings on OPEB plan investments	12,663	-
Changes in assumptions	106,269	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	21,177	-
Total	$ 140,109	$ 15,495

The amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended December 31,	Expense
2019	$ 20,310
2020	20,310
2021	20,310
2022	20,309
2023	17,144
Thereafter	26,231

Actuarial assumptions. The total OPEB liability in the January 1, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Actuarial valuation date:	January 1, 2017
Measurement date of net OPEB liability (asset):	December 31, 2017
Actuarial cost method:	Entry age normal
20 year tax-exempt municipal bond yield:	3.44%
Long-term expected rate of return:	5.00%
Discount rate:	3.63%
Salary increases:	
Inflation	3.20%
Seniority/Merit	0.2% - 5.6%
Mortality:	Wisconsin 2012 Mortality Table

City of De Pere, Wisconsin

Long-term expected return on plan assets. The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. Investments for the LRLIF are held with Securian, the insurance carrier. Interest is calculated and credited to the LRLIF based on the rate of return for a segment of the insurance carriers' general fund, specifically 10-year A- Bonds (as a proxy, and not tied to any specific investments). The overall aggregate interest rate is calculated using a tiered approach based on the year the funds were originally invested and the rate of return for that year. Investment interest is credited based on the aggregate rate of return and assets are not adjusted to fair market value. Furthermore, the insurance carrier guarantees the principal amounts of the reserves, including all interest previously credited thereto.

Asset Class	Index	Target Allocation	Long-term Expected Geometric Real Rate of Return %
U.S. Government Bonds	Barclays Government	1%	1.13%
U.S. Credit Bonds	Barclays Credit	65%	2.61%
U.S. Long Credit Bonds	Barclays Long Credit	3%	3.08%
U.S. Mortgages	Barclays MBS	31%	2.19%
Inflation			2.30%
Long-term expected rate of return			5.00%

Single discount rate. A single discount rate of 3.63% was used to measure the total OPEB liability. The Plan's fiduciary net position was projected to be insufficient to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the Total OPEB Liability is equal to the single equivalent rate that results in the same actuarial present value as the long-term expected rate of return applied to benefit payments, to the extent that the plan's fiduciary net position is projected to be sufficient to make projected benefit payments, and the municipal bond rate applied to benefit payment to the extent that the plan's fiduciary net position is projected to be insufficient.

Sensitivity of the City's proportionate share of net OPEB liability to changes in the discount rate. The following presents the City's proportionate share of the net OPEB liability calculated using the discount rate of 3.63%, as well as what the City's proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.63%) or 1-percentage-point higher (4.63%) than the current rate:

	1% Decrease to Discount Rate (2.63%)	Current Discount Rate (3.63%)	1% Increase to Discount Rate (4.63%)
City's proportionate share of the net OPEB liability (asset)	$ 1,554,340	$ 1,009,732	$ 750,869

OPEB plan fiduciary net position. Detailed information about the OPEB plan's fiduciary net position is available in separately issued financial statements available at http://etf.wi.gov/publications/cafr.htm.

Payable to the OPEB Plan

At December 31, 2018, the City reported no payable for the outstanding amount of contribution to the Plan required for the year ended December 31, 2018.

J. FUND EQUITY

Nonspendable Fund Balance

In the fund financial statements, portions of the governmental fund balances are amounts that cannot be spent because they are either 1) not in spendable form or 2) legally or contractually required to be maintained intact. At December 31, 2018, nonspendable fund balance was as follows:

General Fund	
Nonspendable	
Inventories and prepaid items	$ 166,996
Special assessments	56,892
Advances to other funds	27,821
Total Nonspendable Fund Balance	$ 251,709

Restricted Fund Balance

In the fund financial statements, portions of governmental fund balances are not available for appropriation or are legally restricted for use for a specific purpose. At December 31, 2018, restricted fund balance was as follows:

General Fund	
Restricted for	
Property tax relief and economic development	$ 832,862
Fire UTV Fund	630
Recreation scholarship	24,655
Total General Fund Restricted Fund Balance	858,147
Debt Service Fund	1,506,754
Special Revenue Funds	
Restricted for	
Development loans	931,168
Public Land Acquisition	71,487
	1,002,655
Capital Projects Funds	
Restricted for	
Tax incremental financing district expenditures	
TID No. 5	463,094
TID No. 6	9,252
TID No. 8	696,941
TID No. 10	494,627
TID No. 12	803,014
TID No. 13	752,992
Total Tax incremental financing district expenditures	3,219,920
Total Restricted Fund Balance	$ 6,587,476

City of De Pere, Wisconsin

Committed Fund Balance

In the fund financial statements, portions of government fund balances are committed by City Council action. At December 31, 2018, General Fund balance was committed as follows:

General Fund	
Committed for	
Non-lapsing funds	$ 232,405
Special Revenue Funds	
Committed for	
Riverwalk pier	1,172
Dog park	12,493
Park equipment	14,517
Capital equipment	154,001
Community center	7,376
Police/fire expansion	2,932
Total Special Revenue Fund Committed Fund Balance	192,491
Public Improvements Fund	
Committed for	
Capital outlay	76,882
Total Committed Fund Balance	$ 501,778

Minimum General Fund Balance Policy

The City has also adopted a minimum fund balance policy of 25% of subsequent year budgeted expenditures for the general fund. The minimum fund balance is maintained for cash flow and working capital purposes. The minimum fund balance amount is calculated as follows:

Budgeted 2019 General Fund Expenditures	$ 17,706,536
Minimum Fund Balance %	(x) 25%
Minimum Fund Balance Amount	$ 4,426,634

The City's unassigned general fund balance of $6,205,996 is above the minimum fund balance amount.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2018

Net Position

The City reports restricted net position at December 31, 2018 as follows:

Governmental Activities	
Restricted for	
Debt service	$ 1,300,668
Pension benefits	2,467,873
Property tax relief and economic development	832,862
Development loans	1,398,797
Recreation scholarship	24,655
Fire UTV fund	630
Park land acquisition	71,487
Total Governmental Activities Restricted Net Position	6,096,972
Business-type Activities	
Restricted for	
Debt service	203,253
Pension benefits	231,748
Total Business-type Activities Restricted Net Position	435,001
Total Restricted Net Position	$ 6,531,973

NOTE 4: OTHER INFORMATION

A. TAX INCREMENTAL FINANCING

The City has established separate capital projects funds for six Tax Incremental City (TID) which were created by the City in accordance with Section 66.1105 of the Wisconsin Statutes. At the time the City was created, the property tax base within the City was "frozen" and increment taxes resulting from increases to the property tax base are used to finance City improvements, including principal and interest on long-term debt issued by the City to finance such improvements. The Statutes allow eligible project costs to be incurred up to five years prior to the maximum termination date. The City's City is still eligible to incur project costs.

Since creation of the TID's, the City has provided various financing sources to the TID. The foregoing amounts are not recorded as liabilities in the TID capital project fund but can be recovered by the City from any future excess tax increment revenues. As of December 31, 2018, the City can recover $11,892,250 from future excess tax increment revenues of the following. Furthermore, the intent of the City is to recover the above amounts from future TID surplus funds, if any, prior to termination of the respective Cities. Unless terminated by the City prior thereto, each TID has a statutory termination year as follows:

	TID No. 5	TID No. 6	TID No. 7	TID No. 8	TID No. 9
Creation date	8/27/1996	3/3/1998	10/17/2006	8/21/2007	8/7/2012
Termination date	8/27/2023	3/3/2021	10/17/2033	8/21/2027	8/7/2039
Tax increment property tax revenues for 2018	$ 596,084	$ 1,671,926	$ 19,767	$ 194,387	$ 221,118
Net unreimbursed project costs due City	$ 2,709,771	$ (828,742)	$ 4,006,564	$ 1,913,689	$ 779,604

	TID No. 10	TID No. 11	TID No. 12	TID No. 13	TID No. 14
Creation date	8/7/2012	9/1/2015	9/1/2015	7/18/2017	9/19/2018
Termination date	8/7/2032	9/1/2035	9/1/2035	7/18/2037	12/31/2038
Tax increment property tax revenues for 2018	$ 206,690	$ 11,831	$ 408	$ -	$ -
Net unreimbursed project costs due City	$ 1,925,709	$ 600,706	$ (603,014)	$ 2,352,008	$ 6,750

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2018

B. RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. The City completes an annual review of its insurance coverage to ensure adequate coverage.

In addition to the above, the City has established separate internal service funds for the following risk management programs:

Health Self-Insurance Fund

City employees, retirees and employee dependents are eligible for medical benefits from a health self-insurance fund. Funding is provided by charges to City departments, employees and retirees. The program is supplemented by stop loss protection, which limits the City's annual liability. Fund expenses consist of payments to a third-party administrator for medical claims, stop loss insurance premiums and administrative fees. On December 31, 2018, the fund had a balance of $788,483.

The claims liability of $252,363 reported in the fund at December 31, 2018 is based on the requirements of GASB Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. Changes in the fund's claims liability amount are as follows:

	Liability January 1	Current Year Claims and Changes in Estimates	Claims Payments	Liability December 31
2018	$ 171,090	$ 1,759,689	$ 1,678,416	$ 252,363
2017	129,094	1,742,158	1,700,162	171,090

Dental Self-Insurance Fund

City employees, retirees and employee dependents are eligible for dental benefits from a dental self-insurance fund. Funding is provided by charges to City departments, employees and retirees. The program is supplemented by stop loss protection, which limits the City's annual liability. Fund expenses consist of payments to a third-party administrator for dental claims, stop loss insurance premiums and administrative fees. On December 31, 2018, the fund had a balance of $11,897.

The claims liability of $4,894 reported in the fund at December 31, 2018, is based on the requirements of GASB Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. Changes in the fund's claims liability amount are as follows:

	Liability January 1	Current Year Claims and Changes in Estimates	Claims Payments	Liability December 31
2018	$ 4,387	$ 147,331	$ 146,824	$ 4,894
2017	2,787	147,331	145,731	4,387

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2018

C. CONTINGENCIES

From time to time, the City is party to other various pending claims and legal proceedings. Although the outcome of such matters cannot be forecast with certainty, it is the opinion of management and the City that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the City's financial position or results of operations.

D. WATER PURCHASE CONTRACT WITH CENTRAL BROWN COUNTY WATER AUTHORITY

The City of De Pere is a Charter member of the Central Brown County Water Authority with five other Brown County communities. The Authority was formed under Wisconsin Statutes in 1998 to provide a long-term solution to water quantity and quality concerns. In 2004, the Authority entered into a contract to purchase Lake Michigan water from the City of Manitowoc. In 2007 the Authority completed construction of a 30 mile water transmission main from the City of Manitowoc and a 35 mile long spoke transmission system to distribute the water to its individual members. To provide funds to complete construction projects, the Authority issued $136,625,000 of revenue bonds in June of 2005.

Each Charter Member has entered into a water purchase contract under which they agree to purchase wholesale water from the Authority. Rates charged to each member are billed monthly and are based on (1) operation and maintenance costs, (2) fixed costs, including debt service on the revenue bond and (3) required Security Fund deposits. During 2018 the City paid the Authority $3,874,219 in accordance with the water purchase contract.

E. UPCOMING ACCOUNTING PRONOUNCEMENTS

In June 2017, the GASB issued Statement No. 87, *Leases*. The Statement establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. This statement is effective for reporting periods beginning after December 15, 2019. The City is currently evaluating the impact this standard will have on the financial statements when adopted.

In January 2017, the GASB issued Statement No. 84, *Fiduciary Activities*. The statement establishes criteria for identifying fiduciary activities and addresses financial reporting for these activities. This statement is effective for reporting periods beginning after December 15, 2018. The City is currently evaluating the impact this standard will have on the financial statements when adopted.

City of De Pere, Wisconsin

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)
WISCONSIN RETIREMENT SYSTEM
LAST 10 FISCAL YEARS

Plan Year Ending	Proportion of the Net Pension Liability (Asset)	Proportionate Share of the Net Pension Liability (Asset)	Covered Payroll (plan year)	Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Asset)
12/31/14	0.08664090%	$ (2,128,138)	$ 9,073,681	23.45%	102.74%
12/31/15	0.08721909%	1,417,293	9,424,305	15.04%	98.20%
12/31/16	0.08851511%	729,575	9,577,125	7.62%	99.12%
12/31/17	0.09092334%	(2,699,621)	9,670,368	27.92%	102.93%

SCHEDULE OF CONTRIBUTIONS
WISCONSIN RETIREMENT SYSTEM
LAST 10 FISCAL YEARS

Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll (fiscal year)	Contributions as a Percentage of Covered Payroll
12/31/15	$ 853,538	$ 853,538	$ -	$ 9,424,305	9.06%
12/31/16	862,667	862,667	-	9,577,125	9.01%
12/31/17	947,840	947,840	-	9,670,368	9.80%
12/31/18	976,961	976,961	-	10,029,997	9.74%

See notes to required supplementary information.

City of De Pere, Wisconsin

SCHEDULE OF CHANGES IN OPEB LIABILITY AND RELATED RATIOS
LAST 10 FISCAL YEARS *

	2018	2017
Total OPEB liability		
Service cost	$ 22,795	$ 22,795
Interest	13,298	12,862
Changes of assumptions	(13,769)	(5,254)
Benefit payments	(31,655)	(14,784)
Net change in total OPEB liability	(9,331)	15,619
Total OPEB liability - beginning	384,361	368,742
Total OPEB liability - ending	$ 375,030	$ 384,361
Covered-employee payroll	$ 7,447,066	$ 7,447,066
District's total OPEB liability as a percentage of covered-employee payroll	5.04%	5.16%

* The amounts presented for each fiscal year were determined as of the current fiscal year end. Amounts for prior years were not available.

See notes to required supplementary information.

City of De Pere, Wisconsin

SCHEDULE OF PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (ASSET)
LOCAL RETIREE LIFE INSURANCE FUND
LAST 10 FISCAL YEARS

Plan Fiscal Year Ending	Proportion of the Net OPEB Liability (Asset)	Proportionate Share of the Net OPEB Liability (Asset)	Covered-employee Payroll	Proportionate Share of the Net OPEB Liability (Asset) as a Percentage of Covered-employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability (Asset)
12/31/17	0.36553200%	$ 1,009,732	$ 9,670,368	10.44%	44.81%

SCHEDULE OF CONTRIBUTIONS
LOCAL RETIREE LIFE INSURANCE FUND
LAST 10 FISCAL YEARS

Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered-employee Payroll	Contributions as a Percentage of Covered-employee Payroll
12/31/17	$ 6,917	$ 6,917	$ -	$ 9,670,368	0.07%
12/31/18	7,146	7,146	-	10,029,997	0.07%

See notes to required supplementary information.

City of De Pere, Wisconsin

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2018

A. WISCONSIN RETIREMENT SYSTEM
There were no changes of benefit terms for any participating employer in the WRS.

The City is required to present the last ten fiscal years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

B. OTHER POSTEMPLOYMENT BENEFITS
The City implemented GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, for its single-employer defined postemployment health plan in 2017. The Local Retiree Life Insurance Fund (LRLIF), a cost-sharing, multiple-employer defined benefit OPEB plan, completed an actuarial study under GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans*, which identified a net OPEB liablity for the Plan. The City is required to present the last ten fiscal years of data; however accounting standard allow the presentation of as many years as are available until ten fiscal years are presented.

Single-employer Defined Postemployment Benefit Plan
The discount rate was changed to the 20-year AA municipal bond rate (4%) for the measurement date of December 31, 2017. All other assumptions and methods remained unchanged from the valuation performed as of December 31, 2016. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Local Retiree Life Insurance Fund (LRLIF)
The discount rate was changed to 3.63% for the measurement date of December 31, 2017. All other assumptions and methods remained unchanged from the valuation performed as of December 31, 2016. The amounts reported for each fiscal year were determined as of the calendar year-end that occurred within the fiscal year.

City of De Pere, Wisconsin

GENERAL FUND
DETAILED COMPARISON OF BUDGETED AND ACTUAL REVENUES
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2017

	Budget			Variance Final Budget - Positive	2017
	Original	Final	Actual	(Negative)	Actual
Taxes					
General property	$ 8,173,527	$ 8,173,527	$ 8,173,457	$ (70)	$ 8,039,833
Mobile home	6,300	6,300	7,077	777	5,738
Excess stadium district sales tax	120	120	22,145	22,025	36,513
Room tax	7,900	7,900	9,428	1,528	9,319
Payments in lieu of taxes	1,300	1,300	1,692	392	1,332
Housing authority	30,000	30,000	29,593	(407)	28,919
Interest and penalties					
Taxes	1,200	1,200	1,478	278	876
Special assessments	21,000	21,000	14,511	(6,489)	20,222
Total taxes	8,241,347	8,241,347	8,259,381	18,034	8,142,752
Intergovernmental					
Law enforcement training	5,440	5,440	11,363	5,923	26,670
State shared taxes	1,496,385	1,496,385	1,496,278	(107)	1,280,663
Exempt computer aid	76,012	76,012	76,012	-	74,911
Fire insurance	86,000	86,000	84,732	(1,268)	85,434
Rescue squad	7,000	7,000	6,756	(244)	7,193
Transportation	1,035,430	1,035,430	1,035,430	-	900,374
Mass transit	294,790	294,790	294,790	-	294,790
Public health	56,757	56,757	75,600	18,843	62,523
Recycling	97,510	97,510	97,568	58	97,510
Other	-	-	2,000	2,000	-
Total intergovernmental	3,155,324	3,155,324	3,180,529	25,205	2,830,068
Licenses and permits					
Licenses					
Liquor and malt beverage	35,000	35,000	36,315	1,315	35,642
Operators	32,000	32,000	31,171	(829)	12,201
Cigarette	2,100	2,100	2,100	-	2,104
Food and beverage	-	-	65,193	65,193	66,987
DATCP licensing	72,000	72,000	6,179	(65,821)	11,790
Cable television	150,000	150,000	142,734	(7,266)	138,564
Trailer park	100	100	100	-	100
Dog	4,200	4,200	3,617	(583)	3,524
Bicycle	-	-	6	6	-
Other licenses/permits	11,500	11,500	10,255	(1,245)	10,523
Permits					
Electrical and plumbing	150,000	150,000	144,355	(5,645)	145,511
Sanitary sewer	5,250	5,250	6,925	1,675	5,850
Zoning	170,375	170,375	184,053	13,678	188,173
Total licenses and permits	632,525	632,525	633,003	478	620,969

City of De Pere, Wisconsin

GENERAL FUND
DETAILED COMPARISON OF BUDGETED AND ACTUAL REVENUES
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2017

	Budget			Variance Final Budget - Positive	2017
	Original	Final	Actual	(Negative)	Actual
Fines and forfeits					
Court forfeitures and costs	300,000	300,000	363,178	63,178	222,292
Parking violations	45,000	45,000	40,837	(4,163)	46,129
Total fines and forfeits	345,000	345,000	404,015	59,015	268,421
Public charges for services					
General government	39,500	39,500	33,135	(6,365)	33,230
Police	3,650	3,650	2,162	(1,488)	3,333
Alarm monitoring fees	10,000	10,000	8,177	(1,823)	8,900
Ambulance	800,000	800,000	747,157	(52,843)	629,820
Streets	80,000	80,000	48,497	(31,503)	125,001
Snow removal	6,600	6,600	2,497	(4,103)	2,943
Weed cutting	10,000	10,000	6,232	(3,768)	3,115
Recycling	15,300	15,300	2,810	(12,490)	4,725
Public health	8,000	8,000	1,261	(6,739)	5,774
Community center	33,280	33,280	35,697	2,417	34,810
Swimming pools	117,821	117,821	122,114	4,293	119,867
Parks	10,115	10,115	9,981	(134)	10,977
Recreation	338,409	338,409	432,020	93,611	437,739
Concession sales	22,800	22,800	17,581	(5,219)	18,413
Total public charges for services	1,495,475	1,495,475	1,469,321	(26,154)	1,438,647
Intergovernmental charges for services					
General government	182,200	182,200	173,421	(8,779)	179,765
Public safety	359,500	359,500	357,248	(2,252)	353,013
Public works	728,000	728,000	728,008	8	727,192
Total intergovernmental charges for services	1,269,700	1,269,700	1,258,677	(11,023)	1,259,970
Miscellaneous					
Investment income	120,000	120,000	225,115	105,115	68,397
Donations	-	-	9,534	9,534	37,635
Sale of City property	66,500	66,500	4,333	(62,167)	5,466
Salvage products	5,000	5,000	787	(4,213)	1,616
Rental income	99,980	99,980	47,567	(52,413)	53,578
Department revenue	1,600	1,600	4,221	2,621	20,137
Other	550	550	44	(506)	86
Total miscellaneous	293,630	293,630	291,601	(2,029)	186,915
Total Revenues	$ 15,433,001	$ 15,433,001	$ 15,496,527	$ 63,526	$ 14,747,742

City of De Pere, Wisconsin

GENERAL FUND
DETAILED COMPARISON OF BUDGETED AND ACTUAL EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2017

	Budget			Variance Final Budget - Positive	2017
	Original	Final	Actual	(Negative)	Actual
General government					
Council	$ 84,068	$ 84,068	$ 82,288	$ 1,780	$ 75,082
Council outlay	5,200	5,200	4,740	460	3,648
Municipal court	105,174	105,174	103,673	1,501	101,024
Municipal court outlay	800	800	1,470	(670)	-
Mayor	40,012	40,012	37,800	2,212	38,472
Administrator	119,581	127,005	118,523	8,482	117,401
Administrator outlay	1,200	1,200	439	761	-
Clerk/treasurer	226,797	226,797	202,126	24,671	219,830
Clerk/treasurer outlay	-	-	185	(185)	-
Elections	45,650	45,650	60,685	(15,035)	16,406
Elections outlay	7,600	7,600	-	7,600	-
Assessment of property	57,889	57,889	66,383	(8,494)	37,522
Accounting and finance	132,274	132,274	130,548	1,726	115,523
Accounting and finance outlay	4,300	4,300	3,562	738	-
Data processing	108,968	124,463	109,856	14,607	113,102
Data processing outlay	41,200	41,200	30,736	10,464	-
Personnel and insurance	364,467	364,467	322,350	42,117	259,909
Personnel and insurance outlay	1,200	1,200	680	520	-
Legal	198,077	198,077	195,554	2,523	175,080
Legal outlay	900	900	340	560	451
City hall	116,283	116,283	113,492	2,791	109,682
City hall outlay	10,000	10,000	9,253	747	25,788
Other general government	420,482	420,482	278,682	141,800	224,008
Total general government	2,092,122	2,115,041	1,873,365	241,676	1,632,928
Public safety					
Police department	4,812,557	4,820,317	4,684,461	135,856	4,541,207
Police department outlay	131,640	161,840	260,096	(98,256)	60,385
Traffic control	96,610	96,610	86,509	10,101	83,413
Fire/ambulance department	3,900,791	3,922,660	3,792,937	129,723	3,674,819
Fire/ambulance department outlay	65,000	65,000	56,940	8,060	50,547
Building and electrical	291,418	291,418	295,285	(3,867)	288,352
Building and electrical outlay	-	-	-	-	383
Jail	9,000	9,000	8,400	600	8,260
Total public safety	9,307,016	9,366,845	9,184,628	182,217	8,707,366
Public works					
Street machinery repair	100,537	100,537	76,794	23,743	143,947
Street machinery repair outlay	3,723	3,723	6,710	(2,987)	22,513
Municipal service center	56,787	56,787	110,487	(53,700)	114,168
Municipal service center outlay	9,075	9,075	4,911	4,164	4,990
Mechanics	126,612	126,612	117,926	8,686	127,211
Administration	110,072	110,072	119,577	(9,505)	183,535
Engineer	198,129	198,129	215,575	(17,446)	268,510
Engineer outlay	3,000	3,000	2,497	503	4,052
Street maintenance	115,948	115,948	131,956	(16,008)	116,248

City of De Pere, Wisconsin

GENERAL FUND
DETAILED COMPARISON OF BUDGETED AND ACTUAL EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2017

	Budget			Variance Final Budget - Positive	2017
	Original	Final	Actual	(Negative)	Actual
Public works					
Brush pickup	93,945	93,945	81,287	12,658	91,231
Weed cutting	9,120	9,120	7,592	1,528	11,914
Snow and ice control	245,044	245,044	187,382	57,662	224,122
Traffic signs and markings	143,152	143,152	108,321	34,831	113,663
Traffic signs and markings outlay	1,500	1,500	1,133	367	7,382
Traffic lights	42,000	42,000	40,154	1,846	45,301
Traffic lights outlay	40,000	40,000	2,428	37,572	9,736
Street lighting	419,595	419,595	411,157	8,438	408,619
Transit systems	435,510	435,510	399,113	36,397	395,186
Total public works	2,153,749	2,153,749	2,025,000	128,749	2,292,328
Sanitation					
Garbage and refuse collection	304,946	304,946	333,254	(28,308)	319,968
Landfill waste disposal	260,000	260,000	304,865	(44,865)	267,997
Recycling	98,465	98,465	94,890	3,575	76,164
Total sanitation	663,411	663,411	733,009	(69,598)	664,129
Health and human services					
Nurse	517,273	517,273	487,081	30,192	485,054
Board of health	1,822	1,822	1,537	285	1,550
Total health and human services	519,095	519,095	488,618	30,477	486,604
Culture and recreation					
Community center	317,299	317,299	346,232	(28,933)	325,820
Community center outlay	10,000	24,706	15,343	9,363	8,183
Special events and celebrations	10,835	10,835	229	10,606	-
Park and recreation administration	235,040	235,040	245,201	(10,161)	265,396
Recreation	530,687	530,687	427,277	103,410	424,584
Swimming pools	288,437	288,974	259,115	29,859	252,065
Swimming pools outlay	-	-	16,748	(16,748)	51,507
Parks - general	412,979	416,729	431,826	(15,097)	482,988
Parks outlay	95,000	146,600	485,063	(338,463)	195,782
Parks equipment maintenance	81,108	81,108	103,407	(22,299)	93,021
Parks equipment outlay	1,800	1,800	1,800	-	12,639
Boat ramps	19,906	19,906	22,790	(2,884)	19,617
Forestry	214,176	214,176	224,871	(10,695)	185,820
Forestry outlay	5,000	5,000	95	4,905	-
Historical society	10,110	10,110	6,490	3,620	25,942
Total culture and recreation	2,232,377	2,302,970	2,586,487	(283,517)	2,343,364
Conservation and development					
Economic development	276,631	276,631	452,951	(176,320)	265,210
Total Expenditures	$ 17,244,401	$ 17,397,742	$ 17,344,058	$ 53,684	$ 16,391,929

City of De Pere, Wisconsin

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2017

	Special Revenue			
	Development Loan Program	Public Land Acquisition	Riverwalk Pier	Cable Access
ASSETS				
Cash and investments	$ 120,127	$ 71,487	$ 1,172	$ -
Restricted cash and investments	811,041	-	-	-
Receivables				
Taxes and special charges	-	-	-	-
Accounts	-	-	-	24,591
Loans	467,629	-	-	-
Total assets	$ 1,398,797	$ 71,487	$ 1,172	$ 24,591
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
Liabilities				
Accounts payable	$ -	$ -	$ -	$ 1,888
Accrued and other current liabilities	-	-	-	1,400
Due to other funds	-	-	-	51,636
Total liabilities	-	-	-	54,924
Deferred inflows of resources				
Property taxes levied for subsequent year	-	-	-	-
Loans receivable	467,629	-	-	-
Total deferred inflows of resources	467,629	-	-	-
Fund balances				
Restricted	931,168	71,487	-	-
Committed	-	-	1,172	-
Assigned	-	-	-	-
Unassigned	-	-	-	(30,333)
Total fund balances	931,168	71,487	1,172	(30,333)
Total liabilities, deferred inflows of resources and fund balances	$ 1,398,797	$ 71,487	$ 1,172	$ 24,591

		Capital Projects				
Dog Park	Southwest Park Equipment	Capital Equipment	Community Center	Police/Fire Expansion	TID No. 5	TID No. 6
$ 12,493	$ 14,517	$ 233,254	$ 7,400	$ 2,932	$ 463,419	$ 9,647
-	-	-	-	-	-	-
-	-	-	-	-	757,570	1,793,690
-	-	-	-	-	-	-
-	-	-	-	-	-	-
$ 12,493	$ 14,517	$ 233,254	$ 7,400	$ 2,932	$ 1,220,989	$ 1,803,337
$ -	$ -	$ 79,253	$ 24	$ -	$ 195	$ 237
-	-	-	-	-	130	158
-	-	-	-	-	-	-
-	-	79,253	24	-	325	395
-	-	-	-	-	757,570	1,793,690
-	-	-	-	-	-	-
-	-	-	-	-	757,570	1,793,690
-	-	-	-	-	463,094	9,252
12,493	14,517	154,001	7,376	2,932	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
12,493	14,517	154,001	7,376	2,932	463,094	9,252
$ 12,493	$ 14,517	$ 233,254	$ 7,400	$ 2,932	$ 1,220,989	$ 1,803,337

City of De Pere, Wisconsin

COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2017

	Capital Projects				
	TID No. 7	TID No. 8	TID No. 9	TID No. 10	TID No. 11
ASSETS					
Cash and investments	$ -	$ 697,853	$ -	$ 500,171	$ -
Restricted cash and investments	-	-	-	-	-
Receivables					
Taxes and special charges	135,823	293,367	35,056	200,385	40,691
Accounts	-	-	-	-	-
Loans	-	-	-	-	-
Total assets	$ 135,823	$ 991,220	$ 35,056	$ 700,556	$ 40,691
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES					
Liabilities					
Accounts payable	$ 318	$ 736	$ 323	$ 5,323	$ 361
Accrued and other current liabilities	210	176	221	221	241
Due to other funds	739,203	-	392,869	-	300,104
Total liabilities	739,731	912	393,413	5,544	300,706
Deferred inflows of resources					
Property taxes levied for subsequent year	135,823	293,367	35,056	200,385	40,691
Loans receivable	-	-	-	-	-
Total deferred inflows of resources	135,823	293,367	35,056	200,385	40,691
Fund balances					
Restricted	-	696,941	-	494,627	-
Committed	-	-	-	-	-
Assigned	-	-	-	-	-
Unassigned	(739,731)	-	(393,413)	-	(300,706)
Total fund balances	(739,731)	696,941	(393,413)	494,627	(300,706)
Total liabilities, deferred inflows of resources and fund balances	$ 135,823	$ 991,220	$ 35,056	$ 700,556	$ 40,691

			Totals	
TID No. 12	TID No. 13	TID No. 14	2018	2017
$ 803,498	$ 759,018	$ -	$ 3,696,988	$ 2,229,736
-	-	-	811,041	1,044,106
-	-	-	3,256,582	2,495,521
-	-	-	24,591	25,225
-	-	-	467,629	280,086
$ 803,498	$ 759,018	$ -	$ 8,256,831	$ 6,074,674
$ 291	$ 6,026	$ -	$ 94,975	$ 52,596
193	-	-	2,950	1,005
-	-	6,750	1,490,562	425,924
484	6,026	6,750	1,588,487	479,525
-	-	-	3,256,582	2,495,521
-	-	-	467,629	280,086
-	-	-	3,724,211	2,775,607
803,014	752,992	-	4,222,575	3,081,257
-	-	-	192,491	137,663
-	-	-	-	-
-	-	(6,750)	(1,470,933)	(399,378)
803,014	752,992	(6,750)	2,944,133	2,819,542
$ 803,498	$ 759,018	$ -	$ 8,256,831	$ 6,074,674

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City of De Pere, Wisconsin

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2017

	Special Revenue			
	Development Loan Program	Public Land Acquisition	Riverwalk Pier	Cable Access
REVENUES				
Taxes	$ -	$ -	$ -	$ -
Intergovernmental	-	-	-	-
Licenses and permits	-	-	-	95,156
Public charges for services	-	5,400	-	-
Miscellaneous	110,095	-	-	1,650
Total revenues	110,095	5,400	-	96,806
EXPENDITURES				
Current				
Culture and recreation	-	-	-	122,147
Conservation and development	40,000	-	-	4,993
Debt service				
Interest and fiscal charges	-	-	-	-
Capital outlay	-	2,805	-	-
Total expenditures	40,000	2,805	-	127,140
Excess of revenues over (under) expenditures	70,095	2,595	-	(30,334)
OTHER FINANCING SOURCES (USES)				
Long-term debt issued	-	-	-	-
Premium on debt issued	-	-	-	-
Proceeds from sale of capital assets	-	-	-	-
Transfers in	-	-	-	167,118
Transfers out	-	-	-	-
Total other financing sources (uses)	-	-	-	167,118
Net change in fund balances	70,095	2,595	-	136,784
Fund balances - January 1	861,073	68,892	1,172	(167,117)
Fund balances - December 31	$ 931,168	$ 71,487	$ 1,172	$ (30,333)

		Capital Projects					
Dog Park	Southwest Park Equipment	Capital Equipment	Community Center	Police/Fire Expansion	TID No. 5	TID No. 6	TID No. 7
$ -	$ -	$ 800,000	$ -	$ -	$ 596,084	$ 1,671,926	$ 19,767
-	-	-	-	-	7,718	14,578	2,524
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
3,453	2,601	-	7,077	-	-	925	-
3,453	2,601	800,000	7,077	-	603,802	1,687,429	22,291
-	-	-	-	-	-	-	-
-	-	-	-	-	39,362	33,199	70,661
-	-	-	-	-	-	-	515
-	14,851	897,422	5,222	-	5,428	11,716	14,808
-	14,851	897,422	5,222	-	44,790	44,915	85,984
3,453	(12,250)	(97,422)	1,855	-	559,012	1,642,514	(63,693)
-	-	957,895	-	-	-	-	35,000
-	-	-	-	-	-	-	2,931
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	(800,000)	-	-	(580,078)	(1,651,540)	(486,368)
-	-	157,895	-	-	(580,078)	(1,651,540)	(448,437)
3,453	(12,250)	60,473	1,855	-	(21,066)	(9,026)	(512,130)
9,040	26,767	93,528	5,521	2,932	484,160	18,278	(227,601)
$ 12,493	$ 14,517	$ 154,001	$ 7,376	$ 2,932	$ 463,094	$ 9,252	$ (739,731)

City of De Pere, Wisconsin

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2017

	Capital Projects				
	TID No. 8	TID No. 9	TID No. 10	TID No. 11	TID No. 12
REVENUES					
Taxes	$ 194,387	$ 22,118	$ 206,690	$ 11,831	$ 408
Intergovernmental	223,903	3,169	2,428	-	-
Licenses and permits	-	-	-	-	-
Public charges for services	-	-	-	-	-
Miscellaneous	2,361	-	-	-	-
Total revenues	420,651	25,287	209,118	11,831	408
EXPENDITURES					
Current					
Culture and recreation	-	-	-	-	-
Conservation and development	32,879	33,519	35,810	170,530	32,329
Debt service					
Interest and fiscal charges	-	751	17,136	2,885	1,995
Capital outlay	-	10,989	1,367,390	1,724	8,088
Total expenditures	32,879	45,259	1,420,336	175,139	42,412
Excess of revenues over (under) expenditures	387,772	(19,972)	(1,211,218)	(163,308)	(42,004)
OTHER FINANCING SOURCES (USES)					
Long-term debt issued	-	80,000	1,825,000	300,000	200,000
Premium on debt issued	-	6,740	124,727	18,799	12,392
Proceeds from sale of capital assets	-	-	-	713,800	-
Transfers in	-	-	-	-	-
Transfers out	(358,368)	(134,655)	(177,385)	-	-
Total other financing sources (uses)	(358,368)	(47,915)	1,772,342	1,032,599	212,392
Net change in fund balances	29,404	(67,887)	561,124	869,291	170,388
Fund balances - January 1	667,537	(325,526)	(66,497)	(1,169,997)	632,626
Fund balances - December 31	$ 696,941	$ (393,413)	$ 494,627	$ (300,706)	$ 803,014

		Totals	
TID No. 13	TID No. 14	2018	2017
$ -	$ -	$ 3,523,211	$ 2,022,279
-	-	254,320	237,577
-	-	95,156	103,631
-	-	5,400	10,870
-	-	128,162	128,568
-	-	4,006,249	2,502,925
-	-	122,147	151,586
185,498	6,750	685,530	1,825,847
34,981	-	58,263	29,465
2,132,831	-	4,473,274	576,540
2,353,310	6,750	5,339,214	2,583,438
(2,353,310)	(6,750)	(1,332,965)	(80,513)
3,105,000	-	6,502,895	1,620,000
156,765	-	322,354	27,265
-	-	713,800	658,210
-	-	167,118	-
-	-	(4,188,394)	(2,519,968)
3,261,765	-	3,517,773	(214,493)
908,455	(6,750)	2,184,808	(295,006)
(155,463)	-	759,325	3,114,548
$ 752,992	$ (6,750)	$ 2,944,133	$ 2,819,542

City of De Pere, Wisconsin

COMBINING STATEMENT OF NET POSITION
INTERNAL SERVICE FUNDS
DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2017

	Health Self Insurance	Dental Self Insurance	Totals 2018	Totals 2017
ASSETS				
Current assets				
Cash and investments	$ 1,058,667	$ 26,791	$ 1,085,458	$ 718,944
LIABILITIES				
Current liabilities				
Accounts and claims payable	252,363	4,894	257,257	175,477
Advance from other funds	17,821	10,000	27,821	27,821
Total liabilities	270,184	14,894	285,078	203,298
NET POSITION				
Unrestricted	$ 788,483	$ 11,897	$ 800,380	$ 515,646

City of De Pere, Wisconsin

COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
INTERNAL SERVICE FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2017

	Health Self Insurance	Dental Self Insurance	Totals 2018	Totals 2017
OPERATING REVENUES				
Charges for services	$ 2,473,024	$ 163,201	$ 2,636,225	$ 2,564,806
OPERATING EXPENSES				
Claims and administrative fees	2,198,838	155,207	2,354,045	2,292,777
Operating income	274,186	7,994	282,180	272,029
NONOPERATING REVENUES				
Interest income	2,554	-	2,554	1,129
Change in net position	276,740	7,994	284,734	273,158
Net position - January 1	511,743	3,903	515,646	242,488
Net position - December 31	$ 788,483	$ 11,897	$ 800,380	$ 515,646

City of De Pere, Wisconsin

COMBINING STATEMENT OF CASH FLOWS
INTERNAL SERVICE FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2017

	Health Self Insurance	Dental Self Insurance	Totals 2018	Totals 2017
CASH FLOWS FROM OPERATING ACTIVITIES				
Cash received from interfund services	$ 2,473,024	$ 163,201	$ 2,636,225	$ 2,564,806
Cash paid to suppliers	(2,117,565)	(154,700)	(2,272,265)	(2,249,181)
Net cash provided by operating activities	355,459	8,501	363,960	315,625
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Repayment of interfund advance	-	-	-	(32,179)
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest received	2,554	-	2,554	1,129
Change in cash and cash equivalents	358,013	8,501	366,514	284,575
Cash and cash equivalents - January 1	700,654	18,290	718,944	434,369
Cash and cash equivalents - December 31	$ 1,058,667	$ 26,791	$ 1,085,458	$ 718,944
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES				
Operating income	$ 274,186	$ 7,994	$ 282,180	$ 272,029
Change in operating assets and liabilities				
Accounts and claims payable	81,273	507	81,780	43,596
Net cash provided by operating activities	$ 355,459	$ 8,501	$ 363,960	$ 315,625

Noncash capital and related financing activities
None

City of De Pere, Wisconsin

SCHEDULE OF WATER UTILITY OPERATING REVENUES AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018
WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2017

	2018	2017
OPERATING REVENUES		
Charges for services		
Residential	$ 2,709,460	$ 2,776,404
Commercial	1,000,689	959,557
Industrial	564,277	499,819
Public authority	197,100	179,627
Private fire protection	124,499	126,059
Public fire protection	1,266,269	1,273,190
Total charges for services	5,862,294	5,814,656
Other revenues		
Forfeited discounts	38,934	44,840
Other water revenues	309,590	288,485
Total other revenues	348,524	333,325
Total operating revenues	6,210,818	6,147,981
OPERATING EXPENSES		
Operation and maintenance		
Source of supply	3,877,466	3,778,121
Pumping	60,581	108,118
Water treatment	34,980	41,154
Transmission and distribution	509,245	527,124
Customer accounts	276,838	226,032
Administrative and general	421,479	359,725
Total operation and maintenance	5,180,589	5,040,274
Depreciation	648,497	570,582
Taxes	46,647	38,924
Total operating expenses	5,875,733	5,649,780
Operating income	$ 335,085	$ 498,201

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Independent auditors' report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards* and the *Department of Health Services Audit Guide*

To the City Council
City of De Pere, Wisconsin

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the *Department of Health Service Audit Guide*, issued by the State of Wisconsin, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of De Pere, Wisconsin (the "City") as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon which included an emphasis of matter paragraph as indicated on page 2 dated [illegible], 2019.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items 2018-001 and 2018-002 that we consider to be significant deficiencies.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards or the *Department of Health Services Audit Guide*.

CITY OF DE PERE, WISCONSIN'S RESPONSE TO FINDINGS

The City's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* and the *Department of Health Services Audit Guide* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Green Bay, Wisconsin
________, 2019

City of De Pere, Wisconsin

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2018

Grantor Agency/Federal Program Title	CFDA Number
U.S. DEPARTMENT OF INTERIOR	
Natural Resource Damage Assessment, Restoration and Implementation	15.658
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
Public Health Emergency Preparedness	93.069
Public Health Emergency Preparedness	93.069
Total Public Health Emergency Preparedness	
Public Health Emergency Preparedness Aligned Cooperative Agreements	93.074
Capacity Building Assistance to Strengthen Public Health Immunization Infrastructure	93.539
Capacity Building Assistance to Strengthen Public Health Immunization Infrastructure	93.733
Preventive Health and Health Services Block Grant	93.758
Preventive Health and Health Services Block Grant	93.758
Total Preventative Health and Health Services Block Grant	
Maternal and Child Health Services Block Grant to the States	93.994
Total U.S. Department of Health and Human Services	
TOTAL FEDERAL AWARDS	

The notes to the schedule of expenditures of federal awards are an integral part of this schedule.

Pass-Through Agency	Pass-Through Entity Identifying Number	(Accrued) Deferred Revenue 1/1/18	Cash Received (Refunded)	Accrued (Deferred) Revenue 12/31/18	Total Expenditures	Subrecipient Payments
WI Department of Natural Resources	Unknown	$ -	$ 44,000	$ -	$ 44,000	$ -
WI Department of Human Services	155050	(2,286)	2,286	-	-	-
WI Department of Human Services	155015	-	31,224	8,633	39,857	-
		(2,286)	33,510	8,633	39,857	-
WI Department of Human Services	155015	(12,550)	12,550	-	-	-
WI Department of Human Services	155020	-	5,750	1,487	7,237	-
WI Department of Human Services	155032	(297)	297	-	-	-
WI Department of Human Services	159220	(811)	5,137	433	4,759	-
WI Department of Human Services	155800	-	10	-	10	-
		(811)	5,147	433	4,769	-
WI Department of Human Services	159320	-	9,537	-	9,537	-
		(15,944)	66,791	10,553	61,400	-
		$ (15,944)	$ 116,071	$ 10,553	$ 110,680	$ -

City of De Pere, Wisconsin

SCHEDULE OF EXPENDITURES OF STATE AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2018

Grantor Agency/State Program Title	State I.D. Number	Pass-Through Agency	Pass-Through Entity Identifying Number
DEPARTMENT OF NATURAL RESOURCES			
	370.658	Direct Program	Unknown
Recycling Grant	370.670	Direct Program	Unknown
Total Department of Natural Resources			
DEPARTMENT OF HEALTH SERVICES			
Consolidated Contracts - Childhood Lead	435.157720	Direct Program	157720
Communicable Disease Control & Prevention	435.1558	Direct Program	159320
Total Department of Health Services			
TOTAL STATE PROGRAMS			

The notes to the schedule of expenditures of state awards are an integral part of this schedule.

(Accrued) Deferred Revenue 1/1/18	Cash Received (Refunded)	Accrued (Deferred) Revenue 12/31/18	Total Expenditures	Subrecipient Payments
$ -	$ 94,612	$ -	$ 94,612	$ -
-	97,568	-	97,568	-
-	192,180	-	192,180	-
(512)	2,236	-	1,724	-
-	2,474	-	2,474	-
(512)	4,710	-	4,198	-
$ (512)	$ 196,890	$ -	$ 196,378	$ -

City of De Pere, Wisconsin

NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2018

NOTE 1: BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards and Schedule of Expenditures of State Awards include the federal and state grant activity of the City of De Pere, Wisconsin and are presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the *Department of Health Services Audit Guide*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

NOTE 2: STATE OF WISCONSIN REPORTING SYSTEMS

The Wisconsin Department of Health Services (DHS) utilize the Community Aids Reporting System (CARS) for reimbursing the City for various federal and state program expenditures. The expenditures reported on the Schedule of Expenditures of Federal Awards and the Schedule of State Financial Assistance for various DHS programs agree with the expenditures reported on the December, 2018 CARS.

City of De Pere, Wisconsin

SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2018

SECTION I - SUMMARY OF AUDITORS' RESULTS

BASIC FINANCIAL STATEMENTS

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	Yes
Noncompliance material to basic financial statements noted?	No

SECTION II - FINANCIAL STATEMENT FINDINGS

Finding No.	Internal Control Deficiencies
2018-001	**Preparation of Annual Financial Report** Repeat of Finding 2017-001
Condition:	Current City staff maintains accounting records which reflect the City's financial transactions; however, preparing the City's annual financial report, including note disclosures, involves the selection and application of specific accounting principles which would require additional experience and knowledge. The City contracts with us and our knowledge of applicable accounting principles, financial statement formats, and note disclosures to assist in the preparation of the annual financial report in an efficient manner.
Criteria:	The preparation and review of the annual financial report by staff with expertise in financial reporting is an internal control intended to prevent, detect and correct a potential omission or misstatement in the financial statements or notes.
Context:	While performing audit procedures, it was noted that management does not have internal controls in place to provide reasonable assurance that financial statements are prepared in accordance with U.S. GAAP.
Cause:	City management has determined that the additional costs associated with training staff to become experienced in applicable accounting principles and note disclosures outweigh the derived benefits.
Effect:	Without our involvement, the City may not be able to completely prepare an annual financial report in accordance with accounting principles generally accepted in the United States of America.
Recommendation:	We recommend the City continue reviewing the annual financial report. While it may not be cost beneficial to train additional staff to completely prepare the report, a thorough review of this information by appropriate staff of the City is necessary to obtain a complete and adequate understanding of the City's annual financial report.
Management Response:	Management agrees it may not be cost effective to train additional staff to completely prepare the report, but will more thoroughly review the information to gain an increased understanding in hopes of assisting with the annual report preparation in 2019.

City of De Pere, Wisconsin

SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2018

Finding No.	Internal Control Deficiencies
2018-002	**Adjustments to the City's Financial Records** Repeat of Finding 2017-002
Condition:	As part of our 2018 audit, we proposed adjusting journal entries that were material to the City's financial statements.
Criteria:	Material adjusting journal entries proposed by the auditors are considered to be an internal control deficiency.
Context:	While performing audit procedures, it was noted that management does not have sufficient controls in place related to year end closing procedures.
Cause:	While City staff maintains financial records which accurately report revenues and expenditures throughout the year, preparing year-end adjusting and closing entries requires additional expertise that would entail additional training and staff time to develop.
Effect:	Year-end financial records prepared by the City may contain material misstatements.
Recommendation:	We recommend the City Finance Director work to prepare the adjusting and closing entries necessary, prior to the audit, to reduce the risk of material misstatement to the financial statements.
Management Response:	The City intends to have all enterprise fund capital asset and debt related entries completed before the 2019 final audit work is commenced.

City of De Pere, Wisconsin

SCHEDULE OF SETTLEMENT OF DHS COST REIMBURSEMENT AWARD
PUBLIC HEALTH DEPARTMENT
FOR THE YEAR ENDED DECEMBER 31, 2018

DHS identification number		155015	155020	155800
Grant Award		$ 45,372	$ 7,474	$ 13,330
Award period		7/1/17 - 6/30/18	1/1/18 - 12/31/18	7/1/17 - 6/30/18
Period of award within audit period		1/1/18 - 6/30/18	1/1/18 - 12/31/18	1/1/18 - 6/30/18
Expenditures reported to DHS for payment		$ 29,213	$ 8,184	$ 13,330
	Contract Year	860	860	860
Actual allowable costs of award				
Program expenses				
Compensation of current officers, directors, trustees, and key employees		$ 12,301	$ 4,227	$ 6,990
Pension plan contributions		824	284	468
Other employee benefits		5,791	1,955	3,688
Other costs		10,297	1,718	2,184
Total program expenses		29,213	8,184	13,330
Less program revenue and other offsets to costs		-	-	-
Total allowable costs		$ 29,213	$ 8,184	$ 13,330

157720	159220	159320	155015
$ 5,545	$ 5,566	$ 11,692	$ 17,054
1/1/18 - 12/31/18	10/1/16 - 8/31/18	1/1/18 - 12/31/18	7/1/18 - 6/30/19
1/1/18 - 12/31/18	1/1/18 - 8/31/18	1/1/18 - 12/31/18	7/1/18 - 12/31/18
$ 6,054	$ 4,450	$ 12,468	$ 20,000
860	860	860	960
$ 3,403	$ 2,853	$ 6,367	$ 9,682
228	190	427	649
1,828	1,175	3,204	4,995
595	232	2,470	4,674
6,054	4,450	12,468	20,000
-	-	-	-
$ 6,054	$ 4,450	$ 12,468	$ 20,000