



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, August 13, 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 **August 13, 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 July 9, 2019 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment Period and other announcements.
4. Fire Department Overtime and LifeQuest Services Billing Reports for July, 2019.
5. Approval of Police Overtime Report for July 2019
6. Consideration and acceptance of donation from VFW Post 2113 to the Fire Department.*
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*
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*
9. Consideration and possible action regarding a request to extend an Option to Purchase for Parcel WD-1136-3 *
10. Consideration and possible action regarding the TID #9 Facade Grant program budget. *
11. Consideration of and possible action on lease for postage meters at City Hall and the Municipal Service Center.*
12. Request of Ald. Hansen for the City to Create a No Wake Ordinance for an area of Fox River South of the Dam. *
13. Consideration of an initial resolution authorizing the sale and issuance of general obligation promissory notes.*
14. Consideration of an initial resolution authorizing the sale and issuance of taxable general obligation promissory notes.*
15. Review and Possible Action on City of De Pere Investments and Cash Detail for June 30, 2019.
16. Discuss status of 2020 budget development.
17. Future agenda items.

18. Adjournment

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

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Jon Tyczkowski, Washworld



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 13, 2019

DEPARTMENT: City Attorney

FROM: Angela Zills

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

ATTACHMENTS:

- July 9, 2019 Minutes-DRAFT (DOCX)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, July 9, 2019

6:30 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 6:30 PM on Tuesday, July 9, 2019, at the De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

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

Also Present: City Administrator Lawrence Delo, Finance Director Joe Zegers, Alderman Jonathan Hansen, City Attorney Judith Schmidt-Lehman, Human Resources Director Shannon Metzler, Development Services Director Kimberly T. Flom, Fire Chief Alan Matzke, Police Captain Chad Opicka, Attorney Timothy E. Hawks and Members of the Green Bay Firefighter's Local 141.

2. Approval of the Minutes of the June 11, 2019 Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment Period and other announcements.

The Mayor offered the audience the opportunity to speak on any item not on the Agenda; no one came forward. Alderman Jennings invited the public to the many events happening in the downtown this week: the Farmer's Market, Yoga in the Park, Art Walk and the Food Truck Rally. The Mayor also mentioned the Art in the Park event in Voyageur Park.

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderman
SECONDER:	Scott Crevier, Alderman
AYES:	Crevier, Jennings, Kundinger, Nelson, Walsh

5. Approval of June 2019 Police Overtime Report.

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

6. Consideration and Acceptance of \$1000 Donation from Kwik Trip, Inc. to the Fire Department.*

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

7. Consideration and Acceptance of \$1000 Donation from Kwik Trip for the Police Department K-9.*

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

8. Consideration and Acceptance of \$1000 Donation from Walmart to the Police Department.*

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

9. Consideration and Acceptance of a Grant in the Amount of \$9,846 from Capital Credit Union "Elevate Communities Program" for Police Emergency Response Equipment.*

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

10. Consider Approval of Northeast Wisconsin Technical College Hold Harmless Agreement for Current and Future Years.*

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

11. Consideration and Possible Action on Request to Create Academy Trainee Position in the Police Department and Assigning the Position to the Appropriate Pay Grade in the City's Compensation Plan.*

In response to Alderperson Nelson, Human Resources Director Metzler clarified that qualified applicants would be paid an hourly rate while attending academy classes, which is typical practice of departments that offer a sponsorship program.

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

12. Consideration and Approval of Obtaining Drone Insurance with Global Aerospace.*

Alderperson Jennings asked about total insurance limits to which Human Resources Director Metzler advised is detailed in the attachment to her memo: \$1,000,000 for liability, personal injury, contractual liability and product liability; \$100,000 for fire legal

liability and \$5,000 for medical expense and bail bonds. In response to Alderperson Nelson, HR Director Metzler confirmed that the drone itself is already insured; however, separate liability coverage is needed as the drone is a specific exclusion in City's umbrella policy.

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

13. Consideration and Possible Action Regarding Program Options for the Former Revolving Loan Fund (RLF) Program.*

Development Services Director Flom presented the Committee with alternative options for use of the former revolving loan fund (RLF) balance of 1.4 million (\$400,000 in outstanding loans and \$1,000,000 on account) to foster continued business-focused economic development. Options include:

1. Maintaining a revolving loan program that is not regulated by the state for business start-up or for expansion, partnered with a local bank to administer; council could set program objections under the same criteria or establish new targeted criteria; staff suggests a \$600,000 starting balance to make program worth it, which would become self-sustaining upon making good loans.
2. Creating a facade or building investment grant program for non-TID areas (currently only TID #7 or #9 are eligible) to encourage renovations of structures/buildings in commercial areas; this proposal is a grant program, not sustainable funds, with funding distributed first come-first served until fund depletion and termination of the program.
3. Develop a property acquisition fund for economic development for properties that become available quickly and to shorten acquisition turnaround time. Part of the RLF balance could be put into a strategic acquisition fund with defined standards and objectives to target undevelopable properties that are not marketable in the private market. Additional considerations for program objectives could include the level of investment: appraised value, less than appraised value or case-by-case and whether certain areas are more desirable than others. The program could be structured to terminate as funds are depleted or to be replenished by sales for redevelopment or recapture the purchase from future TID structure.

The current RLF funding can be placed into a special account by Resolution, which would terminate the current program, pending further direction of the Committee and Council.

Discussion followed regarding the presented options. Mayor Walsh indicated he liked the facade option the least as it terminates the fund; he preferred the other two options which provided opportunity to replenish the funds. Alderperson Chandik Kundinger shared whether both options could be maintained. Alderperson Crevier asked whether the fund has always had the 1.4 million balance, to which DSD Flom indicated it has generally been in the million dollar range and the loan program was promoted in order to avoid having to give money back to the state. Upon further discussion, Alderperson Crevier indicated he would lean toward still having the revolving loan fund but that it's

hard to know how to appropriately divide the funds for a property acquisition fund also. DSD Flom added that the current loan program did not work for all business and a local program may not have as many restrictions. Discussion followed regarding programs and funding to promote businesses to locate in De Pere. Alderperson Jennings indicated that he preferred keeping TID funds for facade grants and continuing the loan fund managed by De Pere, but whether it could be expanded to potentially include sustainability projects for loans to businesses that a bank may not typically do. DSD Flom added that this suggestion would move the program in a way that achieves the vision of the city and promote development in a way that banks may not be willing to do. Alderperson Jennings added that he would support division of funds with 2/3 going to the RLF fund. In response to Alderperson Nelson, DSD Flom explained that in the past, loan documents were prepared in-house and city administered under state guidelines, with required reporting necessary to the state for both the city and loan recipients. Staff is more comfortable moving forward with a financial institution partnership in order to administer good loans. Alderperson Nelson discussed the option of possibly opening up the funding for residential, as well as throughout the community, but whether \$600,000 would be enough funding to support an expanded program, and his preference would be to continue the program with city management. The Mayor added that he recalls only two loans that defaulted during the time of the former program. Administrator Delo indicated that with limited funding it would be necessary to have focus of the types of businesses that would be encouraged to use the program or particular sites in need in order to make good use of the money and manage it well. The Mayor advised the Committee that the Committee could decide to move the funds to a special account and then decide objectives for use of the funds at a later time and that those objectives would come back to the Committee for discussion and approval at a future meeting.

Mayor Walsh made a Motion to move the RLF account to special account to be used for economic development objectives to be reviewed at later date for specific direction, which was seconded by Alderperson Crevier. Upon further discussion, Alderperson Nelson asked whether separate action was needed to close out the current RLF program, to which both City Attorney Schmidt-Lehman and DSD Flom indicated was not necessary.

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

14. Request of Ald. Hansen for Consideration of Creating an Ordinance Requiring Employers to Provide Notice to Employees of Right to Unpaid Time Off Work to Vote.*

Alderperson Hansen advised that this item was brought back from the May Finance/Personnel Committee meeting. Feedback was solicited from the business community through the De Pere and Green Bay Chambers, and despite the efforts, the De Pere Chamber did not receive any feedback. Jayme Selen of the Green Bay Chamber advised in an e-mail included in the agenda packet that the consensus of businesses is that City government should educate citizens regarding voting, provided suggestions of how share the information and encouraged the City to take those actions start before enacting an ordinance. Alderperson Hansen shared that although those were good ideas and were helpful, he feels that the ordinance would still benefit the community because social media and newsletters would not reach all residents, and by employers sending it out, the

information is given strictly to individuals to whom it applies. In regard St. Mark's, those comments were made only regarding voters who are able to get to the polls. He further explained that the ordinance requires annual notification through four options to advise individuals of their right: mailing to employees' home addresses, a payroll stuffer, posting in a break room or by employee newsletter.

The Mayor commented that the suggestion is a good idea, but he feels it would have heard by now if there was a problem with taking time off to vote; the hours for polling are liberal and absentee balloting is also available; based upon the feedback, employers were not very enthused about it. Alderperson Chandik Kunding asked about the cost factor to communicate a rule that is already in place. Administrator Delo responded that ordinances are complaint-based and would not be actively enforced, so no effort was conducted into researching additional costs at the present time.

No action was taken as this item failed for lack of a Motion.

RESULT:	NO ACTION
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15. Review and Possible Action on City of De Pere Investments and Cash Detail for May 31, 2019.

Finance Director Zegers provided the monthly summary to review both rates of return for investments and what investment cash amounts exist from month-to-month. The Summary as of May 31, 2019 indicates 3 million in cash and 22 million in investments, and rates of return vary from approximately 2% to 5.1%. Investment income was budgeted conservatively and has exceeded that amount. The report's second page indicates a month-to-month comparison and shows when tax payments and shared revenue are received.

Alderperson Jennings asked about the cash investment summary indicating \$800,000 for the revolving loan fund as it was earlier discussed as being 1.4 million, to which Finance Director Zegers - indicated that \$800,000 is in a cash account and the other \$200,000 is invested as part of City's pooled cash account. Administrator Delo asked about interest on the checking account and where it is located in the monthly report to which Finance Director Zegers indicated the interest is within the checking account balance. Alderperson Nelson confirmed that interest and appreciation is year-to-date and also asked about the risk of investments, to which Finance Director Zegers indicated that funds have to fall in line with City's investment strategy and state statutes.

Mayor Walsh made a Motion to accept the report and place it on file, 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
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16. Hearing on Grievance Submitted by the De Pere Professional Firefighter's Association, IAFF Local #141 - Concerning Elimination of Captain Position and 2010 Salary Therefore.

Attorney Timothy E. Hawks appeared on behalf of the Local 141, thanked the Committee for hearing this grievance, and in his opening statement indicated the grievance should be heard due to an anticipatory breach of the collective bargaining agreement as the union

believes that it is the intention of the City to not pay the former captains the rate of pay they would be entitled had they remained captains in 2020. Further, it is believed that the planning of the reorganization spanned the time of the tentative agreement reached in September 2018, and the captains' votes could have been altered if this information was shared, even if upsetting or not ultimately acted upon; an elimination of rank was not expected to occur within 60 days of the execution of the contract and Wis. Stats. § 62.13(5m) should be adhered to when ranks are eliminated or reduced. The union believes the amount in dispute is \$1,600-\$1,800 per former captain in 2020, and advancing the case will cost considerably more for both parties. Attorney Hawks would recommend waiving a potential claim for overtime if the City will agree to pay the difference in pay. In response to the Mayor, Attorney Hawks indicated the management rights clause was violated.

City Attorney Schmidt-Lehman indicated that the City's position is that there hasn't been a violation of the collective bargaining agreement. There is no guarantee that the captains will be employed by the City in 2020, one has retired in advance of the grievance; the former captains will be paid the 2019 rate and until 2020 there is no violation of the pay that is to be expected. In addition, there is no violation of Article 12, and the management right clause violation is not alleged in the grievance and should not be heard by the Committee. The City's position is that there is no lost overtime as the captains did not assume the duties of the chief or acting chief and did not receive acting pay. The timing is clear that not until after the agreement was reached did the administrative staff of the fire department come forward with the reorganization proposal. Unfair labor practice claims would not be heard in this venue and should rather be directed to the Wisconsin Employment Relations Commission. The City's perspective is that the only issue is alleged violation of 2020 salary to be paid for former captains, and that if the provisions of § 62.13(5m) are considered, those provision have not been violated by the City.

Attorney Hawks indicated that a grievance is amendable during the grievance process, and the union is amending its grievance to include a violation of the management rights clause.

Attorney Schmidt-Lehman asked that the record reflect that the City objects to amending the grievance on the hearing floor; City records indicate that the amount in dispute is approximately \$4,000 per former captain and is a more substantial dispute than the union believes; the contract language requires a violation of an anticipatory breach to be heard by an arbitrator; allegations of dishonest bargaining are inaccurate and inflammatory; a claim for overtime is inaccurate; the City and fire administration acted responsibly in exercise of its management rights for the reorganization and the City requests denial of the grievance.

Mayor Walsh asked Attorney Hawks for clarification of the pertinent dates: June 8 (parties reached tentative agreement), August 8 (contract was executed) and September 28 (estimated date in which union officers reported was the week the Chief announced the reorganization of the department). Attorney Schmidt-Lehman indicated that the City has the dates as June 6, August 8 and September 26. In between those dates, the Finance/Personnel Committee heard the reorganization concept on September 11 and the Council did so on September 18. The reorganization was discussed in public at the

budget study session on October 3, and the reorganization was approved as part of the final budget on November 20.

Mayor Walsh moved to go into closed session, seconded by Alderperson Jennings; upon roll call vote, motion carried unanimously at 7:46 PM.

Mayor Walsh moved to go back to regular order, seconded by Alderperson Nelson; upon roll call vote, motion carried unanimously at 8:19 PM.

Mayor Walsh made a Motion to deny the grievance as the grievance isn't ripe, as it requires that someone must be harmed and no harm has occurred and no part of the contract has been violated, which was seconded by Alderperson Crevier. Upon vote, motion carried unanimously.

17. Future agenda items.

None.

18. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 8:22 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 13, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

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

ATTACHMENTS:

- FIRE DEPT JULY 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						263.25
EMS TRAINING	40.75	129.25	108.25	107.25	8.00	3.75	8.75						406.00
FIRE TRAINING	3.50	43.50	15.50	86.75	56.50	9.00	0.00						214.75
RESCUE CALLS	13.00	2.25	11.25	2.00	0.00	9.50	4.75						42.75
FIRE CALLS	13.50	4.50	23.50	9.75	7.50	0.00	1.75						60.50
MEETINGS	3.00	33.00	22.25	8.50	19.00	2.25	11.25						99.25
STAFFING REP.	89.25	15.50	0.00	153.00	152.25	171.75	665.00						1,246.75
MAINTENANCE	0.00	0.00	0.00	3.25	8.25	0.75	0.00						12.25
PUB. ED.	2.25	0.00	4.50	34.00	0.00	7.50	0.00						48.25
SPECIAL EVENTS	0.00	0.00	0.00	0.00	210.00	0.00	10.50						220.50
# FIRE RUNS	56	31	50	52	40	32	44						305
# EMS RUNS	191	178	167	223	191	186	196						1,332
DISPATCH ERRORS	6	6	8	2	4	4	6						36
TOTAL HRS.	238.00	282.00	207.75	473.50	464.50	216.50	732.00	0.00	0.00	0.00	0.00	0.00	2,614.25

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through August 6, 2019, \$49,402, 52%

*Period: 12/29/18-01/25/19 +Period: 03/23/19-05/03/19 ^Period: 06/29/19-07/26/19 #Period:
 **Period: 01/26/19-02/22/19 ++Period: 05/04/19-05/31/19 ^^Period: ##Period:
 ***Period: 02/23/19-03/22/19 +++Period: 06/01/19-06/28/19 ^^^Period: ###Period:

Attachment: FIRE DEPT JULY OT REPORT (8616 : Fire Department Overtime and LifeQuest Services Billing Reports for July, 2019.)

**DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR JULY, 2019**



Attachment: FIRE DEPT JULY OT REPORT (8616 : Fire Department Overtime and LifeQuest Services Billing Reports for July, 2019.)

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
07/01/2019	525 Reid Street	Gasoline or other flammable liquid spill	BC105, E121	Investigate, remove hazardous materials	N/A
07/02/2019	234 N. Sixth Street	Gas leak	E111, E121	Investigate, remove hazardous materials	N/A
07/05/2019	2125 American Blvd.	Detector activation, no fire, unintentional	BC111, E111	Restore fire alarm system	N/A
07/07/2019	2357 Kubale Lane (Village of Ashwaubenon)	Dehumidifier fire	C102	Dispatched & canceled en route	N/A
07/08/2019	189 Desplaine Road	Carbon monoxide detector activation due to malfunction	E111	Investigate	N/A
07/09/2019	525 N. Tenth Street	Smoke detector activation, no fire, unintentional	BC104, E111, E121	Investigate	N/A
07/09/2019	825 Main Avenue	Passenger vehicle fire	BC111, A121, E111, E121	Investigate, fire out on arrival	N/A
07/11/2019	410 Fulton Street	Smoke detector activation, no fire, unintentional	E111	Investigate	N/A
07/12/2019	148 Shelley Lane	Smoke or odor removal	E111	Investigate, ventilate	N/A
07/17/2019	1326 Cook Street	Smoke detector activation, due to malfunction	A111	Investigate, replace batteries	N/A
07/18/2019	1326 Cook Street	Smoke detector activation, due to malfunction	E111	Investigate, restore fire alarm system	N/A
07/18/2019	985 N. Broadway	Trash or rubbish fire, contained	CH102, BC104, E111, E121	Extinguishment by fire service personnel	N/A
07/19/2019	2929 Holmgren Way (Village of Ashwaubenon)	Building fire	C102, L111	Extinguishment by fire service personnel	N/A
07/19/2019	1108 Scheuring Road	Carbon monoxide detector activation due to malfunction	E121	Investigate	N/A
07/20/2019	1726 Grace Street	Arcing, shorted electrical equipment	BC104, E111	Investigate, fire out on arrival	N/A
07/22/2019	303 Bay Park Square (Village of Ashwaubenon)	Building fire	L111	Dispatched & canceled en route	N/A
07/25/2019	2052 Holmgren Way (Village of Ashwaubenon)	Smoke coming from roof	L111	Dispatched & canceled en route	N/A
07/27/2019	1478 Foxborough Court	Carbon monoxide detector activation due to malfunction	E111	Investigate	N/A

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

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
06/29/2019	24	36
07/05/2019	48	72
07/07/2019	48	72
07/09/2019	24	36
07/10/2019	3.25	4.75
07/11/2019	24	36
07/12/2019	24	36
07/16/2019	24	36
07/18/2019	48	72
07/19/2019	24.5	37
07/20/2019	48.5	72.75
07/21/2019	24	36
07/23/2019	55	82.5
07/25/2019	24	36
TOTAL	443.25	665

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

**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					
PAYMENTS	74,156					
CREDIT ADJUSTMENTS	102,100					

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	
September	
October	
November	
December	
Total Paid	\$26,095

**See attached details

City Of De Pere
Income and Expenditures
July 2019
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$166,644.60	\$44,639.09	\$211,283.69
Other	+	\$0.00	\$3.00	\$3.00
Subtotal of Charges		\$166,644.60	\$44,642.09	\$211,286.69
Account Transfers		\$38,053.11	\$6,585.98	\$44,639.09
Credit Summary				
Total Credits		\$172,033.93	\$4,487.48	\$176,521.41
Less Adjustments	-	\$102,103.34	\$(3.00)	\$102,100.34
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$265.00	\$265.00
Less Overpayments	-	\$(2,481.67)	\$(1,019.00)	\$(3,500.67)
Gross Payments Received		\$72,412.26	\$5,244.48	\$77,656.74
Plus Overpayment Returns	+	\$(284.11)	\$(1,019.00)	\$(1,303.11)
Net Payments Received		\$72,128.15	\$4,225.48	\$76,353.63
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$72,128.15	\$4,225.48	\$76,353.63
Summary of Disbursement				
Total Deposits & Payments Kept By		\$72,128.15	\$4,225.48	\$76,353.63
Plus Overpayment Refunds	+	\$(2,197.56)	\$0.00	\$(2,197.56)
Gross Revenue		\$69,930.59	\$4,225.48	\$74,156.07
LifeQuest Fee		\$3,146.88	\$929.60	\$4,076.48
Plus Probate Fees	+	\$0.00	\$3.00	\$3.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$3,146.88	\$929.60	\$4,079.48
Service Revenue		\$66,783.71	\$3,295.88	\$70,079.59
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	\$(3.00)	\$(3.00)
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$66,783.71	\$3,292.88	\$70,076.59

Messages:

Total Deposits EOM differ from bank statement by \$1612.16 due to 6/11 \$1063.80 AETNA, 6/11 \$83.65 WPS, 6/28 \$700.05 NHJIC NOW POSTED. 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, 7/3 \$1019.00 ACH RETURN NOT POSTED. 8.1.19 BJ



(888) 777-4911

This Report May Contain Confidential Information or Protected Health Information.
Please Handle Accordingly.

8/1/2019

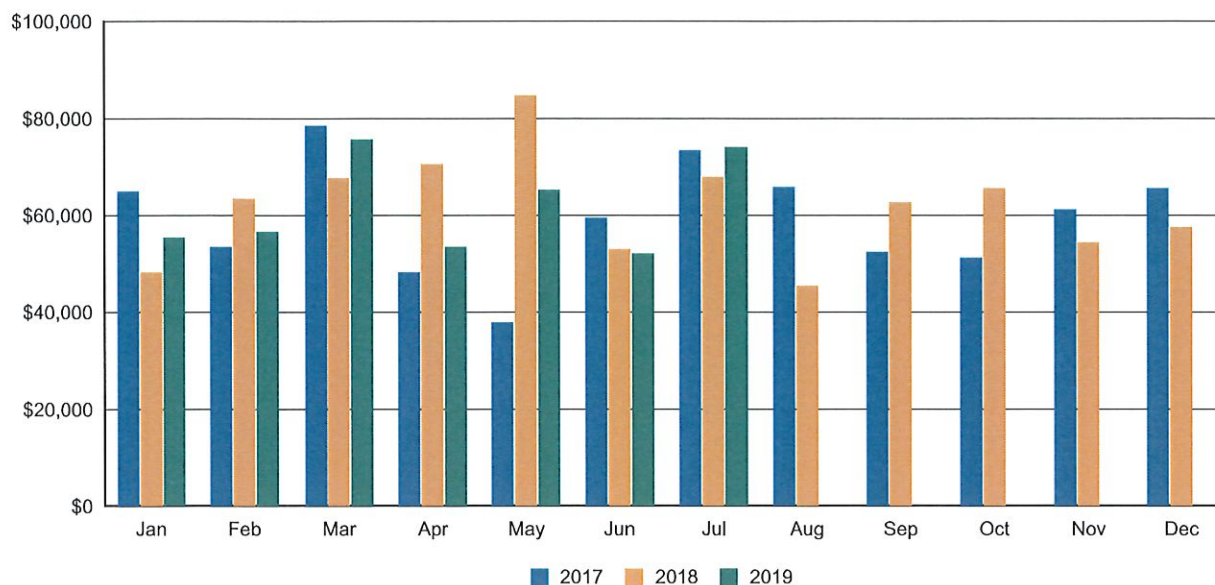
Page 1 of 4

252.7.2019.M001

All Phases Gross Revenue

City of De Pere

January 2017 to July 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	\$0
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	\$432,970

City Of De Pere

Billing Summary

July 2019

Phase 1

Charges

Billing Charges		\$166,644.60	
Other	+	\$0.00	
Subtotal of Charges			\$166,644.60

Account Transfers

Billing to Collections Transfer Total			\$38,053.11
---------------------------------------	--	--	--------------------

Credit Summary

Total Credits		\$172,033.93	
Less Adjustments	-	\$102,103.34	
Less Overpayments	-	\$(2,481.67)	
Gross Payments Received			\$72,412.26
Plus Overpayment Returns	-	\$(284.11)	
Net Payments Received			\$72,128.15
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$72,128.15

Summary of Disbursement

Total Deposits & Payments Kept By		\$72,128.15	
Plus Overpayment Refunds	+	\$(2,197.56)	
Gross Revenue			\$69,930.59
LifeQuest Fee		\$3,146.88	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$3,146.88
Service Revenue		\$66,783.71	
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		\$66,783.71

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

(888) 777-4911

This Report May Contain Confidential Information or Protected Health Information.
Please Handle Accordingly.

8/1/2019

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252.7.2019.M001

Attachment: FIRE DEPT JULY OT REPORT (8616 : Fire Department Overtime and LifeQuest Services Billing Reports for July, 2019.)

Billing Reconciliation Summary

City of De Pere
For the month of July 2019

Beginning Balance of Accounts Receivables			\$251,242.60
Total Charges entered for the Month		+	\$166,644.60
Adjustments			
Intercept	\$0		
Per Contract	\$0		
Account Transfer Total	\$38,053.11		
Other	\$64,050.23		
Total Adjustments for the Month	\$102,103.34	-	\$102,103.34
Payments			
Cash	\$16,079.22		
Contract Payments	\$0		
Credit Card	\$0		
Direct Deposit	\$50,184.28		
Hospital	\$0		
Insurance	\$6,148.76		
Payment Kept By	\$0		
Other	\$0		
	\$72,412.26	-	\$72,412.26
Overpayment			
Recoupment	\$0		
Refunds	\$(2,197.56)		
Returns	\$(284.11)		
Service Payable	\$0		
Other	\$0		
	\$(2,481.67)	-	\$(2,481.67)
Total for Reconciliation Summary			\$245,853.27
Ending Balance of Accounts Receivables			\$245,853.27



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Please Handle Accordingly.

7/31/2019
Page 1 of 1
252.7.2019.M105

Attachment: FIRE DEPT JULY OT REPORT (8616 : Fire Department Overtime and LifeQuest Services Billing Reports for July, 2019.)

Total Page : 1 of 1
Page : 1 of 1
Date : 08/01/2019
Time : 11:39:33

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Totals
Aug 2018	6334	25569	15117	8189	4149	712	268	597	0	0	399	0 \$	61335
122254	5.2	20.9	12.4	6.7	3.4	0.6	0.2	0.5	0	0	0.3	0 %	50.2
Sep 2018		1902	31023	13383	6534	5556	1489	1523	0	55	0	454 \$	61918
122220		1.6	25.4	11	5.3	4.5	1.2	1.2	0	0	0	0.4 %	50.7
Oct 2018			2562	26437	15902	6530	2176	3331	3794	382	189	570 \$	61874
115714			2.2	22.8	13.7	5.6	1.9	2.9	3.3	0.3	0.2	0.5 %	53.5
Nov 2018				223	24640	14380	9451	2818	232	0	-157	0 \$	51586
106478				0.2	23.1	13.5	8.9	2.6	0.2	0	-0.1	0 %	48.4
Dec 2018					831	22268	14799	8020	2832	3152	1863	-649 \$	53117
107646					0.8	20.7	13.7	7.5	2.6	2.9	1.7	-0.6 %	49.3
Jan 2019						0	17895	24350	7265	2742	2194	392 \$	54838
121031						0	14.8	20.1	6	2.3	1.8	0.3 %	45.3
Feb 2019							360	27858	15532	7822	6557	795 \$	58923
109224							0.3	25.5	14.2	7.2	6	0.7 %	53.9
Mar 2019								0	18625	14767	2190	2220 \$	37802
96217								0	19.4	15.3	2.3	2.3 %	39.3
Apr 2019									2228	30061	21238	4950 \$	58477
116914									1.9	25.7	18.2	4.2 %	50
May 2019										186	17726	23851 \$	41763
109269										0.2	16.2	21.8 %	38.2
Jun 2019											0	27853 \$	27853
107254											0	26 %	26
Jul 2019												3993 \$	3993
108625												3.7 %	3.7
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	1.4	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	1.4	21.9	15.4	6	3.2	1.5	1.1	0	0.1	0.2	0.3	0	

Attachment: FIRE DEPT JULY OT REPORT (8616 : Fire Department Overtime and LifeQuest Services Billing Reports for July, 2019.)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 13, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Police Overtime Report for July 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 29.25 total hours is comprised of 7.75 hours of Patrol fraction allotments, 4.5 hours for SWAT Callout, 13 hours for background investigations out of town and 4 hours for short shift scheduling (a contractual payment for scheduling that results in less than 7.75 hours between shifts).

Reimbursable Miscellaneous OT of 1.5 total hours is all comprised of hours for the Drug Task Force 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)
- July 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

Attachment: 2017 PD OT Report Summary (8617 : Police July 2019 Overtime)

**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 (8617 : Police July 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						180.75
OFFICER WORKED ON HOLIDAY	105.00	22.25	4.00	30.00	91.75	12.00	61.00						326.00
OFFICER FOR COURT	22.50	10.00	18.50	10.50	14.00	8.00	10.00						93.50
OFFICER TRAINING	29.50	89.00	124.00	160.75	82.75	77.25	69.75						633.00
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	3.00	2.00	12.00	13.00		2.00	7.50						39.50
STAFFING LEVEL	39.00	60.00	124.50	85.50	169.25	131.25	157.00						766.50
INVESTIGATION	33.00	38.50	16.00	58.50	29.00	27.00	58.00						260.00
HONOR GUARD FOR FUNERAL		10.00											10.00
SCHOOL LIAISON REIMBURSED	25.50	30.50	14.00	30.00	8.00	25.00							133.00
COMMUNITY RELATIONS					2.00								2.00
SPECIAL ASSIGNMENT				8.25	32.00	6.00							46.25
SPECIAL ASSIGNMENT REIMBURSED		14.00					14.00						28.00
MISCELLANEOUS	8.00	31.25	22.75	41.50	14.50	22.75	29.25						170.00
MISCELLANEOUS REIMBURSED	14.50	16.50	13.00	30.50	75.00	50.00	1.50						201.00
Gross OFFICER OVERTIME	300.50	340.50	363.75	517.00	527.75	384.25	455.75	0.00	0.00	0.00	0.00	0.00	2889.50
SUBTOTAL REIMBURSED OVERTIME	(40.00)	(61.00)	(27.00)	(60.50)	(83.00)	(75.00)	(15.50)	0.00	0.00	0.00	0.00	0.00	(362.00)
NET OFFICER OVERTIME	260.50	279.50	336.75	456.50	444.75	309.25	440.25	0.00	0.00	0.00	0.00	0.00	2527.50

Total Overtime Budget: **\$160,000.00**
Expenditures through 7/31/2019 **\$131,591.87**
Percent of Total Budget: **82.24%**

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

^^Period

^^^Period

*+Period

*+*Period



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 13, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

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

ATTACHMENTS:

- VFW POST 2113 DONATION (PDF)

CITY OF DE PERE MEMO



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

From: Alan Matzke, Fire Chief *AM*

Date: August 6, 2019

RE: Consider Donation from VFW Post 2113

The Fire Department is requesting acceptance of a donation from the VFW Post 2113. They have graciously donated \$120.00 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.

Attachment: VFW POST 2113 DONATION (8610 : Consideration and acceptance of donation from VFW Post 2113 to Fire Dept.*)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 13, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: 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*

Unison Credit Union has donated \$500.00 to assist the police department in finalizing the purchase of emergency response equipment the department is upfitting in emergency response vehicles that currently do not have such equipment. You may recall in July 2019 you approved a similar request and this amount is the last of the project.

If you have any questions please contact me at your convenience. Thank you for your consideration.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 13, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: 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*

The Police Department has received a generous donation from De Pere Christian Outreach in the amount of \$3,000.00. The donation is earmarked for the department K-9 unit. The donation will be transferred to the K-9 donation fund. We ask that this be approved.

Thank you for your consideration. Please contact me at your convenience if you have any questions.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 13, 2019

DEPARTMENT: Planning

FROM: Kimberly Flom

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

ATTACHMENTS:

- 8-13-19 Finance Personnel Committee Memo (DOCX)
- Washworld Option Extension Request 2019 (PDF)

CITY OF DE PERE MEMO



To: Finance & Personnel Committee
From: Kim Flom, Development Services Director
Date: August 13, 2019

RE: **Request to extend Option to Purchase for Parcel WD-1136-3**

Staff received the attached request to extend the Option to Purchase for Parcel WD-1136-3. Jon Tyczkowski of WashWorld, Inc. requests an additional 2-year option for the property. The Common Council approved the original agreement on October 11, 2012 as part of the project for the main facility. Subsequent extensions were approved in 2015 and 2017.



Property Location

Recommendation

Staff recommends approval a two-year option extension for parcel WD-1136-3, at the same annual fee of \$925, and that the required documents be drafted and forwarded to Common Council for review.



2222 American Blvd
De Pere, WI 54115
920-338-9278

July 31, 2019

Kimberly Flom
City of DePere
335 South Broadway
De Pere, WI 54115

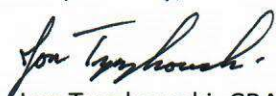
Dear Kim,

Washworld of DePere LLC would like to extend the Option to Purchase granted to us in Section IIIA of the Sale and Purchase Agreement we entered into on October 11, 2012. Under this section, for an annual payment of \$925, Washworld of DePere LLC has an option to purchase the 1.85 acre parcel identified as parcel WD-1136-3 which is adjacent to our current property on American Blvd.

In part as a result of the wonderful facility we were able to build on American Blvd, our manufacturing business is thriving. Since the original move we have increased our personnel from 20 to over 55. Our production facility has been reconfigured three times to accommodate our production needs and our office area has doubled vertically. We feel we have maximized our physical capacity at this time. Due to this history of growth, we believe there is a high probability that we will need to expand in the near future onto Parcel WD-1136-3.

We appreciate the Finance and Personnel Commissions consideration of this third option extension and look forward to the future. If there is anything else I can provide, please feel free to email or call me directly at 920-425-7427.

Respectfully,

 CPA CMA

Jon Tyczkowski CPA CMA
Controller, Washworld of DePere LLC

Attachment: Washworld Option Extension Request 2019 (8571 : Washworld Option Extension)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 13, 2019

DEPARTMENT: Planning

FROM: Kimberly Flom

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

ATTACHMENTS:

- Facade Grant Amendment FP 8-13-19 (PDF)

CITY OF DE PERE MEMO



To: Finance and Personnel Committee
 From: Kim Flom, Development Services Director
 Date: August 13, 2019

RE: **Budget Amendment (\$60,000 to \$71,000) for the TID #9 Façade Grant Program. ***

As part of the 2019 budget process, the Council approved \$30,000 for the TID #9 (Downtown West) Façade Grant program. Recently, the Council approved a \$30,000 budget amendment to increase the program to \$60,000. To date, the following TID # 9 façade grant applications have been approved:

The Connective, 320 Main Avenue: \$11,000
 Baba Louies, 421 Main Avenue: \$30,000
 Nicky's, 331 Main Avenue: \$30,000
 Program Budget: \$60,000 Approved Projects: \$71,000

The approval for Nicky's included the following condition:

Council approves a budget increase in the 2019 façade grant program, or that funds be allocated as part of the 2020 budget.

Based on this recent activity, and to support the further improvement of Downtown De Pere, staff requests a budget amendment for the TID #9 Façade Grant Program to increase funds by \$11,000 for a total 2019 program budget of \$71,000. Staff also recommends that future 2019 TID # 9 façade grant applications be considered as part of the 2020 façade grant program.

Approval of a budget amendment resolution requires an affirmative vote by $\frac{3}{4}$ of the membership of the council (6 yes votes of the 8). Projects utilizing TID dollars are only bonded/funded when the projects occur. If you have any questions regarding this item, please contact me.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 13, 2019

DEPARTMENT: City Clerk

FROM: Carey Danen

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

ATTACHMENTS:

- Memo to Finance - postage meter lease (PDF)
- OEI lease options (PDF)

CITY OF DE PERE MEMO



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

From: Carey Danen, City Clerk

CED

Date: August 6, 2019

RE: **Lease renewal for postage meters at City Hall and Municipal Service Center**

The current postage meter leases for City Hall and MSC are due for renewal. I have attached a quote from our current vendor - Office Enterprises Incorporated (OEI) - which is for the latest model of the existing units we have now. This model now includes an online shipping program as a standard feature, which will provide shipping and priority mail rate discounts. I have provided a comparison between our current lease rate and two proposed options:

	Lease Duration	Monthly Total (per machine)	Annual Total (per machine)	Annual Total (for two machines)
Current – refurbished equipment	63 months	\$104.91	\$1,258.92	\$2,517.84
Proposed - new equipment	60 months	\$106.89	\$1,282.68	\$2,565.36
Proposed - refurbished equipment	63 months	\$122.69	\$1,472.28	\$2,944.56

The only difference in the price structure is that the existing lease included maintenance. The new equipment option includes maintenance for the first year; the refurbished equipment option provides maintenance for 90 days. Maintenance can be purchased after the warranty period for an additional \$44.80/month. Alternatively, the City can choose to forgo maintenance and pay for service on an as-needed basis at a cost of \$225.00/hour.

The quoted price for refurbished equipment is higher because the vendor follows National Association of State Procurement Officers (NASPO) contract pricing for their new equipment.

Attachment: Memo to Finance - postage meter lease (8609 : consider postage meter lease for City Hall/MS)

The only other vendor that services Northeast Wisconsin is Pitney Bowes; this company failed to provide a quote after multiple requests. The quote they submitted in 2013 was higher in comparison to OEI's.

I recommend choosing OEI's new equipment option at a cost of \$106.89 per month per machine, and electing the as-needed service call option after the one year warranty period.

Please contact me with any questions you may have. Thank you for your consideration of this request.

Attachment: Memo to Finance - postage meter lease (8609 : consider postage meter lease for City Hall/MS)

BUSINESS CASE

Customer Communication Solution

Prepared for: City of De Pere

Proposal date: 08/07/19

Valid until: 08/31/19

Submitted by: Steve Retzlaff

Co-Manager

920-235-5528

steve@theoeigroup.com

Office Enterprises Incorporated

Submitted to: Carey Danen





Solution Overview



IN-600 AF Mailing System

- | | |
|---|--|
| <ul style="list-style-type: none"> Intuitive control panel with shortcut keys for your most-used rates and imprints | <ul style="list-style-type: none"> Reach productivity levels as high as 110 metered letters per minute |
| <ul style="list-style-type: none"> Quiet inkjet printing with convenient low-ink alerts sent automatically via email | <ul style="list-style-type: none"> Safeguard your stored postage with PIN code access for each of your operators |
| <ul style="list-style-type: none"> Rate Wizard guides users in choosing the right mail class and optional special services | <ul style="list-style-type: none"> Track pieces processed and postage used for 35 or more accounts/departments |
| <ul style="list-style-type: none"> Automatic feeding of postcards, letters or large envelopes up to 1/2" thick | <ul style="list-style-type: none"> LAN or wireless connection to refill postage instantly and update postal rates automatically |
| <ul style="list-style-type: none"> Dependable envelope sealing that secures the contents of your mail pieces | <ul style="list-style-type: none"> Download artwork to print onto your mail pieces – use our free library or create your own |
| <ul style="list-style-type: none"> Weigh platform auto-adjusts the postage amount for extra-thick envelopes or boxed packages | <ul style="list-style-type: none"> Uploads postage usage data to your MyNeopost online account for quick and easy analysis |
| <ul style="list-style-type: none"> Integrated postage label dispenser for easy processing of bulky letters and large envelopes | <ul style="list-style-type: none"> Download the postage you need now and pay later using NeoFunds® bill-for-postage service |

A compact and efficient automatic-feed mail processing solution

Attachment: OEI lease options (8609 : consider postage meter lease for City Hall/MS)



Solution Overview



IS-440 Remanufactured Mailing System

- | | |
|---|--|
| <ul style="list-style-type: none"> Intuitive control panel with shortcut keys for your most-used rates and imprints | <ul style="list-style-type: none"> Reach productivity levels as high as 110 metered letters per minute |
| <ul style="list-style-type: none"> Quiet inkjet printing with convenient low-ink alerts sent automatically via email | <ul style="list-style-type: none"> Safeguard your stored postage with PIN code access for each of your operators |
| <ul style="list-style-type: none"> Rate Wizard guides users in choosing the right mail class and optional special services | <ul style="list-style-type: none"> Track pieces processed and postage used for 25 or more accounts/departments |
| <ul style="list-style-type: none"> Automatic feeding of postcards, letters or large envelopes up to 1/2" thick | <ul style="list-style-type: none"> High-speed internet connection to refill postage instantly and update postal rates automatically |
| <ul style="list-style-type: none"> Dependable envelope sealing that secures the contents of your mail pieces | <ul style="list-style-type: none"> Download artwork to print onto your mail pieces – use our free library or create your own |
| <ul style="list-style-type: none"> Weigh platform auto-adjusts the postage amount for extra-thick envelopes or boxed packages | <ul style="list-style-type: none"> Uploads postage usage data to your MyNeopost online account for quick and easy analysis |
| <ul style="list-style-type: none"> Integrated postage label dispenser for easy processing of bulky letters and large envelopes | <ul style="list-style-type: none"> Download the postage you need now and pay later using NeoFunds® bill-for-postage service |

A compact automatic-feed mail processing solution with proven performance

Attachment: OEI lease options (8609 : consider postage meter lease for City Hall/MS)



Solution Overview



NeoShip Plus Online Shipping

- Included with all Neopost mailing systems
- Ship directly from any desktop simply by logging into your MyNeopost online account
- Supports up to 100 users with customizable roles and privileges
- Generates IM®pb-compliant USPS® shipping labels in four easy steps
- Print shipping labels using an inkjet printer, laser printer or a thermal label printer
- Capture shipping discounts up to 39% off retail rates depending on weight, zone and service
- Receive free insurance coverage on Priority Mail® and Priority Mail Express™ shipments
- Provides a consolidated view of all USPS® shipments, making package tracking simple
- Real-time “Ship To” address validation ensures your packages are delivered to the correct address
- Public (10,000 records) and Private (1,000 records) address books that eliminate manual data entry
- Send tracking notifications via email to the shipper, the recipient and a 3rd party
- Analyze your shipping activity using a wide selection of management reports and graphs

A simple desktop shipping solution for USPS® domestic and international packages

Attachment: OEI lease options (8609 : consider postage meter lease for City Hall/MS)



Financial Considerations

A Product Summary

IN600AFSHWP5 - IN600 series mailing machine with auto feeder, sealer, 5 lb. weighing platform, and catch tray.

This is a lateral move from your current equipment to the latest model with an improved keyboard.

NeoShip is now a standard feature and allows you to send Priority items and packages at discounted rates.

B Product Summary

IS440RSHMWP5 - IS440 series mailing machine with auto feeder, sealer, 5 lb. weighing platform, and catch tray.

This is also a lateral move into a new (refurbished) model identical to your current machine.

NeoShip is now a standard feature and allows you to send Priority items and packages at discounted rates.

A Cost Summary

60 Month Lease Option

\$106.89 / month

NASPO pricing includes 1 year warranty

Lease includes, equipment, meter rental, resets, and rate changes for the term of the lease.

Shipping, installation, and training are also included.

B Cost Summary

63 Month Lease Option

\$122.69 / month

Refurbished equipment comes with 90 day warranty

Lease includes, equipment, meter rental, resets, and rate changes for the term of the lease.

Shipping, installation, and training are also included.

Notes

Valid Until: 08/31/19

Maintenance is optional and can be purchased separately after the warranty period. If you wish to add it to the lease, your cost would be an additional \$44.80 per month.

Both lease options listed above also include cost of upgrading your existing lease.

Please feel free to call me with any questions.

Thank you,
Steve Retzlaff

Attachment: OEI lease options (8609 : consider postage meter lease for City Hall/MS)



920-235-5528



steve@theoeigroup.com



theoeigroup.com



Packet Pg. 41



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 13, 2019

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 13, 2019

DEPARTMENT: Finance Department

FROM: Joe Zegers

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

ATTACHMENTS:

- Initial Resolution 2019 General Obligation Promissory Notes (PDF)
- Baird Aug 13 Finance Presentation (PDF)

**COMMON COUNCIL
OF THE
CITY OF DE PERE, WISCONSIN**

August 20, 2019

Resolution No. _____

**An Initial Resolution Authorizing the Sale and Issuance of
General Obligation Promissory Notes;
and Certain Related Details**

RECITALS

The Common Council (the “**Governing Body**”) of the City of De Pere, Wisconsin (the “**City**”) makes the following findings and determinations:

1. The City is in need of funds to finance (i) City Hall improvements; boiler replacement for the fire department; improvements to municipal buildings, grants for façade improvements in the City’s Tax Incremental Districts No. 7 and No. 9; installation of street lighting; purchase of replacement vehicles and equipment for the public works and parks departments; improvements to park basketball courts and parking lots; renovation of a boat launch; construction of and improvements to detention ponds; and construction of and improvements to streets and sidewalks (collectively, the “**Project**”), and (ii) the current refunding of the 2020 through and including 2026 maturities of the City’s \$2,020,000 General Obligation Corporate Purpose Bonds, Series 2007B, dated November 1, 2007, and the 2021, 2024, and 2027 maturities of the City’s \$1,000,000 General Obligation Corporate Purpose Bonds, Series 2008A, dated August 1, 2008 (collectively, the “**Refunding**”).
2. The Governing Body deems it in the best interests of the City that the funds needed for the Project and the Refunding be borrowed, pursuant to the provisions of Section 67.12 (12) of the Wisconsin Statutes and upon the terms and conditions set forth below.

RESOLUTIONS

The Governing Body resolves as follows:

Section 1. Authorization of Issuance and Purposes of Notes.

Under and by virtue of the provisions of Section 67.12 (12) of the Wisconsin Statutes, the City shall issue its negotiable general obligation promissory notes, in one or more series, in an aggregate principal amount of approximately \$7,565,000 (the “**Notes**”) to finance the Project and the Refunding; *provided, however*, that the Notes shall be sold and issued in whole or in part from time to time in such amount or amounts as shall be within the limits provided by law.

Section 2. Authorization of Sale of Notes.

The Notes may be sold by negotiated sale to Robert W. Baird & Co. Incorporated (the “**Purchaser**”).

Section 3. Preparation of Official Statement.

The Mayor, the Clerk, and the Finance Director (in consultation with the Purchaser) are hereby authorized and directed to cause a preliminary offering document for the Notes (the “**Official Statement**”) to be prepared and distributed. The Mayor and the Clerk are hereby authorized, on behalf of the City, to approve the form of Official Statement, to deem it final as of its date for purposes of Securities and Exchange Commission Rule 15c2-12(b)(1), and to supply copies of the Official Statement upon request.

Section 4. Further Actions.

The issuance of the Notes shall be subject to the condition that the Governing Body has adopted a resolution to award the sale of the Notes to the Purchaser, to approve the purchase contract submitted by the Purchaser to evidence the purchase of the Notes (the “**Note Purchase Agreement**”), to fix the interest rate or rates on the Notes in accordance with the Note Purchase Agreement, to provide for the form of the Notes, to set forth any early redemption provisions, to levy taxes to pay the principal of, and interest on, the Notes as required by law, to designate a fiscal agent for the Notes, and to take such further action as may be necessary or expedient to provide for the preparation, execution, issuance, delivery, payment, and cancellation of the Notes.

Section 5. Severability of Invalid Provisions.

In case any one or more of the provisions of this resolution shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions of this resolution.

Section 6. Authorization to Act.

The officers of the City, attorneys for the City, or other agents or employees of the City are hereby authorized to do all acts and procedures required of them by this resolution for the full, punctual, and complete performance of all of the provisions of this resolution.

Section 7. Prior Actions Superseded.

All prior resolutions, rules, ordinances, or other actions, or parts thereof, of the Governing Body in conflict with the provisions of this resolution shall be, and the same are hereby, rescinded insofar as they may so conflict.

Section 8. Effective Date.

This resolution shall take effect upon its adoption and approval in the manner provided by law.

* * * * *

Adopted: August 20, 2019

Approved: August ____, 2019

Mayor

Clerk

CERTIFICATIONS BY CLERK

I, Carey E. Danen, hereby certify that I am the duly qualified and acting Clerk of the City of De Pere, Wisconsin (the “**City**”), and as such I have in my possession, or have access to, the complete corporate records of the City and of its Common Council (the “**Governing Body**”), and that attached hereto is a true, correct, and complete copy of the resolution (the “**Resolution**”) entitled:

An Initial Resolution Authorizing the Sale and Issuance of General Obligation Promissory Notes; and Certain Related Details

I do hereby further certify as follows:

1. **Meeting Date.** On August 20, 2019, a meeting of the Governing Body was held commencing at ____ p.m.
2. **Posting.** On August ____, 2019 (and not less than 24 hours prior to the meeting), I posted, or caused to be posted at the City’s offices in De Pere, Wisconsin, a notice setting forth the date, time, location, and subject matter (including specific reference to the Resolution) of said meeting.
3. **Notification of Media.** On August ____, 2019 (and not less than 24 hours prior to the meeting), I communicated or caused to be communicated the date, time, location, and subject matter (including specific reference to the Resolution) of said meeting to those news media who have filed a written request for such notice and to the official newspaper of the City.
4. **Open Meeting Law Compliance.** Said meeting was a regular meeting of the Governing Body that was held in open session in compliance with Subchapter V of Chapter 19 of the Wisconsin Statutes and any other applicable local rules and state statutes.
5. **Members Present.** Said meeting was duly called to order by the Mayor (the “**Presiding Officer**”), who chaired the meeting. Upon roll call, I noted and recorded that there were ____ members of the Governing Body present at the meeting, such number being a quorum of the Governing Body.
6. **Consideration of and Roll Call Vote on Resolution.** Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was the Resolution. A proper quorum of the Governing Body was present for the consideration of the Resolution, and each member of the Governing Body had received a copy of the Resolution. All rules of the Governing Body that interfered with the consideration of the Resolution, if any, were suspended by a two-thirds vote of the Governing Body. The Resolution was then introduced, moved, and seconded, and after due consideration, upon roll call, ____ of the Governing Body members voted Aye, ____voted Nay, and ____ Abstained.

7. **Adoption of Resolution.** The Resolution was supported by the affirmative vote of a majority of a quorum of the members of the Governing Body in attendance. The Presiding Officer then declared that the Resolution was adopted, and I recorded the adoption of the Resolution.

8. **Approval of Presiding Officer.** The Resolution was approved by the Presiding Officer on August __, 2019, and I have recorded such approval. This approval is evidenced by the signature of the Presiding Officer on the copy of the Resolution attached to this certificate.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the City, if any, hereto on August __, 2019.

Clerk

[SEAL]

BAIRD

100
YEARS

City of De Pere

Finance/Personnel Committee - 2019 Financing Discussion

August 13, 2019

Justin A. Fischer, Senior Vice President

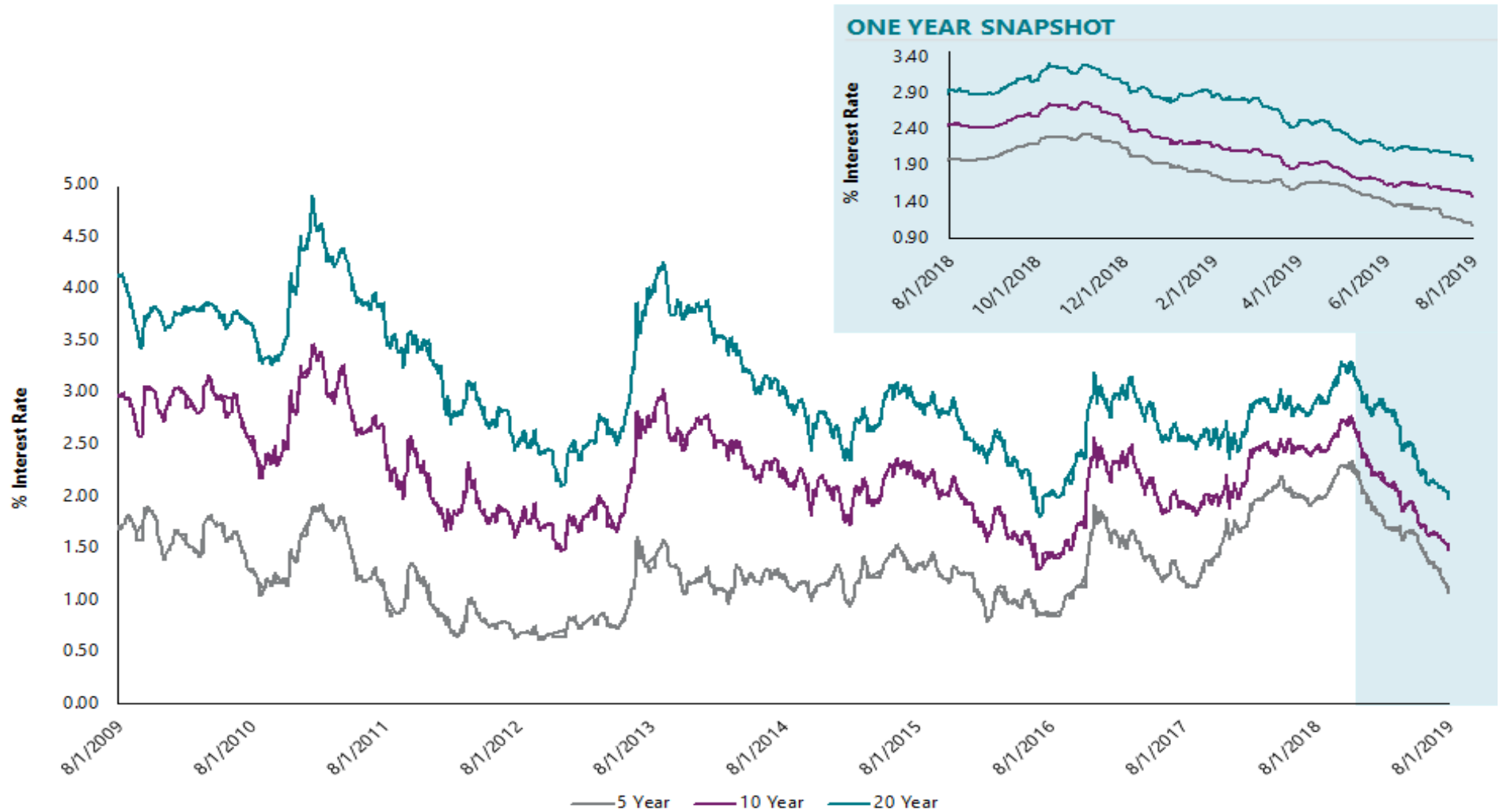
jfischer@rwbaird.com
777 East Wisconsin Avenue
Milwaukee, WI 53202
Phone 414.765.3827
Fax 414.298.7354

City of De Pere

Finance/Personnel Committee - 2019 Financing Discussion

August 13, 2019

AAA Municipal Market Data (MMD) Index - Past 10 years



Source: Thomson Municipal Market Data as of August 1, 2019

City of De Pere

Finance/Personnel Committee – 2019 Financing Discussion

August 13, 2019

Tentative Timeline

- Baird and City discuss plan of finance July 10, 2019
- Finance/Personnel Committee considers Plan of Finance / Initial Resolutions.....August 13, 2019
 - Preparations are made for issuance
 - ✓ Official Statement
 - ✓ Bond Rating
 - ✓ Marketing
- City Council considers Plan of Finance / Initial Resolutions..... August 20, 2019
- City Council considers Award Resolutions (finalizes terms and interest rates) September 17, 2019
- Closing (funds available)..... October 21, 2019

Borrowing/Structure/Purpose

Estimated Size:	\$7,570,000	\$2,050,000
Issue:	G.O. Promissory Notes	Taxable G.O. Promissory Notes
Purpose:	• Refinance 2007B & 2008A Bonds for debt service savings • Fund 2019 CIP	• Refinance 2009A Bonds for debt service savings • Fund 2019 CIP
Structure:	Matures September 1, 2020 – 2029	Matures September 1, 2020 – 2029
First Interest:	March 1, 2020	March 1, 2020
Callable:	TBD	TBD
Estimated Interest Rate:	2.44%	2.99%
Estimated PV Savings ¹ :	\$109,432	\$127,351
Estimated PV Savings %:	6.73%	11.12%

¹ Present value calculated using the All-Inclusive Cost (AIC) of 2.39% & 3.28%, respectively, as the discount rate.

City of De Pere

Finance/Personnel Committee - 2019 Financing Discussion

August 13, 2019

Method of Sale

Competitive Sale

Sale by public bidding from underwriters

- Set firm bid date and bid specifications
- Award bonds to low bidder
- Relatively higher risk for underwriter
- Bonds sold by underwriter to investors after the sale award
- Pay underwriter's fee to low bidder
- Pay municipal advisory fee to Baird (\$15,000 - \$20,000 per issue)
- Can estimate payment schedule
- Local investor and local bank participation improbable
- Difficult to restructure the issue after taking bids

Negotiated Sale

Sale by an issuer directly to an underwriter

- Establish flexible target bond sale date
- Purchased directly through underwriter, comparisons for rates
- Relatively lower risk for underwriter
- Underwriter is able to communicate with investors prior to sale award
- Pay underwriter's fee to Baird (1% of par)
- Pay Baird NO municipal advisory fee (\$0)
- Can structure exact payment schedule
- Assured opportunity for local investor and local bank participation
- Issue and call feature can be restructured up to the sale date

City of De Pere

Finance/Personnel Committee - 2019 Financing Discussion

August 13, 2019

Tax-Exempt Refinancing of 2007B & 2008A Bonds

BEFORE REFINANCING								AFTER REFINANCING								POTENTIAL DEBT SERVICE SAVINGS			
Calendar Year	\$2,020,000 G.O. Corp. Purp. Bonds, Series 2007B Dated November 1, 2007			\$1,000,000 G.O. Corp. Purp. Bonds, Series 2008A Dated August 1, 2008			TOTAL DEBT SERVICE	\$2,020,000 G.O. Corp. Purp. Bonds, Series 2007B Dated November 1, 2007			\$1,000,000 G.O. Corp. Purp. Bonds, Series 2008A Dated August 1, 2008			\$1,455,000 G.O. Promissory Notes (CR Portion) Dated October 21, 2019 ¹			TOTAL NEW DEBT SERVICE		
	PRINCIPAL (12/1)	RATE	INTEREST (6/1 & 12/1)	PRINCIPAL (12/1)	RATE	INTEREST (6/1 & 12/1)		PRINCIPAL (12/1)	INTEREST (6/1 & 12/1)	PRINCIPAL (12/1)	INTEREST (6/1 & 12/1)	PRINCIPAL (9/1)	INTEREST (3/1 & 9/1)	LESS: TIC= 2.28% HYPOTHETICAL BID PREMIUM	TOTAL				
2019	\$110,000	4.050%	\$42,525	\$55,000	4.250%	\$25,070	\$232,595	***	\$21,263	***	\$12,535	\$210,000	\$44,442	(\$44,442)	\$210,000	\$33,798	\$196,202		
2020	\$115,000	4.050%	\$38,070	\$55,000	4.250%	\$22,733	\$230,803	***		***		\$185,000	\$43,210	(\$11,140)	\$217,070	\$210,000	\$210,000		
2021	\$120,000	4.050%	\$33,413	\$60,000	4.250%	\$20,395	\$233,808	***		***		\$185,000	\$35,810		\$220,810	\$220,810	\$220,810		
2022	\$130,000	4.050%	\$28,553	\$60,000	4.300%	\$17,845	\$236,398	***		***		\$195,000	\$28,410		\$223,410	\$223,410	\$223,410		
2023	\$135,000	4.050%	\$23,288	\$65,000	4.300%	\$15,265	\$238,553	***		***		\$195,000	\$20,610		\$215,610	\$215,610	\$215,610		
2024	\$140,000	4.050%	\$17,820	\$65,000	4.300%	\$12,470	\$235,290	***		***		\$200,000	\$14,760		\$214,760	\$214,760	\$214,760		
2025	\$145,000	4.050%	\$12,150	\$70,000	4.500%	\$9,675	\$236,825	***		***		\$215,000	\$8,760		\$223,760	\$223,760	\$223,760		
2026	\$155,000	4.050%	\$6,278	\$70,000	4.500%	\$6,525	\$237,803	***		***		\$70,000	\$2,310		\$72,310	\$72,310	\$72,310		
2027				\$75,000	4.500%	\$3,375	\$78,375												
	\$1,050,000		\$202,095	\$575,000		\$133,353	\$1,960,448		\$0	\$21,263	\$0	\$12,535	\$1,455,000	\$198,312	(\$55,582)	\$1,597,730	\$1,631,528	\$328,282	
City & TID #6 Supported								City Supported		City & TID #6 Supported		City Supported		City & TID #6 Supported					
Maturities callable 12/1/2017 or any date thereafter.								Maturities callable 12/1/2018 or any date thereafter.											
	CALLABLE MATURITIES								*** REFINANCED WITH 2019 ISSUE.							LESS: TRANSFER FROM PRIOR D/S... (POTENTIAL GROSS SAVINGS...)			

(1) This illustration represents a mathematical calculation of potential interest cost savings (cost), assuming hypothetical rates based on current rates for municipal bonds +30bps as of 7/3/19. Actual rates may vary. If actual rates are higher than those assumed, the interest cost savings would be lower. This illustration provides information and is not intended to be a recommendation, proposal or suggestion for a refinancing or otherwise to be considered as advice.

(2) Present value calculated using the All Inclusive Cost (AIC) of 2.39% as the discount rate.

Interest Rate Sensitivity		
Change in Rates	Est. PV % Savings	Est. PV \$ Savings
-0.30%	7.790%	\$126,586
-0.20%	7.438%	\$120,873
-0.10%	7.086%	\$115,154
+0.10%	6.382%	\$103,712
+0.20%	6.031%	\$97,999
+0.30%	5.678%	\$92,260

LESS: TRANSFER FROM PRIOR D/S..... (\$196,202)
POTENTIAL GROSS SAVINGS..... \$131,980

(2) POTENTIAL PRESENT VALUE SAVINGS \$..... \$109,610
POTENTIAL PRESENT VALUE SAVINGS %..... 6.6%

	CITY	TID #6	
Sources of Funds:			
Par Amount of Notes	\$730,000	\$725,000	\$1,455,000
Reoffering Premium	\$37,563	\$36,042	\$73,605
Transfer from Prior D/S	\$97,151	\$101,646	\$198,797
Total	\$864,715	\$862,688	\$1,727,403
Uses of Funds:			
Amount to refund 2007B Bonds	\$240,639	\$825,898	\$1,066,537
Amount to refund 2008A Bonds	\$584,749	\$0	\$584,749
Underwriter's Discount (Est.)	\$7,300	\$7,250	\$14,550
COI (Est.)	\$3,002	\$2,982	\$5,984
Bid Premium Avail. for D/S	\$29,024	\$26,558	\$55,582
Total	\$864,715	\$862,688	\$1,727,403

City of De Pere

Finance/Personnel Committee - 2019 Financing Discussion

August 13, 2019

Taxable Refinancing of 2009A Bonds

	BEFORE REFINANCING					AFTER REFINANCING					
	\$1,875,000 Taxable G.O. Street Improve. Bonds, Series 2009A Dated May 1, 2009			TOTAL DEBT SERVICE		\$1,875,000 Taxable G.O. Street Improve. Bonds, Series 2009A Dated May 1, 2009		\$1,165,000 Taxable G.O. Promissory Notes (CR Portion) Dated October 21, 2019 ¹		TOTAL NEW DEBT SERVICE	POTENTIAL DEBT SERVICE SAVINGS
Calendar Year	PRINCIPAL (12/1)	RATE	INTEREST (6/1 & 12/1)			PRINCIPAL (12/1)	INTEREST (6/1 & 12/1)	PRINCIPAL (9/1)	INTEREST (3/1 & 9/1)	TOTAL	
									TIC= 2.94%		
2019	\$105,000	5.000%	\$66,963	\$171,963		\$105,000	\$66,963			\$171,963	\$0
2020	\$105,000	5.000%	\$61,713	\$166,713		***		\$120,000	\$26,102	\$146,102	\$20,610
2021	\$110,000	5.000%	\$56,463	\$166,463		***		\$120,000	\$27,553	\$147,553	\$18,910
2022	\$115,000	5.250%	\$50,963	\$165,963		***		\$125,000	\$24,733	\$149,733	\$16,230
2023	\$120,000	5.250%	\$44,925	\$164,925		***		\$125,000	\$21,733	\$146,733	\$18,193
2024	\$125,000	5.250%	\$38,625	\$163,625		***		\$130,000	\$18,670	\$148,670	\$14,955
2025	\$130,000	5.625%	\$32,063	\$162,063		***		\$130,000	\$15,420	\$145,420	\$16,643
2026	\$140,000	5.625%	\$24,750	\$164,750		***		\$135,000	\$12,040	\$147,040	\$17,710
2027	\$145,000	5.625%	\$16,875	\$161,875		***		\$140,000	\$8,260	\$148,260	\$13,615
2028	\$155,000	5.625%	\$8,719	\$163,719		***		\$140,000	\$4,200	\$144,200	\$19,519
	\$1,250,000		\$402,056	\$1,652,056		\$105,000	\$66,963	\$1,165,000	\$158,710	\$1,323,710	\$156,384
Levy & TID #8 Supported					Levy & TID #8 Supported		Levy & TID #8 Supported				
Maturities callable 12/1/2019 or any date thereafter.					*** REFINANCED WITH 2019 ISSUE.						
CALLABLE MATURITIES									ROUNDING AMOUNT..... \$234		
									POTENTIAL GROSS SAVINGS..... \$156,617		

City of De Pere

Finance/Personnel Committee - 2019 Financing Discussion

August 13, 2019

2019 CIP Financing Illustration

								2019 BORROWINGS													
																		\$6,115,000			
																		G.O. PROMISSORY NOTES (NEW MONEY PORTION)			
																		Dated October 21, 2019			
																		(First interest 3/1/20)			
																		TIC = 2.47%			
LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE	EXISTING DEBT SERVICE	EXISTING DEBT SERVICE	EXISTING DEBT SERVICE	EXISTING DEBT SERVICE	EXISTING DEBT SERVICE	City TOTAL	TID #7 TOTAL	TID #9 TOTAL	TID #10 TOTAL	TID #11 TOTAL	TID #12 TOTAL	PRINCIPAL	INTEREST	LESS:	TOTAL				
		(CITY PORTION)	(TID #7 PORTION)	(TID #9 PORTION)	(TID #10 PORTION)	(TID #11 PORTION)	(TID #12 PORTION)	(B)	(B)	(B)	(B)	(B)	(B)	(9/1)	(3/1 & 9/1)	HYPOTHETICAL					
		(A)														BID PREMIUM					
2018	2019	\$2,989,960	\$194,220	\$92,451	\$336,534	\$36,450	\$22,590														
2019	2020	\$2,754,406	\$190,220	\$85,583	\$276,568	\$30,838	\$22,263	\$340,000	\$10,000	\$20,000	\$195,000	\$100,000	\$30,000	\$695,000	\$183,300	(\$183,300)	\$695,000				
2020	2021	\$2,590,092	\$179,223	\$83,648	\$280,200	\$24,838	\$16,513	\$340,396	\$12,207	\$18,970	\$192,014	\$104,751	\$30,522	\$565,000	\$185,065	(\$51,207)	\$698,858				
2021	2022	\$2,515,996	\$180,435	\$86,643	\$278,373	\$24,088	\$16,013	\$339,480	\$12,690	\$19,980	\$194,870	\$103,920	\$26,525	\$535,000	\$162,465		\$697,465				
2022	2023	\$2,335,713	\$171,460	\$89,393	\$280,823	\$23,338	\$15,513	\$344,080	\$12,290	\$19,380	\$193,870	\$100,720	\$30,725	\$560,000	\$141,065		\$701,065				
2023	2024	\$2,249,873	\$137,660	\$51,913	\$262,713	\$22,588	\$15,013	\$343,080	\$11,890	\$23,780	\$192,670	\$102,520	\$29,725	\$585,000	\$118,665		\$703,665				
2024	2025	\$2,125,190	\$135,060	\$50,773	\$264,758	\$26,838	\$14,513	\$344,530	\$11,590	\$23,180	\$192,870	\$104,970	\$28,975	\$605,000	\$101,115		\$706,115				
2025	2026	\$1,690,835	\$107,325	\$49,553	\$266,393	\$25,838	\$19,013	\$340,680	\$11,290	\$22,580	\$192,920	\$102,270	\$28,225	\$615,000	\$82,965		\$697,965				
2026	2027	\$1,299,884		\$48,333	\$202,625	\$24,838	\$18,263	\$341,680	\$10,990	\$21,980	\$192,820	\$104,570	\$27,475	\$635,000	\$64,515		\$699,515				
2027	2028	\$719,650		\$52,013	\$202,420	\$24,238	\$17,813	\$341,450	\$10,660	\$21,320	\$192,045	\$101,435	\$26,650	\$650,000	\$43,560		\$693,560				
2028	2029	\$87,550		\$50,393	\$201,960	\$23,638	\$17,363	\$340,890	\$10,330	\$20,660	\$191,105	\$103,300	\$25,825	\$670,000	\$22,110		\$692,110				
2029	2030			\$48,705	\$206,298	\$23,038	\$16,913														
2030	2031			\$51,950	\$165,238	\$27,438	\$16,463														
2031	2032				\$165,200	\$26,625	\$15,975														
2032	2033					\$25,813	\$15,488														
2033	2034																				
		\$21,359,150	\$1,295,603	\$841,346	\$3,390,099	\$390,437	\$259,702	\$3,416,266	\$113,937	\$211,830	\$1,930,184	\$1,028,456	\$284,647	\$6,115,000	\$1,104,825	(\$234,507)	\$6,985,318				

(A) Net of hypothetical refunding savings.

(B) Net of hypothetical bid premium.

Sources of Funds:	CITY	TID #7	TID #9	TID #10	TID #11	TID #12	TOTAL
Par Amount of Notes	\$2,990,000	\$100,000	\$185,000	\$1,690,000	\$900,000	\$250,000	\$6,115,000
Reoffering Premium	\$156,907	\$5,300	\$9,715	\$88,601	\$47,241	\$13,045	\$320,808
Total	\$3,146,907	\$105,300	\$194,715	\$1,778,601	\$947,241	\$263,045	\$6,435,808
Uses of Funds:							
Deposit to Project Fund	\$2,989,437	\$100,000	\$185,000	\$1,688,665	\$900,000	\$250,000	\$6,113,102
Rounding Avail. for Projects	\$563	\$0	\$0	\$1,335	\$0	\$0	\$1,898
Underwriter's Discount (Est.)	\$29,900	\$1,000	\$1,850	\$16,900	\$9,000	\$2,500	\$61,150
COI (Est.)	\$12,298	\$411	\$761	\$6,951	\$3,702	\$1,028	\$25,151
Bid Premium Avail. for D/S	\$114,709	\$3,889	\$7,104	\$64,750	\$34,539	\$9,517	\$234,507
Total	\$3,146,907	\$105,300	\$194,715	\$1,778,601	\$947,241	\$263,045	\$6,435,808

City of De Pere

Finance/Personnel Committee - 2019 Financing Discussion

August 13, 2019

2019 CIP Financing Illustration (Cont.)

2019 BORROWINGS													
\$885,000													
TAXABLE G.O. PROMISSORY NOTES (NEW MONEY PORTION)													
<i>Dated October 21, 2019</i>													
<i>(First interest 3/1/20)</i>													
YEAR DUE	TID #14 TOTAL (B)	PRINCIPAL (9/1)	INTEREST (3/1 & 9/1) TIC = 3.05%	LESS: CAPITALIZED INTEREST	TOTAL	COMBINED NET DEBT SERVICE (CITY) (B)	COMBINED NET DEBT SERVICE (TID #7) (B)	COMBINED NET DEBT SERVICE (TID #9) (B)	COMBINED NET DEBT SERVICE (TID #10) (B)	COMBINED NET DEBT SERVICE (TID #11) (B)	COMBINED NET DEBT SERVICE (TID #12) (B)	COMBINED NET DEBT SERVICE (TID #14) (B)	YEAR DUE
2019						\$2,989,960	\$194,220	\$92,451	\$336,534	\$36,450	\$22,590		2019
2020	\$0		\$21,601	(\$21,601)	\$0	\$3,094,406	\$200,220	\$105,582	\$471,568	\$130,838	\$52,263	\$0	2020
2021	\$0		\$25,085	(\$25,085)	\$0	\$2,930,488	\$191,429	\$102,617	\$472,214	\$129,589	\$47,034	\$0	2021
2022	\$85,085	\$60,000	\$25,085		\$85,085	\$2,855,476	\$193,125	\$106,623	\$473,243	\$128,008	\$42,538	\$85,085	2022
2023	\$83,645	\$60,000	\$23,645		\$83,645	\$2,679,793	\$183,750	\$108,773	\$474,693	\$124,058	\$46,238	\$83,645	2023
2024	\$82,175	\$60,000	\$22,175		\$82,175	\$2,592,953	\$149,550	\$75,693	\$455,383	\$125,108	\$44,738	\$82,175	2024
2025	\$85,675	\$65,000	\$20,675		\$85,675	\$2,469,720	\$146,650	\$73,953	\$457,628	\$131,808	\$43,488	\$85,675	2025
2026	\$83,985	\$65,000	\$18,985		\$83,985	\$2,031,515	\$118,615	\$72,133	\$459,313	\$128,108	\$47,238	\$83,985	2026
2027	\$202,165	\$185,000	\$17,165		\$202,165	\$1,641,564	\$10,990	\$70,313	\$395,445	\$129,408	\$45,738	\$202,165	2027
2028	\$201,800	\$190,000	\$11,800		\$201,800	\$1,061,100	\$10,660	\$73,333	\$394,465	\$125,673	\$44,463	\$201,800	2028
2029	\$206,100	\$200,000	\$6,100		\$206,100	\$428,440	\$10,330	\$71,053	\$393,065	\$126,938	\$43,188	\$206,100	2029
2030								\$48,705	\$206,298	\$23,038	\$16,913		2030
2031								\$51,950	\$165,238	\$27,438	\$16,463		2031
2032									\$165,200	\$26,625	\$15,975		2032
2033										\$25,813	\$15,488		2033
2034													2034
	\$1,030,630	\$885,000	\$192,316	(\$46,686)	\$1,030,630	\$24,775,416	\$1,409,539	\$1,053,176	\$5,320,283	\$1,418,893	\$544,349	\$1,030,630	

Sources of Funds:

	TID #14
Par Amount of Notes	\$885,000
Reoffering Premium	\$0
Total	\$885,000

Uses of Funds:

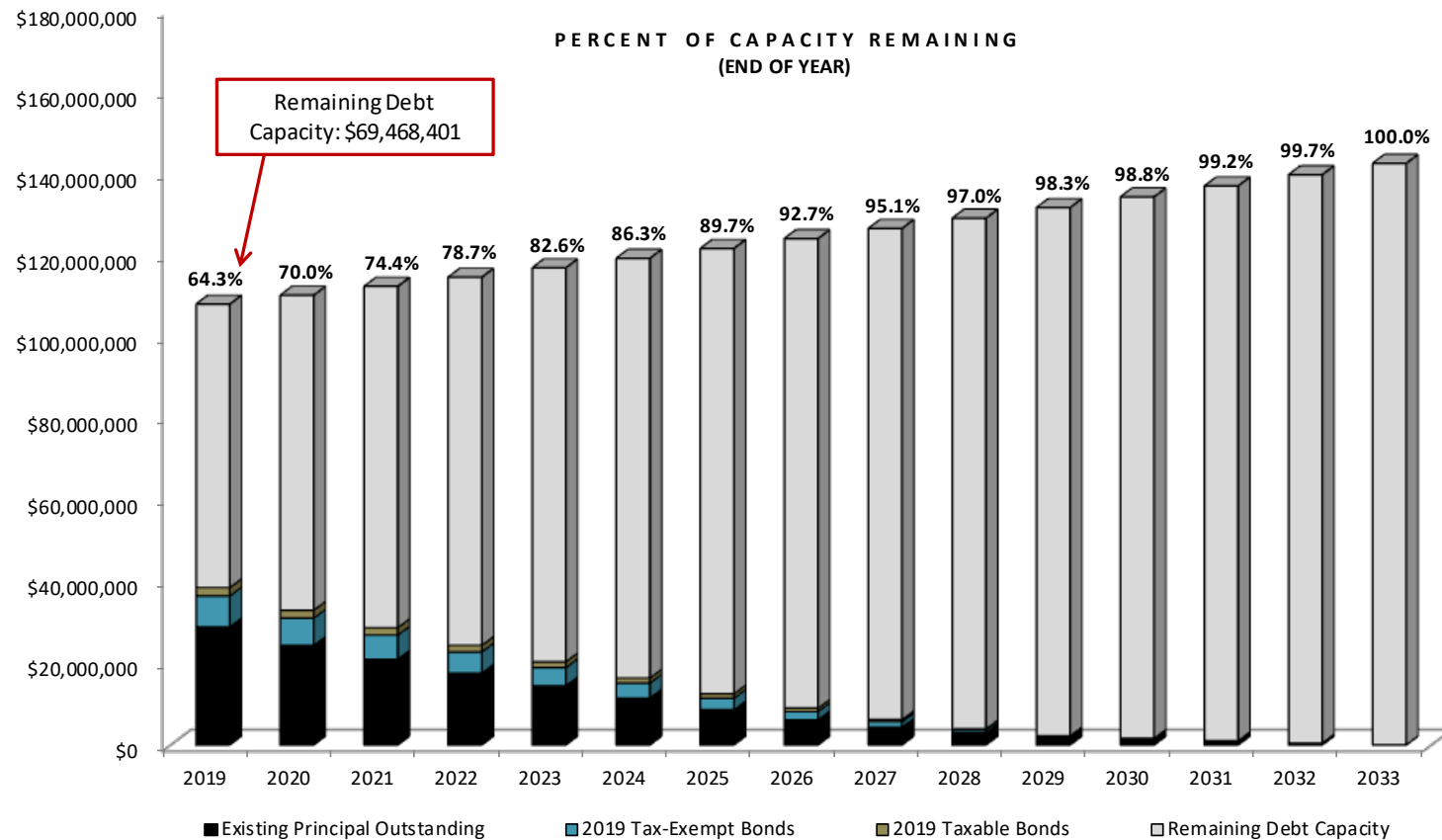
Deposit to Project Fund	\$820,000
Rounding	\$3,298
Underwriter's Discount (Est.)	\$8,850
COI (Est.)	\$6,166
Capitalized Interest	\$46,686
Total	\$885,000

City of De Pere

Finance/Personnel Committee - 2019 Financing Discussion

August 13, 2019

General Obligation Borrowing Capacity (5% of Equalized Valuation)



Notes: Net of hypothetical current refundings of 2007B, 2008A, & 2009A Bonds.
Future capacity based on 2018 Equalized Valuation (TID-IN) of \$2,117,615,700 with annual growth of 2.00%.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 13, 2019

DEPARTMENT: Finance Department

FROM: Joe Zegers

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

ATTACHMENTS:

- Initial Resolution 2019 Taxable General Obligation Promissory Notes (PDF)

**COMMON COUNCIL
OF THE
CITY OF DE PERE, WISCONSIN**

August 20, 2019

Resolution No. _____

**An Initial Resolution Authorizing the Sale and Issuance of
Taxable General Obligation Promissory Notes;
and Certain Related Details**

RECITALS

The Common Council (the “**Governing Body**”) of the City of De Pere, Wisconsin (the “**City**”) makes the following findings and determinations:

1. The City is in need of funds to finance (i) the purchase of property and provision of grants in the form of development rebates relating to the Irwin School property (the “**Project**”), and (ii) the current refunding of the 2021, 2024, and 2028 maturities of the City’s \$1,875,000 Taxable General Obligation Street Improvement Bonds, Series 2009A, dated May 1, 2009 (the “**Refunding**”).

2. The Governing Body deems it in the best interests of the City that the funds needed for the Project and the Refunding be borrowed, pursuant to the provisions of Section 67.12 (12) of the Wisconsin Statutes and upon the terms and conditions set forth below.

RESOLUTIONS

The Governing Body resolves as follows:

Section 1. Authorization of Issuance and Purposes of Notes.

Under and by virtue of the provisions of Section 67.12 (12) of the Wisconsin Statutes, the City shall issue its negotiable taxable general obligation promissory notes, in one or more series, in an aggregate principal amount of approximately \$2,065,000 (the “**Notes**”) to finance the Project and the Refunding; *provided, however*, that the Notes shall be sold and issued in whole or in part from time to time in such amount or amounts as shall be within the limits provided by law.

Section 2. Authorization of Sale of Notes.

The Notes may be sold by negotiated sale to Robert W. Baird & Co. Incorporated (the “**Purchaser**”).

Section 3. Preparation of Official Statement.

The Mayor, the Clerk, and the Finance Director (in consultation with the Purchaser) are hereby authorized and directed to cause a preliminary offering document for the

Notes (the “**Official Statement**”) to be prepared and distributed. The Mayor and the Clerk are hereby authorized, on behalf of the City, to approve the form of Official Statement, to deem it final as of its date for purposes of Securities and Exchange Commission Rule 15c2-12(b)(1), and to supply copies of the Official Statement upon request.

Section 4. Further Actions.

The issuance of the Notes shall be subject to the condition that the Governing Body has adopted a resolution to award the sale of the Notes to the Purchaser, to approve the purchase contract submitted by the Purchaser to evidence the purchase of the Notes (the “**Note Purchase Agreement**”), to fix the interest rate or rates on the Notes in accordance with the Note Purchase Agreement, to provide for the form of the Notes, to set forth any early redemption provisions, to levy taxes to pay the principal of, and interest on, the Notes as required by law, to designate a fiscal agent for the Notes, and to take such further action as may be necessary or expedient to provide for the preparation, execution, issuance, delivery, payment, and cancellation of the Notes.

Section 5. Severability of Invalid Provisions.

In case any one or more of the provisions of this resolution shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions of this resolution.

Section 6. Authorization to Act.

The officers of the City, attorneys for the City, or other agents or employees of the City are hereby authorized to do all acts and procedures required of them by this resolution for the full, punctual, and complete performance of all of the provisions of this resolution.

Section 7. Prior Actions Superseded.

All prior resolutions, rules, ordinances, or other actions, or parts thereof, of the Governing Body in conflict with the provisions of this resolution shall be, and the same are hereby, rescinded insofar as they may so conflict.

Section 8. Effective Date.

This resolution shall take effect upon its adoption and approval in the manner provided by law.

* * * * *

Adopted: August 20, 2019

Approved: August ___, 2019

Mayor

Clerk

CERTIFICATIONS BY CLERK

I, Carey E. Danen, hereby certify that I am the duly qualified and acting Clerk of the City of De Pere, Wisconsin (the “**City**”), and as such I have in my possession, or have access to, the complete corporate records of the City and of its Common Council (the “**Governing Body**”), and that attached hereto is a true, correct, and complete copy of the resolution (the “**Resolution**”) entitled:

An Initial Resolution Authorizing the Sale and Issuance of General Obligation Promissory Notes; and Certain Related Details

I do hereby further certify as follows:

1. **Meeting Date.** On August 20, 2019, a meeting of the Governing Body was held commencing at ____ p.m.
2. **Posting.** On August ____, 2019 (and not less than 24 hours prior to the meeting), I posted, or caused to be posted at the City’s offices in De Pere, Wisconsin, a notice setting forth the date, time, location, and subject matter (including specific reference to the Resolution) of said meeting.
3. **Notification of Media.** On August ____, 2019 (and not less than 24 hours prior to the meeting), I communicated or caused to be communicated the date, time, location, and subject matter (including specific reference to the Resolution) of said meeting to those news media who have filed a written request for such notice and to the official newspaper of the City.
4. **Open Meeting Law Compliance.** Said meeting was a regular meeting of the Governing Body that was held in open session in compliance with Subchapter V of Chapter 19 of the Wisconsin Statutes and any other applicable local rules and state statutes.
5. **Members Present.** Said meeting was duly called to order by the Mayor (the “**Presiding Officer**”), who chaired the meeting. Upon roll call, I noted and recorded that there were ____ members of the Governing Body present at the meeting, such number being a quorum of the Governing Body.
6. **Consideration of and Roll Call Vote on Resolution.** Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was the Resolution. A proper quorum of the Governing Body was present for the consideration of the Resolution, and each member of the Governing Body had received a copy of the Resolution. All rules of the Governing Body that interfered with the consideration of the Resolution, if any, were suspended by a two-thirds vote of the Governing Body. The Resolution was then introduced, moved, and seconded, and after due consideration, upon roll call, ____ of the Governing Body members voted Aye, ____voted Nay, and ____ Abstained.

7. **Adoption of Resolution.** The Resolution was supported by the affirmative vote of a majority of a quorum of the members of the Governing Body in attendance. The Presiding Officer then declared that the Resolution was adopted, and I recorded the adoption of the Resolution.

8. **Approval of Presiding Officer.** The Resolution was approved by the Presiding Officer on August __, 2019, and I have recorded such approval. This approval is evidenced by the signature of the Presiding Officer on the copy of the Resolution attached to this certificate.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the City, if any, hereto on August __, 2019.

Clerk

[SEAL]



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 13, 2019

DEPARTMENT: Finance Department

FROM: Joe Zegers

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

ATTACHMENTS:

- June 2019 Cash and Investments memo (PDF)
- June Financials (PDF)
- Monthly Summary (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: August 7, 2019
Subject: Cash and Investments Report for June 30, 2019

I have attached a summary of the City's Cash and Investments for your information and review as of June 30, 2019. I have also attached a monthly summary of the accounts from January 1 to June 30, 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.

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

DE PERE CASH AND INVESTMENTS SUMMARY

June 30, 2019

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 727,308.78
HEALTH CHECKING	\$ 1,288,692.56
DENTAL CHECKING	\$ 32,415.90
SUBTOTAL	\$ 2,048,417.24
RESTRICTED	BALANCE
REVOLVING LOAN	\$ 812,852.09
WATER BOND MM	\$ 211,752.67
SUBTOTAL	\$ 1,024,604.76
TOTAL CASH	\$ 3,073,022.00

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 6,943,714.70	\$ 144,896.37	2.05%
ASSOCIATED BANK TRUST	\$ 4,933,830.69	\$ 87,361.65	3.61%
CHARLES SCHWAB INVESTMENTS	\$ 6,119,076.89	\$ 158,076.61	5.30%
MONEY MARKET	\$ 2,053,753.79	\$ 22,207.91	2.19%
TOTAL INVESTMENTS	\$ 20,050,376.07	\$ 412,542.54	
TOTAL CASH AND INVESTMENTS	\$ 23,123,398.07		

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY

8/7/2019

	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	-	-	-	-	-	-
HEALTH CHECKING	-	-	-	-	-	-
DENTAL CHECKING	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESTRICTED						
REVOLVING LOAN	-	-	-	-	-	-
WATER BOND MM	-	-	-	-	-	-
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP						
ASSOCIATED BANK TRUST						
CHARLES SCHWAB INVESTMENTS						
MONEY MARKET						
TOTAL INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Attachment: Monthly Summary (8626 : Review and Possible Action on City of De Pere Investments and



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: August 13, 2019

DEPARTMENT: Administration

FROM: Lawrence Delo

SUBJECT: Discuss status of 2020 budget development.
