



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, July 14, 2020

7:30 PM

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 **July 14, 2020 at 7:30 PM.**

Due to the current public health emergency, the meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:

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

OR

You can also dial in using your phone.

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

Access Code: 154-883-285

THIS MEETING WILL NOT BE HELD IN PERSON.

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the June 9, 2020 Meeting of the Finance/Personnel Committee.
3. Consideration and Possible Action for the June 2020 Police Overtime Report
4. Fire Department Overtime and LifeQuest Services Billing Reports for June, 2020.
5. Consider Fire Department / Wisconsin Department of Natural Resources Memorandum of Understanding for Mutual Aid and Fire Suppression Services.*
6. Consider Memorandum of Understanding between City of De Pere and IAFF Local 141 Regarding Overtime Call In Procedure.*
7. Consideration and Possible Action on a \$1,500 Donation from De Pere Christian Outreach for Police K-9*
8. Consideration and Possible Action on Request of Health Director to Increase Hours of Public Health Nurse Position from 24 hours to 40 hours per week.*
9. Consideration and Possible Action to Reclassify the Health Dept. Office Assistant to Administrative Assistant and Increase Pay Level*
10. Consider Definitely De Pere Request to Waive Public Works Fees for Downtown Events*
11. Consideration of Approval of Microsoft Office 365 Quotation *

12. Consideration and Possible Action on Request of City Clerk to Approve Wisconsin Elections Commission (WEC) Coronavirus Aid, Relief and Economic Security (CARES) Subgrant Agreement, Terms and Certification.
13. Consideration of request of the City Administrator to authorize expenditure under the Routes to Recovery: Local Government Aid Grants program.
14. Consideration of request by Alderperson Kunding to consolidate acceptance of donations by the Common Council to a quarterly basis.*
15. Review of the DOR TID 2020 Annual Reports.
16. Review and possible action on City of De Pere Investments and Cash Detail for May 2020.
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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the June 9, 2020 Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- June 9, 2020 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, June 9, 2020

7:30 PM

1. Call to Order. Mayor Boyd called the Regular Meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, June 9, 2020, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Mike Eserkaln	Aldersperson	Absent	
Amy Chandik Kunding	Aldersperson	Remote	
Casey Nelson	Aldersperson	Remote	
Kelly Ruh	Aldersperson	Remote	

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Finance Director Joe Zegers, Public Works Director Scott Thoresen, Fire Chief Alan Matzke, Police Chief Derek Beiderwieden, Development Services Director Daniel Lindstrom, Human Resources Director Shannon Metzler, Human Resources Generalist Tracy Hood and members of the public.

2. Approval of the Minutes of the May 12, 2020 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Aldersperson
SECONDER:	Casey Nelson, Aldersperson
AYES:	James Boyd, Amy Chandik Kunding, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

3. Consideration and Approval of the May 2020 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Aldersperson
AYES:	James Boyd, Amy Chandik Kunding, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

4. Fire Department Overtime and LifeQuest Services Billing Reports for May, 2020.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Aldersperson
SECONDER:	Casey Nelson, Aldersperson
AYES:	James Boyd, Amy Chandik Kunding, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

5. Consideration and acceptance of donation from D & B Klika, Inc. to Fire Department.*

Aldersperson Chandik Kunding mentioned that this Committee has chatted a few times regarding the acceptance of donations, and while it is important to express gratitude, she suggests consideration of grouping donations together, perhaps quarterly, for acceptance in order to expedite efficiency of meeting Agendas. Administrator Delo advised that the current process was put in place by the Council, with donations of \$250 or more being

individually recognized, and that staff is okay with any change or grouping as directed by the Council. He further confirmed that this item would be added to a future Finance Agenda for discussion. Mayor Boyd shared for viewers that this item concerns a \$300 donation to the Fire Department. Alderperson Nelson added that part of the earlier discussions included whether the requirement is cumbersome for donations to go to both Finance and Council. Mayor Boyd indicated this would be discussed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Kelly Ruh, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

6. Consideration and acceptance of bath tissue and paper towel supply donation from Bedford Paper to the Fire Department.*

Mayor Boyd stated this donation is for bath tissue and paper towel supplies, with a retail value of \$300.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

7. Consideration and acceptance of donation from Cabinet Connection, LLC to the Fire Department.*

The Mayor announced that the accepted donation of \$500 would be placed in the Fire Department donation account.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Kelly Ruh, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

8. Approval of a \$1,000 Donation to Police Department from Country Financial*

Mayor Boyd announced that the Police Department plans to earmark this donation for the K-9 fund.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	James Boyd, Amy Chandik Kunding, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

9. Redevelopment Agreement Terms with Cobblestone Hotel regarding the redevelopment of Parcels WD-287, WD-286, WD-283, and WD-284 at the southeast corner of the intersection of Main Avenue and S. Fifth Street for a commercial redevelopment.

Development Services Director Dan Lindstrom provided an overview and history of this potential development, which initially considered the Nicolet Square area on Main Avenue, and has since shifted further to the west as a bookend to the downtown area. A

feasibility study indicated support for an upper mid-scale 60-70 room hotel serving downtown amenities. DSD Lindstrom shared development terms and obligations of the parties which include: easements to facilitate redevelopment of an adjoining alley; Cobblestone would develop its own urban-model hotel and chophouse restaurant on this site with a build-phase in 2021, consistent with site plan requirements; total project costs of \$8,000,000, with a guaranteed assessed value of \$5,000,000; City to provide a grant of \$800,000 after Certificate of Occupancy (16% of guaranteed assessed value); City will reconstruct the alley as part of #TID 9 and identify temporary parking for those users during reconstruction; City will also apply for a Community Development Investment grant in July which, if awarded, will pass to developer through an Agreement drafted at a later date.

In response to Mayor Boyd, DSD Lindstrom did confirm that as a result of the reconstruction work and easements to be obtained in the alley, there would be an overall increase of approximately 80 public parking spaces. Alderperson Nelson asked about the feasibility study and whether the City was reimbursed for the cost of the study, to which Administrator Delo indicated that the feasibility study wasn't tied to this specific hotel. While it was initiated by a request from Cobblestone, due to its franchise structure, the company could not complete the study on its own. DSD Lindstrom also added that the study has been shared with two additional hotels looking at De Pere, so it has been a worthwhile investment.

Discussion followed between Ald. Nelson and DSD Lindstrom regarding the \$3,000,000 noted for cash grants as part of the TID #9 Project Plan does encompass all cash grant project costs for the TID, but that amount is a rough estimate at the time of TID creation, and can be adjusted to make the TID profitable in the long run.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

10. Consideration and possible action to approve a five year farm lease to be established with New Horizons Dairy LLC for undeveloped City owned land on the west side of De Pere.*

In response to Alderperson Nelson, Development Services Director Dan Lindstrom explained that the price per acre is different for this Lease due to it being an extension of a previous lease, and is lower primarily because the leased property has dwindled in acreage and is therefore difficult to lease. In addition, it would be challenging to find another lessee willing to service this property at a larger amount per acre.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

11. Consideration and possible action to approve a five year farm lease to be established with Triple Z Farm LLC for undeveloped City owned land on the east side of De Pere.*

In response to Alderperson Nelson's question on the bidding process, Development Services Director Dan Lindstrom indicated that there has been a larger bidding process in the past, although this cycle hasn't gone to that level. Administrator Delo added that when proposals have been sought, it is rare to receive more than two, sometimes there are none. Due to the difficulty in recent years receiving proposals, leases have been solicited. Administrator Delo also indicated that this property is under consideration for a rather large project that staff is confident will go forward, so it wasn't advisable to request proposals if a significant part of the property would be removed for development.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Kelly Ruh, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

12. Funding request for the additional cleaning due to Covid-19.*

In response to Alderperson Kunding, Administrator Delo explained that the City is using current contractors and expanding on services provided, with the ability to adjust services on a month-to-month basis dependent upon need. He added that costs through October will be submitted for reimbursement under the Cares Act funding and then the remainder of year would be paid from the City's budget, unless additional funding becomes available.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

13. Consideration and Possible Action on Approval of Dr. Zemple to Serve as Emergency Medical Service Medical Director.*

In response to Alderperson Chandik Kunding, a discussion occurred on whether this item was addressed previously, and Chief Matzke advised that the subject of Dr. Stroman's retirement had come up, but he has since announced that his retirement will begin at the end of this month. Chief mentioned the exceptional level of service provided to the City for seven years by Dr. Stroman, and that Dr. Zemple is willing to step in under the current contract parameters to continue the level of service the City is accustomed to.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

14. Recommendation from the City Administrator to suspend the collection of medical insurance premiums for one month.*

In response to Alderperson Nelson, Administrator Delo explained that a number of changes over the last several years have impacted usage and efficiency of the plan; employees making better choices in addition to former retirees dropping off the plan have made significant impact. The fund balance was approximately 1.9 million in 2019 and is

at 2.2 million in 2020; \$700,000 is the suggested amount for the fund balance, and it is getting too high at this time. Staff is recommending a premium suspension for the month of July and is considering another reduction in premium for 2021 in addition to considering another premium holiday later this year. Alderperson Nelson added that this is a bonus for the vast majority of employees who participate in the health plan, in place of the pay for performance bonuses which were earlier suspended, and he gives kudos to those monitoring the health plan. Mayor Boyd indicated his agreement.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	James Boyd, Amy Chandik Kunding, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

15. Review and possible action on City of De Pere Investments and Cash Detail for April 2020.

Finance Director Zegers detailed the handouts in the packet for April 2020, indicating \$240,000+ investment earnings; there is room for decline and still be consistent with the budget, although things are moving along very well. The LGIP fund decreased due to accounts payable, payroll and \$600,000 to Brown County, the school districts and NWTG for the tax credit. May is looking positive as well for investments, which is great news considering the last couple of months. Alderperson Nelson thanked Finance Director Zegers for the snapshot and confirmed that in September of 2019, the former Revolving Loan Fund dollars were moved and earmarked to a money market to increase income investment potential.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	James Boyd, Amy Chandik Kunding, Casey Nelson, Kelly Ruh
ABSENT:	Mike Eserkaln

16. Future agenda items.

The Mayor mentioned the earlier request regarding donations, but nothing further was suggested.

17. Adjournment.

Upon Motion of Mayor Boyd, seconded by Alderperson Chandik Kunding, the Finance/Personnel Committee unanimously adjourned at 8:09 p.m.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Action for the June 2020 Police Overtime Report

The overtime (OT) report covers the month of June 2020. Two previous years of overtime report summaries are attached for comparison but they are by payroll period versus calendar month due to change in how the overtime was gathered then. They should still be comparable.

Training OT of 146 hours is for mandatory emergency vehicle operation refresher that is a 4-hour required training course for all Wisconsin police officers every two years.

Staffing level due to scheduled vacation or holiday time off by staff and for backfill coverage for mandatory emergency vehicle operation training.

Reimbursable Miscellaneous OT of 4 total hours is for the Drug Task Force assigned officer.

Non-reimbursable Miscellaneous Overtime total hours of 58 hours is comprised of 7.5 hours for SWAT Callout and 51.5 hours for Protest March Assistance for the De Pere.

Note: all Investigative hours are late calls by the Patrol Division.

ATTACHMENTS:

- 2018 PD OT Summary (PDF)
- 2019 PD OT Summary (PDF)
- June 2020 PD OT Report (PDF)

**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 Summary (9786 : Police June 2020 Overtime Report)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2019**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN^	JUL#	AUG##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	20.50	16.50	15.00	48.50	9.50	23.00	47.75	12.00	21.00	76.75	13.50	15.50	319.50
OFFICER WORKED ON HOLIDAY	105.00	22.25	4.00	30.00	91.75	12.00	61.00	10.00	121.25	15.25	69.00	80.00	621.50
OFFICER FOR COURT	22.50	10.00	18.50	10.50	14.00	8.00	10.00	6.00	8.00	2.00	90.75	8.00	208.25
OFFICER TRAINING	29.50	89.00	124.00	160.75	82.75	77.25	69.75	50.25	154.25	200.25	33.00		1070.75
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	3.00	2.00	12.00	13.00		2.00	7.50	2.00		20.00			61.50
STAFFING LEVEL	39.00	60.00	124.50	85.50	169.25	131.25	157.00	263.75	305.00	406.50	317.50	272.75	2332.00
INVESTIGATION	33.00	38.50	16.00	58.50	29.00	27.00	58.00	17.00	12.75	44.00	41.75	21.50	397.00
HONOR GUARD FOR FUNERAL		10.00											10.00
SCHOOL LIAISON REIMBURSED	25.50	30.50	14.00	30.00	8.00	25.00		3.50	35.50	78.00	16.00	22.00	288.00
COMMUNITY RELATIONS					2.00								2.00
SPECIAL ASSIGNMENT				8.25	32.00	6.00			4.50			4.00	54.75
SPECIAL ASSIGNMENT REIMBURSED		14.00					14.00	10.00		15.00	10.00		63.00
MISCELLANEOUS	8.00	31.25	22.75	41.50	14.50	22.75	29.25	20.50	25.75	43.75	19.00	11.00	290.00
MISCELLANEOUS REIMBURSED	14.50	16.50	13.00	30.50	75.00	50.00	1.50	3.50	10.50	3.50	33.00	5.50	257.00
GROSS OFFICER OVERTIME	300.50	340.50	363.75	517.00	527.75	384.25	455.75	398.50	698.50	905.00	643.50	440.25	5975.25
SUBTOTAL REIMBURSED OVERTIME	(40.00)	(61.00)	(27.00)	(60.50)	(83.00)	(75.00)	(15.50)	(17.00)	(46.00)	(96.50)	(59.00)	(27.50)	(608.00)
NET OFFICER OVERTIME	260.50	279.50	336.75	456.50	444.75	309.25	440.25	381.50	652.50	808.50	584.50	412.75	5367.25

TOTAL OVERTIME BUDGET: \$ 160,000.00

EXPENDITURES THROUGH 12/31/2019 \$ 279,916.04

PERCENT OF TOTAL BUDGET: 174.95%

NOTES:

*Period 12/29/2018 - 1/25/2019

**Period 1/26/2019 - 2/22/2019

***Period 2/23/2019 - 3/22/2019

+Period 3/23/2019 - 5/3/2019

++Period 5/4/2019 - 5/31/2019

^Period 6/1/2019 - 6/28/2019

#Period 6/29/2019 - 7/26/2019

##Period 7/27/2019 - 8/23/2019

^^Period 8/24/2019 - 9/20/2019

^^^Period 9/21/2019 - 11/1/2019

*+Period 11/2/2019 - 11/20/2019

*+*Period 11/30/2019 - 12/27/2019

Attachment: 2019 PD OT Summary (9786 : Police June 2020 Overtime Report)

**DEPARTMENT OF POLICE
OVERTIME BY REASON
2020**

REASON	JAN *	FEB **	MAR ***	APR +	MAY ++	JUN ^	JUL #	AUG ##	SEPT ^^	OCT ^^^	NOV **	DEC ***	TOTAL
OFFICER SICK RELIEF	90.75	25.50	18.00		10.25	6.50							151.00
OFFICER WORKED ON HOLIDAY	92.75	12.00	12.00	25.75	48.50	8.00							199.00
OFFICER FOR COURT	60.00	4.00	7.00	5.00		3.00							79.00
OFFICER TRAINING	38.50	119.75	56.00	20.00		146.00							380.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTENDING		2.00	2.00										4.00
STAFFING LEVEL	285.50	107.25	99.00	54.25	42.50	154.50							743.00
INVESTIGATION	22.50	7.50	32.25	28.25	36.25	25.50							152.25
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LAB ON REIMBURSED	27.75	29.25	13.75										70.75
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED	4.50	14.00											18.50
MISCELLANEOUS	15.25	14.25	24.75	5.75	48.00	58.00							166.00
MISCELLANEOUS REIMBURSED	11.50	42.25	18.50	12.25	5.75	4.00							94.25
GROSS OFFICER OVERTIME	649.00	377.75	283.25	151.25	191.25	405.50	0.00	0.00	0.00	0.00	0.00	0.00	2058.00
SUBTOTAL REIMBURSED OVERTIME	(43.75)	(85.50)	(32.25)	(12.25)	(5.75)	(4.00)	0.00	0.00	0.00	0.00	0.00	0.00	(183.50)
NET OFFICER OVERTIME	605.25	292.25	251.00	139.00	185.50	401.50	0.00	0.00	0.00	0.00	0.00	0.00	1874.50

TOTAL OVERTIME BUDGET : \$ 175,000.00

EXPENDITURES THROUGH 7/03/2020 \$ 82,724.05

PERCENT OF TOTAL BUDGET : 47%

NOTES:

* period 12/28/2019 -1/24/2020

** period 1/25/2020 -2/21/2020

*** period 2/22/2020 -4/3/2020

Additional notes

+ period 4/4/2020 -4/30/2020

++ period 5/1/2020 -5/31/2020

^ period 6/1/2020 -6/30/2020

period 7/1/2020 -7/31/2020

period 8/1/2020 -8/31/2020

^^ period 9/1/2020 -9/30/2020

^^^ period 10/1/2020 -10/31/2020

*+ period 11/1/2020 -11/30/2020

+ period 12/1/2020 -12/31/2020

Changing from Payroll period reporting to monthly reporting beginning May 1, 2020.

Attachment: June 2020 PD OT Report (9786 : Police June 2020 Overtime Report)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Services Billing Reports for June, 2020.

ATTACHMENTS:

- FIRE DEPT OT REPORT_JUNE 2020 (PDF)

DE PERE FIRE RESCUEOVERTIME BREAKDOWN BY REASON FOR THE YEAR 2019

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	72.75	54.00	22.50	69.00	3.00	12.00	30.00	39.00	52.00	46.75	27.00	30.00	458.00
EMS TRAINING	40.75	129.25	108.25	107.25	8.00	3.75	8.75	0.00	77.00	139.50	103.50	79.50	805.50
FIRE TRAINING	3.50	43.50	15.50	86.75	56.50	9.00	0.00	13.75	5.25	18.50	0.00	0.00	252.25
RESCUE CALLS	13.00	2.25	11.25	2.00	0.00	9.50	4.75	7.00	2.25	13.00	4.50	17.75	87.25
FIRE CALLS	13.50	4.50	23.50	9.75	7.50	0.00	1.75	0.00	0.00	0.00	0.00	0.00	60.50
MEETINGS	3.00	33.00	22.25	8.50	19.00	2.25	11.25	12.00	21.75	9.50	16.25	26.25	185.00
STAFFING REP.	89.25	15.50	0.00	153.00	152.25	171.75	665.00	561.75	190.50	169.25	162.00	104.25	2,434.50
MAINTENANCE	0.00	0.00	0.00	3.25	8.25	0.75	0.00	0.00	0.00	0.00	0.00	0.00	12.25
PUB. ED.	2.25	0.00	4.50	34.00	0.00	7.50	0.00	2.50	0.00	59.50	0.00	0.00	110.25
SPECIAL EVENTS	0.00	0.00	0.00	0.00	210.00	0.00	10.50	56.50	0.00	28.50	7.50	0.00	313.00
# FIRE RUNS	56	31	50	52	40	32	44	33	46	37	23	42	486
# EMS RUNS	191	178	167	223	191	186	196	196	204	217	204	219	2,372
DISPATCH ERRORS	6	6	8	2	4	4	6	8	5	4	3	1	57
TOTAL HRS.	238.00	282.00	207.75	473.50	464.50	216.50	732.00	692.50	348.75	484.50	320.75	257.75	4,718.50

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through January 2, 2020, \$94,280, 99%

*Period: 12/29/18-01/25/19 +Period: 03/23/19-05/03/19 ^Period: 06/29/19-07/26/19 #Period: 09/21/19-11/01/19
 **Period: 01/26/19-02/22/19 ++Period: 05/04/19-05/31/19 ^^Period: 07/27/19-08/23/19 ##Period: 11/02/19-11/29/19
 ***Period: 02/23/19-03/22/19 +++Period: 06/01/19-06/28/19 ^^Period: 08/24/19-09/20/19 ###Period: 11/30/19-12/27/19

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2020

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	48.00	41.00	73.75	21.00	5.50	18.00							207.25
EMS TRAINING	97.25	128.50	146.00	45.00	0.00	0.00							416.75
FIRE TRAINING	4.50	21.75	16.50	0.00	21.50	52.25							116.50
RESCUE CALLS	4.25	6.50	6.25	10.25	3.00	11.50							41.75
FIRE CALLS	0.00	0.00	0.00	0.00	0.00	0.00							0.00
MEETINGS	4.75	4.50	7.00	30.00	24.50	25.50							96.25
STAFFING REP.	49.50	4.50	18.00	0.00	3.75	198.00							273.75
MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00							0.00
PUB. ED.	13.00	3.00	6.00	0.00	0.00	0.00							22.00
SPECIAL EVENTS	0.00	13.75	0.00	0.00	0.00	0.00							13.75
# FIRE RUNS	25	42	39	36	45	22							209
# EMS RUNS	179	190	177	153	172	198							1,069
DISPATCH ERRORS	2	2	1	2	3	4							14
TOTAL HRS.	221.25	223.50	273.50	106.25	58.25	305.25	0.00	0.00	0.00	0.00	0.00	0.00	1,188.00

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through July 1, 2020, \$27,736, 25%

*Period: 12/28/19-01/24/20 +Period: 04/04/20-05/01/20 ^Period: #Period:
 **Period: 01/25/20-02/21/20 ++Period: 05/02/20-05/29/20 ^^Period: ##Period:
 ***Period: 02/22/20-04/03/20 +++Period: 05/30/20-06/26/20 ^^Period: ###Period:

Attachment: FIRE DEPT OT REPORT_JUNE 2020 (9776 : Fire Department Overtime and LifeQuest Services Billing Reports for June, 2020.)

**DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR JUNE, 2020**



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
06/01/2020	1218 Pershing Road	Building fire	BC105, E111	Investigate, false alarm	N/A
06/07/2020	630 Brule Road	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A
06/11/2020	1029 S. Broadway	Arcing, shorted electrical equipment	BC104	Notify other agency	N/A
06/16/2020	2001 Lawrence Drive	Smoke detector activation, no fire, unintentional	E122	Investigate	N/A
06/16/2020	3046 Conesta Drive (Village of Bellevue)	Dumpster fire	BC104, L111	Dispatched and canceled en route	N/A
06/19/2020	3001 Ryan Road	Alarm system activation, no fire, unintentional	BC105, E111	Restore fire alarm system	N/A
06/19/2020	6009 STH W (Town of Morrison)	Building fire	C101, L111	Salvage and overhaul	N/A
06/19/2020	1750 LeBrun Street	Smoke scare, odor of smoke	E111	Investigate, provide equipment	N/A
06/22/2020	1180 Grant Street	Smoke detector activation, no fire, unintentional	E121	Restore fire alarm system	N/A
06/27/2020	1840 Verlin Road (Village of Bellevue)	Building fire	BC104, L111	Incident command	N/A
06/28/2020	1354 Ken Drive (Village of Ashwaubenon)	Building fire	N/A	Declined due to staffing levels	N/A
06/28/2020	630 N. Winnebago Street	Brush or grass fire	BC105, E111	Handled by other agency	N/A
06/29/2020	715 Morris Street	Carbon monoxide detector activation, due to	BC104, A111, E111	Investigate, provide medical assistance	N/A
06/30/2020	255 N. Tenth Street	Alarm system activation, no fire, unintentional	BC105, E121	Investigate	N/A
06/30/2020	2032 Bark River Court	Carbon monoxide incident	E111	Investigate, ventilate	N/A
06/30/2020	111 S. Webster Avenue	Carbon monoxide detector activation, no CO	E111	Investigate	N/A

Attachment: FIRE DEPT OT REPORT_JUNE 2020 (9776 : Fire Department Overtime and LifeQuest Services Billing Reports for June, 2020.)

**OVERTIME CAUSED BY SICK LEAVE
JUNE, 2020**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
06/10/2020	24	36
06/19/2020	28.5	42.75
06/21/2020	4	6
TOTAL	56.5	84.75

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

**LIFEQUEST MEDICAL BILLING - 2020
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	154,012	136,191	143,795	104,251	159,227	120,688
PAYMENTS	74,735	68,980	86,226	70,107	61,059	64,610
CREDIT ADJUSTMENTS	67,527	66,328	61,809	54,723	63,424	56,485

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES						
PAYMENTS						
CREDIT ADJUSTMENTS						

Payments to LifeQuest	
January	4,164
February	5,086
March	6,422
April	5,652
May	3,741
June	4,329
July	
August	
September	
October	
November	
December	
Total Paid	\$29,393

City Of De Pere
Income and Expenditures
June 2020
All Phases

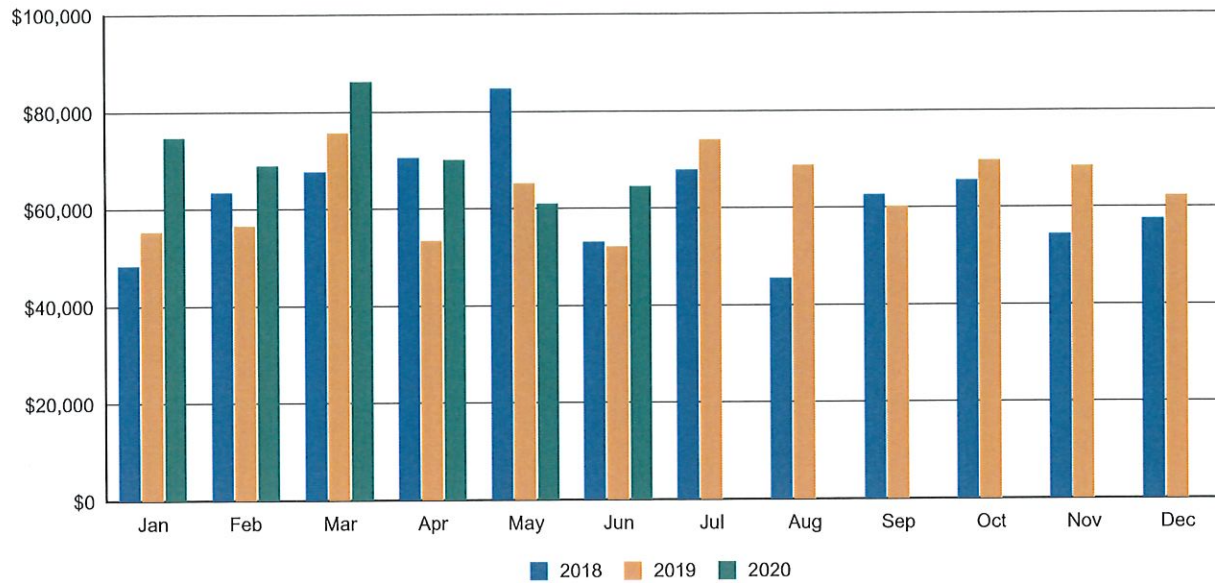
Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$88,949.20	\$31,739.15	\$120,688.35
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$88,949.20	\$31,739.15	\$120,688.35
Account Transfers		\$21,747.81	\$9,991.34	\$31,739.15
Credit Summary				
Total Credits		\$112,414.45	\$9,731.12	\$122,145.57
Less Adjustments	-	\$55,926.15	\$558.82	\$56,484.97
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$1,050.38	\$1,050.38
Less Overpayments	-	\$(475.29)	\$0.00	\$(475.29)
Gross Payments Received		\$56,963.59	\$8,121.92	\$65,085.51
Plus Overpayment Returns	+	\$0.00	\$0.00	\$0.00
Net Payments Received		\$56,963.59	\$8,121.92	\$65,085.51
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$56,963.59	\$8,121.92	\$65,085.51
Summary of Disbursement				
Total Deposits & Payments Kept By		\$56,963.59	\$8,121.92	\$65,085.51
Plus Overpayment Refunds	+	\$(475.29)	\$0.00	\$(475.29)
Gross Revenue		\$56,488.30	\$8,121.92	\$64,610.22
LifeQuest Fee		\$2,541.97	\$1,786.83	\$4,328.80
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$2,541.97	\$1,786.83	\$4,328.80
Service Revenue		\$53,946.33	\$6,335.09	\$60,281.42
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$53,946.33	\$6,335.09	\$60,281.42

Messages:

Total Deposits EOM differ from bank statement by \$1465.68 due to 5/4 \$838.88 UHC and 5/28 \$626.80 BCBS now posted eli
7.1.2020

All Phases Gross Revenue

City of De Pere
January 2018 to June 2020



	2018	2019	2020
January	\$48,362	\$55,433	\$74,735
February	\$63,538	\$56,668	\$68,980
March	\$67,787	\$75,702	\$86,226
April	\$70,664	\$53,535	\$70,107
May	\$84,800	\$65,318	\$61,059
June	\$53,162	\$52,157	\$64,610
July	\$67,954	\$74,156	\$0
August	\$45,566	\$68,797	\$0
September	\$62,667	\$60,290	\$0
October	\$65,610	\$69,765	\$0
November	\$54,498	\$68,470	\$0
December	\$57,599	\$62,371	\$0
Total Gross Revenue	\$742,207	\$762,663	\$425,716

City Of De Pere

Billing Summary

June 2020

Phase 1

Charges

Billing Charges		\$88,949.20	
Other	+	\$0.00	
Subtotal of Charges			\$88,949.20

Account Transfers

Billing to Collections Transfer Total			\$21,747.81
---------------------------------------	--	--	--------------------

Credit Summary

Total Credits		\$112,414.45	
Less Adjustments	-	\$55,926.15	
Less Overpayments	-	\$(475.29)	
Gross Payments Received			\$56,963.59
Plus Overpayment Returns	-	\$0.00	
Net Payments Received			\$56,963.59
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$56,963.59

Summary of Disbursement

Total Deposits & Payments Kept By		\$56,963.59	
Plus Overpayment Refunds	+	\$(475.29)	
Gross Revenue			\$56,488.30
LifeQuest Fee		\$2,541.97	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$2,541.97
Service Revenue		\$53,946.33	
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		\$53,946.33

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.

7/1/2020

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252.6.2020.M001

Attachment: FIRE DEPT OT REPORT_JUNE 2020 (9776 : Fire Department Overtime and LifeQuest Services Billing Reports for June, 2020.)

Billing Reconciliation Summary

City of De Pere

For the month of June 2020

Beginning Balance of Accounts Receivables			\$179,460.29
Total Charges entered for the Month		+	\$88,949.20
Adjustments			
Intercept	\$0		
Per Contract	\$0		
Account Transfer Total	\$21,747.81		
Other	\$34,178.34		
Total Adjustments for the Month	\$55,926.15	-	\$55,926.15
Payments			
Cash	\$12,379.60		
Contract Payments	\$908.80		
Credit Card	\$0		
Direct Deposit	\$33,635.83		
Hospital	\$0		
Insurance	\$10,039.36		
Payment Kept By	\$0		
Other	\$0		
	\$56,963.59	-	\$56,963.59
Overpayment			
Recoupment	\$0		
Refunds	\$(475.29)		
Returns	\$0		
Service Payable	\$0		
Other	\$0		
	\$(475.29)	-	\$(475.29)
Total for Reconciliation Summary			\$155,995.04
Ending Balance of Accounts Receivables			\$155,995.04



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6/30/2020
Page 1 of 1
252.6.2020.M105

Attachment: FIRE DEPT OT REPORT_JUNE 2020 (9776 : Fire Department Overtime and LifeQuest Services Billing Reports for June, 2020.)

Receivables Distribution Report**Receivables Cash****All Companies****All Directories**

<u>Charges</u>	<u>Jul 2019</u>	<u>Aug 2019</u>	<u>Sep 2019</u>	<u>Oct 2019</u>	<u>Nov 2019</u>	<u>Dec 2019</u>	<u>Jan 2020</u>	<u>Feb 2020</u>	<u>Mar 2020</u>	<u>Apr 2020</u>	<u>May 2020</u>	<u>Jun 2020</u>	<u>Totals</u>
Jul 2019	5997	33097	10788	2603	213	1593	1633	153	226	116	116	116 \$	56654
128342	4.7	25.8	8.4	2	0.2	1.2	1.3	0.1	0.2	0.1	0.1	0.1 %	44.1
Aug 2019		3616	29399	17250	6533	4	325	210	210	135	110	50 \$	57841
117136		3.1	25.1	14.7	5.6	0	0.3	0.2	0.2	0.1	0.1	0 %	49.4
Sep 2019			3589	34751	11707	5345	3317	883	568	12	0	0 \$	60172
129705			2.8	26.8	9	4.1	2.6	0.7	0.4	0	0	0 %	46.4
Oct 2019				5464	36523	18248	4673	2546	2375	60	335	1115 \$	71339
134146				4.1	27.2	13.6	3.5	1.9	1.8	0	0.3	0.8 %	53.2
Nov 2019					2136	26706	18625	4978	3176	599	124	1812 \$	58156
117607					1.8	22.7	15.8	4.2	2.7	0.5	0.1	1.5 %	49.4
Dec 2019						6157	34915	16747	8106	2080	125	1100 \$	69230
136523						4.5	25.6	12.3	5.9	1.5	0.1	0.8 %	50.7
Jan 2020							2578	25047	17367	2697	4317	824 \$	52832
115056							2.2	21.8	15.1	2.3	3.8	0.7 %	45.9
Feb 2020								4661	31832	19382	3333	1516 \$	60724
125413								3.7	25.4	15.5	2.7	1.2 %	48.4
Mar 2020									7912	31664	11272	4764 \$	55612
123149									6.4	25.7	9.2	3.9 %	45.2
Apr 2020										2271	24717	13458 \$	40446
94023										2.4	26.3	14.3 %	43
May 2020											8335	27316 \$	35651
95127											8.8	28.7 %	37.5
Jun 2020												4232 \$	4232
72785												5.8 %	5.8
Averages	<u>1st Mo</u>	<u>2nd Mo</u>	<u>3rd Mo</u>	<u>4th Mo</u>	<u>5th Mo</u>	<u>6th Mo</u>	<u>7th Mo</u>	<u>8th Mo</u>	<u>9th Mo</u>	<u>10th Mo</u>	<u>11th Mo</u>	<u>12th Mo</u>	
Extended	4.1	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	4.1	25.5	12.7	3.8	1.7	0.8	0.5	0.4	0.3	0.1	0.1	0.1	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consider Fire Department / Wisconsin Department of Natural Resources Memorandum of Understanding for Mutual Aid and Fire Suppression Services.*

ATTACHMENTS:

- DNR MOU FOR MUTUAL AID & FIRE SUPP SERVICES FOR FIRE DEPT (PDF)

Memo



To: Honorable Mayor James Boyd
Members of the Finance & Personnel Committee

From: Alan Matzke, Fire Chief *AM*

Date: July 7, 2020

Re: Consider Fire Department / DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services

The Fire Department is requesting your approval of this Memorandum of Understanding between the City of De Pere Fire Department and the Wisconsin Department of Natural Resources for Mutual Aid and Fire Suppression Services.

The DNR would like to update the forest fire suppression agreements in place between the Department of Natural Resources and Fire Departments across Wisconsin for the following reasons:

- The state legislature approved increased reimbursement rates for Fire Department suppression efforts on forest fires. Updating the agreements applies these rates equally for all Fire Departments.
- The Department has authorized compensation of Fire Department resources for assisting with prescribed burns on DNR lands with permission of the DNR Burn Boss and Fire Chief.
- The forest fire suppression agreements in place were 8-years-old. Updating all of the agreements at one time sets a standard timetable for updates in the future.

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.



June 15, 2020

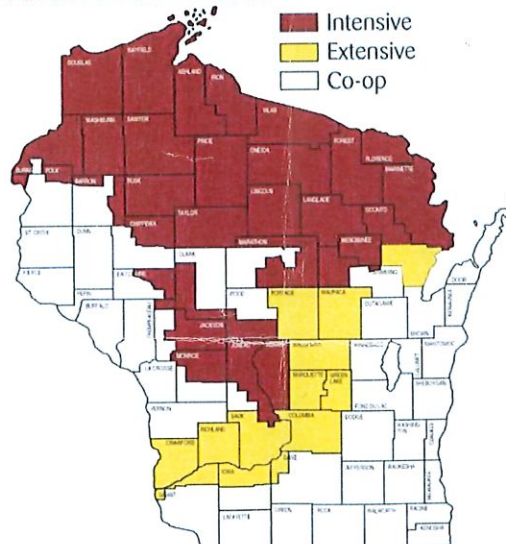
Dear Chief,

This letter is in reference to the forest fire suppression agreements in place between the Department of Natural Resources (DNR) and Fire Departments (FDs) across Wisconsin. The DNR would like to update all of these agreements at this time. The reason for this action is threefold:

- The state legislature approved increased reimbursement rates for FD suppression efforts on forest fires. Updating the agreements applies these rates equally for all FDs.
- The Department has authorized compensation of FD resources for assisting with prescribed burns on DNR lands with permission of the DNR Burn Boss and Fire Chief.
- The forest fire suppression agreements in place were 8 years old. Updating all of the agreements at one time sets a standard timetable for updates in the future.

Enclosed is the new agreement; **Fire Department/DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services**. This agreement will apply to all FD forest fire suppression efforts in DNR fire protection areas, extensive or intensive (see map). This agreement applies also to FD forest fire suppression efforts only on DNR owned lands in the Cooperative fire protection areas (see map).

Forest Fire Protection



There are three questions that each FD must answer on the new agreement. The questions pertain to billing the DNR for fire suppression services on initial/extended attack fires; and assistance with prescribed burning on DNR lands. Initial attack fires are defined as the first hour of forest fire suppression. Extended attack fires are defined as those fires that additional resources are necessary to control the forest fire and is generally when suppression efforts exceed one hour.

To bill or not to bill, that is the question. Choosing not to bill the DNR for initial attack has several advantages:

- An extra 10 points scoring on the Forest Fire Protection Grant. These extra points are used in the funding category where the grant funds run out, usually in the communications category. That is, the higher scoring grant applications get all of their communications requests funded first before lower scoring applications.
- The DNR does not pass on a FD suppression bill to the citizen involved with the fire. Fire Departments will still have the ability to pass on suppression costs through the billing system they may have in place.
- There is less paperwork involved with a fire call.

The old fire suppression agreements between DNR and FDs will remain in effect until a new agreement is signed. The new agreements will be in effect as soon as signatures are obtained. Fire departments will be eligible for the new reimbursements rates after the new agreement is in effect. Recall that a signed fire suppression agreement is a requirement of eligibility for the Forest Fire Protection Grant program.

Please review the new agreement and obtain the authorized signatures as soon as possible. Thank you for your time and effort in partnering with the DNR-Division of Forestry in the important endeavor of protecting Wisconsin's citizens, property, and resources from the ravages of forest fires.

For additional information or questions, please feel free to contact me at (608) 403-7289 or nathan.siglinsky@wisconsin.gov.

Please return a signed copy of the agreement to me by July 31st, 2020:

Nathan Siglinsky
Friendship Ranger Station
P.O Box 100
Friendship, WI 53934
Or
nathan.siglinsky@wisconsin.gov

Sincerely,



Nathan Siglinsky
Forestry Technician

Attachment: DNR MOU FOR MUTUAL AID & FIRE SUPP SERVICES FOR FIRE DEPT (9781 : Consider Fire Dept/DNR MOU for Mutual Aid and

Notice: Collection of this information is authorized pursuant to s. 26.145, Wis. Stats.; Chapter NR 47, subch. I and VIII, Wis. Adm. Code; Cooperative Forestry Assistance Act of 1978, Section 10(b)2 as amended; and 16 U.S.C. 2101-2114. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records laws (ss. 19.32-19.39, Wis. Stats.).

Fire Department Information			
Fire Department Name			Check one ☐ In DNR Fire Protection Area ☐ In Cooperative Area
Address			Phone Number (include area code)
City	State	ZIP Code	Tax ID #

Agreement

THIS AGREEMENT is entered into by and between the above-listed fire department (the Fire Department), and the State of Wisconsin Department of Natural Resources (DNR), for the suppression of forest fires within each party's respective jurisdiction in DNR Protection Area and/or on land owned by the DNR (DNR Land) in Cooperative Area.

WHEREAS, s. 26.11, Wis. Stats., vests the DNR with the power, authority, and jurisdiction in all matters relating to prevention, detection, and suppression of forest fires outside the limits of incorporated villages and cities and s. 23.09(4) Wis. Stats., and s. NR 1.23, Wis. Adm. Code, authorize the DNR to render assistance in case of emergencies.

WHEREAS, the DNR and the Fire Department pursuant to ss. 23.09(1)(2), 23.11 and 26.11(4), Wis. Stats., desire to cooperate in the suppression of fires; it is agreed by and between the DNR and the Fire Department as follows:

1. DEFINITIONS

- a. "Cooperative Area" means the areas of the State outside the DNR Protection Areas where Fire Departments have primary forest fire initial attack responsibilities.
- b. "DNR Protection Area" are the areas of the state defined by ss. NR 30.01 and NR 30.02, Wis. Adm. Code, as intensive or extensive.
- c. "Extended Attack" occurs when resources beyond those designated for initial attack must be dispatched to a incident or when extensive mop-up is required. This is generally when suppression efforts exceed one hour.
- d. "Forest Fire" means an uncontrolled, wild or running fire occurring on a forest, marsh, field, cutover or other land or involving farm, city, or village property and improvements incidental to the uncontrolled, wild or running fire occurring on forest, marsh, field, cutover or other lands (as defined in s. 26.01(2), Wis. Stats.).
- e. "Incident Command System" means a set of personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and complexities. ICS is a subcomponent of the National Incident Management System (NIMS), as released by the U.S. Department of Homeland Security in 2004.
- f. "Initial Attack" is defined as the first hour when suppression efforts are needed.
- g. "Non-reportable Fires" include incidents involving:
 - i. Burning activity that does not spread from predetermined limits.
 - ii. Fires that cannot be located.
 - iii. False alarms.
 - iv. Structural fires.
 - v. Vehicular or equipment fires.
- h. "Project fire" means an extended attack forest fire requiring state-wide resource deployment by the DNR.
- i. "Reportable Fires" are all other fires not listed in section. 1. g.

Fire Department / DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services

Form 4300-061 (R 12/19)

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- j. "Suppression" means the action of the responding agency(ies) beginning with initial attack and continuing through control of the forest fire, mop-up, and until the forest fire is out.
- k. "Unified Command" means a system of command that enables institutions and agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.
- l. "ATV" (all-terrain vehicle) and "UTV" (utility terrain vehicle) include equipment that is a manufactured motor driven device capable of off-road use. Vehicles cannot meet the federal motor vehicle safety standards.

2. RESPECTIVE RESPONSIBILITIES

- a. The DNR is responsible for the suppression of all forest fires and protection and suppression of any improvements threatened by forest fires as defined previously in s. 26.11, Wis. Stats.
- b. DNR may assist the Fire Department when resources are available, as authorized by s. NR 1.23, Wis. Adm. Code and s. 26.11(1), Wis. Stats
- c. Within DNR Protection Areas, the DNR may request the assistance of the Fire Departments to provide forest fire suppression, as well as structural protection.
- d. Outside of DNR Protection Areas, in the Cooperative Areas, the Fire Departments may request the assistance of the DNR to provide additional resources and support in forest fire suppression and Fire Departments have been delegated the authority on DNR-owned lands for fire suppression actions by virtue of this Agreement.
- e. Structural and vehicular fires are the responsibility of the Fire Department, but the Fire Department may request DNR equipment and personnel to assist with the structural and vehicular fire or when there is danger of a forest fire being caused by the structural or vehicular fire.

3. REPORTING FIRES

- a. The Fire Department agrees to make every effort to immediately notify the DNR of forest fires, or fires which may become forest fires that are burning or threatening DNR protection areas or DNR Lands. If immediate notification cannot be made, the Fire Department shall report the location of the fires, and the action taken, to the DNR as soon as possible, but no later than 24 hours from its knowledge of the forest fires.
- b. If the Fire Department is unable to contact the DNR, it shall take immediate, independent action to effectively suppress the forest fire.
- c. If it is uncertain whether a reported forest fire is within a DNR protection area or on DNR land due to the fire's proximity to the boundary line, the Fire Department or DNR shall notify the other party. If the Fire Department or DNR is unable to contact the other party, it shall take immediate, independent action to effectively suppress the forest fire, as soon as practicable. Thereafter, it shall notify the other party and report the location of the fire and the action that was taken.
- d. The DNR agrees to notify the Fire Department through County Dispatch if they become aware of a structure or vehicular fire within the Fire Department's jurisdiction.

4. COMMAND AT FIRES

The Incident Command System will be used at all forest fires. When the Fire Department is the first to arrive at the scene of a forest fire within a DNR protection area or on DNR land, the Fire Department shall establish incident command and begin initial attack. Command of the incident may be transferred to a qualified DNR incident commander upon arrival. A Unified Command structure is encouraged when deemed appropriate. If DNR does not arrive on scene, or is called to another incident, the Fire Department shall maintain command of the forest fire until out.

5. OUTSIDE ASSISTANCE

A DNR designated employee shall be consulted when in attendance by the chief officer of the Fire Department before calling in additional crews and equipment or outside fire departments for forest fires originating and occurring in DNR protection areas or on DNR lands. The incident commander is responsible for releasing the additional crews and equipment as soon as possible.

6. EQUIPMENT AND PERSONNEL REQUIREMENTS

- a. The DNR and the Fire Department agree to have available and utilize firefighting units suitable for suppressing forest fires. Responding units should be equipped with forest fire fighting hand tools and equipment. All responding units shall be equipped with a radio that contains a common frequency with the local DNR fire units, such as "Fire-ground Blue."

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- b. It is recommended that Fire Departments respond to forest fires with firefighters that have successfully completed **BASICS OF WILDLAND FIRE SUPPRESSION FOR RURAL FIRE DEPARTMENTS** in accordance with NFPA 1051 standards, which is an 8-hour course taught by DNR personnel and available to all Fire Departments.
- c. Firefighters shall wear protective clothing on all forest fires. It is recommended that protective clothing meets the 1977 NFPA standard on protective clothing and equipment for forest fire fighting including, as a minimum, Nomex shirts, pants or coveralls, boots, hardhat or helmet, and leather gloves. Use of web belts and fire shelters are also recommended for additional protection. Structural turnout gear should be available on each unit for every firefighter in the event there is a structural fire.

7. FIRE SUPPRESSION SERVICES AND COMPENSATION

- a. The Fire Department agrees to provide suppression services on forest fires, if its resources are available, whenever it is requested to respond by DNR or through established dispatch procedures. The DNR agrees to provide suppression services on forest fires, when resources are available, if requested by the Fire Department or through established dispatch procedures.
- b. In DNR Protection Areas, Fire Department suppression services compensation applies to all forest fires occurring outside the limits of incorporated villages and cities.
- c. In Cooperative Areas, Fire Department suppression services compensation **only** applies to forest fires originating on DNR owned lands.
- d. On all State lands and lands under DNR management, Fire Department compensation for invited assistance for prescribed burning on DNR managed lands.

8. COMPENSATION

The Fire Department must choose one compensation option from each of the following response categories below. **Choose an option from each response category and check the selected option box.**

NOTE: The person(s) responsible for causing the forest fire may be billed by DNR for all suppression costs including those incurred by the Fire Department, that are billed to DNR.

a. INITIAL ATTACK:

Compensation for providing **initial attack** forest fire suppression, (including building protection) on forest fires within the Fire Department's area of jurisdiction. Initial attack is defined as the first hour of forest fire suppression services. (Choose one):

- ☐ **Option 1.** No payment for providing forest fire suppression on all initial attack forest fires.
- ☐ **Option 2.** Receive payment for providing forest fire suppression on all initial attack forest fires.

b. EXTENDED ATTACK:

Compensation for providing **extended attack** forest fire suppression, (including building protection) on forest fires either in or outside the Fire Department's own area of jurisdiction. Extended attack is defined as forest fire suppression services after the first hour (Choose one):

- ☐ **Option 1.** No payment for providing forest fire suppression on all extended attack forest fires.
- ☐ **Option 2.** Receive payment for providing forest fire suppression on all extended attack forest fires.

c. PRESCRIBED BURNING:

Compensation for assistance with DNR for prescribed burning activities.

- ☐ **Option 1.** No payment for providing prescribed burn assistance on prescribed burns on DNR managed lands.
- ☐ **Option 2.** Receive payment for providing prescribed burn assistance on prescribed burns on DNR managed lands.

9. BILLING PROCEDURE

- a. Fire Dept, township, or governing body agrees not to directly bill any landowner, responsible party or governmental body for forest fire suppression service costs paid by the DNR for services consistent with this Agreement.

Fire Department / DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services

Form 4300-061 (R 12/19)

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- b. If the Fire Department bills the DNR for fire suppression costs; (a) the bill shall be prepared on the appropriate form, and (b) the bill shall be presented no later than 14 days following the date on which the fire suppression was completed. Failure to meet this deadline may jeopardize the payment of the bill.
- c. If the Fire Department submits a bill for services rendered in suppressing a forest fire it shall be paid by the DNR subject to the following limitations.
 - i. No payment will be made by DNR for runs on or associated with non-reportable fires. Examples include, but are not limited to:
 - Burning activity covered by a legal burning permit.
 - Burning activity not covered by a legal burning permit but has not escaped control.
 - Cannot be located.
 - False alarms.
 - Structural fires.
 - Vehicle fires.
 - Cooking or warming fires.
 - ii. No payment will be made by DNR for forest fire suppression actions where the Fire Department provides no suppression services.

10. RECOMMENDED STAFFING

- a. The recommended staffing and equipment for initial attack forest fire suppression operations is as follows:
 - 1 4x4 brush rig (ICS Type 5-7 Engine);
 - 1 engine (or a tender (tanker) with pumping capabilities, ICS Type 1-4 Engines);
 - 6 forest fire trained firefighters
- b. During periods of very high or extreme fire danger, more personnel and equipment than listed above may be required for the initial response.
- c. Should the Fire Department respond with more than the recommended or requested dispatch, only the equipment and personnel needed and actually used for suppression will be compensated at the predetermined rate. Compensation for additional equipment and personnel may not be made to the Fire Department unless the DNR agrees it was reasonably necessary for suppression.

11. STAFFING FOR STRUCTURAL PROTECTION

Staffing and equipment dispatched for structural protection on project fires is Fire Department specific.

12. PAYMENT

- a. SCHEDULE - Payment for engines and personnel used in forest fire suppression or prescribed burning shall be made according to the following schedule:
 - (i) Engines that pumped for active forest fire suppression or prescribed burning
\$100/hour.
 - (ii) ATVs, UTVs and similar equipment that pumped for active forest fire suppression or prescribed burning
\$50/hour.
 - (iii) Fire Department personnel that provide suppression assistance on the forest fire or prescribed burning
\$12.25/hour.
- b. CALCULATION OF PAYMENT - Following the first hour of suppression service, bills submitted shall be calculated to the nearest ½ hour. Service begins when the engine leaves its station, and continues until it returns to its station when suppression action was taken by the Fire Department.

13. LIABILITY

The Fire Department, its employees, agents, and members, shall not be deemed employees or agents of the DNR for any purpose, including worker's compensation. Worker's compensation coverage for the employees, agents, and members of the Fire Department shall be provided by the Fire Department in accordance with s. 102.07(7), Wis. Stats. In addition, the DNR shall not be liable for any damage to, or destruction of, vehicles or suppression equipment beyond that liability established in ss. 893.82 or 895.46, Wis. Stats., or as otherwise established by the State Claims

Fire Department / DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services

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Board and approved in accordance with statutes.

14. COORDINATION

- A written outline of routine communication procedures, notification procedures, together with maps and rosters of on-call personnel, should be jointly prepared by and between the Fire Department and the DNR.
- A current contact list of the names, addresses and telephone numbers of the DNR's Forestry personnel for the area described in the Agreement shall be developed.

15. TERMINATION

This Agreement shall be binding upon the parties hereto until six months following written notice of termination by either party. Either party reserves the right to cancel this Agreement in whole or in part without penalty. The DNR reserves the right to cancel this Agreement in whole, or in part, without penalty, due to non-appropriation of funds or failure of the Fire Department to comply with the terms, conditions, or specifications described.

16. NONDISCRIMINATION

The Fire Department agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, as described in s. 51.01(5), Wis Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Fire Department agrees to post in conspicuous places, availability for employees and applications for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

17. ASSIGNMENT

This Agreement may not be assigned or subcontracted in part or in whole without written approval from the DNR and may only be changed or amended in writing.

18. PARTIES

- In this Agreement, the DNR and the Fire Department includes its successors, their respective officers, employees, agents, directors, subcontractors, assignees, partners, and representatives.
- This Agreement and its referenced parts and attachments, shall constitute the entire Agreement and previous Agreements, whether written or oral, are hereby superseded.

19. AMENDMENT

Any revisions must be made by an amendment to this Agreement or other written documentation, and signed by both parties. This Agreement shall commence upon its signing by both parties and continue until termination under paragraph 15.

20. AUTHORIZATION

Each person signing this agreement, personally warrants and represents that he or she is authorized by his or her principal to bind the party for whom he or she is signing.

DEPARTMENT OF NATURAL
RESOURCES For the Secretary

Signature of DNR Area Forestry Leader		Date Signed
Signature of Fire Chief	Fire Department	Date Signed
Signature of Other Authorized Representative		Date Signed



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consider Memorandum of Understanding between City of De Pere and IAFF Local 141 Regarding Overtime Call In Procedure.*

ATTACHMENTS:

- MOU BETWEEN CITY AND IAFF LOCAL 141 REGARDING OT CALL PROCEDURE (PDF)

Memo



To: Honorable Mayor James Boyd
Members of the Finance & Personnel Committee

From: Alan Matzke, Fire Chief *AM*

Date: July 7, 2020

Re: Consider Memorandum of Understanding between the City of De Pere and IAFF Local 141 Regarding Overtime Call In Procedure

The Fire Department is requesting your approval of this Memorandum of Understanding between the City of De Pere and the De Pere Professional Firefighter's Association IAFF Local 141 regarding the scheduled overtime procedure described in Attachment "A" included in the Collective Bargaining Agreement.

The Collective Bargaining Agreement between the City and the Association is in effect through 2020 and it contains language regarding overtime that dates back twenty plus years. City staff has been working with the Association to develop a process to improve efficiency and management of overtime.

Attached is an MOU describing the process and if implemented this will give both parties a chance to trial this process in advance of negotiating a successor agreement.

The primary advantage of this proposed process is the implementation of existing technology called Crewsense. Crewsense is staffing and scheduling software the department currently utilizes for all daily scheduling and staff management.

Utilizing Crewsense to notify staff of overtime opportunities by instantly alerting and administration can immediately assure the vacancy is filled. This improvement could make the process more timely and simple for all parties involved.

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.

Overtime Call-In (Effective August 1, 2020)

CrewSense will be used to maintain the "Overtime Call-In List." The list will be a running total of hours accrued. This list will be based starting with seniority and adjusted based on overtime hours accrued. Assignment of overtime shall be based on the number of accrued hours. The employee with the fewest hours accrued will be awarded the overtime with the most seniority used as the tie breaker if two or more employees have the same hours accrued. The employee accepting the overtime will be moved down on the list equal to the hours accrued.

This list will reset on January 1st every 5 years, starting January 2020. New full-time employees will start with the number of hours equal to that of the member with the most accrued hours.

Overtime posting will be based on the number of days/ hours the vacancy is known in advance. All efforts will be used to post overtime in a timely manner.

1. Rules

- a. Overtime will be posted in 12 hour blocks (0700-1900 and 1900-0700)
- b. Overtime greater than 12 hours but less than 14 hours will be considered one block.
- c. Overtime less than 12 hours will be considered one block.
- d. Overtime 14 hours or greater will be divided into 2 blocks and will be incorporated into the above time frames, if possible. Example: 1600-0700 would become 1600-1900 and 1900-0700.
- e. If multiple vacancies occur the second block (night shift) will be awarded first. (example; 24 hours, two 12 hour blocks)
- f. A confirmation will be sent through CrewSense, utilizing text messaging and email, to the person who is assigned the overtime.
- g. If overtime is assigned less than 12 hours prior to the start of the shift the chief officer will verify with the employee that they are aware of the overtime assignment.

2. Procedure

Overtime vacancies known in advance will follow this procedure. Postings will be sent out using CrewSense and employees shall respond using the program.

- a. Overtime known greater than 14 days from 0700 the date of the vacancy, will be posted as soon as known, but not more than one calendar month in advance of the vacancy. The posting will be closed no less than 12 days prior to the date of vacancy. The posting will be closed at 0700 and awarded as soon as possible thereafter.
- b. Overtime known from 14 days to 4 days prior to 0700 the date of vacancy will be posted as soon as known. Overtime postings shall be open for 48 hours. The overtime will be closed after the 48 hours and the overtime will be assigned.
- c. Overtime known less than 4 days to 1 day from 0700 the day of vacancy will be posted as soon as known. Overtime postings shall be open for 12 hours. The overtime will be closed after the 12 hours and the overtime will be assigned.
- d. Overtime known less than 24 hours but greater than 2 hours will be posted as soon as the vacancy is known. Overtime postings shall be open for 2 hours. The overtime will be closed after the 2 hours and the overtime will be assigned.

3. Immediate Vacancy

In the event that vacancy takes place with less than two hours prior to the start of shift the overtime will be posted with the heading "Immediate Overtime" The posting will be assigned after 15 minutes with 45 minutes to report to the station.
If there is no response, follow the Force-In procedure.

4. Paramedic Staffing

It is critical that the Department meet the needs of the community. In the event that the overtime vacancy causes a shift to have less than four paramedics on duty the request for overtime will be limited to paramedics.

5. Duty Crews

Emergency Staffing callbacks (Duty Crews) will not affect the Overtime Call-In List's accumulated time.

6. Special Technical Needs

Special Technical Needs is defined as those times that a specific skill is needed in order to meet the Department's needs. These technical needs may include Field Training Officers, Fire Mechanics, Fire investigators, Technical Rescue Technicians, Drone Operators, Youth Fire Setter Counselors, and the N.E.E.D Team Counselors. Overtime hours will not affect the Overtime Call-In List's accumulated time.

7. Special Events

Special Events will follow the current established procedure using CrewSense, Sign Up Board. Overtime hours will not affect the Overtime Call-In List's accumulated time.

8. Force-In

In the event that no full-time employees sign up for a vacancy; the most junior full-time employee not scheduled for that shift, that is contacted, will be ordered in. The employee will be notified by phone. The ordered-in overtime hours will be placed in the Overtime Call-In List's accumulated time.

If the Immediate Vacancy posting has not been assigned, the most junior full-time employee coming off duty will be held over until a replacement can be found. In the event an Immediate Vacancy takes place after shift change, the most junior off-duty full-time employee, that is contacted, will be forced in. The employee will be notified by phone. The forced-in overtime hours will be placed in the Overtime Call-In List's accumulated time.

The De Pere Fire Rescue Department utilizes CrewSense as its scheduling software. This agreement will be based on the capabilities of this software. The Department will not be held accountable for items that are not supported by this software as it pertains to overtime callback. In the event the Department opts to discontinue using this software, both parties agree to meet to negotiate a successor overtime call in process.

Scheduled Overtime Procedure

Firefighter/EMT

1. R. De Weert
2. B. Cheslock
3. J. Witt
4. M. Wessley
5. L. Riedi
6. W. Tcws
7. D. Hermans

Paramedic

1. E. Balcer
2. T. Hendricks
3. R. Cody
4. B. Hermans
5. B. Thomson
6. J. Pansier
7. R. Deviley
8. B. Jansen
9. T. Nelson
10. B. Puets
11. D. Gatz
12. T. Sinkler
13. J. Young
14. M. Linssen
15. N. Schweiner
16. S. Corroy
17. D. Lotter
18. K. Buman

Mechanic

1. J. Pansier
2. J. Witt
3. L. Reidi

Notes:

1. The above lists shall be on separate spreadsheet pages. For the purpose of saving paper all three lists are shown on this sheet.
2. The spreadsheets shall contain divided boxes as proposed in the past.
3. The Mechanic list shall be used only where there is a need to make repairs on equipment. Otherwise use one of the other lists.
4. One primary phone number will be provided to the Chief. Home phone numbers will be used unless a different primary number is provided.

Directions to be placed on each list:

1. To be used for all scheduled OT 1-12 hours. If more than 12 hours contact the next person on the list for the next block of 12 hours.
2. Start with the top left column. Move down the column and contact the first person with an empty box.
3. If that person accepts, place the date in the box. For overtime more than 12 hours, the first person to accept may choose which block of overtime to work to cover maximum of 12-hours.
4. If that person denies, please a "D" in the box and move to the next person on the list.
5. If the person is scheduled to work leave the box blank and move on to the next person.
6. If you are unable to contact a person, mark box "No Answer" and move on.
7. Continue down the left-most column until:
 - a. The column is filled.
 - b. Everyone has been contacted.
 - c. An attempt had been made to contact each person in the column.
8. After the conditions in Number 7 (above) have been met, move to the next column and start the process over.
9. If no member agrees to fill the assignment, the least senior member of the above classification column shall be required to work the assignment.

As of the date of ratification of this Agreement (i.e., August 1, 2018), the parties acknowledge that they are collaboratively engaged in revising the scheduled overtime procedures. As such, it is expected that this Attachment A will be superseded by a Memorandum of Understanding (MOU) between the parties. Until such MOU is finalized or either party serves written notice of termination of the scheduled overtime discussions, the parties agree that the procedure of Article 9, Overtime, of the collective bargaining agreement is not in effect.

Attachment A



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Action on a \$1,500 Donation from De Pere Christian Outreach for Police K-9*

The De Pere Christian Outreach has generously donated \$1,500 to the De Pere Police Department and earmarked it to go to the K-9 fundraising efforts.

As you may know, the De Pere police K-9 is funded primarily through community donations and the funds pay for the purchase of the dog, the training for the dog and handler, expenses for training, and overtime for K-9 related events.

I request you approve the donation and forward it to the common council for final acceptance. Thank you.

Please contact me if you have any questions.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: Health Department

FROM: Deborah Armbruster

SUBJECT: Consideration and Possible Action on Request of Health Director to Increase Hours of Public Health Nurse Position from 24 hours to 40 hours per week.*

ATTACHMENTS:

- Memo to finance re' PHN hour increase (PDF)



Memo

To: Members of the Finance/Personnel Committee

From: Debbie Armbruster, Health Director/Health Officer
Shannon Metzler, Human Resources Director

Date: July 14, 2020

Re: Increase of Public Health Nurse position hours from 24 hours per week to 40 hours per week effective August 1st, 2020

For the past 2 ½ years we have used 8 hours of emergency preparedness grant funds to increase the PHN's hours from 24 to 32 hours per week. Since March 2020, we are using COVID-19 funding to increase the PHN hours from 32 to 40 hours per week. The COVID-19 funding will last through March 31, 2021. We are not asking for an increase in budget funds as it is currently being covered through grant monies. Due to the recent resignation of one of our nurses, we would like to have this position formally increased to 40 hours per week and to be able to fill the position as such.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration and Possible Action to Reclassify the Health Dept.
Office Assistant to Administrative Assistant and Increase Pay Level*

ATTACHMENTS:

- memo to finance and Council reclassify Health Dept Officer Assistant (DOCX)
- Job Classification - Office Assistant (Health) 06292020 (PDF)

MemoCity of De Pere

To: Members of the Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Re: Recommendation to reclassify the Health Dept. Office Assistant to Administrative Assistant and increase pay level
Date: July 14, 2020

The Office Assistant in the Health Department requested the duties of their position be reviewed due to an increase in responsibility. City policy allows for positions to be reviewed if there has been a significant increase in responsibility. The City then works with the City's compensation consultant to determine if the change in responsibility warrants the position to be reclassified into a higher pay grade level.

The job duties of the Health Department Office Assistant position have increased minimally over the years but has recently elevated with an increase in responsibility related to the COVID-19 pandemic. If the new pandemic responsibilities would be discontinued, it is intended that additional higher level responsibilities would replace that work. The City's compensation consultant, Patrick Glynn, with Carlson Dettmann LLC has reviewed the change in responsibility and is recommending that the position be reclassified to pay grade G. Please see attached recommendation.

- **Current** Pay Grade Level F \$18.43-\$21.04 (Control Point) \$25.25 (Max)
- **Proposed** Pay Grade Level G \$20.43-\$23.35 (Control Point) \$28.03 (Max)

The department has adequate funding to cover the increase in pay level due to the recent Health Department Nurse vacancy.

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

Thank you.



June 29, 2020

MEMORANDUM

TO: Shannon Metzler, Human Resources Director

FR: Patrick Glynn, Senior Consultant

RE: Job Classifications – Office Assistant

The City requested we evaluate job documentation provided for the classification of Office Assistant in the Health Department.

Our first impression of the revised documentation is that much of it is providing greater explanation of existing duties, as opposed to a substantial shift in focus of the job. There certainly are changes to classification, which we have analyzed and will discuss in the following paragraph.

Many of the described duties, as noted before, align with prior ratings. Further, it appears that some of the duties are slightly overstated, as evidenced by the supplemental comments, but we do recognize that there are greater complexities that have been brought to the forefront with the recent and ongoing COVID-19 pandemic. While we have concerns as to whether or not the same duties will be required once the pressures of this virus subside, we have to trust that City has taken this into account in the submission of the revised job documentation. The duties are reflective of the fact that the employee is expected to take less of a passive role, and is expected to be more proactive in its interactions with the department's data as well as the stakeholders (e.g. data tracking and reporting, initial interactions with customers/clients, coordinating services/processes, entry-level accounting, etc.).

Our analysis leads us to the recommendation to revise the ratings for "Formal Preparation and Experience", "Decision-Making", and "Thinking Challenges", and to place this classification at Grade G of the wage structure.

Please let me know if you any questions.

Patrick Glynn
patrick.glynn@carlsondettmann.com
920.629.4743



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider Definitely De Pere Request to Waive Public Works Fees for Downtown Events*

Definitely De Pere is requesting the City waive fees charged by the Public Works Department for 2020 downtown events. These fees are typically for providing traffic control, providing polycarts for garbage and recycling, and street sweeping if necessary. The costs per event would be \$150. It is estimated the fees would be approximately \$3,000 depending on the number of events being held. As a 501(c) organization, Definitely De Pere qualifies for a 50% discount. Therefore, the estimate of the total dollar amount to be waived would be \$1,500.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: Information Technology

FROM: Steve Massey

SUBJECT: Consideration of Approval of Microsoft Office 365 Quotation *

ATTACHMENTS:

- CDWG - Microsoft Office 365 Quotation (PDF)
- Mayor & Finance Approval of Microsoft 365 Quotation_v1 (PDF)

QUOTE CONFIRMATION



DEAR STEVE MASSEY,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LMPN339	7/2/2020	LMPN339	3179564	\$23,280.08

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
MS EA Q365 E3 GCC P/USER Mfg. Part#: AAA-11894-12-SLG Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog - Software (081419-CDW)	65	3753337	\$225.98	\$14,688.70
MS EA Q365 F1 GCC P/USER Mfg. Part#: 3KS-00001-12-SLG Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog - Software (081419-CDW)	83	3323252	\$34.80	\$2,888.40
MS EA EXCH ONLINE KIOSK GOV USER Mfg. Part#: 3PS-00001-12-SLG Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog - Software (081419-CDW)	78	3448058	\$20.42	\$1,592.76
MS EA EXCH ONLINE ARCH G P/USER Mfg. Part#: 4ES-00001-12-SLG Electronic distribution - NO MEDIA Contract: Sourcewell 081419-CDW Tech Catalog - Software (081419-CDW)	151	3069410	\$27.22	\$4,110.22

PURCHASER BILLING INFO		SUBTOTAL	\$23,280.08
Billing Address: CITY OF DE PERE ACCTS PAYABLE 335 S BROADWAY DE PERE, WI 54115-2593 Phone: (920) 339-4050 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$23,280.08
DELIVER TO		Please remit payments to:	
Shipping Address: CITY OF DE PERE STEVE MASSEY 335 S BROADWAY DE PERE, WI 54115-2593 Phone: (920) 339-4050 Shipping Method: ELECTRONIC DISTRIBUTION		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Neal Zolt

(866) 843-0749

nealzol@cdwg.com

Attachment: CDWG - Microsoft Office 365 Quotation (9770 : Consideration of Approval of Microsoft Office 365 Quotation)

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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CITY OF DE PERE

MEMO

TO: Mayor James Boyd
Finance/Personnel Committee Members
FROM: Steve Massey, City IT Director
DATE: July 2, 2020
RE: Approval of Microsoft Office 365 Quotation

The current City of De Pere email infrastructure is hosted on premise (on-prem) in the City Data Center. The existing infrastructure is near end of life and a different solution needs to be implemented to continue providing reliable email services.

Staff has reviewed the available cloud hosted email platforms from Google and Microsoft. Based on ease of use and business needs staff is seeking the approval of the Microsoft Office 365 quotation. The annual cost based on a 3 year contract is \$23,280 when purchased off the Sourcewell software contract through CDW-G. Purchasing off the Sourcewell software contract is \$3,600 less per year than purchasing through local vendors. The annual cost for Microsoft Office 2019 Professional Plus software assurance is \$2,950. Funding was approved in the 2020 executive budget. One-time migration fees of \$6,340 for Microsoft Office 2019 Professional Plus licenses for shared PC's and \$3,500 for implementation services will be funded by roll over funds from the 2019 executive budget. Staff is still in the process of selecting an implementation partner. Please review the cost matrix below for a detailed breakdown.

Microsoft Office 365 Cost Matrix	Year 1	Year 2	Year 3	3 Year Total
One-Time Fee - Microsoft Office 2019 Professional Plus for shared PC's	\$6,340			\$6,340
One-Time Fee - Implentation Services	\$3,500			\$3,500
Microsoft Office 2019 Pro Plus Annual Software Assurance		\$2,950	\$2,950	\$5,900
Microsoft Office 365 Annual Subscription	\$23,280	\$23,280	\$23,280	\$69,840
Total	\$33,120	\$26,230	\$26,230	\$85,580

If you have any questions or concerns, please let me know.

SDM

Attachment

J:\IT\Project\Office 365 Migration\Mayor & Finance - Approval of Microsoft Office 365 Quotation_v1.docx

Attachment: Mayor & Finance Approval of Microsoft 365 Quotation_v1 (9770 : Consideration of Approval of Microsoft Office 365 Quotation)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Consideration and Possible Action on Request of City Clerk to Approve Wisconsin Elections Commission (WEC) Coronavirus Aid, Relief and Economic Security (CARES) Subgrant Agreement, Terms and Certification.

ATTACHMENTS:

- CARES Act Subgrant memo (PDF)
- WEC CARES Agreement and Certification Form (PDF)

CITY OF DE PERE MEMO



To: Finance and Personnel Committee

From: Carey Danen, City Clerk

Date: July 7, 2020

RE: **CARES Act Subgrant agreement for COVID-19 related election expenses**

The Wisconsin Elections Commission has approved a CARES Act Subgrant program for all Wisconsin municipalities to help cover additional 2020 election costs incurred due to the pandemic. To distribute subgrant funds proportionally across all jurisdictions, the Commission approved the following grant formula: a base amount of \$200, plus an additional \$1.10 per registered voter in the municipality as of June 1, 2020. Using this formula, the City is eligible for \$16,354.60 in reimbursement of approved expenses.

Municipalities can use the funds to pay for additional (unbudgeted) 2020 election costs resulting from the health crisis. Approved categories include ballot supplies, printing, postage, cleaning supplies and protective equipment, additional staff, and equipment (such as the ballot tabulator that was recently purchased).

The deadline to submit the subgrant agreement is September 1, 2020. Funds will be disbursed as the agreements are received. Municipalities must report their documented expenditures to the WEC by December 1st. Any unused subgrant funds must then be returned to the WEC by December 15, 2020.

I have included a copy of the agreement for your review. I respectfully request your approval to apply for this CARES Act Subgrant. Thank you for your consideration.

Attachment: CARES Act Subgrant memo (9780 : CARES Act subgrant for election expenses)



Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

2020 HAVA CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) SUBGRANT PROGRAM

WEC CARES SUBGRANT AGREEMENT, TERMS AND CERTIFICATION

The purpose of this agreement is to certify that my jurisdiction will use the CARES Subgrant funds solely for costs incurred due to the pandemic affecting the 2020 federal elections and in accordance with the Code of Federal Regulations (CFR) Title 2, and the Wisconsin Election Commission's (the Commission's) documentation retention and reporting requirements.

I. ALLOWABLE USES

Purpose and Use of Funds. The CARES Act makes clear that grant funds are for ADDITIONAL costs associated with the national emergency related to coronavirus and are to be spent *"to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle."* Additional costs are those incurred outside of the jurisdiction's budgeted costs for the 2020 federal elections or those costs that are solely incurred due to the pandemic. For the purpose of this subgrant, those allowable uses span the period **January 20, 2020 through November 30, 2020** and include the seven following categories:

1. **ADDITIONAL BALLOT SUPPLIES, PRINTING, AND POSTAGE COSTS** for higher levels of absentee or vote by mail processes, including printers, scanners, and envelope openers costing less than \$5000 per unit.
2. **ADDITIONAL CLEANING SUPPLIES, CLEANING SERVICES AND PROTECTIVE EQUIPMENT** including additional disinfectants, wipes, paper towels, deep cleaning services for polling places pre- and post-election, masks, gloves, gowns, face shields, plexiglass, thermometers and other equipment for staff and poll workers' virus protection for in-person absentee voting sites, election day polling places and absentee central-count locations.
3. **ADDITIONAL STAFFING FOR PROCESSING** of higher levels of absentee ballot requests and absentee ballot tabulation, as expanded hours, overtime, Hazard Pay and associated benefits costs for election staff and poll workers or unbudgeted temporary election staff or poll workers and for additional staffing for cleaning polling locations and creating other protective measures.
4. **ADDITIONAL MAILINGS FOR PUBLIC COMMUNICATION** of changes in registration, absentee ballot request options, or voting procedures, including information on coronavirus precautions being implemented during the voting process.

Wisconsin Elections Commissioners

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

Attachment: WEC CARES Agreement and Certification Form (9780 : CARES Act subgrant for election expenses)

5. ADDITIONAL ABSENTEE DROP-BOXES, installation, and security.
6. ADDITIONAL SPACE LEASING for new polling places when existing sites are closed or relocated due to the pandemic.
7. ACQUISITION OF ADDITIONAL EQUIPMENT necessary to process the higher volume of absentee ballots. This includes new automated letter opening equipment, paper folding machines, high speed or central count tabulators, and mobile IT equipment. (This "Equipment" category defined as costing equal or greater than \$5000 per unit. Equipment costs less than \$5000 should instead be reported under the applicable category above, most likely Additional Ballot Supplies. Additional reporting and documentation are required for allowable equipment purchases as outlined in the below referenced CFR sections.)
Per the Code of Federal Regulations, Title 2 (2 CFR) §200.33:

"Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies."

II. DOCUMENTATION, AUDIT, AND REPORTING

DOCUMENTATION: The receiving jurisdiction must maintain all documentation of purchases made using subgrant funds provided by this subgrant until December 31, 2024. Documentation includes receipts, invoices, payroll reports, etc. and notations to document that claimed expenditures are due to the pandemic.

A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. Such original purchasing documentation and inventory lists shall be retained by the receiving jurisdiction until the WEC authorizes destruction of said records.

AUDIT: All subgrant funds are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws.

Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a municipality under the subgrant, the municipality shall repay the amount of the subgrant to the Commission.

REPORTING: September 15, 2020 and December 1, 2020. A Check-In is due September 15, 2020 that covers the period of January 20, 2020 – September 1, 2020. The final report is due December 1, 2020, covering January 20, 2020 – November 30, 2020. By those two deadlines, all receiving jurisdictions must complete and submit to the Commission the WEC CARES Subgrant Expenditures Reporting template for the corresponding period reporting the total pandemic-related election expenditures claimed in the seven categories listed below and detailed above:

Wisconsin Elections Commissioners

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

—
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1. Ballots/Ballot Supplies/Printing/Postage
2. Cleaning Supplies & Services / Protective Equipment
3. Additional Staffing
4. Public Communications
5. Absentee Ballot Drop-Boxes
6. Additional Leasing
7. Equipment

III. TIMELINES

- **EXPENDITURE PERIOD:** January 20, 2020 – November 30, 2020. Allowable expenses must have been incurred between January 20, 2020 through November 30, 2020. All bills/invoices do NOT have to be paid by November 30, 2020, but the expenses need to be incurred by that date to qualify under the subgrant.
- **SUBGRANT AGREEMENT RETURN DEADLINE:** September 1, 2020. The Commission will expedite the disbursement of funds as the agreements are received. Commission staff will award subgrants as a \$200 base subgrant plus an additional \$1.10 per registered voter as of June 1, 2020. Subgrant allocation is within the sole discretion of the Commission staff administering the subgrant program. Subgrant funds may be received through electronic transfer to a jurisdiction's shared revenues account (if available) or a physical check may be sent to a jurisdiction's shared revenues location. For questions related to the processing of subgrant checks, please contact the Commission's financial team via the WEC Help Desk at (608) 261-2028 or elections.finance@wi.gov
- **PANDEMIC EXPENDITURE REPORTING DEADLINES:** Check-In September 15, 2020 and Final Report December 1, 2020. The jurisdiction's final report of all sufficiently documented pandemic expenditures in the seven categories listed in Section II of this agreement, is due December 1, 2020. This deadline allows the Commission's financial staff to meet its federal grant reporting deadlines, therefore it is important for jurisdictions to file the final expenditure report on time. The Commission will provide to participating jurisdictions a template report, and the jurisdiction will fill in the seven total expenditure amounts for the seven categories in Section II of this agreement. This is an important deadline. If a report is not received by December 1, 2020, the jurisdiction may be required to return all subgrant funds received. The same report is to be used for the September 15, 2020 Check-In but covering the period of January 20, 2020 – September 1, 2020.
- **RETURN OF UNUSED FUNDS:** December 15, 2020. Jurisdictions must return any unused subgrant funds by December 15, 2020. Also, if a jurisdiction fails to submit a Pandemic Expenditure Report by December 1, 2020, the jurisdiction may be required to return all subgrant funds received.

Wisconsin Elections Commissioners

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

—
Administrator
Meagan Wolfe

IV. CERTIFICATIONS

Federal and State law require jurisdictions receiving subgrants to certify that they will comply with the terms of the subgrant. By signing and returning this agreement, your jurisdiction certifies the following:

- As the receiving jurisdiction, we certify that we will solely use the WEC CARES Subgrant funds for costs incurred due to the pandemic affecting the 2020 federal elections.
- As the receiving jurisdiction, we certify that we do or will have the necessary processes and systems in place to comply with the reporting requirements.
- As the receiving jurisdiction, we will maintain all documentation of purchases made using subgrant funds provided in this subgrant until December 31, 2024.
- As the receiving jurisdiction, we will return any unused funds by December 15, 2020.
- As the receiving jurisdiction, by September 15, 2020 and December 1, 2020 we will submit to the Commission a simple report of the total expenditures in the seven categories detailed above: 1. Ballots/Ballot Supplies/Printing/Postage, 2. Cleaning/PPE, 3. Staffing, 4. Public Communications, 5. Absentee Ballot Drop-Boxes, 6. Space Leasing/Polling Place Relocation, and 7. Equipment.
- As the receiving jurisdiction, we further certify that we will follow all state and federal laws, including adherence to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200) found here: (<https://www.govinfo.gov/app/collection/cfr/2019/>)

V. SIGNATURE

Please enter your name and the date of certification below to certify the above and *return via your official email* address to elections.finance@wi.gov.

Receiving Jurisdiction's Name and County

Signature Date

(Authorized Representative of Jurisdiction)

Wisconsin Elections Commissioners

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

Attachment: WEC CARES Agreement and Certification Form (9780 : CARES Act subgrant for election expenses)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: Administration

FROM: Lawrence Delo

SUBJECT: Consideration of request of the City Administrator to authorize expenditure under the Routes to Recovery: Local Government Aid Grants program.

ATTACHMENTS:

- Routes to Recovery - Finance Funding Authorization Request Memo 7-14-20 (PDF)

CITY OF DE PERE MEMO



To: Finance and Personnel Committee

From: Lawrence M. Delo, City Administrator

Date: July 14, 2020

RE: Routes to Recovery: Local Government Aid Grants – Funding Approval

The City of De Pere is eligible to receive COVID-19 related expenditure reimbursements up to \$402,244 from the “Routes to Recovery: Local Government Aid Grants” program. The reimbursement is available for funds expended by the City per the attached program guide which is also available to be viewed at the following link <https://doa.wi.gov/Secretary/RRG-ProgramGuidance.pdf>. Expenditure reimbursement is available for eligible expenditures where the product has been purchased and paid for or work has been completed and paid for between March 1, 2020 and November 6, 2020.

The Administration is seeking authorization to expend up to \$402,244 of City funds from general fund unassigned reserve funds to acquire “Routes to Recovery” reimbursement eligible PPE, equipment, supplies, etc. for the period between March 1, 2020 and November 6, 2020.

Attachment: Routes to Recovery - Finance Funding Authorization Request Memo 7-14-20 (9759 : Routes to Recovery funding authorization

ROUTES TO RECOVERY

Program Guidance for Local Governments

This document provides information on expense eligibility and administrative requirements under the Routes to Recovery: Local Government Aid Grants program (the "Program"). This document provides guidance for local governments; requirements specific to federally recognized tribes will be addressed in a subsequent document.

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PROGRAM OVERVIEW AND STRUCTURE

1.1. How does the Program work?

This Program was created with funding from the federal CARES Act’s Coronavirus Relief Fund, which may be used to reimburse necessary, unbudgeted expenditures incurred due to the COVID-19 public health emergency.

Every county, city, village, and town in this State is allocated a portion of the Program funds, which it can withdraw for eligible reimbursements during the Program. (Allocations can be found [here](#).) To draw down its allocation and receive funds, the local government reports its eligible expenditures for reimbursement through the Program’s online expense reporter.

There will be three reporting periods—July 1 to 15, September 1 to 15, and November 7 to 18—during which a local government can submit eligible expenditures for reimbursement through the expense reporter. During each reporting period, a local government can make one submission of expenditures for processing and reimbursement. The Department of Administration will process these submissions and reimburse each local government’s eligible expenditures from the remaining balance of its allocation.

Example: A village has a \$20,000 allocation. During the July reporting period, it submits \$8,000 in eligible expenditures in the expense reporter. The Department of Administration processes the submission and pays the \$8,000 to the village, leaving \$12,000 in the village’s allocation. In the September period, the village submits another \$7,000 in eligible expenditures. They are again processed and reimbursed, and the village has \$5,000 left in its balance for expenditures reported in the November period.

1.2. When will the expense reporter be available? What information will it require?

The expense reporter is the online portal for local governments to itemize and submit their expenditures for reimbursement from the Program. It will be available on [the Program site](#) in mid- to late-June.

For each expenditure, the expense reporter will ask local governments to identify the amount of the expenditure, the date it was paid, which local department or agency paid it (e.g., street department, fire department, etc.), who received the payment, the cost category (from a drop-down menu), and the COVID-19-related nature of the expense. Example entries will be provided within the expense reporter.

1.3. The Program allocates funds to cover expenses of counties, cities, villages, and towns. Should they submit expenses on behalf of their sub-units or departments?

Yes. Departments, offices, and other sub-units of local governments cannot directly submit expenses for reimbursement from the Program, but their expenses can be reported by their local governments in the submission process described in § 1.1. The expense reporter includes a field for the local government to indicate the local department or sub-unit that incurred the eligible cost.

Reimbursement payments will be made directly to local governments, which are responsible for allocating reimbursements among the appropriate local departments or other sub-units that incurred the expenses.

1.4. Can a local government wait until a later reporting period to submit an earlier expense?

Yes. An expenditure can be reported during any of the three reporting periods, so long as it is eligible for reimbursement and it wasn't previously reimbursed. The general eligibility requirements, including the requirement that the expenditures must have incurred from March 1 through November 6, 2020, as described in §§ 2.1 to 2.7 below.

1.5. Can a local government transfer all or part of its allocation balance to another local government?

Yes, a local government can transfer all or part of its allocation balance to another local government (or to the state) using the expense reporter, so long as the transfer is made before the receiving government submits its expense report for the final November reporting period.

1.6. If a local government receives services from another local government, how should they make claims?

The local government that pays the expense in the first instance should be the one to submit the expense in the expense reporter. For example, a county government may provide first-responder services to several towns within its jurisdiction, and it may have incurred eligible expenditures for personal protective equipment. The county can submit those expenses for reimbursement through this Program. The county and towns may wish to coordinate transfers of allocation balances to ensure that the local government incurring the eligible expenditures has a sufficient balance to obtain reimbursement for them through this Program.

1.7. What happens if a local government's eligible expenses are less than its allocation? Can the last reporting period be extended?

The November reporting period cannot be extended, because the state forfeits to the federal government any Program funds still unspent by the end of the year. Any unused balances remaining after the November reporting period will be reallocated by the state for other eligible uses before the year-end federal deadline.

EXPENSES: GENERAL ELIGIBILITY REQUIREMENTS

2.1. What are the federal restrictions on the use of the funds?

The CARES Act imposes four primary limitations on the use of the funds. They may only be used to reimburse (1) **government expenditures that were** (2) **unbudgeted**, (3) **necessary to respond to the COVID-19 public health emergency**, and (4) **incurred on or after March 1, 2020**. The Program is making these funds available for eligible expenditures incurred from March 1 through November 6, 2020.

The U.S. Treasury Department has provided [guidance](#) and [FAQ responses](#) on eligible uses of the funds, and it has continued to revise those responses on a rolling basis. Note that certain uses authorized in the federal guidance are not authorized for this program due to administrative non-feasibility (see § 2.7).

2.2. Can these funds be used to replace lost revenues?

No. **Under federal law, these funds may only be used to reimburse expenditures—not to make up for lower revenues.** They can't be used to cover reductions in local tax revenues, the cancellation of revenue-generating events and programs, or other shortfalls in governmental revenues, even if those shortfalls are attributable to COVID-19.

For similar reasons, **local governments can't seek reimbursement of costs that were paid or reimbursed from other federal, state, or third-party funding sources.** For example,

some local governments receive block grants from the U.S. Department of Housing and Urban Development. If they use HUD grants to pay for temporary isolation housing, then they can't "double bill" by reimbursing those same costs through this Program.

2.3. What does it mean for an expense to be "unbudgeted"?

The CARES Act only permits reimbursement of expenses that "were not accounted for" in the last budget a local government approved prior to March 27, 2020 (the date the CARES Act was enacted). That requirement ensures that states and local governments use these funds for unanticipated expenditures, rather than ones they planned to make regardless of the COVID-19 public health emergency. For example, routine costs for cleaning services for public buildings are not eligible for reimbursement because they were anticipated in the local government's pre-emergency budget. But new services or additional supplies needed to mitigate COVID-19 risks would be eligible.

2.4. What does it mean for an expenditure to be "necessary to respond to the COVID-19 public health emergency"?

CARES Act funding may only be used to cover "necessary expenditures incurred due to the public health emergency." Federal guidelines defer to the reasonable judgment of local officials in deciding what public health expenditures are necessary and appropriate for the COVID-19 public health response in their communities. Expenditures that were not made in response to the COVID-19 public health emergency, or that include improvements or other expenditures beyond what can reasonably be considered necessary to address COVID-19-related issues, are not eligible.

2.5. When is an expenditure "incurred"?

Under federal guidance, an expense is not incurred until "the responsible unit of government has expended funds to cover the cost." For that reason, expenditures cannot be submitted for reimbursement until after they've been paid. For recurring expenses, each installment payment should be entered separately in the expense reporter.

2.6. Why does the Program only cover expenditures incurred between March 1 and November 6, 2020?

Under the CARES Act, these funds can only be used for expenditures incurred on or after March 1, and the state must return to the federal government any funds still unspent by the end of the year. The November reporting deadline ensures that any unneeded allocation balances can be redeployed to cover other eligible costs within the state rather than being forfeited to the federal government.

2.7. If funds aren't needed for a local government's own response efforts, can it use them to create its own grant or loan programs for local businesses?

No. Federal law requires the Department of Administration to maintain internal controls and provide reporting for sub-awards of these funds. The Department can meet those obligations for the 1,800-plus local governments that received allocations under this Program, but it can't feasibly oversee internal controls and reporting for a multiplicity of local sub-programs making further sub-awards of the funds. Therefore, even though the CARES Act authorizes grants to businesses as a general matter, this Program does not authorize local governments to use these funds to create sub-award programs of their own.

There are some available statewide programs that use CARES Act funds to provide relief for local business communities, however. The Wisconsin Economic Development Corporation is making \$75 million in grants to small businesses. The Department of Agriculture, Trade and Consumer Protection is administering \$50 million in aid to Wisconsin farmers. The Department of Health Services is providing \$100 million in relief to home- and community-based service providers, nursing homes and assisted living facilities, and emergency medical services providers and \$10 million to health clinics. Each of these programs provides direct financial assistance in sectors of the Wisconsin economy that have been especially harmed by the economic consequences of the pandemic.

CATEGORIES OF ELIGIBLE EXPENDITURES FOR EXPENSE REPORTING

3.1. What categories of eligible expenditures appear in the expense reporter?

For reporting and compliance purposes, the expense reporter will have a drop-down menu for local governments to select the appropriate category for each eligible expenditure. Available categories are as follows:

- Emergency operation activities and services related to public health, emergency services, and public safety response
- Paid leave for public health and safety employees to take COVID-19 precautions
- Increased workers compensation costs due to COVID-19
- Medical and protective services and equipment, including PPE
- Testing and contact tracing costs above those covered by existing State programs
- Temporary isolation housing for infected or at-risk individuals
- Cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities
- Purchases of services or equipment to facilitate telework by public employees
- Meeting local match requirements for expenses submitted for reimbursement by FEMA

These categories are provided for reporting and tracking purposes. All expenditures, regardless of category, must meet the General Eligibility Requirements described in §§ 2.1 to 2.7 above.

3.2. Can I include COVID-19-related expenses not mentioned in the categories or category descriptions below?

Yes. *If an expenditure meets the General Eligibility Requirements, then it can be included in the expense reporter even if it is not expressly mentioned in this document.* Local governments should use their reasonable judgment, choose the most applicable category for the expenditure, and provide enough description in the expense reporter for outside reviewers to understand how the public health emergency necessitated the expense.

3.3. What is included in the category for “emergency operation activities and services related to public health, emergency services, and public safety response”?

This is a broad category meant to include a wide manner of unanticipated expenditures attributable to the public health emergency, so long as they meet the General Eligibility Requirements described in §§ 2.1 to 2.7 above. It covers unbudgeted expenditures for public health and safety measures undertaken in response to COVID-19, including costs incurred in activating emergency operations centers, carrying out state or local public health orders (such as Safer-at-Home), providing emergency medical transportation or other medical response for COVID-19 cases, and other direct, unbudgeted response costs incurred to maintain public health and safety in the face of this pandemic.

This category includes those payroll expenses described in the next response.

3.4. Are payroll expenses (including overtime and hazard pay) for employees dedicated to COVID-19 response activities eligible for reimbursement as emergency operation activities and services?

Yes, but only for “public safety, public health, health care, human services, and similar employees.” Federal guidance presumes that employees in these types of roles are performing services that are substantially dedicated to COVID-19 mitigation and response efforts, unless specific circumstances indicate otherwise. If specific circumstances known to the local government indicate that those employees’ work duties were not substantially dedicated to mitigating or responding to the public health emergency, then their payroll expenses are not eligible for reimbursement.

Even though many other categories of government employees are working long hours on issues relating to the public health emergency, current federal guidance does not authorize reimbursement of their payroll costs. Only expenses incurred for COVID-19-related work of

employees performing public safety, public health, health care, human services, and similar roles can be claimed on the expense reporter. Payroll expenses for employees from other departments or divisions who were temporarily redeployed to assist in those roles are eligible for reimbursement, provided (1) the reimbursement is only sought for work hours substantially dedicated to COVID-19 mitigation and response, and (2) the redeployment is documented and acknowledged by the relevant supervisor. Local governments should note the re-deployment when describing the nature of the expense in the expense reporter.

3.5. Which employees qualify as “public safety, public health, health care, human services, and similar employees”?

Federal guidance doesn't say. To reduce later audit risk, in the expense reporter local governments should include only those payroll expenses of employees whose job titles or departments squarely fit the description of public safety, public health, health care, or human services, or who were temporarily redeployed to those roles to meet the needs of the public health emergency. If it's questionable whether an employee's position or department fits that characterization, then that employee's payroll expenses shouldn't be claimed in the expense reporter.

3.6 What qualifies as “hazard pay”?

Federal guidance defines hazard pay as “additional pay for performing hazardous duty or work involving physical hardship” due to COVID-19.

3.7. Are legal expenses for addressing public health orders and other COVID-19-related issues eligible for reimbursement as emergency operation activities?

Yes, but only for added expenditures for legal services from outside counsel. Because in-house government attorneys are not “public safety, public health, health care, human services, or similar employees,” overtime paid to them is not eligible for reimbursement under current federal guidance, even if unbudgeted.

3.8. What is included in the category for “paid leave for public health and safety employees to take COVID-19 precautions”?

This category covers the costs of providing public safety, public health, health care, human services, or similar employees with paid sick or family/medical leave (or other types of leave used in lieu thereof) when taken to enable their compliance with public health precautions. This can include leave needed for direct precautions—such as isolation after a known exposure—or compliance with general public health orders, such as childcare obligations due to precautionary school closures.

3.9. What is included in the category for “increased workers compensation costs to the local government due to COVID-19”?

This category covers any increase in the government’s costs for workers compensation due to COVID-19. This category applies to increased workers compensation costs across the local government’s workforce; for this category federal guidance does not require local governments to delineate between types of public employees. Note that, to be eligible for reimbursement, any increase in workers compensation costs must be attributable to the COVID-19 public health emergency.

3.10. What is included in the category for “purchases of medical and protective equipment and services, including PPE”?

This category covers expenditures for the purchase of additional COVID-19 response supplies and services, including masks and other PPE, for public health and safety measures in connection with the COVID-19 public health emergency. Medical and protective equipment can be distributed to private clinics and providers to meet public health needs in the community.

3.11. What is included in the category for “temporary isolation housing for infected or at-risk individuals”?

This category covers expenditures for temporarily housing infected, exposed, or at-risk individuals who do not need hospitalization but cannot safely isolate at home. Isolation sites or room-rental programs are generally operated with the involvement of local health departments, which can provide wellness checks and seek medical attention for infected individuals whose symptoms worsen.

It is important for counties and cities to check whether their local health departments have incurred isolation and quarantine expenses, because the prior means of funding them are now unavailable. During the duration of the Governor’s declared public health emergency, local health departments’ isolation and quarantine expenses could be reimbursed by the Department of Health Services under an existing state statute. But the Governor’s declaration expired on May 12, and the state statute is no longer applicable. This Program provides a replacement mechanism for local health departments to cover those expenses as this pandemic persists.

3.12. What is included in the category for “testing and contact tracing costs above those covered by existing State programs”?

The state programs described in § 5.1 are meant to cover a broad range of costs associated with local diagnostic testing and contact tracing, but gaps or excess costs may remain. This category is intended to fill any gaps in local government funding for community testing and contact tracing.

This category may also include testing for possible symptoms of the disease, such as temperature screenings at congregate settings, to the extent local officials deem them reasonably necessary.

3.13. What is included in the category for “cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities”?

This category covers expenditures for cleaning, disinfecting, and mitigating the risk of COVID-19 in public areas and government buildings. It includes the purchase of sanitizers and other cleaning products; additional cleaning services; sneeze guards or other shields to reduce opportunities for transmission; UV or other equipment for disinfection of government facilities; building modifications to enable COVID-19 health precautions, such as installing sanitizer stations or touchless soap/towel dispensers; and other expenses incurred to protect the public health and reduce the risks of transmission in public areas and facilities, so long as the local government determines that those efforts are reasonably necessary due to the public health emergency.

For cleaning and related costs that were budgeted at a certain level but increased due to COVID-19, include only the unbudgeted increase in the expense reporter. The budgeted portion is not eligible for reimbursement under the CARES Act. (See § 2.3.)

3.14. Are COVID-19-related expenses for elections administration eligible for reimbursement through this Program as “cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities”?

Yes, but other opportunities to fund those costs are also available through the Wisconsin Elections Commission (WEC). (See § 5.1 below.) To stretch their allocations further, municipalities are advised to first seek funding for eligible election administration costs through the WEC program. Election-related expenditures that are not otherwise reimbursed by WEC or other sources may be submitted for reimbursement from this program if they meet the General Eligibility Requirements in §§ 2.1 to 2.7 above.

3.14. What are eligible expenses for “purchases of services or equipment to facilitate telework by public employees”?

This category covers expenditures to enable public employees to perform work duties from home. This can include additional licensing costs, subscriptions, or fees; device purchases or leases; IT contractor costs; and other unbudgeted expenditures that were necessarily incurred to accommodate telework by public employees during the public health emergency.

Bear in mind that expenses that were already anticipated in pre-pandemic budgets are not eligible for reimbursement under the CARES Act; only unanticipated costs beyond those budgeted can be reimbursed. (See § 2.3.) When entering expenses in this category, local

governments should check the budget and take care to enter only those expenses (or portions thereof) that are eligible.

3.15. What are eligible expenses for “meeting local match requirements for expenses submitted for reimbursement by FEMA”?

Local governments are eligible to apply for public assistance grants from the Federal Emergency Management Agency to cover a broad range of COVID-19 response costs. FEMA will reimburse 75 percent of eligible costs for local governments, while state law permits Wisconsin Emergency Management (WEM) to cover up to 12.5 percent. That leaves the local government responsible for the remaining 12.5 percent local match.

The White House has authorized the use of CARES Act funds to cover that local match. The drop-down menu of categories in the expense reporter will include an option for a local government to indicate whether it will be seeking FEMA public assistance to help cover a given expense. If it chooses that category, then only the 12.5 percent local match will be deducted from the allocation and reimbursed. ***If you are planning to seek FEMA public assistance to cover a portion of an eligible expenditure, you must choose this category when entering it in the expense reporter.*** Otherwise the expense may be reimbursed in full by this Program, which would render it ineligible for FEMA reimbursement.

Note that CARES Act funds may only be used to cover the FEMA local match for expenses that meet the General Eligibility Requirements described in §§ 2.1 to 2.7 above.

3.16. How do local governments apply for FEMA public assistance grants?

FEMA provides public assistance grants to reimburse costs of emergency protective measures undertaken by local governments in response to COVID-19. FEMA has created a [simplified public assistance grant application](#) for this pandemic and a [resource page](#) detailing various COVID-19 response activities that may be eligible for public assistance.

Wisconsin Emergency Management (WEM) is available to assist local governments with the FEMA application process. [The WEM website](#) includes a [webinar briefing for local applicants](#), [guidance on applying for FEMA public assistance grants](#). Local governments can [email WEM](#) with questions about applying for FEMA public assistance grants.

ADMINISTRATIVE REQUIREMENTS

4.1. Will expenses and reimbursements be subject to public disclosure and audit?

Yes. Expense reporter submissions and reimbursements are public records. The Department of Administration will review expense reporter entries after they are submitted and will audit

random samples of submissions. Reimbursed expenses may also be subject to audit by other agencies, including the U.S. Treasury Department. The Inspector General of the U.S. Treasury Department has the right to recoup the amount of any reimbursed expenditures that fall outside the CARES Act requirements.

4.2. What are the recordkeeping requirements?

Federal guidance requires governments to keep records sufficient to show that their reported expenses meet the eligibility requirements for use of these CARES Act funds.

In this Program, local governments create one such record in the expense reporter. The expense reporter asks the local government to provide the who/what/when for each expense, its eligible category, and its COVID-19-related nature, such as “160 N95 masks for EMS crews.” Once submitted with the required certifications (see § 4.4), a local government’s expense reporter entries are records sufficient to make a threshold showing that its expenses meet the eligibility requirements of the CARES Act.

Local governments must have back-up documentation for their expenditures, as well, but that supporting documentation is not submitted through the expense reporter. Local governments must retain it and provide it upon request of the Department of Administration or its authorized representatives, independent auditors, or the Inspector General of U.S Treasury Department.

4.3. What types of back-up documentation should be retained?

A local government should keep back-up documentation to support the information it enters in the expense reporter. That includes:

- **Records of the expense itself**, such an invoice, purchase order, payroll or other accounting record, or any other documentation showing the amount of the expense, how and when it was paid, and to whom.
- **Records of the nature or purpose of the expense**, such as an employment record showing eligible reasons for leave or overtime, contracts or change orders describing COVID-19-related services, reports of departments or officials or board or council meeting minutes relating to the expense, email acknowledgments of the purposes, or any other documentation showing that the local government incurred the expense due to the public health emergency.
- **A copy of the local’s government’s last approved budget prior to March 27, 2020** (the date the CARES Act was enacted).

4.4. Is a local government required to make any certifications when it submits its eligible expenditures for reimbursement?

Yes. When making a submission of expenditures during a reporting period, a local government will be required to certify that those expenditures were unanticipated costs not accounted for in

the entity's last-approved budget prior to March 27, 2020; that they were, in the reasonable judgment of the public officials responsible for incurring them, reasonably necessary to the COVID-19 public health emergency; and that they meet the other federal eligibility requirements described in this document. If a local government submits an expenditure that fails to meet these requirements and results in funds being recouped by the federal government, the local government may be required to repay the amount received for that expenditure. The certifications and terms will be available for review on [the Program site](#) prior to the first reporting period.

4.5. Do reimbursements from this Program count toward the federal single-audit threshold?

Yes. Federal guidance has stated that CARES Act funds provided to local governments qualify as federal assistance for purposes of the Single Audit Act and 2 C.F.R. part 200, subpart f. They count toward the \$750,000 expenditure threshold for triggering federal single-audit requirements.

4.6. What is the Catalog of Federal Domestic Assistance (CFDA) number assigned to these funds?

The CFDA number assigned to these funds is 21.019.

4.7. What procurement standards apply?

Expenditures submitted by a local government must comply with its own local procurement processes and standards.

ADDITIONAL RESOURCES

5.1. Is this the only state-run program to aid local governments with COVID-19 response costs?

No. This Program is one of several that uses federal funds to provide resources to Wisconsin's local governments for COVID-19 response efforts, including:

- **PPE distribution.** The state continues to make bulk purchases of personal protection equipment for distribution to health and safety workers, including those employed by local governments. Local governments should communicate PPE needs through their [county emergency managers](#).
- **Testing supplies and services.** The state continues to make testing supplies and services available at no charge to approved medical providers, including local health departments. They can be requested [here](#). Grants will soon be made available to reimburse specimen collection costs, as well.

- **Contact tracing and local health preparedness and coordination.** The state is making additional funds available to tribal and local health departments to aid their efforts to expand contact tracing, local testing coordination, and preparedness planning. [Further details](#) are available from the Wisconsin Department of Health Services.
- **Elections administration.** The Wisconsin Elections Commission is [making funding available to municipalities](#) to help cover additional elections administration costs incurred due to COVID-19. The expenditure deadline for this funding under the WEC program is later than the deadline for this Program, so the WEC program is especially helpful for covering additional costs relating to this November's election.

The FEMA public assistance program (see § 3.16) and Wisconsin's business, farming, and provider assistance programs (see § 2.7) are also available to help local communities, and further programs may be added to address localized outbreaks or other public health needs as this pandemic continues.

This Program is meant to supplement these other efforts, not supplant them. Local governments should make full use of those other programs to help cover their COVID-19 response costs.

5.2. What other resources are available?

The [Program website](#) is the home for official Program materials and the expense reporter. The Program will also provide updates by email; to be added to the list-serve, send a blank message to subscribe-covidgovgrant@lists.wi.gov. Questions can be emailed to covidgovgrant@wisconsin.gov.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Consideration of request by Alderperson Kunding to consolidate acceptance of donations by the Common Council to a quarterly basis.*



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Review of the DOR TID 2020 Annual Reports.

ATTACHMENTS:

- TIF DOR July 2020 Annual Reports Memo (PDF)
- TID Annual Reports (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: July 8th, 2020
Subject: Review of DOR TID 2020 Annual Reports

I have attached the TID annual reports which are required to be filed annually on July 1st with the Wisconsin Department of Revenue. The reports provide a general detail of the annual revenues and expenditures for each TID district from TID #5 – TID #13 and are for informational purposes as no action needs to be taken on them. These reports will be included with more detailed projections for each TID district when the City has their annual Joint Review Board meeting with Brown County, De Pere Schools, West De Pere Schools and the Northeast Wisconsin Technical College later next month in August to review the progress of each TIF District. We can, at your request, also present these more detailed reports at the August Finance Committee meeting.

Another item to note is that TID #5 will not be closing one year early as was previously expected. The deadline to file the City TID #5 closing resolution was April 15th, 2020 and I just realized two weeks ago that I missed it. We informed state officials of this oversight which was primarily due to the increased election and COVID-19 attention needed by our entire staff during that time. We asked for an extension to July but were ultimately denied the request. I have informed officials of the effected taxing jurisdictions of Brown County, West De Pere Schools and Northeast Wisconsin Technical College of the situation and they didn't express any material objection to the extended one year life of TID #5. They are aware the additional year of tax increment from the 2020 tax roll collected in 2021 will be distributed to them in the same proportional and timely manner as the residual amount originally intended at the end of 2020 so they will not financially harmed by the delay.

If you have any questions on this feel free to contact me before the Finance meeting on July 14th or I will be present at the meeting as well.

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 1 - Municipality and TID					
Co-muni code 05216	Municipality DE PERE		County BROWN	Due date July 1, 2020	Report type ORIGINAL
TID number 005	TID type 2	TID name TID 5	Creation date 08/27/1996	Mandatory termination date 08/27/2023	Expected termination date N/A

Section 2 - Beginning Balance	Amount
TID fund balance at beginning of year	\$463,094

Section 3 - Revenue	Amount
Tax increment	\$757,571
Investment income	\$0
Debt proceeds	\$0
Special assessments	\$0
Exempt computer aid	\$7,905
Sale of property	\$0
Allocation from another TID	
Developer guarantees name	
Transfer from other funds source	
Other grants sources	
Source WIDOR Personal Property Tax Payments	\$7,826
Other revenue sources	
Total Revenue (deposits)	\$773,302

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report		2019 WI Dept of Revenue
Section 4 - Expenditures		Amount	
Capital expenditures		\$31,718	
Administration		\$13,725	
Professional services		\$0	
Interest and fiscal charges		\$9,760	
DOR fees		\$150	
Discount on long-term debt		\$0	
Debt issuance costs		\$0	
Principal on long-term debt		\$279,850	
Environmental costs		\$0	
Real property assembly costs		\$0	
Allocation to another TID			
Developer grants name			
Developer name n/a		\$0	
Transfer to other funds source			
Fund Debt Service Fund		\$65,000	
Other expenditures source			
Total Expenditures		\$400,203	
Section 5 - Ending Balance		Amount	
TID fund balance at end of year		\$836,193	
Future costs		\$3,449,758	
Future revenue		\$0	
Surplus or deficit		\$-2,613,565	
Section 6 - Preparer/Contact Information			
Preparer name Joe Zegers		Preparer title Finance Director/Treasurer	
Preparer email jzegers@mail.de-pere.org		Preparer phone (920) 339-4041	
Contact name Joe Zegers		Contact title Finance Director/Treasurer	
Contact email jzegers@mail.de-pere.org		Contact phone (920) 339-4041	

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
Submission Information		
Co-muni code	05216	
TID number	005	
Submission date	07-01-2020 09:02 AM	
Confirmation	TIDAR20190127O1593366362714	
Submission type	ORIGINAL	

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 1 - Municipality and TID

Co-muni code 05216	Municipality DE PERE	County BROWN	Due date July 1, 2020	Report type ORIGINAL
TID number 006	TID type 4	TID name TID 6	Creation date 03/03/1998	Mandatory termination date 03/03/2021
				Expected termination date N/A

Section 2 - Beginning Balance

	Amount
TID fund balance at beginning of year	\$9,252

Section 3 - Revenue

	Amount
Tax increment	\$1,793,690
Investment income	\$0
Debt proceeds	\$0
Special assessments	\$0
Exempt computer aid	\$14,931
Sale of property	\$925
Allocation from another TID	
Developer guarantees name	
Transfer from other funds source	
Other grants sources	
Source WIDOR Personal Property Tax Aid	\$21,952
Other revenue sources	
Total Revenue (deposits)	\$1,831,498

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 4 - Expenditures	Amount
Capital expenditures	\$0
Administration	\$26,843
Professional services	\$13,291
Interest and fiscal charges	\$118,675
DOR fees	\$150
Discount on long-term debt	\$0
Debt issuance costs	\$0
Principal on long-term debt	\$1,404,610
Environmental costs	\$0
Real property assembly costs	\$0
Allocation to another TID	
Developer grants name	
Developer name Developer Grants	\$0
Transfer to other funds source	
Fund Debt Service Fund	\$65,000
Other expenditures source	
Total Expenditures	\$1,628,569

Section 5 - Ending Balance	Amount
TID fund balance at end of year	\$212,181
Future costs	\$1,729,520
Future revenue	\$0
Surplus or deficit	\$-1,517,339

Section 6 - Preparer/Contact Information	
Preparer name Joe Zegers	Preparer title Finance Director/Treasurer
Preparer email jzegers@mail.de-pere.org	Preparer phone (920) 339-4041
Contact name Joe Zegers	Contact title Finance Director/Treasurer
Contact email jzegers@mail.de-pere.org	Contact phone (920) 339-4041

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
Submission Information		
Co-muni code	05216	
TID number	006	
Submission date	07-01-2020 09:05 AM	
Confirmation	TIDAR20190127O1593366442867	
Submission type	ORIGINAL	

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 1 - Municipality and TID					
Co-muni code 05216	Municipality DE PERE	County BROWN	Due date July 1, 2020	Report type ORIGINAL	
TID number 007	TID type 3	TID name TID 7	Creation date 10/17/2006	Mandatory termination date 10/17/2033	Expected termination date N/A

Section 2 - Beginning Balance	Amount
TID fund balance at beginning of year	\$739,731

Section 3 - Revenue	Amount
Tax increment	\$135,823
Investment income	\$0
Debt proceeds	\$0
Special assessments	\$0
Exempt computer aid	\$2,585
Sale of property	\$0
Allocation from another TID	
Developer guarantees name	
Transfer from other funds source	
Other grants sources	
Source WIDOR Personal Property Tax Aid	\$261
Other revenue sources	
Source Debt Premium	\$7,253
Total Revenue (deposits)	\$145,922

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 4 - Expenditures	Amount
Capital expenditures	\$53,808
Administration	\$31,376
Professional services	\$109,311
Interest and fiscal charges	\$32,782
DOR fees	\$150
Discount on long-term debt	\$0
Debt issuance costs	\$1,386
Principal on long-term debt	\$350,000
Environmental costs	\$0
Real property assembly costs	\$0
Allocation to another TID	
Developer grants name	
Developer name N/A	\$0
Transfer to other funds source	
Fund Debt Service Fund	\$65,000
Other expenditures source	
Total Expenditures	\$643,813

Section 5 - Ending Balance	Amount
TID fund balance at end of year	\$241,840
Future costs	\$5,395,825
Future revenue	\$0
Surplus or deficit	\$-5,153,985

Section 6 - Preparer/Contact Information	
Preparer name Joe Zegers	Preparer title Finance Director/Treasurer
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Contact name Joe Zegers	Contact title Finance Director/Treasurer
Contact email jzegers@mail.de-pere.org	Contact phone (920) 339-4041

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
Submission Information		
Co-muni code	05216	
TID number	007	
Submission date	07-01-2020 09:07 AM	
Confirmation	TIDAR20190127O1593366516182	
Submission type	ORIGINAL	

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 1 - Municipality and TID					
Co-muni code 05216	Municipality DE PERE	County BROWN	Due date July 1, 2020	Report type ORIGINAL	
TID number 008	TID type 6	TID name TID 8	Creation date 08/21/2007	Mandatory termination date 08/21/2027	Expected termination date N/A

Section 2 - Beginning Balance	Amount
TID fund balance at beginning of year	\$696,941

Section 3 - Revenue	Amount
Tax increment	\$293,367
Investment income	\$0
Debt proceeds	\$0
Special assessments	\$0
Exempt computer aid	\$229,321
Sale of property	\$0
Allocation from another TID	
Developer guarantees name	
Transfer from other funds source	
Other grants sources	
Source WIDOR Personal Property Tax Aid	\$2,552
Other revenue sources	
Total Revenue (deposits)	\$525,240

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 4 - Expenditures	Amount
Capital expenditures	\$0
Administration	\$28,897
Professional services	\$2,325
Interest and fiscal charges	\$74,374
DOR fees	\$150
Discount on long-term debt	\$0
Debt issuance costs	\$0
Principal on long-term debt	\$230,721
Environmental costs	\$0
Real property assembly costs	\$0
Allocation to another TID	
Developer grants name	
Developer name N/A	\$0
Transfer to other funds source	
Fund Debt Service Fund	\$65,000
Other expenditures source	
Total Expenditures	\$401,467

Section 5 - Ending Balance	Amount
TID fund balance at end of year	\$820,714
Future costs	\$3,091,449
Future revenue	\$0
Surplus or deficit	\$-2,270,735

Section 6 - Preparer/Contact Information	
Preparer name Joe Zegers	Preparer title Finance Director/Treasurer
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Contact name Joe Zegers	Contact title Finance Director/Treasurer
Contact email jzegers@mail.de-pere.org	Contact phone (920) 339-4041

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
Submission Information		
Co-muni code	05216	
TID number	008	
Submission date	07-01-2020 09:10 AM	
Confirmation	TIDAR20190127O1593366579999	
Submission type	ORIGINAL	

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 1 - Municipality and TID					
Co-muni code 05216	Municipality DE PERE	County BROWN	Due date July 1, 2020	Report type ORIGINAL	
TID number 009	TID type 3	TID name TID 9	Creation date 08/07/2012	Mandatory termination date 08/07/2039	Expected termination date N/A

Section 2 - Beginning Balance	Amount
TID fund balance at beginning of year	\$-393,413

Section 3 - Revenue	Amount
Tax increment	\$35,056
Investment income	\$0
Debt proceeds	\$185,000
Special assessments	\$0
Exempt computer aid	\$3,246
Sale of property	\$0
Allocation from another TID	
Developer guarantees name	
Transfer from other funds source	
Other grants sources	
Source WIDOR Personal Property Tax Aid	\$290
Other revenue sources	
Source Debt Premium	\$13,418
Total Revenue (deposits)	\$237,010

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 4 - Expenditures	Amount
Capital expenditures	\$126,815
Administration	\$42,310
Professional services	\$0
Interest and fiscal charges	\$22,452
DOR fees	\$150
Discount on long-term debt	\$0
Debt issuance costs	\$2,564
Principal on long-term debt	\$70,000
Environmental costs	\$0
Real property assembly costs	\$0
Allocation to another TID	
Developer grants name	
Developer name n/a	\$0
Transfer to other funds source	
Fund Debt Service Fund	\$65,000
Other expenditures source	
Total Expenditures	\$329,291

Section 5 - Ending Balance	Amount
TID fund balance at end of year	\$-485,694
Future costs	\$2,945,773
Future revenue	\$0
Surplus or deficit	\$-3,431,467

Section 6 - Preparer/Contact Information	
Preparer name Joe Zegers	Preparer title Finance Director/Treasurer
Preparer email jzegers@mail.de-pere.org	Preparer phone (920) 339-4041
Contact name Joe Zegers	Contact title Finance Director/Treasurer
Contact email jzegers@mail.de-pere.org	Contact phone (920) 339-4041

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
Submission Information		
Co-muni code	05216	
TID number	009	
Submission date	07-01-2020 09:12 AM	
Confirmation	TIDAR20190127O1593366638979	
Submission type	ORIGINAL	

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 1 - Municipality and TID					
Co-muni code 05216	Municipality DE PERE		County BROWN	Due date July 1, 2020	Report type ORIGINAL
TID number 010	TID type 5	TID name TID 10	Creation date 08/07/2012	Mandatory termination date 08/07/2032	Expected termination date N/A

Section 2 - Beginning Balance	Amount
TID fund balance at beginning of year	\$494,627

Section 3 - Revenue	Amount
Tax increment	\$200,385
Investment income	\$0
Debt proceeds	\$1,790,000
Special assessments	\$0
Exempt computer aid	\$2,486
Sale of property	\$0
Allocation from another TID	
Developer guarantees name	
Transfer from other funds source	
Other grants sources	
Source WIDOR Personal Property Tax Aid	\$2,730
Other revenue sources	
Source Debt Premium	\$122,578
Total Revenue (deposits)	\$2,118,179

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 4 - Expenditures	Amount
Capital expenditures	\$1,665,848
Administration	\$33,330
Professional services	\$1,465
Interest and fiscal charges	\$91,534
DOR fees	\$150
Discount on long-term debt	\$0
Debt issuance costs	\$23,419
Principal on long-term debt	\$245,000
Environmental costs	\$0
Real property assembly costs	\$0
Allocation to another TID	
Developer grants name	
Developer name n/a	\$0
Transfer to other funds source	
Fund Debt Service Fund	\$65,000
Other expenditures source	
Total Expenditures	\$2,125,746

Section 5 - Ending Balance	Amount
TID fund balance at end of year	\$487,060
Future costs	\$6,654,469
Future revenue	\$0
Surplus or deficit	\$-6,167,409

Section 6 - Preparer/Contact Information	
Preparer name Joe Zegers	Preparer title Finance Director/Treasurer
Preparer email jzegers@mail.de-pere.org	Preparer phone (920) 339-4041
Contact name Joe Zegers	Contact title Finance Director/Treasurer
Contact email jzegers@mail.de-pere.org	Contact phone (920) 339-4041

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Submission Information

Co-muni code	05216
TID number	010
Submission date	07-01-2020 09:14 AM
Confirmation	TIDAR20190127O1593366675579
Submission type	ORIGINAL

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 1 - Municipality and TID

Co-muni code 05216	Municipality DE PERE		County BROWN	Due date July 1, 2020	Report type ORIGINAL
TID number 011	TID type 6	TID name TID 11	Creation date 09/01/2015	Mandatory termination date 09/01/2035	Expected termination date N/A

Section 2 - Beginning Balance

	Amount
TID fund balance at beginning of year	\$-300,706

Section 3 - Revenue

	Amount
Tax increment	\$40,691
Investment income	\$0
Debt proceeds	\$900,000
Special assessments	\$0
Exempt computer aid	\$0
Sale of property	\$0
Allocation from another TID	
Developer guarantees name	
Transfer from other funds source	
Other grants sources	
Source WIDOR Personal Property Tax Aid	\$155
Other revenue sources	
Source Debt Premium	\$65,278
Total Revenue (deposits)	\$1,006,124

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 4 - Expenditures	Amount
Capital expenditures	\$536,544
Administration	\$33,566
Professional services	\$17,173
Interest and fiscal charges	\$11,449
DOR fees	\$150
Discount on long-term debt	\$0
Debt issuance costs	\$12,472
Principal on long-term debt	\$25,000
Environmental costs	\$0
Real property assembly costs	\$0
Allocation to another TID	
Developer grants name	
Developer name 0	\$0
Transfer to other funds source	
Fund Debt Service Fund	\$0
Other expenditures source	
Total Expenditures	\$636,354

Section 5 - Ending Balance	Amount
TID fund balance at end of year	\$69,064
Future costs	\$2,223,396
Future revenue	\$0
Surplus or deficit	\$-2,154,332

Section 6 - Preparer/Contact Information	
Preparer name Joe Zegers	Preparer title Finance Director/Treasurer
Preparer email jzegers@mail.de-pere.org	Preparer phone (920) 339-4041
Contact name Joe Zegers	Contact title Finance Director/Treasurer
Contact email jzegers@mail.de-pere.org	Contact phone (920) 339-4041

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
Submission Information		
Co-muni code	05216	
TID number	011	
Submission date	07-01-2020 09:16 AM	
Confirmation	TIDAR20190127O1593366741441	
Submission type	ORIGINAL	

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 1 - Municipality and TID

Co-muni code 05216	Municipality DE PERE		County BROWN	Due date July 1, 2020	Report type ORIGINAL
TID number 012	TID type 6	TID name TID 12	Creation date 09/01/2015	Mandatory termination date 09/01/2035	Expected termination date N/A

Section 2 - Beginning Balance

	Amount
TID fund balance at beginning of year	\$803,014

Section 3 - Revenue

	Amount
Tax increment	\$0
Investment income	\$0
Debt proceeds	\$250,000
Special assessments	\$0
Exempt computer aid	\$0
Sale of property	\$0
Allocation from another TID	
Developer guarantees name	
Transfer from other funds source	
Other grants sources	
Source WIDOR Personal Property Tax Aid	\$5
Other revenue sources	
Source Debt Premium	\$18,133
Total Revenue (deposits)	\$268,138

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report		2019 WI Dept of Revenue
Section 4 - Expenditures		Amount	
Capital expenditures		\$32,698	
Administration		\$23,950	
Professional services		\$0	
Interest and fiscal charges		\$7,590	
DOR fees		\$150	
Discount on long-term debt		\$0	
Debt issuance costs		\$3,464	
Principal on long-term debt		\$15,000	
Environmental costs		\$0	
Real property assembly costs		\$0	
Allocation to another TID			
Developer grants name			
Developer name n/a		\$0	
Transfer to other funds source			
Fund Debt Service Fund		\$0	
Other expenditures source			
Total Expenditures		\$82,852	
Section 5 - Ending Balance		Amount	
TID fund balance at end of year		\$988,300	
Future costs		\$3,600,567	
Future revenue		\$0	
Surplus or deficit		\$-2,612,267	
Section 6 - Preparer/Contact Information			
Preparer name Joe Zegers		Preparer title Finance Director/Treasurer	
Preparer email jzegers@mail.de-pere.org		Preparer phone (920) 339-4041	
Contact name Joe Zegers		Contact title Finance Director/Treasurer	
Contact email jzegers@mail.de-pere.org		Contact phone (920) 339-4041	

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Submission Information	
Co-muni code	05216
TID number	012
Submission date	07-01-2020 09:18 AM
Confirmation	TIDAR20190127O1593366806680
Submission type	ORIGINAL

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 1 - Municipality and TID

Co-muni code 05216	Municipality DE PERE		County BROWN	Due date July 1, 2020	Report type ORIGINAL
TID number 013	TID type 6	TID name TID 13	Creation date 07/18/2017	Mandatory termination date 07/18/2037	Expected termination date N/A

Section 2 - Beginning Balance

	Amount
TID fund balance at beginning of year	\$752,992

Section 3 - Revenue

	Amount
Tax increment	\$0
Investment income	\$0
Debt proceeds	\$0
Special assessments	\$0
Exempt computer aid	\$0
Sale of property	\$0
Allocation from another TID	
Developer guarantees name	
Transfer from other funds source	
Other grants sources	
Other revenue sources	
Total Revenue (deposits)	\$0

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
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Section 4 - Expenditures	Amount
Capital expenditures	\$0
Administration	\$13,849
Professional services	\$355
Interest and fiscal charges	\$105,923
DOR fees	\$150
Discount on long-term debt	\$0
Debt issuance costs	\$0
Principal on long-term debt	\$0
Environmental costs	\$0
Real property assembly costs	\$0
Allocation to another TID	
Developer grants name	
Developer name N/A	\$0
Transfer to other funds source	
Fund Debt Service Fund	\$0
Other expenditures source	
Total Expenditures	\$120,277

Section 5 - Ending Balance	Amount
TID fund balance at end of year	\$632,715
Future costs	\$2,186,689
Future revenue	\$0
Surplus or deficit	\$-1,553,974

Section 6 - Preparer/Contact Information	
Preparer name Joe Zegers	Preparer title Finance Director/Treasurer
Preparer email jzegers@mail.de-pere.org	Preparer phone (920) 339-4041
Contact name Joe Zegers	Contact title Finance Director/Treasurer
Contact email jzegers@mail.de-pere.org	Contact phone (920) 339-4041

Attachment: TID Annual Reports (9794 : Review of the DOR TID 2020 Annual Reports.)

Form PE-300	TID Annual Report	2019 WI Dept of Revenue
Submission Information		
Co-muni code	05216	
TID number	013	
Submission date	07-01-2020 09:20 AM	
Confirmation	TIDAR20190127O1593366880871	
Submission type	ORIGINAL	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2020

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Review and possible action on City of De Pere Investments and Cash Detail for May 2020.

ATTACHMENTS:

- May_Cash & Investment Summary (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: July 7th, 2020
Subject: Cash and Investments Report for May 31, 2020

I have attached a summary of the City's Cash and Investments for your information and review as of May 31st, 2020. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2019 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments earned \$305,037 through May of 2020 which is favorable year to date in comparison to our budgeted annual amount for 2020 of \$525,000. The LGIP investment amount decreased by \$2.2 million in **May 2020** primarily for accounts payable and payroll of \$2,000,000 and roughly \$200,000 in debt payments. The LGIP investment account will decrease by \$3 million in **June 2020** for payment of accounts payable and payroll. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

May 31, 2020

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 1,113,891.37
HEALTH CHECKING	\$ 2,336,136.09
DENTAL CHECKING	\$ 59,636.77
SUBTOTAL	\$ 3,509,664.23
RESTRICTED	BALANCE
WATER BOND MM	\$ 212,533.14
SUBTOTAL	\$ 212,533.14
TOTAL CASH	\$ 3,722,197.37

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 11,194,884.59	\$ 70,146.43	0.20%
ASSOCIATED BANK TRUST	\$ 5,069,223.08	\$ 87,727.42	4.23%
CHARLES SCHWAB INVESTMENTS	\$ 6,355,447.04	\$ 138,007.02	5.33%
MONEY MARKET	\$ 1,027,036.37	\$ 9,155.93	0.15%
TOTAL INVESTMENTS	\$ 23,646,591.08	\$ 305,036.80	
TOTAL CASH AND INVESTMENTS	\$ 27,368,788.45		

NOTE: The City budgeted \$525,000 for general fund revenues in the 2020 Adopted Budget.

Attachment: May_Cash & Investment Summary (9777 : Review and possible action on City of De Pere Investments and Cash Detail for May

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
May 31, 2020

	31-Jan-2020	28-Feb-2020	31-Mar-2020	30-Apr-2020	31-May-2020	30-Jun-2020
CHECKING ACCOUNTS						
CITY CHECKING	\$ 302,762.74	\$ 1,328,326.87	\$ 1,041,573.06	\$ 1,073,733.26	\$ 1,113,891.37	\$ -
HEALTH CHECKING	\$ 1,911,924.58	\$ 2,026,594.61	\$ 2,089,912.04	\$ 2,213,019.26	\$ 2,336,136.09	\$ -
DENTAL CHECKING	\$ 43,409.33	\$ 43,209.31	\$ 42,592.41	\$ 50,674.31	\$ 59,636.77	\$ -
SUBTOTAL	\$ 2,258,096.65	\$ 3,398,130.79	\$ 3,174,077.51	\$ 3,337,426.83	\$ 3,509,664.23	\$ -
RESTRICTED						
WATER BOND MM	\$ 212,314.37	\$ 212,390.07	\$ 212,480.02	\$ 212,506.14	\$ 212,533.14	\$ -
SUBTOTAL	\$ 212,314.37	\$ 212,390.07	\$ 212,480.02	\$ 212,506.14	\$ 212,533.14	\$ -
TOTAL CASH	\$ 2,470,411.02	\$ 3,610,520.86	\$ 3,386,557.53	\$ 3,549,932.97	\$ 3,722,197.37	\$ -
INVESTMENTS						
LGIP	\$15,473,207.24	\$13,737,476.89	\$14,721,783.82	\$13,450,069.86	\$11,194,884.59	\$ -
ASSOCIATED BANK TRUST	\$ 4,994,549.98	\$ 5,026,920.08	\$ 5,035,037.14	\$ 5,043,399.19	\$ 5,069,223.08	\$ -
CHARLES SCHWAB INVESTMENTS	\$ 6,228,990.32	\$ 6,250,938.09	\$ 6,308,210.01	\$ 6,321,001.44	\$ 6,355,447.04	\$ -
MONEY MARKET	\$ 2,896,555.81	\$ 2,899,998.43	\$ 1,026,779.67	\$ 1,026,905.91	\$ 1,027,036.37	\$ -
TOTAL INVESTMENTS	\$ 29,593,303.35	\$ 27,915,333.49	\$ 27,091,810.64	\$ 25,841,376.40	\$ 23,646,591.08	\$ -
TOTAL CASH AND INVESTMENTS	\$ 32,063,714.37	\$ 31,525,854.35	\$ 30,478,368.17	\$ 29,391,309.37	\$ 27,368,788.45	\$ -

	31-Jul-2020	31-Aug-2020	30-Sep-2020	31-Oct-2020	30-Nov-2020	31-Dec-2020
CHECKING ACCOUNTS						
CITY CHECKING	-	-	-	-	-	-
NOTE: The City budgeted \$525,000	-	-	-	-	-	-
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: May_Cash & Investment Summary (9777 : Review and possible action on City of De Pere Investments and Cash Detail for May

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2019

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

	31-Jul-2019	31-Aug-2019	30-Sep-2019	31-Oct-2019	30-Nov-2019	31-Dec-2019
CHECKING ACCOUNTS						
CITY CHECKING	905,026.81	426,041.63	735,827.64	974,406.51	882,803.46	209,460.95
HEALTH CHECKING	1,353,881.40	1,490,067.36	1,568,755.39	1,683,453.48	1,790,686.96	1,840,644.41
DENTAL CHECKING	29,314.13	30,520.16	36,811.43	38,962.71	39,864.83	41,737.06
SUBTOTAL	\$ 2,288,222.34	\$ 1,946,629.15	\$ 2,341,394.46	\$ 2,696,822.70	\$ 2,713,355.25	\$ 2,091,842.42
RESTRICTED						
REVOLVING LOAN	813,162.75	813,473.53	-	-	-	-
WATER BOND MM	211,833.60	211,914.56	211,992.94	212,073.96	212,152.40	212,233.48
SUBTOTAL	\$ 1,024,996.35	\$ 1,025,388.09	\$ 211,992.94	\$ 212,073.96	\$ 212,152.40	\$ 212,233.48
TOTAL CASH	\$ 3,313,218.69	\$ 2,972,017.24	\$ 2,553,387.40	\$ 2,908,896.66	\$ 2,925,507.65	\$ 2,304,075.90
INVESTMENTS						
LGIP	\$12,354,986.31	\$ 6,769,355.45	\$ 3,568,424.04	\$11,312,727.68	\$4,769,504.45	\$ 7,125,033.29
ASSOCIATED BANK TRUST	\$ 4,931,169.73	\$ 4,954,939.21	\$ 4,955,580.76	\$ 4,967,345.66	\$4,975,965.67	\$ 4,981,495.66
CHARLES SCHWAB INVESTMENTS	\$ 6,141,231.12	\$ 6,173,193.84	\$ 6,186,727.81	\$ 6,213,084.19	\$6,217,302.10	\$ 6,217,440.02
MONEY MARKET	\$ 2,057,940.06	\$ 2,062,134.87	\$ 2,880,835.35	\$ 2,885,484.14	\$2,889,199.69	\$ 2,892,880.44
TOTAL INVESTMENTS	\$ 25,485,327.22	\$ 19,959,623.37	\$ 17,591,567.96	\$ 25,378,641.67	\$ 18,851,971.91	\$ 21,216,849.41
TOTAL CASH AND INVESTMENTS	\$ 28,798,545.91	\$ 22,931,640.61	\$ 20,144,955.36	\$ 28,287,538.33	\$ 21,777,479.56	\$ 23,520,925.31

Attachment: May_Cash & Investment Summary (9777 : Review and possible action on City of De Pere Investments and Cash Detail for May