



# Finance/Personnel Committee

## Regular Meeting

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

### Agenda

**Tuesday, July 11, 2023**

**7:30 PM**

**Council Chambers and Virtual**

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **July 11, 2023 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

**The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:**

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

**OR**

**You can also dial in using your phone.**

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

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

**Access Code:** 154-883-285

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

#### Call to Order

1. Roll Call.
2. Approval of the Minutes from the June 13, 2023, Regular Meeting of the Finance/Personnel Committee.
3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance and Personnel Committee. §6-3(f) DPMC
4. Fire Department Overtime and LifeQuest Services Billing Reports for June 2023.
5. Consideration and Possible Action on the June 2023 Police Overtime Report.
6. Consideration and Possible Action on Acceptance of Donations to Fund Therapy Dog Program for Fire Department.\*
7. Consideration and Possible Action on Acceptance of \$18,500 donation from the Cloud Family Foundation, Inc. to Police for use with the K-9 Unit. \*
8. Consideration and Possible Action on Acceptance of \$1,500 donation from Walmart for the Police Bike Safety Program.\*
9. Consideration and Possible Action on Police Request to Maintain a Credit Card for Travel and Training Purposes with a Credit line of \$2,500. \*
10. Recommendation and Possible Action to hire McGrath Human Resources Consulting Group to Update the City's Job Descriptions.\*
11. Recommendation and Possible Action on 2024 Non-Benefit Eligible Employees Wage Schedule.\*

12. Recommendation and Possible Action to Approve Various Changes to the City Policy Manual.\*
13. Approval of Initial Resolutions for 2023 Borrowing.\*
14. Consideration and Possible Action on the City of De Pere Investments and Cash Detail report for May 2023.
15. Future agenda items.
16. 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**

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**MEETING DATE:** July 11, 2023

**DEPARTMENT:** City Attorney

**FROM:** Angela Zills

**SUBJECT:** Approval of the Minutes from the June 13, 2023, Regular Meeting of the Finance/Personnel Committee.

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**ATTACHMENTS:**

- June 13, 2023 Minutes-DRAFT (PDF)



# Finance/Personnel Committee

## Regular Meeting

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

### Draft Minutes

Tuesday, June 13, 2023

7:30 PM

Council Chambers and Virtual

1. Call to Order. The meeting was called to order at 7:30 PM by Mayor James Boyd.

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

Also Present: City Administrator Larry Delo, Assistant City Attorney Eric Erdman, Fire Chief Alan Matzke, Public Health Nurse Sara Lornson (remote), Finance Director-Treasurer Pamela Manley, Development Services Director Daniel Lindstrom (remote) and Human Resources Generalist Tracy Hood (remote).

2. Approval of the Minutes of the May 9, 2023, Regular Meeting of the Finance/Personnel Committee.

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

3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee. §6-3(f) DPMC. – No public comment was made.

4. Consideration and Possible Action on the May 2023 Police Overtime Report.

Mayor Boyd observed that overtime for the month of May is down from the previous two years.

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

5. Consideration and Possible Action on the Fire Department Overtime and LifeQuest Services Billing Reports for May, 2023.

|                  |                                                                |
|------------------|----------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                     |
| <b>MOVER:</b>    | Devin Perock, Aldersperson                                     |
| <b>SECONDER:</b> | Pamela Gantz, Aldersperson                                     |
| <b>AYES:</b>     | Devin Perock, Pamela Gantz, James Boyd, Amy Chandik Kundingner |
| <b>EXCUSED:</b>  | John Quigley                                                   |

6. Consideration and Possible Action of Proposal for Fire Department Study.\*

Chief Matzke advised the Committee that this request is for a staffing study similar to that the Police Department completed a few years ago and analysis of comparable departments. Since Lawrence and Ledgeview both had Chief vacancies in 2022, it was requested to roll the money over to this year. The goal of the study is to identify strategic options for future opportunity to provide the same level of service, with anticipated growth trends and also to investigate working with neighboring communities. Three proposals were received, and Emergency Support and Planning is being recommended to conduct the study for \$17,500.00. Mayor Boyd added that this funding has been budgeted for.

In response to Alderperson Chandik Kunderinger's question on whether this is aimed at sharing services or merging with other communities, Chief Matzke explained that the department already works together with neighboring communities in an informal setting under the Fox River Fire District; they dispatch to the same calls and train together in an effort to share resources in times of crises. Ashwaubenon and De Pere are the biggest users and other communities get more opportunity to respond to calls. Chief would like the study to explore what that means going forward and develop a strategic plan for the next 5-10 years.

|                  |                                                                 |
|------------------|-----------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | Amy Chandik Kunderinger, Alderperson                            |
| <b>SECONDER:</b> | James Boyd, Mayor                                               |
| <b>AYES:</b>     | Devin Perock, Pamela Gantz, James Boyd, Amy Chandik Kunderinger |
| <b>EXCUSED:</b>  | John Quigley                                                    |

7. Recommendation and Possible Action of Information Technology Department and Administration Organizational Changes\*

Following the vote on this item, Alderperson Chandik Kunderinger indicated that this suggested change is a good move.

|                  |                                                                 |
|------------------|-----------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | James Boyd, Mayor                                               |
| <b>SECONDER:</b> | Devin Perock, Alderperson                                       |
| <b>AYES:</b>     | Devin Perock, Pamela Gantz, James Boyd, Amy Chandik Kunderinger |
| <b>EXCUSED:</b>  | John Quigley                                                    |

8. Consideration and Possible Action on Draft Ordinance Amending DPMC Section 6-11 Telephonic/Video-Conference Meeting Attendance.\*

Mayor Boyd advised that the ordinance will allow virtual attendance to count toward a meeting quorum.

|                  |                                                                 |
|------------------|-----------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | James Boyd, Mayor                                               |
| <b>SECONDER:</b> | Pamela Gantz, Alderperson                                       |
| <b>AYES:</b>     | Devin Perock, Pamela Gantz, James Boyd, Amy Chandik Kunderinger |
| <b>EXCUSED:</b>  | John Quigley                                                    |

9. Consideration and Approval of WI Lead-in-Water Testing and Remediation Initiative.\*

|                  |                                                                 |
|------------------|-----------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | James Boyd, Mayor                                               |
| <b>SECONDER:</b> | Pamela Gantz, Alderperson                                       |
| <b>AYES:</b>     | Devin Perock, Pamela Gantz, James Boyd, Amy Chandik Kunderinger |
| <b>EXCUSED:</b>  | John Quigley                                                    |

10. Consideration and Possible Action for an Agreement with Robert E Lee and Associates to prepare the necessary documentation for a potential stream relocation project on Parcel WD-D0077 located on Venture AV and Fortune AV.\* (TID No. 11)\*

|                  |                                                                 |
|------------------|-----------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | Devin Perock, Alderperson                                       |
| <b>SECONDER:</b> | James Boyd, Mayor                                               |
| <b>AYES:</b>     | Devin Perock, Pamela Gantz, James Boyd, Amy Chandik Kunderinger |
| <b>EXCUSED:</b>  | John Quigley                                                    |

11. Consideration and Possible Action on approval of preliminary 2023 borrowing.\*

|                  |                                                                 |
|------------------|-----------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | James Boyd, Mayor                                               |
| <b>SECONDER:</b> | Devin Perock, Alderperson                                       |
| <b>AYES:</b>     | Devin Perock, Pamela Gantz, James Boyd, Amy Chandik Kunderinger |
| <b>EXCUSED:</b>  | John Quigley                                                    |

12. Consideration and Possible Action on 2022 budget items carried forward to 2023.\*

|                  |                                                                 |
|------------------|-----------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | James Boyd, Mayor                                               |
| <b>SECONDER:</b> | Pamela Gantz, Alderperson                                       |
| <b>AYES:</b>     | Devin Perock, Pamela Gantz, James Boyd, Amy Chandik Kunderinger |
| <b>EXCUSED:</b>  | John Quigley                                                    |

13. Consideration and Possible Action on the City of De Pere Investments and Cash Detail report for April 2023.

Alderperson Perock made a Motion to approve the monthly report and to place it on file; seconded by Mayor Boyd.

|                  |                                                                 |
|------------------|-----------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                      |
| <b>MOVER:</b>    | Devin Perock, Alderperson                                       |
| <b>SECONDER:</b> | James Boyd, Mayor                                               |
| <b>AYES:</b>     | Devin Perock, Pamela Gantz, James Boyd, Amy Chandik Kunderinger |
| <b>EXCUSED:</b>  | John Quigley                                                    |

14. Future agenda items. - None.

15. Adjournment. Mayor Boyd made a Motion to adjourn, seconded by Alderperson Perock; upon unanimous vote, the meeting adjourned at 7:42 PM.

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

Respectfully submitted,  
Angela Zills



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** July 11, 2023

**DEPARTMENT:** Fire Department

**FROM:** Lea Taylor

**SUBJECT:** Fire Department Overtime and LifeQuest Services Billing Reports for June 2023.

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**ATTACHMENTS:**

- FIRE DEPT OT REPORT JUNE 2023 (PDF)

DE PERE FIRE RESCUEOVERTIME BREAKDOWN BY REASON FOR THE YEAR 2022

| REASON          | Jan.*  | Feb.** | Mar. *** | Apr.+  | May++  | June+++ | July^    | Aug.^  | Sept.^^ | Oct.#  | Nov.## | Dec.### | TOTAL    |
|-----------------|--------|--------|----------|--------|--------|---------|----------|--------|---------|--------|--------|---------|----------|
| DUTY CREW       | 66.75  | 29.75  | 15.00    | 36.00  | 24.00  | 20.50   | 46.75    | 18.00  | 12.00   | 6.00   | 30.00  | 9.00    | 313.75   |
| EMS TRAINING    | 162.75 | 193.00 | 146.50   | 120.25 | 52.25  | 5.25    | 5.25     | 67.75  | 189.50  | 299.25 | 54.00  | 139.50  | 1,435.25 |
| FIRE TRAINING   | 50.00  | 7.75   | 59.25    | 70.00  | 78.75  | 47.25   | 13.50    | 8.50   | 42.75   | 19.50  | 35.75  | 12.00   | 445.00   |
| RESCUE CALLS    | 11.25  | 12.75  | 18.25    | 14.00  | 1.25   | 9.00    | 5.25     | 9.75   | 6.75    | 4.00   | 21.00  | 6.00    | 119.25   |
| FIRE CALLS      | 0.00   | 2.00   | 4.50     | 0.00   | 17.50  | 0.00    | 9.00     | 0.00   | 3.75    | 2.25   | 0.00   | 0.75    | 39.75    |
| MEETINGS        | 5.00   | 21.50  | 15.75    | 3.00   | 29.00  | 6.75    | 8.50     | 58.25  | 24.00   | 6.75   | 0.00   | 24.00   | 202.50   |
| STAFFING REP.   | 232.50 | 139.75 | 387.50   | 180.00 | 89.75  | 336.00  | 1,032.75 | 589.75 | 404.25  | 566.25 | 400.25 | 127.50  | 4,486.25 |
| MAINTENANCE     | 0.00   | 0.00   | 0.50     | 0.00   | 0.00   | 0.00    | 0.00     | 0.00   | 0.00    | 0.00   | 0.00   | 0.00    | 0.50     |
| PUB. ED.        | 0.00   | 5.50   | 0.00     | 0.00   | 0.00   | 27.25   | 0.00     | 0.00   | 45.00   | 5.50   | 6.00   | 0.00    | 89.25    |
| SPECIAL EVENTS  | 11.00  | 17.00  | 10.25    | 24.50  | 14.25  | 41.25   | 6.00     | 51.00  | 9.75    | 12.00  | 0.00   | 11.00   | 208.00   |
| # FIRE RUNS     | 35     | 31     | 35       | 22     | 38     | 32      | 43       | 25     | 31      | 31     | 34     | 31      | 388      |
| # EMS RUNS      | 252    | 199    | 252      | 205    | 241    | 234     | 233      | 213    | 223     | 214    | 232    | 219     | 2,717    |
| DISPATCH ERRORS | 3      | 1      | 1        | 1      | 4      | 2       | 2        | 2      | 4       | 3      | 2      | 5       | 30       |
| TOTAL HRS.      | 539.25 | 429.00 | 657.50   | 447.75 | 306.75 | 493.25  | 1,127.00 | 803.00 | 737.75  | 921.50 | 547.00 | 329.75  | 7,339.50 |

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through January 3, 2023, \$172,643

\*Period: 12/24/21-01/21/22      +Period: 04/02/22-04/29/22      ^Period: 06/25/22-07/22/22      #Period: 10/01/22-10/28/22  
\*\*Period: 01/22/22-02/18/22      ++Period: 04/30/22-05/27/22      ^^Period: 07/23/22-09/02/22      ##Period: 10/29/22-11/25/22  
\*\*\*Period: 02/18/22-04/01/22      +++Period: 05/28/22-06/24/22      ^^^Period: 09/03/22-09/30/22      ###Period: 11/26/22-12/23/22

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2023

| REASON          | Jan.*  | Feb.** | Mar. *** | Apr.+  | May++  | June+++ | July^ | Aug.^ | Sept.^^ | Oct.# | Nov.## | Dec.### | TOTAL    |
|-----------------|--------|--------|----------|--------|--------|---------|-------|-------|---------|-------|--------|---------|----------|
| DUTY CREW       | 69.00  | 40.50  | 53.00    | 22.50  | 51.00  | 37.75   |       |       |         |       |        |         | 273.75   |
| EMS TRAINING    | 74.25  | 247.00 | 115.75   | 99.00  | 28.50  | 42.25   |       |       |         |       |        |         | 606.75   |
| FIRE TRAINING   | 13.50  | 49.50  | 21.00    | 5.25   | 3.00   | 1.50    |       |       |         |       |        |         | 93.75    |
| RESCUE CALLS    | 19.50  | 21.25  | 20.00    | 10.00  | 7.75   | 13.25   |       |       |         |       |        |         | 91.75    |
| FIRE CALLS      | 8.75   | 6.25   | 9.50     | 1.75   | 0.00   | 0.00    |       |       |         |       |        |         | 26.25    |
| MEETINGS        | 10.75  | 3.00   | 36.75    | 5.75   | 6.00   | 1.50    |       |       |         |       |        |         | 63.75    |
| STAFFING REP.   | 39.75  | 509.25 | 220.50   | 234.75 | 216.25 | 375.75  |       |       |         |       |        |         | 1,596.25 |
| MAINTENANCE     | 3.00   | 0.00   | 0.75     | 0.00   | 3.00   | 0.00    |       |       |         |       |        |         | 6.75     |
| PUB. ED.        | 0.00   | 0.00   | 0.00     | 0.00   | 0.00   | 11.75   |       |       |         |       |        |         | 11.75    |
| SPECIAL EVENTS  | 0.00   | 3.00   | 14.25    | 0.00   | 15.00  | 48.75   |       |       |         |       |        |         | 81.00    |
| # FIRE RUNS     | 36     | 18     | 24       | 27     | 30     | 36      |       |       |         |       |        |         | 171      |
| # EMS RUNS      | 216    | 189    | 226      | 209    | 228    | 209     |       |       |         |       |        |         | 1,277    |
| DISPATCH ERRORS | 5      | 2      | 6        | 3      | 2      | 6       |       |       |         |       |        |         | 24       |
| TOTAL HRS.      | 238.50 | 879.75 | 491.50   | 379.00 | 330.50 | 532.50  | 0.00  | 0.00  | 0.00    | 0.00  | 0.00   | 0.00    | 2,851.75 |

Special Events included in Overtime

Total Overtime Budget \$115,000, Expenditures through July 3, 2023, \$51,862, 45%

\*Period: 12/24/22-01/20/23      +Period: 04/01/23-04/28/23      ^Period:      #Period:  
\*\*Period: 01/21/23-03/03/23      ++Period: 04/29/23-05/26/23      ^^Period:      ##Period:  
\*\*\*Period: 03/04/23-03/31/23      +++Period: 05/27/23-6/23/23      ^^^Period:      ###Period:





## DE PERE FIRE RESCUE STRUCTURAL FIRE "STILL" ALARMS FOR JUNE, 2023

| Date      | Incident Location                              | Reported Situation                                            | Units Dispatched  | Disposition                                 | Mutual Aid Received |
|-----------|------------------------------------------------|---------------------------------------------------------------|-------------------|---------------------------------------------|---------------------|
| 6/3/2023  | 3250 S. Ridge Road<br>(Village of Ashwaubenon) | Alarm system activation,<br>no fire, unintentional            | E121              | Investigate                                 | N/A                 |
| 6/3/2023  | 3250 S. Ridge Road<br>(Village of Ashwaubenon) | Building fire                                                 | BC111, L111       | Provide manpower,<br>ventilate              | N/A                 |
| 6/3/2023  | 2890 Pioneer Drive<br>(Village of Ashwaubenon) | Possible structure fire                                       | BC111, L111       | Dispatched &<br>canceled en route           | N/A                 |
| 6/4/2023  | 3033 Sonoran Court<br>(City of Green Bay)      | Building fire                                                 | BC111, E121       | Standby                                     | N/A                 |
| 6/9/2023  | 1550 Arcadian Lane<br>(Town of Ledgeview)      | Cooking fire, confined to<br>container                        | BC111, A121, E121 | Investigate                                 | N/A                 |
| 6/12/2023 | 100 Marsh Street                               | Smoke detector activation,<br>no fire, unintentional          | E121              | Investigate                                 | N/A                 |
| 6/12/2023 | 161 Lawrence Drive                             | Smoke or odor<br>investigation                                | E121              | Investigate                                 | N/A                 |
| 6/12/2023 | 851 Windchime Way<br>(Town of Morrison)        | Building fire                                                 | BC111, E111       | Extinguishment by fire<br>service personnel | N/A                 |
| 6/12/2023 | 555 Main Avenue                                | Carbon monoxide incident                                      | BC111, E111, E121 | Investigate, ventilate                      | N/A                 |
| 6/12/2023 | 523 Lande Street                               | Hazmat release<br>investigation with no<br>hazmat             | E121              | Investigate                                 | N/A                 |
| 6/14/2023 | 710 Reid Street                                | Smoke or odor removal                                         | E121              | Investigate                                 | N/A                 |
| 6/16/2023 | 1009 Wishart Avenue                            | Smoke or odor removal                                         | BC111, E121       | Investigate                                 | N/A                 |
| 6/16/2023 | 845 Prosper Street                             | Smoke detector activation,<br>due to malfunction              | BC111, E111       | Investigate                                 | N/A                 |
| 6/19/2023 | 1751 Velp Avenue<br>(Village of Howard)        | Building fire                                                 | BC111, E121       | Salvage & overhaul                          | N/A                 |
| 6/19/2023 | 1303 N. Carrington Lane                        | Carbon monoxide detector<br>activation, due to<br>malfunction | E121              | Investigate                                 | N/A                 |
| 6/20/2023 | 755 Scheuring Road                             | Alarm system activation,<br>no fire, unintentional            | E111              | Investigate                                 | N/A                 |
| 6/20/2023 | 526 N. Broadway Street                         | Gas leak, (natural gas or<br>LPG)                             | BC111, E111       | Investigate                                 | N/A                 |
| 6/20/2023 | 405 Grant Street                               | Smoke detector activation,<br>no fire, unintentional          | E111              | Investigate                                 | N/A                 |
| 6/21/2023 | 901 Hansen Road<br>(Village of Ashwaubenon)    | Outdoor sign fire                                             | BC111, L111       | Dispatched &<br>canceled en route           | N/A                 |

| Date      | Incident Location      | Reported Situation                                | Units Dispatched | Disposition  | Mutual Aid Received |
|-----------|------------------------|---------------------------------------------------|------------------|--------------|---------------------|
| 6/21/2023 | 301 Third Street       | Alarm system activation, no fire, unintentional   | A111, E111       | Investigate  | N/A                 |
| 6/22/2023 | 2081 E. Baraboo Circle | Smoke or odor removal                             | BC111, E111      | Investigate  | N/A                 |
| 6/22/2023 | 1500 Fort Howard Ave   | Watercraft Rescue                                 | E121             | Water rescue | Ashwaubenon         |
| 6/22/2023 | 1320 Scheuring Road    | Overheated motor                                  | E121             | Investigate  | N/A                 |
| 6/27/2023 | 600 Heritage Road      | Alarm system activation, due to malfunction       | BC111, E111      | Investigate  | N/A                 |
| 6/27/2023 | 916 Lone Oak Road      | Smoke detector activation, due to malfunction     | E111             | Investigate  | N/A                 |
| 6/27/2023 | 810 Smits Street       | Carbon monoxide detector activation, no CO        | E111             | Investigate  | N/A                 |
| 6/28/2023 | 151 Marsh Street       | Smoke detector activation, no fire, unintentional | E121             | Investigate  | N/A                 |

**DE PERE FIRE RESCUE  
OVERTIME CAUSED BY SICK LEAVE  
JUNE, 2023**

| <b>DATE</b>  | <b>HOURS OF SICK<br/>LEAVE</b> | <b>OVERTIME<br/>PAID</b> |
|--------------|--------------------------------|--------------------------|
| 5/28/2023    | 24                             | 36                       |
| 5/29/2023    | 4.33                           | 6.5                      |
| 6/4/2023     | 12                             | 18                       |
| 6/6/2023     | 8.17                           | 12.25                    |
| 6/7/2023     | 22                             | 33                       |
| 6/8/2023     | 24                             | 36                       |
| 6/9/2023     | 24                             | 36                       |
| 6/11/2023    | 48                             | 72                       |
| 6/15/2023    | 24                             | 36                       |
| 6/17/2023    | 48                             | 72                       |
|              |                                |                          |
| <b>TOTAL</b> | <b>238.5</b>                   | <b>357.75</b>            |

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

\*\*05/27/23-06/23/23

**LIFEQUEST MEDICAL BILLING - 2023**  
**MONTHLY REPORT**

|                    | JAN.    | FEB.    | MARCH   | APRIL   | MAY     | JUNE    |
|--------------------|---------|---------|---------|---------|---------|---------|
| CHARGES            | 249,747 | 228,076 | 251,116 | 214,771 | 277,498 | 287,539 |
| PAYMENTS           | 94,422  | 100,536 | 102,969 | 113,182 | 109,427 | 97,211  |
| CREDIT ADJUSTMENTS | 119,181 | 120,031 | 111,822 | 116,186 | 96,684  | 117,370 |

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

| <b>Payments to LifeQuest</b> |          |
|------------------------------|----------|
| January                      | 6,282    |
| February                     | 6,498    |
| March                        | 7,790    |
| April                        | 7,648    |
| May                          | 6,130    |
| June                         | 5,830    |
| July                         |          |
| August                       |          |
| September                    |          |
| October                      |          |
| November                     |          |
| December                     |          |
| Total Paid                   | \$40,179 |

\*\*See attached details

**City Of De Pere**  
**Income and Expenditures**  
**June 2023**  
**All Phases**

| Charges                                        |             | Billing             | Collection         | Total               |
|------------------------------------------------|-------------|---------------------|--------------------|---------------------|
| Billing Charges / Collection Placements        |             | \$254,313.00        | \$33,225.88        | \$287,538.88        |
| Other                                          | +           | \$0.00              | \$0.00             | \$0.00              |
| <b>Subtotal of Charges</b>                     |             | <b>\$254,313.00</b> | <b>\$33,225.88</b> | <b>\$287,538.88</b> |
| <b>Account Transfers</b>                       |             | <b>\$20,488.00</b>  | <b>\$12,737.88</b> | <b>\$33,225.88</b>  |
| <b>Credit Summary</b>                          |             |                     |                    |                     |
| <b>Total Credits</b>                           |             | <b>\$202,687.34</b> | <b>\$19,869.99</b> | <b>\$222,557.33</b> |
| Less Adjustments                               | -           | \$116,615.80        | \$754.69           | \$117,370.49        |
| Less Delinquent Closed Accounts Reconciliation | -           | \$0.00              | \$10,219.57        | \$10,219.57         |
| Less Overpayments                              | -           | \$(2,243.35)        | \$0.00             | \$(2,243.35)        |
| <b>Gross Payments Received</b>                 |             | <b>\$88,314.89</b>  | <b>\$8,895.73</b>  | <b>\$97,210.62</b>  |
| Plus Overpayment Returns                       | +           | \$(2,193.49)        | \$0.00             | \$(2,193.49)        |
| <b>Net Payments Received</b>                   |             | <b>\$86,121.40</b>  | <b>\$8,895.73</b>  | <b>\$95,017.13</b>  |
| Less Payments Kept By Service                  | -           | \$0.00              | \$0.00             | \$0.00              |
| <b>Total Deposits Reconciliation</b>           |             | <b>\$86,121.40</b>  | <b>\$8,895.73</b>  | <b>\$95,017.13</b>  |
| <b>Summary of Disbursement</b>                 |             |                     |                    |                     |
| Total Deposits & Payments Kept By              |             | \$86,121.40         | \$8,895.73         | \$95,017.13         |
| Plus Overpayment Refunds                       | +           | \$(49.86)           | \$0.00             | \$(49.86)           |
| <b>Gross Revenue</b>                           |             | <b>\$86,071.54</b>  | <b>\$8,895.73</b>  | <b>\$94,967.27</b>  |
| LifeQuest Fee                                  |             | \$3,873.22          | \$1,957.06         | \$5,830.28          |
| Plus Probate Fees                              | +           | \$0.00              | \$0.00             | \$0.00              |
| Other / Fees                                   |             | -                   | -                  | \$0.00              |
| <b>Total Due LifeQuest</b>                     | Check # EFT | <b>\$3,873.22</b>   | <b>\$1,957.06</b>  | <b>\$5,830.28</b>   |
| Service Revenue                                |             | \$82,198.32         | \$6,938.67         | \$89,136.99         |
| 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              |
| <b>Total Due Service</b>                       | Check # EFT | <b>\$82,198.32</b>  | <b>\$6,938.67</b>  | <b>\$89,136.99</b>  |

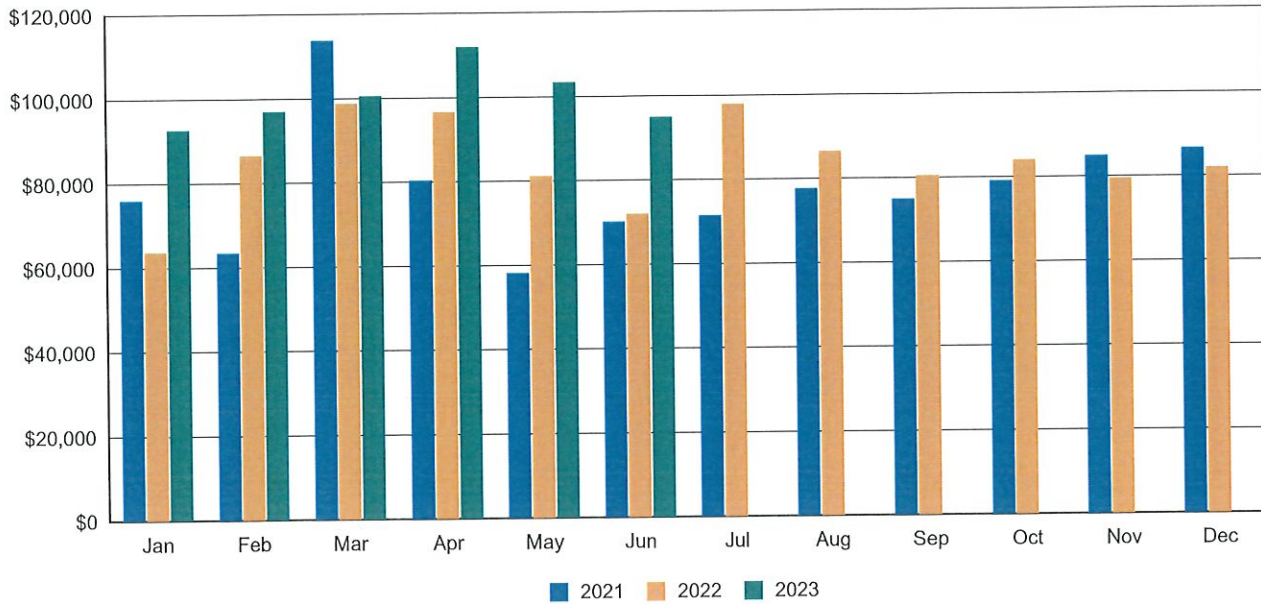
**Messages:**

Total deposits differ from bank statement due to prior month 5/30 Trip \$1229.49 posted, NSF 1394.00 posted and current month DD not being posted (6/14 UMR 363.13 6/23 VA 117.09 6/28 Quartz 328.73 6/28 Prevea 1020.61 6/28 UMR 2002.93 6/28 Aarp 213.97 6/28 UHC 2665.82 6/28 WPS 225.47 6/29 HWHO 249.42 6/29 Humana 1605.11 6/30 NGS 548.02 6/30 UHC 1325.05 6/30 Aarp 95.83 6/30 UMR 646.40) JAL 7.5.23



# All Phases Gross Revenue

City of De Pere  
January 2021 to June 2023



|                            | 2021             | 2022               | 2023             |
|----------------------------|------------------|--------------------|------------------|
| January                    | \$76,068         | \$63,841           | \$92,717         |
| February                   | \$63,602         | \$86,624           | \$96,954         |
| March                      | \$113,896        | \$98,825           | \$100,571        |
| April                      | \$80,392         | \$96,607           | \$112,135        |
| May                        | \$58,325         | \$81,259           | \$103,493        |
| June                       | \$70,239         | \$72,087           | \$94,967         |
| July                       | \$71,566         | \$97,965           | \$0              |
| August                     | \$77,763         | \$86,527           | \$0              |
| September                  | \$75,107         | \$80,584           | \$0              |
| October                    | \$79,194         | \$84,134           | \$0              |
| November                   | \$85,024         | \$79,587           | \$0              |
| December                   | \$86,681         | \$81,992           | \$0              |
| <b>Total Gross Revenue</b> | <b>\$937,858</b> | <b>\$1,010,034</b> | <b>\$600,837</b> |

## City Of De Pere

## Billing Summary

June 2023

Phase 1

**Charges**

|                            |   |              |                     |
|----------------------------|---|--------------|---------------------|
| Billing Charges            |   | \$254,313.00 |                     |
| Other                      | + | \$0.00       |                     |
| <b>Subtotal of Charges</b> |   |              | <b>\$254,313.00</b> |

**Account Transfers**

|                                       |  |  |                    |
|---------------------------------------|--|--|--------------------|
| Billing to Collections Transfer Total |  |  | <b>\$20,488.00</b> |
|---------------------------------------|--|--|--------------------|

**Credit Summary**

|                                      |   |              |                    |
|--------------------------------------|---|--------------|--------------------|
| <b>Total Credits</b>                 |   | \$202,687.34 |                    |
| Less Adjustments                     | - | \$116,615.80 |                    |
| Less Overpayments                    | - | \$(2,243.35) |                    |
| <b>Gross Payments Received</b>       |   |              | <b>\$88,314.89</b> |
| Plus Overpayment Returns             | - | \$(2,193.49) |                    |
| <b>Net Payments Received</b>         |   |              | <b>\$86,121.40</b> |
| Less Payments Kept By Service        | - | \$0.00       |                    |
| <b>Total Deposits Reconciliation</b> |   |              | <b>\$86,121.40</b> |

**Summary of Disbursement**

|                                   |             |             |                    |
|-----------------------------------|-------------|-------------|--------------------|
| Total Deposits & Payments Kept By |             | \$86,121.40 |                    |
| Plus Overpayment Refunds          | +           | \$(49.86)   |                    |
| <b>Gross Revenue</b>              |             |             | <b>\$86,071.54</b> |
| LifeQuest Fee                     |             | \$3,873.22  |                    |
| Plus Probate Fees                 | +           | \$0.00      |                    |
| <b>Total Due LifeQuest</b>        | Check # EFT |             | <b>\$3,873.22</b>  |
| Service Revenue                   |             | \$82,198.32 |                    |
| Less Payment Kept By Service      | -           | \$0.00      |                    |
| Less Service Payable              | -           | \$0.00      |                    |
| Less Probate Fees                 | -           | \$0.00      |                    |
| Other / Fees                      | -           | \$0.00      |                    |
| <b>Total Due Service</b>          | Check # EFT |             | <b>\$82,198.32</b> |

**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

## Receivables Distribution Report

### Receivables Cash

#### All Companies

#### All Directories

| Charges  | Jul 2022 | Aug 2022 | Sep 2022 | Oct 2022 | Nov 2022 | Dec 2022 | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Totals |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--------|
| Jul 2022 | 11811    | 50340    | 16296    | 6529     | 4277     | 131      | 150      | 150      | 150      | 150      | 150      | 150 \$   | 90284  |
| 212516   | 5.6      | 23.7     | 7.7      | 3.1      | 2        | 0.1      | 0.1      | 0.1      | 0.1      | 0.1      | 0.1      | 0.1 %    | 42.5   |
| Aug 2022 |          | 4148     | 39546    | 17217    | 3603     | 8227     | 705      | 1352     | 150      | 1540     | -226     | 150 \$   | 76411  |
| 188907   |          | 2.2      | 20.9     | 9.1      | 1.9      | 4.4      | 0.4      | 0.7      | 0.1      | 0.8      | -0.1     | 0.1 %    | 40.4   |
| Sep 2022 |          |          | 5420     | 43706    | 23508    | 8301     | 3026     | 1852     | 1292     | 375      | -725     | -49 \$   | 86705  |
| 192420   |          |          | 2.8      | 22.7     | 12.2     | 4.3      | 1.6      | 1        | 0.7      | 0.2      | -0.4     | 0 %      | 45.1   |
| Oct 2022 |          |          |          | 8983     | 35308    | 15297    | 7932     | 3620     | 2587     | 30       | 30       | 0 \$     | 73788  |
| 183413   |          |          |          | 4.9      | 19.3     | 8.3      | 4.3      | 2        | 1.4      | 0        | 0        | 0 %      | 40.2   |
| Nov 2022 |          |          |          |          | 5006     | 35903    | 22782    | 5091     | 1744     | 2164     | 227      | 997 \$   | 73914  |
| 176364   |          |          |          |          | 2.8      | 20.4     | 12.9     | 2.9      | 1        | 1.2      | 0.1      | 0.6 %    | 41.9   |
| Dec 2022 |          |          |          |          |          | 5364     | 42270    | 17049    | 4898     | 1957     | 342      | 278 \$   | 72157  |
| 185954   |          |          |          |          |          | 2.9      | 22.7     | 9.2      | 2.6      | 1.1      | 0.2      | 0.1 %    | 38.8   |
| Jan 2023 |          |          |          |          |          |          | 3506     | 49033    | 23626    | 6958     | 9251     | 1087 \$  | 93461  |
| 208255   |          |          |          |          |          |          | 1.7      | 23.5     | 11.3     | 3.3      | 4.4      | 0.5 %    | 44.9   |
| Feb 2023 |          |          |          |          |          |          |          | 7272     | 39910    | 22361    | 7898     | 1780 \$  | 79220  |
| 185421   |          |          |          |          |          |          |          | 3.9      | 21.5     | 12.1     | 4.3      | 1 %      | 42.7   |
| Mar 2023 |          |          |          |          |          |          |          |          | 5502     | 53158    | 28598    | 5913 \$  | 93171  |
| 229026   |          |          |          |          |          |          |          |          | 2.4      | 23.2     | 12.5     | 2.6 %    | 40.7   |
| Apr 2023 |          |          |          |          |          |          |          |          |          | 8057     | 42743    | 21882 \$ | 72683  |
| 205275   |          |          |          |          |          |          |          |          |          | 3.9      | 20.8     | 10.7 %   | 35.4   |
| May 2023 |          |          |          |          |          |          |          |          |          |          | 10264    | 45017 \$ | 55281  |
| 227424   |          |          |          |          |          |          |          |          |          |          | 4.5      | 19.8 %   | 24.3   |
| Jun 2023 |          |          |          |          |          |          |          |          |          |          |          | 5639 \$  | 5639   |
| 173746   |          |          |          |          |          |          |          |          |          |          |          | 3.2 %    | 3.2    |
| Averages | 1st Mo   | 2nd Mo   | 3rd Mo   | 4th Mo   | 5th Mo   | 6th Mo   | 7th Mo   | 8th Mo   | 9th Mo   | 10th Mo  | 11th Mo  | 12th Mo  |        |
| Extended | 3.4      | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     |        |
| Weighted | 3.4      | 21.7     | 10.6     | 3.2      | 2.2      | 0.7      | 0.3      | 0.2      | 0.1      | 0        | 0.1      | 0.1      |        |





## City of De Pere, Wisconsin

### Request For Finance/Personnel Committee Action

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**MEETING DATE:** July 11, 2023

**DEPARTMENT:** Police

**FROM:** Jeremy Muraski

**SUBJECT:** Consideration and Possible Action on the June 2023 Police Overtime Report.

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June 2023 Overtime was lower than March, April, and May 2023 Overtime. It was, however, higher than June of 2020, 2021, and 2022. Staffing Level OT accounted for 168.75 hours of overtime. Training related overtime was second with 144.25 hours. Staffing Overtime looks likely to continue to be a driving force as we currently have 2 officers in Field Training, with one new officer being sworn in this Friday to begin field training. We are short those 3 officers currently and just learned a 4th may be on light duty status for 3-6 months due to an injury.

#### ATTACHMENTS:

- 2021 PD OT Report Summary (PDF)
- 2022 PD OT Report Summary (PDF)
- June 2023 PD OT Report (PDF)
- Trend Chart June 2023 (PDF)

**DE PERE POLICE DEPARTMENT  
OVERTIME BY REASON  
2021**

| REASON                              | JAN            | FEB            | MAR            | APR            | MAY            | JUN            | JUL           | AUG            | SEPT           | OCT             | NOV            | DEC            | TOTAL           |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|----------------|----------------|-----------------|----------------|----------------|-----------------|
| OFFICER SICK RELIEF                 | 24.75          | 11.50          | 21.50          | 39.50          | 11.50          |                | 21.25         | 15.25          | 3.00           | 16.00           |                | 37.75          | 202.00          |
| OFFICER WORKED ON HOLIDAY           | 94.00          | 16.50          |                | 30.00          | 66.00          | 4.00           | 61.00         | 20.00          | 117.25         |                 | 61.50          | 114.25         | 584.50          |
| OFFICER FOR COURT                   | 2.75           | 4.00           | 16.00          | 10.00          | 2.00           | 14.00          | 9.00          | 18.00          | 12.25          | 8.00            | 10.00          | 6.00           | 112.00          |
| OFFICER TRAINING                    | 73.00          | 71.25          | 82.50          | 33.25          | 128.25         | 55.25          | 26.75         | 45.50          | 131.50         | 110.50          | 130.25         | 28.25          | 916.25          |
| OFFICER RELIEF FOR FUNERAL          |                |                | 6.75           |                |                |                |               |                |                |                 |                |                | 6.75            |
| OFFICER ATTEND MEETING              |                | 7.75           |                | 1.00           | 15.50          | 7.75           | 11.25         | 13.50          |                |                 | 7.75           |                | 64.50           |
| STAFFING LEVEL                      | 144.25         | 96.50          | 124.50         | 124.25         | 275.00         | 256.50         | 265.00        | 229.25         | 137.50         | 124.75          | 88.00          | 167.00         | 2032.50         |
| INVESTIGATION                       | 68.50          | 52.50          | 47.00          | 28.50          | 49.75          | 50.25          | 64.75         | 68.25          | 47.75          | 52.00           | 37.75          | 26.00          | 593.00          |
| HONOR GUARD FOR FUNERAL             |                |                |                |                |                |                |               |                |                |                 |                |                | 0.00            |
| SCHOOL LIAISON REIMBURSED           | 28.75          | 21.25          | 11.75          | 42.50          | 25.50          | 22.25          |               | 18.00          | 63.75          | 82.50           | 9.50           | 26.00          | 351.75          |
| COMMUNITY RELATIONS                 |                |                |                |                |                |                |               |                |                |                 |                |                | 0.00            |
| SPECIAL ASSIGNMENT                  | 34.50          |                |                | 2.00           | 60.00          |                |               |                |                |                 |                |                | 96.50           |
| SPECIAL ASSIGNMENT REIMBURSED       |                |                |                |                |                |                | 2.00          | 20.50          | 6.00           | 18.00           | 26.50          |                | 73.00           |
| MISCELLANEOUS                       | 11.25          | 5.25           | 1.00           | 8.75           | 3.25           | 35.50          |               | 5.50           | 14.25          | 15.00           | 19.00          | 12.00          | 130.75          |
| MISCELLANEOUS REIMBURSED            |                |                | 21.50          | 26.25          | 19.50          | 1.00           |               | 33.50          | 16.25          | 11.75           | 11.25          | 35.00          | 176.00          |
| GROSS OFFICER OVERTIME              | 481.75         | 286.50         | 332.50         | 346.00         | 656.25         | 446.50         | 461.00        | 487.25         | 549.50         | 438.50          | 401.50         | 452.25         | 5339.50         |
| <b>SUBTOTAL REIMBURSED OVERTIME</b> | <b>(28.75)</b> | <b>(21.25)</b> | <b>(33.25)</b> | <b>(68.75)</b> | <b>(45.00)</b> | <b>(23.25)</b> | <b>(2.00)</b> | <b>(72.00)</b> | <b>(86.00)</b> | <b>(112.25)</b> | <b>(47.25)</b> | <b>(61.00)</b> | <b>(600.75)</b> |
| <b>NET OFFICER OVERTIME</b>         | <b>453.00</b>  | <b>265.25</b>  | <b>299.25</b>  | <b>277.25</b>  | <b>611.25</b>  | <b>423.25</b>  | <b>459.00</b> | <b>415.25</b>  | <b>463.50</b>  | <b>326.25</b>   | <b>354.25</b>  | <b>391.25</b>  | <b>4738.75</b>  |

\*TOTAL OVERTIME BUDGET: \$ 175,000.00

EXPENDITURES THROUGH 12/31/2021 \$ 202,559.08

PERCENT OF TOTAL BUDGET: 116%

**DE PERE POLICE DEPARTMENT  
OVERTIME BY REASON  
2022**

| REASON                              | JAN            | FEB             | MAR            | APR            | MAY             | JUN            | JUL            | AUG            | SEPT            | OCT            | NOV            | DEC            | TOTAL           |
|-------------------------------------|----------------|-----------------|----------------|----------------|-----------------|----------------|----------------|----------------|-----------------|----------------|----------------|----------------|-----------------|
| OFFICER SICK RELIEF                 | 29.25          | 18.75           | 40.50          | 5.50           | 3.75            | 7.50           | 39.75          | 4.50           | 3.75            | 39.75          | 46.25          | 47.50          | 286.75          |
| OFFICER WORKED ON HOLIDAY           | 58.25          | 9.75            | 8.00           | 34.75          | 81.25           | 18.00          | 60.00          | 16.75          | 114.75          | 24.25          | 54.25          | 120.00         | 600.00          |
| OFFICER FOR COURT                   | 8.00           | 12.50           | 23.00          | 10.00          | 12.00           | 26.00          | 6.00           | 18.00          | 21.00           | 14.00          | 16.50          | 6.00           | 173.00          |
| OFFICER TRAINING                    | 63.25          | 32.50           | 53.75          | 113.00         | 384.00          | 34.50          | 46.00          | 33.00          | 243.25          | 155.00         | 96.25          | 56.75          | 1311.25         |
| OFFICER RELIEF FOR FUNERAL          |                |                 |                |                |                 |                |                |                |                 |                |                |                | 0.00            |
| OFFICER ATTEND MEETING              |                | 21.25           | 2.75           |                | 6.00            | 5.00           | 2.25           | 4.00           | 2.00            | 9.75           |                |                | 53.00           |
| STAFFING LEVEL                      | 55.50          | 126.50          | 149.25         | 152.25         | 153.50          | 94.00          | 267.00         | 369.75         | 301.75          | 261.25         | 232.00         | 222.50         | 2385.25         |
| INVESTIGATION                       | 31.00          | 34.25           | 38.50          | 44.75          | 69.75           | 40.75          | 47.00          | 50.00          | 46.75           | 23.50          | 67.25          | 52.75          | 546.25          |
| HONOR GUARD FOR FUNERAL             |                |                 |                | 2.00           | 1.50            | 2.00           |                |                |                 |                |                |                | 5.50            |
| SCHOOL LIAISON REIMBURSED           | 26.25          | 49.50           | 20.50          | 18.00          | 25.00           | 32.50          |                | 23.00          | 68.75           | 45.00          | 26.00          | 28.75          | 363.25          |
| COMMUNITY RELATIONS                 |                |                 |                |                |                 |                |                |                |                 |                |                |                | 0.00            |
| SPECIAL ASSIGNMENT                  |                |                 |                |                | 104.00          | 67.50          |                | 25.25          |                 | 32.75          |                |                | 229.50          |
| SPECIAL ASSIGNMENT REIMBURSED       |                | 9.75            |                | 2.25           | 81.00           |                | 2.00           |                | 5.00            | 21.50          | 38.00          |                | 159.50          |
| MISCELLANEOUS                       | 1.50           | 11.25           | 13.50          | 12.75          | 13.25           | 13.25          | 17.50          | 62.25          | 8.25            | 3.50           | 17.00          | 9.50           | 183.50          |
| MISCELLANEOUS REIMBURSED            | 23.25          | 57.25           | 37.50          | 31.75          | 29.00           | 56.75          | 49.00          | 29.00          | 34.50           | 16.25          | 20.75          | 24.50          | 409.50          |
| GROSS OFFICER OVERTIME              | 296.25         | 383.25          | 387.25         | 427.00         | 964.00          | 397.75         | 536.50         | 635.50         | 849.75          | 646.50         | 614.25         | 568.25         | 6706.25         |
| <b>SUBTOTAL REIMBURSED OVERTIME</b> | <b>(49.50)</b> | <b>(116.50)</b> | <b>(58.00)</b> | <b>(52.00)</b> | <b>(135.00)</b> | <b>(89.25)</b> | <b>(51.00)</b> | <b>(52.00)</b> | <b>(108.25)</b> | <b>(82.75)</b> | <b>(84.75)</b> | <b>(53.25)</b> | <b>(932.25)</b> |
| <b>NET OFFICER OVERTIME</b>         | <b>246.75</b>  | <b>266.75</b>   | <b>329.25</b>  | <b>375.00</b>  | <b>829.00</b>   | <b>308.50</b>  | <b>485.50</b>  | <b>583.50</b>  | <b>741.50</b>   | <b>563.75</b>  | <b>529.50</b>  | <b>515.00</b>  | <b>5774.00</b>  |

TOTAL OVERTIME BUDGET: \$ 175,000.00  
 EXPENDITURES THROUGH 12/30/2022 \$ 259,460.55  
 PERCENT OF TOTAL BUDGET: 148%

**DE PERE POLICE DEPARTMENT  
OVERTIME BY REASON  
2023**

| REASON                              | JAN            | FEB            | MAR            | APR            | MAY             | JUN            | JUL         | AUG         | SEPT        | OCT         | NOV         | DEC         | TOTAL           |
|-------------------------------------|----------------|----------------|----------------|----------------|-----------------|----------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| OFFICER SICK RELIEF                 | 11.00          | 15.75          | 8.00           | 39.00          | 18.50           | 22.50          |             |             |             |             |             |             | 114.75          |
| OFFICER WORKED ON HOLIDAY           | 68.00          | 8.00           | 4.00           | 34.00          | 101.75          | 18.25          |             |             |             |             |             |             | 234.00          |
| OFFICER FOR COURT                   | 18.00          | 29.50          | 15.00          | 20.00          | 20.75           | 15.00          |             |             |             |             |             |             | 118.25          |
| OFFICER TRAINING                    | 53.50          | 98.50          | 91.75          | 151.00         | 174.00          | 144.25         |             |             |             |             |             |             | 713.00          |
| OFFICER RELIEF FOR FUNERAL          | 0.00           |                |                |                |                 |                |             |             |             |             |             |             | 0.00            |
| OFFICER ATTEND MEETING              | 30.00          | 8.25           | 5.25           |                |                 | 1.25           |             |             |             |             |             |             | 44.75           |
| STAFFING LEVEL                      | 152.00         | 81.75          | 263.00         | 127.75         | 97.00           | 168.75         |             |             |             |             |             |             | 890.25          |
| INVESTIGATION                       | 16.00          | 67.50          | 76.25          | 31.75          | 46.50           | 39.50          |             |             |             |             |             |             | 277.50          |
| HONOR GUARD FOR FUNERAL             | 0.00           | 20.00          |                | 30.00          | 31.50           |                |             |             |             |             |             |             | 81.50           |
| SCHOOL LIAISON REIMBURSED           | 41.50          | 29.00          | 29.25          | 21.50          | 21.50           | 22.50          |             |             |             |             |             |             | 165.25          |
| COMMUNITY RELATIONS                 | 0.00           |                |                |                |                 |                |             |             |             |             |             |             | 0.00            |
| SPECIAL ASSIGNMENT                  | 0.00           |                |                |                |                 |                |             |             |             |             |             |             | 0.00            |
| SPECIAL ASSIGNMENT REIMBURSED       | 0.00           | 14.00          | 5.25           |                | 187.50          | 34.50          |             |             |             |             |             |             | 241.25          |
| MISCELLANEOUS                       | 12.50          | 9.50           | 21.00          | 7.00           | 6.00            | 20.00          |             |             |             |             |             |             | 76.00           |
| MISCELLANEOUS REIMBURSED            | 20.25          | 37.50          | 24.25          | 31.75          | 46.25           | 32.50          |             |             |             |             |             |             | 192.50          |
| GROSS OFFICER OVERTIME              | 422.75         | 419.25         | 543.00         | 493.75         | 751.25          | 519.00         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 3149.00         |
| <b>SUBTOTAL REIMBURSED OVERTIME</b> | <b>(61.75)</b> | <b>(80.50)</b> | <b>(58.75)</b> | <b>(53.25)</b> | <b>(255.25)</b> | <b>(89.50)</b> | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | <b>(599.00)</b> |
| <b>NET OFFICER OVERTIME</b>         | <b>361.00</b>  | <b>338.75</b>  | <b>484.25</b>  | <b>440.50</b>  | <b>496.00</b>   | <b>429.50</b>  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>2550.00</b>  |

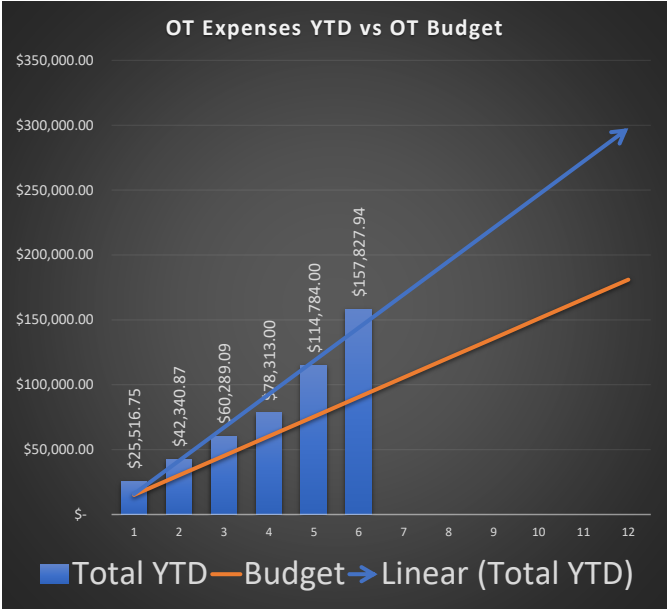
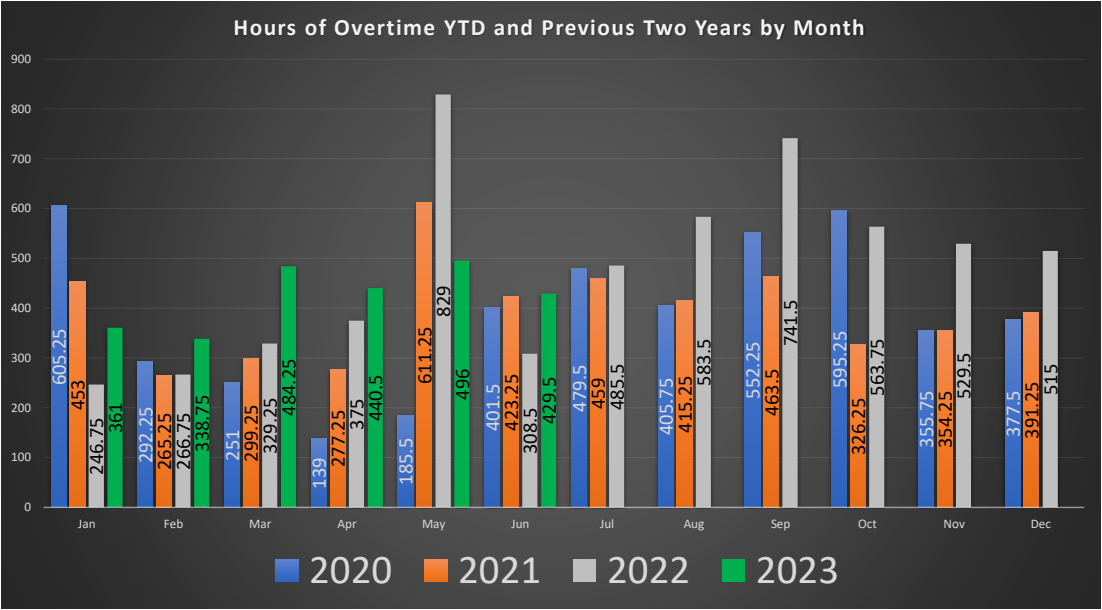
**TOTAL OVERTIME BUDGET: \$ 181,000.00**

**EXPENDITURES THROUGH 06/30/2023 \$ 157,827.94**

**PERCENT OF TOTAL BUDGET: 87%**

2023 PD Overtime Trends Report

|             | Jan          | Feb          | Mar          | Apr          | May           | Jun           | Jul           | Aug           | Sep           | Oct           | Nov           | Dec           | Total Yearly Hours | Total Yearly Expendi | Total OT Budget |
|-------------|--------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------------|----------------------|-----------------|
| 2020        | 605.25       | 292.25       | 251          | 139          | 185.5         | 401.5         | 479.5         | 405.75        | 552.25        | 595.25        | 355.75        | 377.5         | 4640.5             | \$ 236,436.94        | \$ 175,000.00   |
| 2021        | 453          | 265.25       | 299.25       | 277.25       | 611.25        | 423.25        | 459           | 415.25        | 463.5         | 326.25        | 354.25        | 391.25        | 4738.75            | \$ 202,559.08        | \$ 175,000.00   |
| 2022        | 246.75       | 266.75       | 329.25       | 375          | 829           | 308.5         | 485.5         | 583.5         | 741.5         | 563.75        | 529.5         | 515           | 5774               | \$ 195,590.66        | \$ 175,000.00   |
| 2023        | 361          | 338.75       | 484.25       | 440.5        | 496           | 429.5         |               |               |               |               |               |               | 2550               | \$ 25,516.75         | \$ 181,000.00   |
| Total YTD   | \$ 25,516.75 | \$ 42,340.87 | \$ 60,289.09 | \$ 78,313.00 | \$ 114,784.00 | \$ 157,827.94 |               |               |               |               |               |               |                    |                      |                 |
| % of Budget | 14.0%        | 23.0%        | 33.0%        | 43.0%        | 63.0%         | 87.0%         |               |               |               |               |               |               |                    |                      |                 |
| Budget      | \$ 15,083.33 | \$ 30,166.66 | \$ 45,249.99 | \$ 60,333.32 | \$ 75,416.65  | \$ 90,499.98  | \$ 105,583.31 | \$ 120,666.64 | \$ 135,749.97 | \$ 150,833.30 | \$ 165,916.63 | \$ 180,999.96 |                    |                      |                 |





City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** July 11, 2023

**DEPARTMENT:** Fire Department

**FROM:** Lea Taylor

**SUBJECT:** Consideration and Possible Action on Acceptance of Donations to Fund Therapy Dog Program for Fire Department.\*

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**ATTACHMENTS:**

- THERAPY DOG DONATIONS FOR FIRE DEPT (PDF)

# Memo



**To:** Honorable Mayor James Boyd  
Members of the Common Council

**From:** Fire Chief Alan Matzke

**Date:** July 11, 2023

**Re:** Request to Accept Donations to Fund Therapy Dog Program

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De Pere Fire Rescue is requesting approval to accept a donation to fund a therapy dog program. In September, 2022, I requested approval to develop a therapy dog program for DPFR and its staff. I was approached by Tammy Gossen, a citizen who expressed interest in taking on a project to support the staff of DPFR. Tammy specifically wanted to do something to improve the working conditions, attitude and/or health of our staff and felt a therapy dog would achieve her goal.

Tammy and her team set out with the goal of raising \$10,000 towards the purchase, training and maintenance of a therapy dog. The team exceeded the goal with community support, which led to the purchase of Stanley, as well as the basic supplies to train and maintain him. The total amount raised is currently \$12,328.58. To date, \$1,730.08 has been spent to purchase Stanley and necessary supplies.

Stanley is well underway in his journey to becoming a full fledged therapy dog. He has a lot of future training, but he has brought an immeasurable amount of joy and comfort to, not only our staff, but the entire city staff and community.

At this time, Tammy and her team would like to turn the funds over to the city to support the ongoing needs of Stanley into the future.

I'm requesting to move the funds from the department's donation account to an account established solely for providing support to Stanley's future needs. The proposed account would be overseen and managed by the Finance Department and would allow expenses to be dispersed without the Council approval, as with the donation account. This request is intended to be completely funded by donations having no impact on city budgets. Thank you for your consideration. If you have any questions, please do not hesitate to ask.





## City of De Pere, Wisconsin

### Request For Finance/Personnel Committee Action

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**MEETING DATE:** July 11, 2023

**DEPARTMENT:** Police

**FROM:** Jeremy Muraski

**SUBJECT:** Consideration and Possible Action on Acceptance of \$18,500 donation from the Cloud Family Foundation, Inc. to Police for use with the K-9 Unit. \*

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The Cloud Family Foundation, Inc., a charitable organization in De Pere, would like to make a generous donation in the amount of \$18,500 to the De Pere Police Department K-9 Unit.

The Foundation expressly designated that funding provided to be utilized for the needs of the K-9 division to fund the purchase and training of a police K-9.

If the donation is approved, this money would be allocated to the K-9 unit fund to cover the costs associated with the training, equipping, and care of a new police canine. We are hoping to complete the purchase of a new canine and send a handler to training and certification in the fall of this year.





## City of De Pere, Wisconsin

### Request For Finance/Personnel Committee Action

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**MEETING DATE:** July 11, 2023

**DEPARTMENT:** Police

**FROM:** Jeremy Muraski

**SUBJECT:** Consideration and Possible Action on Acceptance of \$1,500 donation from Walmart for the Police Bike Safety Program.\*

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Walmart would like to donate \$1,500 to the De Pere Police Department Bike Safety Program, or what we commonly call "Bike Rodeo". The money would be used to purchase new bicycles and perform maintenance on the aging bike trailer we use to transport the bikes, bike helmets, etc. If enough money is raised from other sources as well, we would like to purchase a new bike trailer at some point.



## City of De Pere, Wisconsin

### Request For Finance/Personnel Committee Action

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**MEETING DATE:** July 11, 2023

**DEPARTMENT:** Police

**FROM:** Jeremy Muraski

**SUBJECT:** Consideration and Possible Action on Police Request to Maintain a Credit Card for Travel and Training Purposes with a Credit line of \$2,500. \*

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Periodically the department sends staff to training in and out of the State of Wisconsin that includes travel expenses such as hotel stays. One upcoming example would be sending an officer to New Mexico for weeks of training with a new police K-9. In addition, even for local training, there are often class fees associated with signing officers up for training, reserving spots in the class, etc.

As such, the department would like to have one credit card assigned to travel and training specific expenses to allow the traveling officer to check out the card to take with them for necessary, approved travel expenses. Also, I believe it will make it easier to track and reconcile all travel related expenses and receipts by having them fall under one designated card.



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** July 11, 2023

**DEPARTMENT:** Human Resources

**FROM:** Shannon Metzler

**SUBJECT:** Recommendation and Possible Action to hire McGrath Human Resources Consulting Group to Update the City's Job Descriptions.\*

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**ATTACHMENTS:**

- Memo to Finance to hire McGrath to update descriptions (PDF)
- De Pere Job Description Draft Agreement 6.19.23 with McGrath (PDF)

# CITY OF DE PERE MEMO



To: Members of the Finance/Personnel Committee

From: Shannon Metzler, Human Resources Director

Date: July 11, 2023

**RE: Recommendation and Possible Action to hire McGrath Human Resources Consulting Group to Update the City's Job Descriptions**

The Human Resources Department is seeking approval to have McGrath Human Resources Group update the City's job descriptions. The City Council approved contracting with Baker Tilly in 2022 to update job descriptions, however that work was not completed.

This project aims to ensure our job descriptions accurately reflect the required skills and responsibilities of each position, as well as the evolving needs of the City. Updating the job descriptions will enable the City to attract highly skilled candidates who possess the specific capabilities needed for each position. It will also provide a clear framework for performance expectations, career progression, and professional development. Accurate and up to date job descriptions serve as a foundation for things such as: fair and equitable HR practices, recruitment, performance management, compensation, etc.

The time from start of document drafts to the date the City receives all draft documents is estimated at 12 weeks.

The funding for this project will come from funds that were carried over from the 2022 budget due to this project not being completed by Baker Tilly during their compensation study. The amount carried over was \$10,000. McGrath's current rate for job description development is \$195 per document. We plan to have up to 50 documents updated, totaling \$9750.

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



To: Stephanie O'Brien  
Talent Acquisition Specialist

From: Victoria McGrath, Ph.D., SPHR  
CEO

Date: June 5, 2023

Re: Job Description Quote

Thank you for the opportunity to submit our qualifications to develop job descriptions for the City of DePere.

The Firm can either update the current job descriptions in their current format, or the Firm can completely rewrite all job descriptions with a tailored yet standardized and compliant format to meet the needs and desires for the City. The template is developed cooperatively between the City and McGrath. Any descriptions that are updated will be submitted in draft form and one edit is included in the price before being turned over to the organization as final.

#### **Job Description Development**

1. Development of a new job description template for approval by the City (if desired by the City)
2. Full rewrite and update existing job descriptions provided in the Compensation Study.
3. Develop of new job descriptions for new classifications developed during the last Compensation Study utilizing the same template described above for new documents job descriptions.
4. Any descriptions that are developed/updated will be submitted to the City in draft form and one edit is included in the price before being turned over to the City as final.

#### **Proposed Timeline**

Given McGrath's current project commitments, job descriptions can be started in late August/early September. Once the template has been developed and approved by the City, the time from start of document drafts to the date the City receives all draft documents is estimated at 12-weeks.

#### **Cost Proposal**

We have identified the final project could result in up to 50 documents. The current rate for job description development is \$195 per document. Assuming 50 job descriptions, the estimated total cost is \$9,750. This amount will be adjusted based upon the actual number of job descriptions developed.

Terms of Payment for job description projects are \$2,000 at start of the project, and the balance upon receipt of all draft job descriptions.

Please contact me with any questions or clarifications.

## Agreement

The City and Consultant hereby agree to the completion of Job Descriptions for City positions.

The City in consideration of the performance of these services agrees to pay the Consultant the total contract amount of \$9,750- \$195 per job title. The project will begin in late August/early September. Travel expenses, if needed, will be billed for actual expenses incurred on the final billing. Travel expenses will be for airfare, hotel, car rental, and meals. Payment will be in the following manner:

- \$2,000 at the start of the project;
- \$7,750 plus/minus the actual number of job titles upon submission of all draft job descriptions; plus travel expenses.
- Payment is due within 30 days of receipt.

City of De Pere

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

McGrath Human Resources Group

By:



Title: CEO

\_Date: June 19, 2023



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** July 11, 2023

**DEPARTMENT:** Human Resources

**FROM:** Tracy Hood

**SUBJECT:** Recommendation and Possible Action on 2024 Non-Benefit Eligible Employees Wage Schedule.\*

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**ATTACHMENTS:**

- Finance-Personnel Committee Memo - Changes for 2024 (PDF)
- 2024 Seasonal Part-time-Non-Benefit Eligible- Employee Wage Schedule -redline (PDF)

# CITY OF DE PERE MEMO



To: Finance/Personnel Committee  
From: Tracy Hood, Human Resources Generalist  
Date: July 11, 2023  
RE: Recommendation and Possible Action on 2024 Non-Benefit Eligible Employees Wage Schedule\*

Attached please find the 2024 pay recommendations for the Seasonal/Part Time (Non-Benefit Eligible) Employee Wage Scale.

There are four positions, based on market data and/or difficulty filling positions, we are recommending moving to a higher level effective January 1, 2024. The departments plan to budget for this increase as part of their 2024 budget. The recommendations are as follows:

- Park, Street & Water Maintenance Laborer – from Level 3 to Level 4
- Sign Maintenance Aide – from Level 3 to Level 4
- Park Maintenance Lead – from Level 4 to Level 5
- Spring/Fall Maintenance – from Level 6 to Level 8

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

Thank you.



## 2024 Seasonal/Part Time (Non-Benefit Eligible) Employee Wage Scale

Wages Effective: January 1, 2024

Updated 06/30/2023

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

| Position                                                                                                                                                                                                                                                                                                       | Starting Wage                                                                                  | After Minimum of 1 Year/Returning Wage                                                        | Employment Period                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Level 9</b>                                                                                                                                                                                                                                                                                                 | \$21.00                                                                                        | \$22.00                                                                                       |                                                                                           |
| <b>Level 10</b>                                                                                                                                                                                                                                                                                                | \$22.00                                                                                        | \$23.00                                                                                       |                                                                                           |
| <b>Level 11</b><br>- Accountant<br>- Training & Safety Officer (Fire)**** / *****<br>- Senior Pool Manager***<br>- Yoga/Pilates/Zumba with advance certification after 1yr. employment unless approved by Mgr. (ACE, AFAA, E-RYT 500 hrs) *<br>- Snow Plow Driver<br>- Seasonal Maintenance Worker (CDL Req'd) | \$23.00                                                                                        | \$24.00                                                                                       | Year Round<br>Year Round<br>Summer<br>Year Round<br><br>Winter<br>Spring & Fall           |
| <b>Level 12</b><br>- Plumbing Inspector<br>- Electrical Inspector                                                                                                                                                                                                                                              | \$35.00                                                                                        | \$36.00                                                                                       | Year Round<br>Year Round                                                                  |
| <b>Non-Classified Wage Rates</b><br>- Scorekeeper<br>- Court Monitor<br>- Kickball Official**<br>- Flag Football Official<br>- Slow/Co-ed Softball Umpire**<br>- Basketball Official**<br>- WIAA Certified Basketball Official**                                                                               | \$14.00/ga<br>\$16.00/ga<br>\$18.00/ga<br>\$18.00/ga<br>\$21.00/ga<br>\$40.00/ga<br>\$45.00/ga | \$15.00/ga<br>\$17.00/ga<br>\$19.00/ga<br>\$19.00/ga<br>\$22.00/ga<br>\$41.00/ga<br>\$46.00ga | Fall-Winter<br>Fall-Winter<br>Summer<br>Fall<br>Summer-Fall<br>Fall-Winter<br>Fall-Winter |

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

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

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

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

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

\*\*\* The City of will reimburse the cost of certification or recertification for lifeguard employees contingent on staff successfully working 100 hours within one calendar year. The City will reimburse the cost for the Lifeguard Instructor certification for the Senior Pool Manager contingent upon staff successfully completing one season of employment.

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

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

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

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

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



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** July 11, 2023

**DEPARTMENT:** Human Resources

**FROM:** Tracy Hood

**SUBJECT:** Recommendation and Possible Action to Approve Various Changes to the City Policy Manual.\*

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**ATTACHMENTS:**

- 2023 Policy Updates Memo to Finance and Council 7.2023 (PDF)
- 2023 Policy Updates Redline to Finance and Council 7.2023 (PDF)

# CITY OF DE PERE

## MEMO



To: Members of the Finance/Personnel Committee

From: Tracy Hood, Human Resources Generalist

Date: July 11, 2023

RE: Recommendation and Possible Action to Approve Various Changes to the City Policy Manual\*

To remain competitive and current with the workforce and needs of the employees, we periodically recommend changes to the *Employee Policy Manual*. There are a number of changes we will be making to clarify language, however; the below recommendations change the intent of the language and therefore requires formal approval. Listed below is a summary of the changes. The attached document has track changes excerpts of the policy manual.

### 3.3 (H) Surplus Property Policy

- Removed that, when an item has no further economic use to the City, the Department Head should provide the Finance Department with a description of the item, the quantity disposed of, and the sale price.
- Removed that the Finance Department will provide an annual report to the City Council on surplus items.
- This is outdated language. It has not been the practice for a number of years.

### 3.4 Expression of Sympathy

- Added ability to send an expression of sympathy for the death of a son or daughter-in-law or active non-benefit eligible employee.

### 4.9 Dress Code/Appearance and Demeanor

- Added that the City, with the approval of the Human Resources Director, may pay for the repair, replacement, or cleaning of personal property that is damaged at work due to extraordinary and unexpected circumstances which are beyond the employee's control and arise unexpectedly, resulting in damage. Normal wear and tear or damage caused by personal negligence or misconduct would not be covered by this policy.

### 6.7 Emergency Pay

- Added an employee may be paid emergency pay during their normal working hours if an employee is on paid time off, excluding sick leave, (that was approved at least two weeks prior to the emergency) and is asked to cancel their time off and work during the emergency. Discussion with the departments on changing this policy was had in November of 2022, however it isn't efficient to bring stand alone policies forward, therefore we waited until we had a more changes to bring it forward. For that reason, we are asking for this policy to be approved retroactive to November 15, 2022.

### **6.9 Compensation Policy**

- Added the ability for the City Administrator to increase a current employee's wage when a recruitment will provide a new employee in the same position as an existing employee with similar experience a higher wage.

### **6.13 Employee Travel Time**

- Added a new section to identify when an employee may be eligible for compensation for the time they spend traveling.

### **7.14 Bereavement Leave**

- Removed reference to spouse in main paragraph and added specific relationships in the policy.
- Added two days of bereavement leave for a daughter or son-in-law.

### **7.19 Compassion Leave**

- Added the ability, with the approval of the Human Resources Director and City Administrator, to allow up to 40 hours per year of compassion leave for employees who face traumatic emergency situations such as pregnancy loss after 20 weeks, or who suffer loss of habitat, such as a house fire. Compassion leave is not intended to be used for illness or injury.

The City has an unpaid paid leave of absence policy that employees could use for similar situations. With the exception of medical situations, which would not be covered under this policy, in at least the past 13 years there have been no employees that have used unpaid leave.

### **10.2 Employee Travel**

- Added that employees may accept and retain frequent flyer miles and compensation for denied boarding, for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if a less expensive comparable ticket is available on another airline.
- Added clarification that employees may rent a car when it's more advantageous than other means of transportation.

### **10.4 Tuition Reimbursement**

- The Human Resources Department has historically set the maximum tuition reimbursement amount each year for non-represented employees, which has been \$1,000 per employee, per calendar year. The tuition reimbursement maximum has not been in the policy manual therefore we are recommending adding the annual maximum to the policy manual and increasing it to \$2,000 per employee, per calendar year.
- Added clarification that classes must be taken on the employee's own time.
- Clarified that tuition reimbursement counts toward the calendar year in which the class was taken.

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

### 3.3 Purchasing/Authorized Spending

#### H. Surplus Property Policy

City property is declared surplus when it is no longer necessary, practical, or economical to be retained by the City. Department Heads are responsible for identifying surplus items in their departments and arranging for their sale or disposal. Once a Department Head has identified surplus property, he or she should determine if the item is of use to another department. Items may be sold prior to the end of their useful life if it is determined that it is in the City's best interest to take advantage of the current salvage value of the item. If an item is sold or donated, City employees should not receive preferential access compared to the general public. The City Administrator and Assistant City Administrator have the authority to approve or deny the proposed use or sale of surplus property.

~~Once a Department Head has identified surplus property, he or she should determine if the item is of use to another department.~~ If the surplus property has no further economic use to the City, the Department Head should determine the best disposal method and forward a recommendation to the City Administrator. ~~Upon the City Administrator's approval, the Department Head should proceed with the disposal and provide the Finance Department with a description of the item, the quantity disposed of, and the sale price.~~ This policy does not apply to the disposal of abandoned property acquired through police or statutory action. ~~The Finance Department will provide information in the Annual Report to the City Council on surplus items.~~

### 3.4 Expressions of Sympathy

In the event of a death of an active regular part or full-time employee, elected official, ~~his or her~~ active regular part or full-time employee's or elected official's immediate family (child, spouse, parent, step-parent, parent-in-law, guardian, step-child, domestic partner, sibling, son or daughter-in-law, or grandchild), an active board, commission, or committee member, an active non-benefit eligible employee or a former regular employee that worked for the City within the past 3 years, the department may send an expression of compassion (e.g., flowers, plant, etc.) In the event of extended hospitalization of an active regular part or full-time employee the department may send an expression of compassion. The gift will be paid for by the City and will be signed from the City of De Pere in general. Departments should order the item from De Pere Greenhouse (or a greenhouse closest to the delivery location) for up to \$75, plus the delivery amount. The bill should be sent to the Human Resources Department and will be paid out of the sundry account.

### 4.9 Dress Code/Appearance and Demeanor

C. Personal Property Loss: The City, at its discretion, may pay for the repair, replacement, or cleaning of personal property that is damaged at work due to extraordinary and unexpected circumstances which are beyond the employee's control and arise unexpectedly, resulting in damage. The policy covers the repair,

replacement, or cleaning of personal property that is damaged exclusively due to extraordinary and unexpected circumstances directly related to the employee's work responsibilities. Employees are expected to take reasonable care of their personal property and minimize the risk of damage to the extent possible, therefore normal wear and tear, deliberate damage, or personal property damage caused by personal negligence or misconduct are not covered under this policy.

Employees must report personal property damage caused by extraordinary and unexpected circumstances to their immediate supervisor as soon as possible. The employee should submit a written request to the Human Resources Director which includes details of the incident, nature of the damage, any supporting evidence (if available), if the employee intends to repair, replace, or send for professional cleaning, and estimates from repair shops or vendors specifying the cost of repair, replacement or cleaning of the damaged property. Approval for repair, replacement, or cleaning will be granted, up to the actual cost of repair, replacement, or cleaning, if the Human Resources Director determines that the damage was due to extraordinary and unexpected circumstances during the course of the employee's work responsibilities.

## 6.7 Emergency Pay

If an employee works for an emergency related reason outside of the normal working hours, they may be entitled to pay at time and one-half, except on holidays or observed holidays where they may be entitled to double time. An employee may be paid emergency pay during their normal working hours if an employee is on paid time off, excluding sick leave, (that was approved at least two weeks prior to the emergency) and is asked to cancel their time off and work during the emergency. If the employee performs non-emergency work outside of the normal working hours, they are paid straight time, unless the employee has worked more than 40 hours during that week or the employee has worked on a holiday or observed holiday.

## 6.9 Compensation Policy

- B. Program: Newly hired employees may be placed administratively anywhere in the assigned range. In determining an appropriate starting rate, consideration shall be given to the experience, education, previous earnings of the candidate and other job-related factors. Hiring above the range minimum requires the approval of the Human Resources Director. Hiring above Step 6 (control point) requires approval of the City Administrator. The City Administrator has the ability to increase an employee's wage for retention purposes or when a recruitment will provide a new employee in the same position with similar experience a higher wage.

### **6.13 Employee Travel Time**

Employees in positions classified as non-exempt (overtime eligible) under the Fair Labor Standards Act may be eligible for compensation for the time they spend traveling. If the employee receives compensation depends on the kind of travel and whether the travel time takes place within normal work hours.

“Normal work hours,” for the purposes of this policy, are defined as an employee’s regularly scheduled work hours (e.g., 7:30 a.m. to 5:00 p.m.). This definition applies to normal workdays (Monday through Friday) and to weekends (Saturday and Sunday).

“Travel time” is defined according to the type of travel involved:

- Travel for a one-day assignment in another city: When an employee must travel out of town for work but returns home the same day, all the time spent traveling during the day is considered hours worked, regardless of the employee's normal work hours, except for the time the employee would normally spend commuting to and from the regular worksite.
- Travel during the workday: Time spent by an employee traveling as part of their regular job duties, such as travel from jobsite to jobsite during the workday, is work time and will be paid as such.
- Travel away from home: Travel that keeps an employee away from home overnight is travel away from home. Travel time, regardless of the day of the week, is treated as hours worked. When an employee travels between time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours. Time spent waiting at a terminal until arrival at the destination is considered hours worked.
- If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized by the City, only the estimated travel time associated with the itinerary and mode of transportation that has been authorized will be eligible for compensation. For example, if an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode will be compensated.

Non-exempt employees shall obtain approval from their supervisor to travel outside of their normal work hours prior to traveling.

All employees are responsible for accurately tracking, calculating, and reporting travel time on their time entry in accordance with this policy.



## 7.14 Bereavement Leave

An employee will be allowed a maximum leave with pay for the following relation to the employee ~~and the employee's spouse~~ when there is a death in the family ~~(the same number of days applies regardless if relation is to employee or spouse, unless the relation is specifically identified)~~:

5 days: spouse or child

3 days: parent, legal guardian, step-child, domestic partner (for employees that registered for domestic partnership and were employed prior to April 1, 2018), sibling, half sibling, or employee's grandchild

2 days: step-sibling, parent-in-law, employee or spouse's step-parent, spouse's legal guardian, daughter-in-law, son-in-law, or employee's grandparent

1 day: employee or spouse's sister-in-law or brother-in-law, spouse's son or daughter-in-law, spouse's step or half-sibling, employee or spouse's aunt or uncle, employee or spouse's niece or nephew, spouse's grandchild, spouse's grandparent

## 7.19 Compassion Leave

The city recognizes that employees may face emergency situations or other extenuating circumstances that require time away from work. To support employees during difficult times, the Human Resources Director in conjunction with the City Administrator may approve regular full-time and part-time employees, up to 40 hours per year of compassion leave. Employees may be approved for compassion leave for reasons such as loss of pregnancy after 20 weeks (stillbirth), situations which result in the loss of habitat such house fire, etc. Compassion leave is not intended to be a used for situations of illness or injury. Request for leave shall be in writing and must be approved by the Human Resources Director and City Administrator.

## 10.2 Employee Travel

B. Transportation Expenses: Transportation expenses will be reimbursed on the most economical mode of transportation and most commonly traveled route consistent with the purpose of the trip. An employee will be reimbursed mileage for authorized personal vehicle use to and from the event based upon the distance from the employee's normal work location to the event location or the employee's home to the event location, whichever is closer. Coach airfare will be reimbursed if the cost of airfare is less than the mileage expenses as calculated pursuant to Section 10.1 Mileage Reimbursement.

Employees may accept and retain frequent flyer miles and compensation for denied boarding, for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if a less expensive comparable ticket is available on another airline.

B-C. Rental Cars: A vehicle may be rented when renting would be more advantageous to the City than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible, and a compact or economy model requested. The employee is responsible to obtain the best available rate. On rental vehicles used in the United States, charges for additional insurance are not allowable, including any charge for a collision damage waiver; rental vehicles are covered for liability and physical damage under the City's liability insurance. Employees should bring a universal auto ID card with them if renting a vehicle. Universal auto ID cards can be obtained from the Clerk's Office.

#### 10.4 Tuition Reimbursement

The City recognizes that skills and knowledge are critical to the success of the organization. An educational incentive plan is available to regular full-time and part-time employees who wish to improve their professional and educational level.

The tuition reimbursement program may contribute to the cost of tuition (or certification) and may provide for incentive pay based on the number of credits achieved. It is designed to encourage personal development through formal education so employees can improve skills or obtain a broader educational background, which should reflect itself in job performance. Tuition reimbursement is subject to the approval of the department head and the Human Resources Director. Although tuition reimbursement is expected to enhance performance and professional abilities, there is no guarantee that participation in formal education will entitle an employee to automatic advancement, a different job assignment, or pay increases. The tuition reimbursement program is not available to police and fire union represented employees unless specifically allowed under the employee's labor agreement.

The employee shall request education cost reimbursement in writing. In order to be eligible for reimbursement, such request must be conditionally approved in writing prior to enrollment in any program or course. The request shall include a description of the anticipated course, summary of anticipated expenses and probable time schedule. The employee shall forward the request to the Human Resources Department, who will consider all requests on a first come basis. The Human Resources Department shall review the request and determine eligibility based upon meeting one of the following criteria:

- A. The course is job-related within the existing position held;
- B. The course is part of a job-related degree program in which the employee is enrolled; and
- C. The course will improve a job area of improvement or deficiency.

Approval shall be conditioned upon satisfactory completion of the education program and shall be given by means of written notification.

In order to be eligible for reimbursement, satisfactory completion of the education program shall be determined as follows:

- A passing grade if on a pass/fail system.
- A grade of “A,” “B,” or “C” on a graded system; a grade of “D” or “F” will be considered unsatisfactory, and the employee shall not be eligible for reimbursement.

Eligible expenses for reimbursement under the terms of this Section may consist of part or all of tuition, fees and necessary books, and other educational materials. The maximum tuition reimbursement shall be \$2,000 per year per employee. The tuition reimbursement shall be considered to be expended in the calendar year in which the employee completes the class. If the funds available are expended prior to any further appropriation, then the reimbursement program may be suspended without recourse or reimbursement.

Employees must complete coursework on their own time. If a required class is available only during regularly scheduled work hours, the employee may submit a request for an alternative work schedule, subject to approval from their supervisor and department head.



**City of De Pere, Wisconsin**

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** July 11, 2023

**DEPARTMENT:** Finance Department

**FROM:** Pamela Manley

**SUBJECT:** Approval of Initial Resolutions for 2023 Borrowing.\*

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**ATTACHMENTS:**

- 2023 Initial Resolutions Borrowing Memo (PDF)
- De Pere 2023A G.O. Promissory Notes - Initial Resolution (PDF)
- De Pere 2023B Taxable G.O. Promissory Notes - Initial Resolution (PDF)
- Baird Presentation 07112023\_de pere cy 2023 (PDF)
- 2023 Preliminary Borrowing Items-7.11.23 (PDF)

# CITY OF DE PERE MEMO



To: Honorable Mayor and Members of the Finance Committee  
Larry Delo, Administrator  
From: Pam Manley, Finance Director  
Date: July 3, 2023

RE: **Approval of Initial Resolutions for 2023 Borrowing**

I have attached the project list and initial resolutions to authorize the 2023 borrowing. The projected borrowing is in the form of ten-year general obligation notes including \$5,290,565 for non-TID equipment and projects and \$8,951,000 for various TID items. The short-term note column is for projects already borrowed for in December of 2022 and fully paid for in February of 2023. Justin Fischer with the City's borrowing consulting firm of RW Baird will be present to review the 2023 financing plan and provide their recommendations regarding the not to exceed resolutions for the 2023A nontaxable notes of \$8,370,000 & the 2023B taxable notes of \$6,720,000.

Pending Finance Committee approval, the initial resolutions for these projects will go to the City Council for their approval on July 18th with City Council giving final approval to the most favorable bond bid on August 15th, 2023. Proceeds would then be projected to be available to the City by September 2023. Please feel free to contact me with any questions prior to the meeting.

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

**July 18, 2023**

**Resolution No. \_\_\_\_\_**

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

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RECITALS

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

1. The City is in need of funds to finance installation of security cameras; the purchase of vehicles and equipment for the police, fire, public works, and parks departments; improvements to park, community center, and other municipal buildings; the purchase of property and improvements to public grounds for the public works department; grants for façade improvements in the City’s Tax Incremental District Numbers 7 and 9; highway and infrastructure improvements and right-of-way acquisitions in the City’s Tax Incremental District Numbers 7, 9, 11, 12, and 15; improvements to parks and public grounds, including, but not limited to, landscaping; and construction of and improvements to streets, sidewalks, and bridges, and related site preparation, lighting, and signage (collectively, the “**Project**”).

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

RESOLUTIONS

The Governing Body resolves as follows:

**Section 1. Authorization of Issuance and Purposes of Notes.**

Under and by virtue of the provisions of Section 67.12(12) of the Wisconsin Statutes, the City shall issue its negotiable general obligation promissory notes, in one or more series, in an aggregate principal amount of approximately \$8,370,000 (the “**Notes**”) to finance the Project; *provided, however*, that the Notes shall be sold and issued in whole or in part from time to time in such amount or amounts as shall be within the limits provided by law.

**Section 2. Authorization of Sale of Notes.**

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

**Section 3. Preparation of Official Statement.**

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

**Section 4. Further Actions.**

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

**Section 5. Severability of Invalid Provisions.**

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

**Section 6. Authorization to Act.**

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

**Section 7. Prior Actions Superseded.**

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

**Section 8.     Effective Date.**

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

                  \* \* \* \* \*

Adopted:       July 18, 2023

Approved:      July \_\_, 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



### **CERTIFICATIONS BY CLERK**

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

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

I do hereby further certify as follows:

1. **Meeting Date.** On July 18, 2023, a meeting of the Governing Body was held commencing at \_\_\_\_ p.m.
2. **Posting.** On July \_\_\_\_, 2023 (and not less than 24 hours prior to the meeting), I posted, or caused to be posted at the City’s offices in De Pere, Wisconsin, a notice setting forth the date, time, location, and subject matter (including specific reference to the Resolution) of said meeting.
3. **Notification of Media.** On July \_\_\_\_, 2023 (and not less than 24 hours prior to the meeting), I communicated or caused to be communicated the date, time, location, and subject matter (including specific reference to the Resolution) of said meeting to those news media who have filed a written request for such notice and to the official newspaper of the City.
4. **Open Meeting Law Compliance.** Said meeting was a regular meeting of the Governing Body that was held in open session in compliance with Subchapter V of Chapter 19 of the Wisconsin Statutes and any other applicable local rules and state statutes.
5. **Members Present.** Said meeting was duly called to order by the Mayor (the “**Presiding Officer**”), who chaired the meeting. Upon roll call, I noted and recorded that there were \_\_\_\_ members of the Governing Body present at the meeting, such number being a quorum of the Governing Body.
6. **Consideration of and Roll Call Vote on Resolution.** Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was the Resolution. A proper quorum of the Governing Body was present for the consideration of the Resolution, and each member of the Governing Body had received a copy of the Resolution. All rules of the Governing Body that interfered with the consideration of the Resolution, if any, were suspended by a two-thirds vote of the Governing Body. The Resolution was then introduced, moved, and seconded, and after due consideration, upon roll call, \_\_\_\_ of the Governing Body members voted Aye, \_\_\_\_ voted Nay, and \_\_\_\_ Abstained.

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

8. **Approval of Presiding Officer.** The Resolution was approved by the Presiding Officer on July \_\_\_, 2023, and I have recorded such approval. This approval is evidenced by the signature of the Presiding Officer on the copy of the Resolution attached to this certificate.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the City, if any, hereto on July \_\_\_, 2023.

---

Clerk

[SEAL]

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

**July 18, 2023**

**Resolution No. \_\_\_\_\_**

---

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

---

RECITALS

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

1. The City is in need of funds to finance one or more grants in the form of a development rebate to one or more developers to encourage development in the City’s Tax Incremental District Numbers 9, 10, 11, 12, and 15, and a land purchase in Tax Incremental District Number 12 (the “**Project**”).

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

RESOLUTIONS

The Governing Body resolves as follows:

**Section 1. Authorization of Issuance and Purposes of Notes.**

Under and by virtue of the provisions of Section 67.12(12) of the Wisconsin Statutes, the City shall issue its negotiable general obligation promissory notes, in one or more series, in an aggregate principal amount of approximately \$6,720,000 (the “**Notes**”) to finance the Project; *provided, however*, that the Notes shall be sold and issued in whole or in part from time to time in such amount or amounts as shall be within the limits provided by law.

**Section 2. Authorization of Sale of Notes.**

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

**Section 3. Preparation of Official Statement.**

The Mayor, the Clerk, and the Finance Director (in consultation with the Purchaser) are hereby authorized and directed to cause a preliminary offering document for the Notes (the “**Official Statement**”) to be prepared and distributed. The Mayor and the Clerk are hereby authorized, on behalf of the City, to approve the form of Official Statement, to deem it

final as of its date for purposes of Securities and Exchange Commission Rule 15c2-12(b)(1), and to supply copies of the Official Statement upon request.

**Section 4. Further Actions.**

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

**Section 5. Severability of Invalid Provisions.**

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

**Section 6. Authorization to Act.**

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

**Section 7. Prior Actions Superseded.**

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

**Section 8.     Effective Date.**

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

\* \* \* \* \*

Adopted:     July 18, 2023

Approved:    July \_\_, 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

### **CERTIFICATIONS BY CLERK**

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

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

I do hereby further certify as follows:

1. **Meeting Date.** On July 18, 2023, a meeting of the Governing Body was held commencing at \_\_\_\_ p.m.
2. **Posting.** On July \_\_\_\_, 2023 (and not less than 24 hours prior to the meeting), I posted, or caused to be posted at the City’s offices in De Pere, Wisconsin, a notice setting forth the date, time, location, and subject matter (including specific reference to the Resolution) of said meeting.
3. **Notification of Media.** On July \_\_\_\_, 2023 (and not less than 24 hours prior to the meeting), I communicated or caused to be communicated the date, time, location, and subject matter (including specific reference to the Resolution) of said meeting to those news media who have filed a written request for such notice and to the official newspaper of the City.
4. **Open Meeting Law Compliance.** Said meeting was a regular meeting of the Governing Body that was held in open session in compliance with Subchapter V of Chapter 18 of the Wisconsin Statutes and any other applicable local rules and state statutes.
5. **Members Present.** Said meeting was duly called to order by the Mayor (the “**Presiding Officer**”), who chaired the meeting. Upon roll call, I noted and recorded that there were \_\_\_\_ members of the Governing Body present at the meeting, such number being a quorum of the Governing Body.
6. **Consideration of and Roll Call Vote on Resolution.** Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was the Resolution. A proper quorum of the Governing Body was present for the consideration of the Resolution, and each member of the Governing Body had received a copy of the Resolution. All rules of the Governing Body that interfered with the consideration of the Resolution, if any, were suspended by a two-thirds vote of the Governing Body. The Resolution was then introduced, moved, and seconded, and after due consideration, upon roll call, \_\_\_\_ of the Governing Body members voted Aye, \_\_\_\_ voted Nay, and \_\_\_\_ Abstained.

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

8. **Approval of Presiding Officer.** The Resolution was approved by the Presiding Officer on July \_\_, 2023, and I have recorded such approval. This approval is evidenced by the signature of the Presiding Officer on the copy of the Resolution attached to this certificate.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the City, if any, hereto on July \_\_, 2023.

\_\_\_\_\_  
Clerk

[SEAL]

The logo for BAIRD is a dark blue parallelogram with the word "BAIRD" in white, serif, all-caps font.

# City of De Pere

Finance/Personnel Committee Meeting - 2023 Financing Discussion

July 11, 2023

Justin A. Fischer, Managing Director

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

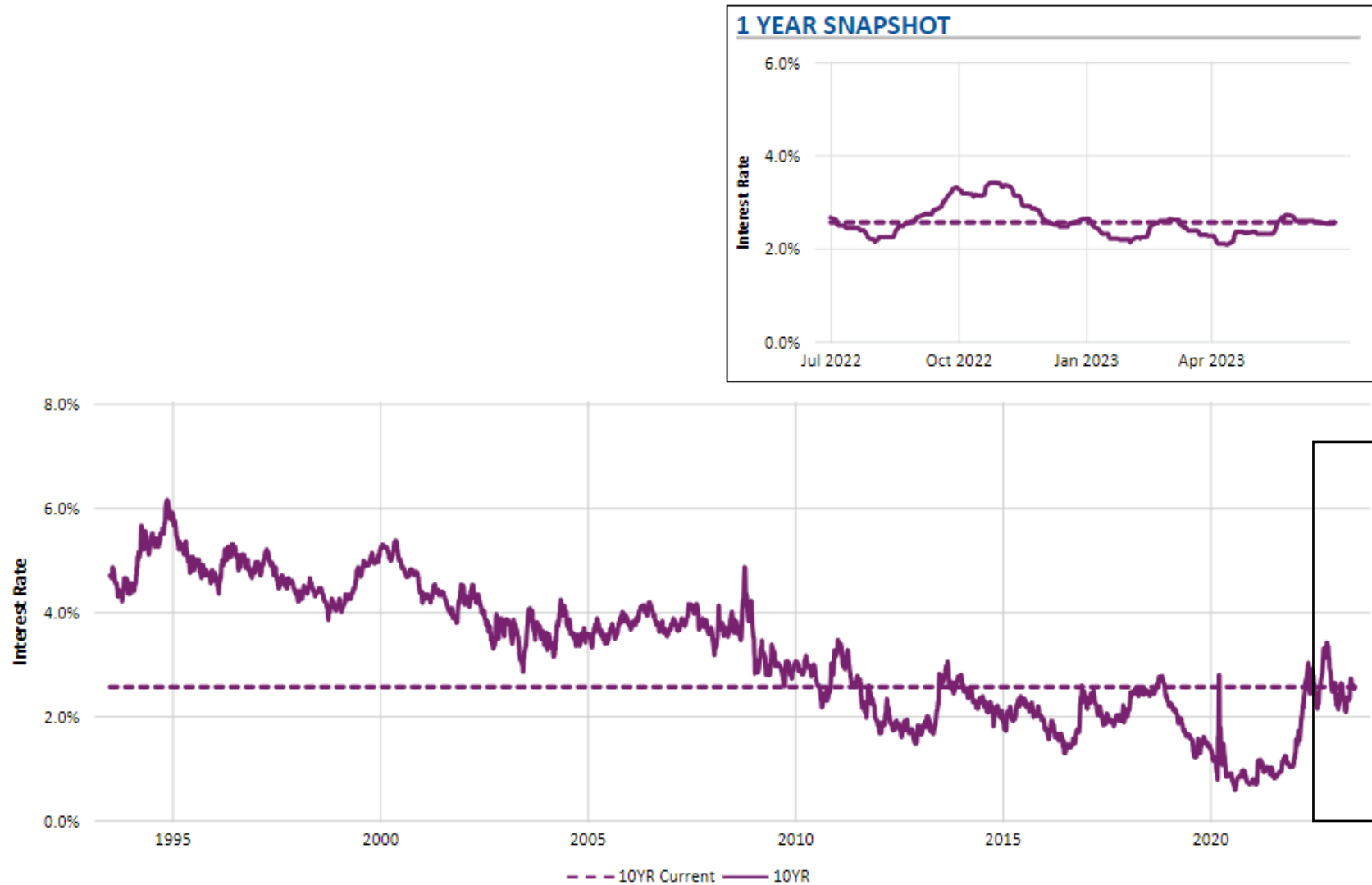


# City of De Pere

Finance/Personnel Committee Meeting - 2023 Financing Discussion

July 11, 2023

## AAA Municipal Market Data (MMD) Index – Past 30 Years



Source: Refinitiv as of June 29, 2023

# City of De Pere

Finance/Personnel Committee Meeting - 2023 Financing Discussion

July 11, 2023

## Borrowing/Structure/Purpose

|                          |                                                                                                                          |                                                                                                                                                                                                                                                                                                              |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Estimated Size:          | \$8,370,000                                                                                                              | \$6,720,000                                                                                                                                                                                                                                                                                                  |
| Issue:                   | G.O. Promissory Notes, Series 2023A                                                                                      | Taxable G.O. Promissory Notes, Series 2023B                                                                                                                                                                                                                                                                  |
| Purpose:                 | <ul style="list-style-type: none"> <li>Fund 2023 CIP</li> <li>Capitalized Interest through 2025 (TID 15 only)</li> </ul> | <ul style="list-style-type: none"> <li>Fund 2023 CIP taxable projects, specifically               <ul style="list-style-type: none"> <li>TID 9, 10, 11, 12, and 15 Development Rebate</li> <li>TID 12 land purchase</li> </ul> </li> <li>Capitalized Interest through 2025 (TID 12 &amp; 15 only)</li> </ul> |
| Structure:               | Matures September 1, 2024 – 2033                                                                                         | Matures September 1, 2024 – 2033                                                                                                                                                                                                                                                                             |
| First Interest:          | March 1, 2024                                                                                                            | March 1, 2024                                                                                                                                                                                                                                                                                                |
| Preliminary Call Date:   | September 1, 2030 or any date thereafter                                                                                 | September 1, 2030 or any date thereafter                                                                                                                                                                                                                                                                     |
| Estimated Interest Rate: | 4.00%                                                                                                                    | 5.50%                                                                                                                                                                                                                                                                                                        |

## Tentative Timeline

- Finance/Personnel Committee considers Plan of Finance..... July 11, 2023
  - Preparations are made for issuance
    - ✓ Official Statement
    - ✓ Bond Rating
    - ✓ Marketing
- City Council considers Plan of Finance / Initial Resolutions..... July 18, 2023
- City Council considers Award Resolutions (finalizes terms and interest rates) ..... August 15, 2023
- Closing (funds available)..... September 7, 2023

# City of De Pere

Finance/Personnel Committee Meeting - 2023 Financing Discussion

July 11, 2023

## Detailed Analysis – 2023 CIP Financing Illustration

| LEVY<br>YEAR | YEAR<br>DUE | EXISTING<br>DEBT<br>SERVICE<br>(CITY)<br>(A) (C) | EXISTING<br>DEBT<br>SERVICE<br>(TID #7)<br>(A) (C) | EXISTING<br>DEBT<br>SERVICE<br>(TID #9)<br>(A) (C) (D) (E) | EXISTING<br>DEBT<br>SERVICE<br>(TID #10)<br>(A) | EXISTING<br>DEBT<br>SERVICE<br>(TID #11)<br>(C) | EXISTING<br>DEBT<br>SERVICE<br>(TID #12)<br>(A) (C) | EXISTING<br>DEBT<br>SERVICE<br>(TID #15)<br>(A) (B) (C) | YEAR<br>DUE |
|--------------|-------------|--------------------------------------------------|----------------------------------------------------|------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------|-------------|
| 2022         | 2023        | \$4,407,934                                      | \$221,610                                          | \$190,098                                                  | \$516,650                                       | \$268,780                                       | \$351,363                                           | \$25,000                                                | 2023        |
| 2023         | 2024        | \$3,970,665                                      | \$183,717                                          | \$156,547                                                  | \$492,948                                       | \$261,953                                       | \$357,285                                           | \$411,113                                               | 2024        |
| 2024         | 2025        | \$3,850,430                                      | \$175,910                                          | \$418,315                                                  | \$494,243                                       | \$273,100                                       | \$353,763                                           | \$410,848                                               | 2025        |
| 2025         | 2026        | \$3,550,175                                      | \$147,175                                          | \$413,540                                                  | \$494,598                                       | \$270,988                                       | \$359,563                                           | \$406,810                                               | 2026        |
| 2026         | 2027        | \$3,162,019                                      | \$38,850                                           | \$413,440                                                  | \$434,373                                       | \$268,653                                       | \$354,713                                           | \$417,223                                               | 2027        |
| 2027         | 2028        | \$2,598,550                                      | \$47,950                                           | \$413,035                                                  | \$439,105                                       | \$267,495                                       | \$355,213                                           | \$416,723                                               | 2028        |
| 2028         | 2029        | \$2,108,300                                      | \$47,100                                           | \$407,145                                                  | \$438,288                                       | \$267,208                                       | \$355,313                                           | \$880,733                                               | 2029        |
| 2029         | 2030        | \$1,688,600                                      | \$36,250                                           | \$371,025                                                  | \$252,088                                       | \$171,748                                       | \$570,113                                           | \$882,030                                               | 2030        |
| 2030         | 2031        | \$940,200                                        | \$10,700                                           | \$330,273                                                  | \$216,188                                       | \$49,038                                        | \$565,663                                           | \$881,940                                               | 2031        |
| 2031         | 2032        | \$478,400                                        | \$10,400                                           | \$254,613                                                  | \$165,200                                       | \$47,425                                        | \$525,575                                           | \$20,800                                                | 2032        |
| 2032         | 2033        |                                                  |                                                    |                                                            |                                                 | \$25,813                                        | \$15,488                                            |                                                         | 2033        |
|              |             | <u>\$26,755,273</u>                              | <u>\$919,662</u>                                   | <u>\$3,368,030</u>                                         | <u>\$3,943,678</u>                              | <u>\$2,172,198</u>                              | <u>\$4,164,048</u>                                  | <u>\$4,753,218</u>                                      |             |

(A) Net of bid premium from the 2021A G.O. Promissory Notes.

(B) Net of capitalized interest from the 2021B Taxable G.O. Promissory Notes.

(C) Net of bid premium from the 2022A G.O. Promissory Notes.

(D) Net of capitalized interest from the 2022A G.O. Promissory Notes.

(E) Net of capitalized interest from the 2022B Taxable G.O. Promissory Notes.

This illustration represents a mathematical calculation of potential debt service, assuming hypothetical rates.

# City of De Pere

Finance/Personnel Committee Meeting - 2023 Financing Discussion

July 11, 2023

## Detailed Analysis – 2023 CIP Financing Illustration, continued

### 2023 BORROWING - POS

**\$8,370,000**

#### G.O. PROMISSORY NOTES, SERIES 2023A

Dated September 7, 2023

(First Interest 3/1/2024)

| LEVY<br>YEAR | YEAR<br>DUE | CITY<br>TOTAL<br>(F) | TID #7<br>TOTAL<br>(F) | TID #9<br>TOTAL<br>(F) | TID #11<br>TOTAL<br>(F) | TID #12<br>TOTAL<br>(F) | TID #15<br>TOTAL<br>(F) (G) | PRINCIPAL<br>(9/1) | INTEREST<br>(3/1 & 9/1)<br>TIC =<br>4.00% | LESS:<br>HYPOTHETICAL<br>BID PREMIUM/<br>CAPI | TOTAL               | YEAR<br>DUE |
|--------------|-------------|----------------------|------------------------|------------------------|-------------------------|-------------------------|-----------------------------|--------------------|-------------------------------------------|-----------------------------------------------|---------------------|-------------|
| 2022         | 2023        |                      |                        |                        |                         |                         |                             |                    |                                           |                                               |                     | 2023        |
| 2023         | 2024        | \$652,711            | \$11,225               | \$11,225               | \$52,417                | \$74                    | \$0                         | \$625,000          | \$380,661                                 | (\$278,009)                                   | \$727,651           | 2024        |
| 2024         | 2025        | \$653,763            | \$7,544                | \$7,544                | \$52,344                | \$1,156                 | \$0                         | \$480,000          | \$358,206                                 | (\$115,856)                                   | \$722,350           | 2025        |
| 2025         | 2026        | \$653,644            | \$7,313                | \$7,313                | \$50,725                | \$1,156                 | \$235,856                   | \$620,000          | \$336,006                                 |                                               | \$956,006           | 2026        |
| 2026         | 2027        | \$652,600            | \$7,081                | \$7,081                | \$54,106                | \$1,156                 | \$240,306                   | \$655,000          | \$307,331                                 |                                               | \$962,331           | 2027        |
| 2027         | 2028        | \$655,631            | \$6,850                | \$6,850                | \$52,256                | \$1,156                 | \$239,294                   | \$685,000          | \$277,038                                 |                                               | \$962,038           | 2028        |
| 2028         | 2029        | \$657,506            | \$6,619                | \$6,619                | \$50,406                | \$6,156                 | \$238,050                   | \$720,000          | \$245,356                                 |                                               | \$965,356           | 2029        |
| 2029         | 2030        | \$653,225            | \$6,388                | \$6,388                | \$53,556                | \$5,925                 | \$236,575                   | \$750,000          | \$212,056                                 |                                               | \$962,056           | 2030        |
| 2030         | 2031        | \$653,019            | \$6,156                | \$6,156                | \$51,475                | \$5,694                 | \$234,869                   | \$780,000          | \$177,369                                 |                                               | \$957,369           | 2031        |
| 2031         | 2032        | \$656,656            | \$10,925               | \$10,925               | \$49,394                | \$5,463                 | \$887,931                   | \$1,480,000        | \$141,294                                 |                                               | \$1,621,294         | 2032        |
| 2032         | 2033        | \$653,906            | \$10,463               | \$10,463               | \$52,313                | \$5,231                 | \$915,469                   | \$1,575,000        | \$72,844                                  |                                               | \$1,647,844         | 2033        |
|              |             | <b>\$6,542,661</b>   | <b>\$80,562</b>        | <b>\$80,562</b>        | <b>\$518,992</b>        | <b>\$33,168</b>         | <b>\$3,228,350</b>          | <b>\$8,370,000</b> | <b>\$2,508,161</b>                        | <b>(\$393,865)</b>                            | <b>\$10,484,295</b> |             |

(F) Net of bid premium.

(G) Net of capitalized interest.

## Detailed Analysis – 2023 CIP Financing Illustration, continued

(G) Net of capitalized interest.

# City of De Pere

Finance/Personnel Committee Meeting - 2023 Financing Discussion

July 11, 2023

## Detailed Analysis – 2023 CIP Financing Illustration, continued

| LEVY<br>YEAR | YEAR<br>DUE | COMBINED<br>NET DEBT<br>SERVICE<br>(CITY) | COMBINED<br>NET DEBT<br>SERVICE<br>(TID #7) | COMBINED<br>NET DEBT<br>SERVICE<br>(TID #9) | COMBINED<br>NET DEBT<br>SERVICE<br>(TID #10) | COMBINED<br>NET DEBT<br>SERVICE<br>(TID #11) | COMBINED<br>NET DEBT<br>SERVICE<br>(TID #12) | COMBINED<br>NET DEBT<br>SERVICE<br>(TID #15) | YEAR<br>DUE |
|--------------|-------------|-------------------------------------------|---------------------------------------------|---------------------------------------------|----------------------------------------------|----------------------------------------------|----------------------------------------------|----------------------------------------------|-------------|
| 2022         | 2023        | \$4,407,934                               | \$221,610                                   | \$190,098                                   | \$516,650                                    | \$268,780                                    | \$351,363                                    | \$25,000                                     | 2023        |
| 2023         | 2024        | \$4,623,376                               | \$194,942                                   | \$208,957                                   | \$523,810                                    | \$355,554                                    | \$357,360                                    | \$411,113                                    | 2024        |
| 2024         | 2025        | \$4,504,193                               | \$183,454                                   | \$465,785                                   | \$524,063                                    | \$365,370                                    | \$354,919                                    | \$410,848                                    | 2025        |
| 2025         | 2026        | \$4,203,819                               | \$154,488                                   | \$459,372                                   | \$528,292                                    | \$360,232                                    | \$995,954                                    | \$826,107                                    | 2026        |
| 2026         | 2027        | \$3,814,619                               | \$45,931                                    | \$462,683                                   | \$466,710                                    | \$364,920                                    | \$993,298                                    | \$841,354                                    | 2027        |
| 2027         | 2028        | \$3,254,181                               | \$54,800                                    | \$460,478                                   | \$470,135                                    | \$360,344                                    | \$990,525                                    | \$840,135                                    | 2028        |
| 2028         | 2029        | \$2,765,806                               | \$53,719                                    | \$452,787                                   | \$473,010                                    | \$356,637                                    | \$996,305                                    | \$1,297,933                                  | 2029        |
| 2029         | 2030        | \$2,341,825                               | \$42,638                                    | \$414,867                                   | \$285,241                                    | \$262,758                                    | \$1,210,247                                  | \$1,297,787                                  | 2030        |
| 2030         | 2031        | \$1,593,219                               | \$16,856                                    | \$377,314                                   | \$247,772                                    | \$141,398                                    | \$1,208,631                                  | \$1,495,760                                  | 2031        |
| 2031         | 2032        | \$1,135,056                               | \$21,325                                    | \$304,575                                   | \$165,200                                    | \$135,856                                    | \$1,169,537                                  | \$1,491,579                                  | 2032        |
| 2032         | 2033        | \$653,906                                 | \$10,463                                    | \$52,635                                    | \$0                                          | \$120,297                                    | \$658,570                                    | \$1,495,334                                  | 2033        |
|              |             | <u>\$33,297,934</u>                       | <u>\$1,000,225</u>                          | <u>\$3,849,549</u>                          | <u>\$4,200,881</u>                           | <u>\$3,092,147</u>                           | <u>\$9,286,709</u>                           | <u>\$10,432,948</u>                          |             |

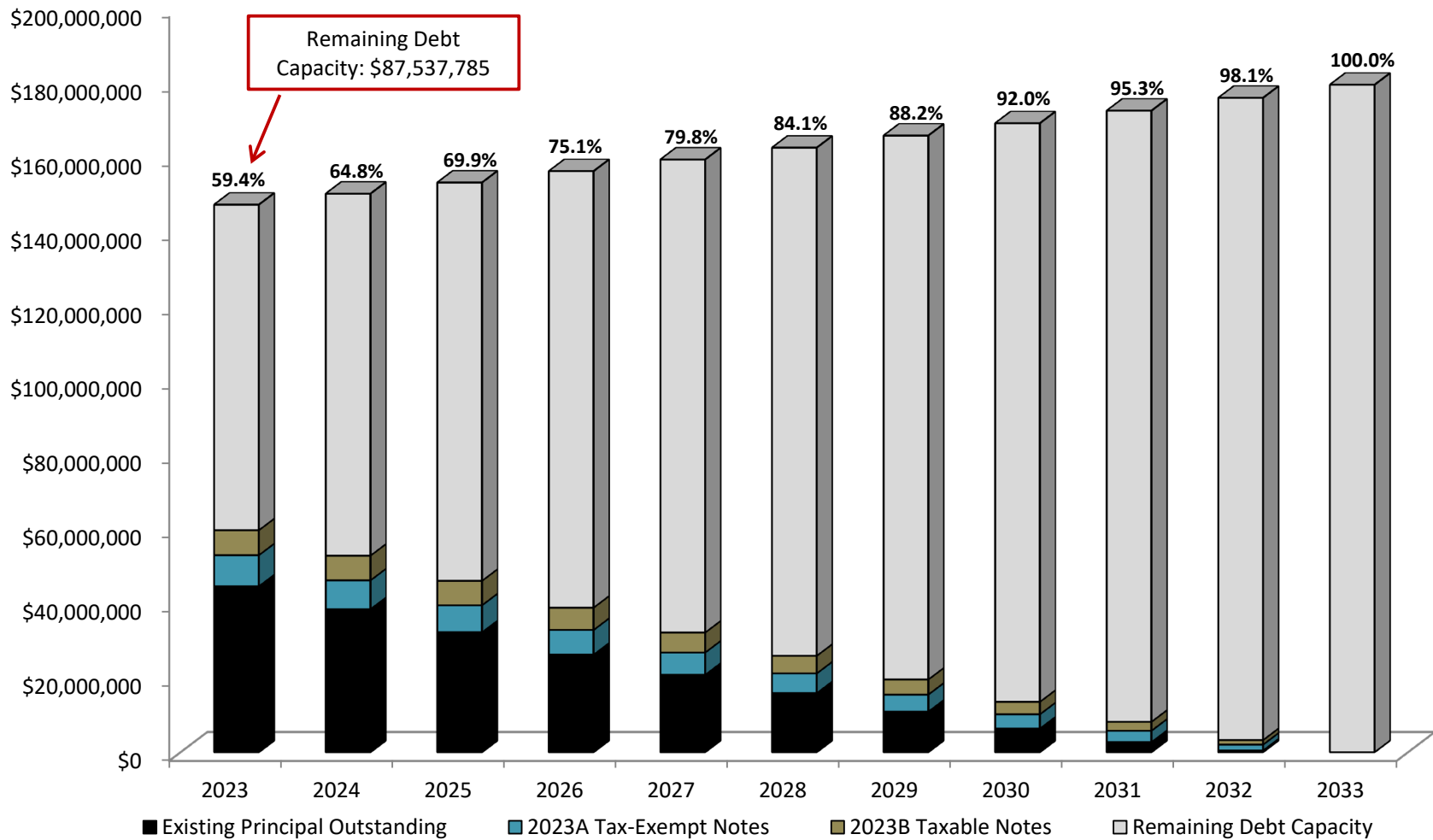
# City of De Pere

Finance/Personnel Committee Meeting - 2023 Financing Discussion

July 11, 2023

## General Obligation Borrowing Capacity (5% of Equalized Valuation)

PERCENT OF CAPACITY REMAINING  
(END OF YEAR)



Note: Future capacity based on the 2022 Equalized Valuation (TID-IN) of \$2,887,309,500 with annual growth of 2.00% thereafter.

## City of De Pere, Wisconsin

| Projects                                        | Cost           | Short-Term<br>Note | 10 Year Note   | Notes - TIF | Balance  | Other Funding Source |
|-------------------------------------------------|----------------|--------------------|----------------|-------------|----------|----------------------|
| <b>General Government</b>                       |                |                    |                |             |          |                      |
| IT - Replace Police Department Security Cameras | 10,000         | 10,000             |                |             |          |                      |
| City Hall - Annual Maintenance                  | 10,000         | 10,000             |                |             |          |                      |
| City Hall - Boiler Replacement                  | 250,000        |                    | 250,000        |             |          |                      |
| City Hall - Roof Safety Improvements            | 100,000        |                    | 100,000        |             |          |                      |
| Health - Replace Flooring, Paint and add Office | 27,433         | 27,433             |                |             |          |                      |
| <b>Total General Government</b>                 | <b>397,433</b> | <b>47,433</b>      | <b>350,000</b> | <b>-</b>    | <b>-</b> |                      |

**Public Safety**

|                                                                  |                  |               |                  |          |                |                      |
|------------------------------------------------------------------|------------------|---------------|------------------|----------|----------------|----------------------|
| Purchase Tethered Drone (Police/Fire/Storm Water)                | 34,095           | 22,730        |                  |          | 11,365         | Storm Water Fund     |
| Scanning Hardware and Software (Police/Fire/Building Inspection) | 56,300           |               |                  |          | 56,300         | Donations and Grants |
| Police - Year 2 Vehicle Lease Payment (4 Ford SUV Explorers)     | 84,215           |               | 84,215           |          |                |                      |
| Police - Replace Patrol Officer Vehicles (4 SUV Hybrids)         | 85,599           |               | 85,599           |          |                |                      |
| Police - Lease Two Administrative Vehicles                       | 26,667           | 26,667        |                  |          |                |                      |
| Police - Cell Phone Data Extraction System Renewal               | 3,299            | 3,299         |                  |          |                |                      |
| Police - Window Replacement                                      | 13,500           | 13,500        |                  |          |                |                      |
| Fire - Replace PPE                                               | 45,000           |               | 45,000           |          |                |                      |
| Fire - Portable and Mobile Radios                                | 84,631           |               | 84,631           |          |                |                      |
| Fire - Replace 2017 Ambulance                                    | 350,000          |               | 175,000          |          | 175,000        | Deleted              |
| Fire - Replace Station #1 Apparatus Floor                        | 35,000           |               | 35,000           |          |                |                      |
| Fire - Replace 1995 Pumper                                       | 850,000          |               | 850,000          |          |                |                      |
| Fire - Replace Station #1 West Wing Office Windows               | 100,000          | 13,500        |                  |          | 86,500         | Deleted              |
| <b>Total Public Safety</b>                                       | <b>1,768,306</b> | <b>79,696</b> | <b>1,359,445</b> | <b>-</b> | <b>329,165</b> |                      |

**Public Works**

|                                                                                         |           |        |         |  |           |                                     |
|-----------------------------------------------------------------------------------------|-----------|--------|---------|--|-----------|-------------------------------------|
| Purchase of Property for New Compost Site                                               | 500,000   |        | 100,000 |  | 400,000   | Deleted                             |
| Streetscape Art Improvements - Alley between Nicolet Square and Main Avenue             | 10,000    | 10,000 |         |  |           |                                     |
| Administration - Replace Street Superintendent Vehicle #65                              | 40,000    |        | 10,000  |  | 30,000    | \$10,000ea. Sanitary, Storm & Water |
| MSC - Replace Rain Gutters                                                              | 50,000    | 27,500 |         |  | 22,500    | \$7,500ea. Sanitary, Storm & Water  |
| MSC - Install Four EV Charging Stations for Electric Fleet Vehicles                     | 25,000    | 13,750 |         |  | 11,250    | \$3,750ea. Sanitary, Storm & Water  |
| MSC - Replace Front Office Carpeting                                                    | 60,000    |        | 33,000  |  | 27,000    | \$9,000ea. Sanitary, Storm & Water  |
| MSC - Replace Fuel Tanks and Fuel System                                                | 2,500,000 |        | 650,000 |  | 1,850,000 | Deleted                             |
| Snow & Ice - Replace Dump Truck #86                                                     | 394,156   |        | 394,156 |  |           |                                     |
| Snow & Ice - Replace Front End Loader #103                                              | 275,000   |        | 200,964 |  | 74,036    |                                     |
| Traffic Signs & Markings - Thermoplastic Pavement Markings on Claude Allouez roundabout | 60,000    |        | 60,000  |  |           |                                     |



## City of De Pere, Wisconsin

| <b>Projects</b>                                                                  | <b>Cost</b>       | <b>Short-Term<br/>Note</b> | <b>10 Year Note</b> | <b>Notes - TIF</b> | <b>Balance</b>   | <b>Other Funding Source</b> |
|----------------------------------------------------------------------------------|-------------------|----------------------------|---------------------|--------------------|------------------|-----------------------------|
| Street Lighting - Replace Decorative and Regular Street Light Poles and Fixtures | 50,000            |                            | 50,000              |                    |                  |                             |
| Weed Control - Purchase Flail Mower for Tool Cat                                 | 18,000            | 6,300                      |                     |                    | 11,700           | Storm Water Fund            |
| Planning - TID 7 Downtown Pots - Landscaping                                     | 3,000             |                            |                     | 3,000              |                  |                             |
| Planning - TID 7 Facade Grant Program                                            | 60,000            |                            |                     | 60,000             |                  |                             |
| Planning - TID 9 Downtown Pots - Landscaping                                     | 3,000             |                            |                     | 3,000              |                  |                             |
| Planning - TID 9 Development Rebate                                              | 300,000           |                            |                     | 300,000            |                  |                             |
| Planning - TID 9 Facade Grant Program                                            | 60,000            |                            |                     | 60,000             |                  |                             |
| Planning - TID 10 Development Rebate                                             | 200,000           |                            |                     | 200,000            |                  |                             |
| Planning - TID 11 West Industrial Park Railroad Spur Inspection & Maintenance    | 22,500            |                            |                     | 22,500             |                  |                             |
| Planning - TID 11 Development Rebate                                             | 300,000           |                            |                     | 300,000            |                  |                             |
| Planning - TID 11 Concrete Street Rehabilitation - American Boulevard            | 400,000           |                            |                     | 400,000            |                  |                             |
| Planning - TID 12 West Industrial Park Railroad Spur Inspection & Maintenance    | 22,500            |                            |                     | 22,500             |                  |                             |
| Planning - TID 12 Development Rebate                                             | 300,000           |                            |                     | 300,000            |                  |                             |
| Planning - TID 12 Land Purchase                                                  | 3,280,000         |                            |                     | 3,280,000          |                  |                             |
| Planning - TID 15 South Bridge ROW Acquisition                                   | 375,000           |                            |                     | 375,000            |                  |                             |
| Planning - TID 15 Preserve Infrastructure Development                            | 2,000,000         |                            |                     | 2,000,000          |                  |                             |
| Planning - TID 15 Development Rebate                                             | 1,625,000         |                            |                     | 1,625,000          |                  |                             |
| <b>Total Public Works</b>                                                        | <b>12,933,156</b> | <b>57,550</b>              | <b>1,498,120</b>    | <b>8,951,000</b>   | <b>2,426,486</b> |                             |

**Parks & Recreation**

|                                                                                       |         |        |         |  |        |                      |
|---------------------------------------------------------------------------------------|---------|--------|---------|--|--------|----------------------|
| Community Center - Facility Improvements/Upgrades & Repairs                           | 10,000  | 10,000 |         |  |        |                      |
| Parks & Public Lands - ADA Sidewalk & Hard Surface Replacement Program                | 25,000  | 25,000 |         |  |        |                      |
| Parks & Public Lands - Braisher Park Sidewalk Repair                                  | 20,000  | 20,000 |         |  |        |                      |
| Parks & Public Lands - Waterview Heights Grading and Seeding                          | 35,000  |        | 35,000  |  |        |                      |
| Parks & Public Lands - Park Light Replacement Program                                 | 15,000  | 15,000 |         |  |        |                      |
| Parks & Public Lands - Preserve Park Sign Replacement                                 | 12,000  | 12,000 |         |  |        |                      |
| Parks & Public Lands - Main Street Railroad Underpass Sustainable Planting Consultant | 10,000  | 9,821  |         |  | 179    |                      |
| Boat Ramps - Perkofski Boat Launch Dock Section Refurbishment                         | 12,000  | 6,000  |         |  | 6,000  | Donations and Grants |
| Boat Ramps - Perkofski Boat Launch Ticket Machine Replacement                         | 15,000  | 7,500  |         |  | 7,500  | Donations and Grants |
| Boat Ramps - Bomier/Front Street Dock Repair and Restructure                          | 12,000  | 6,000  |         |  | 6,000  | Donations and Grants |
| Boat Ramps - Perkofski Boat Launch Canoe/Kayak Launch Installation                    | 50,000  | 4,000  |         |  | 46,000 | Donations and Grants |
| Parks Equip/Veh Maintenance - Holder #1 Replacement                                   | 150,000 |        | 150,000 |  |        |                      |

## City of De Pere, Wisconsin

| <b>Projects</b>                                                     | <b>Cost</b>    | <b>Short-Term<br/>Note</b> | <b>10 Year Note</b> | <b>Notes - TIF</b> | <b>Balance</b> | <b>Other Funding Source</b> |
|---------------------------------------------------------------------|----------------|----------------------------|---------------------|--------------------|----------------|-----------------------------|
| Parks Equip/Veh Maintenance - Truck 4 Replacement                   | 60,000         |                            | 60,000              |                    |                |                             |
| Parks Equip/Veh Maintenance - Truck 15 Replacement                  | 30,000         | 30,000                     |                     |                    |                |                             |
| Parks Equip/Veh Maintenance - Truck 16 Bed and Liftgate Replacement | 20,000         | 20,000                     |                     |                    |                |                             |
| <b>Total Parks &amp; Recreation</b>                                 | <b>476,000</b> | <b>165,321</b>             | <b>245,000</b>      | <b>-</b>           | <b>65,679</b>  |                             |

## Street Management

|                                                                      |                  |          |                  |          |                |                      |
|----------------------------------------------------------------------|------------------|----------|------------------|----------|----------------|----------------------|
| Crackfilling/Patching - Various                                      | 250,000          |          | 250,000          |          |                |                      |
| Sidewalks                                                            | 237,400          |          | 115,000          |          | 122,400        | SA                   |
| Pulverize and Pave                                                   | 860,000          |          | 860,000          |          |                |                      |
| Bridge Rehabilitation - Creamery Road and Parkview Road              | 28,000           |          | 28,000           |          |                |                      |
| 2025 Lawrence Drive Reconstruction Partial Engineering               | 260,000          |          | 100,000          |          | 160,000        | Donations and Grants |
| Main Avenue and Reid Street Pavement Replacement Partial Engineering | 500,000          |          | 125,000          |          | 375,000        | Other                |
| Alley Reconstruction                                                 | 360,000          |          | 360,000          |          |                |                      |
| <b>Total Street Management</b>                                       | <b>2,495,400</b> | <b>-</b> | <b>1,838,000</b> | <b>-</b> | <b>657,400</b> |                      |

|                                  |                      |                   |                     |                     |                     |  |
|----------------------------------|----------------------|-------------------|---------------------|---------------------|---------------------|--|
| <b>TOTALS - CAPITAL PROJECTS</b> | <b>\$ 18,070,295</b> | <b>\$ 350,000</b> | <b>\$ 5,290,565</b> | <b>\$ 8,951,000</b> | <b>\$ 3,478,730</b> |  |
|----------------------------------|----------------------|-------------------|---------------------|---------------------|---------------------|--|



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** July 11, 2023

**DEPARTMENT:** Finance Department

**FROM:** Pamela Manley

**SUBJECT:** Consideration and Possible Action on the City of De Pere Investments and Cash Detail report for May 2023.

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**ATTACHMENTS:**

- 2023.05 Cash and Investments Memo 7.3.23 (PDF)
- Cash Investment Report for May 2023(PDF)

# CITY OF DE PERE MEMO



To: Honorable Mayor and Members of the Finance Committee  
Larry Delo, Administrator  
From: Pam Manley, Finance Director  
Date: July 3, 2023

RE: **Cash and Investments Report for May 31<sup>st</sup>, 2023**

I have attached a summary of the City's Cash and Investments for your information and review as of May 31<sup>st</sup>, 2023. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2022, so you can see comparable activity throughout the course of the year for all accounts. The City's investment return increased to \$719,799.59 for the year through May. For your information, our budgeted annual amount for general fund investment income for 2023 is \$325,000. The LGIP investment account increased \$129,654.15 in May due to the receipt of annual state computer aids. The LGIP and money market interest rates continue to increase. The Associated Bank Trust and Charles Schwab Investment returns dipped slightly due to the change in market value. Feel free to contact me should you have any questions on this.

## DE PERE CASH AND INVESTMENTS SUMMARY

May 31, 2023

### CASH ACCOUNTS

| CHECKING ACCOUNTS | BALANCE                |
|-------------------|------------------------|
| CITY CHECKING     | \$ 1,081,401.41        |
| HEALTH CHECKING   | \$ 1,564,055.37        |
| DENTAL CHECKING   | \$ 90,961.23           |
| <b>SUBTOTAL</b>   | <b>\$ 2,736,418.01</b> |
| <b>TOTAL CASH</b> | <b>\$ 2,736,418.01</b> |

### INVESTMENTS

|                                   | BALANCE                 | INTERST AND<br>APPRECIATION | ANNUALIZED<br>RATE OF<br>RETURN |
|-----------------------------------|-------------------------|-----------------------------|---------------------------------|
| LGIP                              | \$ 13,396,221.04        | \$ 259,066.31               | 4.65%                           |
| ASSOCIATED BANK TRUST             | \$ 4,947,506.81         | \$ 77,286.96                | 3.81%                           |
| CHARLES SCHWAB INVESTMENTS        | \$ 6,248,519.28         | \$ 104,452.89               | 4.08%                           |
| MONEY MARKET                      | \$ 12,817,434.30        | \$ 278,993.43               | 4.86%                           |
| <b>TOTAL INVESTMENTS</b>          | <b>\$ 37,409,681.43</b> | <b>\$ 719,799.59</b>        |                                 |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>\$ 40,146,099.44</b> |                             |                                 |

NOTE: The City budgeted \$325,000 for general fund revenues in the 2023 Adopted Budget.

**DE PERE CASH AND INVESTMENT YEARLY SUMMARY**  
**May 31, 2023**

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

|                                   | 31-Jul-2023 | 31-Aug-2023 | 30-Sep-2023 | 31-Oct-2023 | 30-Nov-2023 | 31-Dec-2023 |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>CHECKING ACCOUNTS</b>          |             |             |             |             |             |             |
| CITY CHECKING                     | -           | -           | -           | -           | -           | -           |
| HEALTH CHECKING                   | -           | -           | -           | -           | -           | -           |
| DENTAL CHECKING                   | -           | -           | -           | -           | -           | -           |
| <b>SUBTOTAL</b>                   | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| <b>TOTAL CASH</b>                 | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| <b>INVESTMENTS</b>                |             |             |             |             |             |             |
| LGIP                              | -           | -           | -           | -           | -           | -           |
| ASSOCIATED BANK TRUST             | -           | -           | -           | -           | -           | -           |
| CHARLES SCHWAB INVESTMENTS        | -           | -           | -           | -           | -           | -           |
| MONEY MARKET                      | -           | -           | -           | -           | -           | -           |
| <b>TOTAL INVESTMENTS</b>          | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |

**DE PERE CASH AND INVESTMENT YEARLY SUMMARY**  
**December 31, 2022**

|                                   | 31-Jan-2022             | 28-Feb-2022             | 31-Mar-2022             | 30-Apr-2022             | 31-May-2022             | 30-Jun-2022             |
|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>CHECKING ACCOUNTS</b>          |                         |                         |                         |                         |                         |                         |
| CITY CHECKING                     | 1,882,432.25            | 1,656,061.96            | 1,252,891.03            | 1,426,451.35            | 1,536,669.18            | 2,289,596.82            |
| HEALTH CHECKING                   | 2,055,650.69            | 1,940,553.16            | 1,916,059.42            | 1,899,131.96            | 1,909,738.45            | 1,932,450.88            |
| DENTAL CHECKING                   | 76,478.58               | 77,741.34               | 79,124.80               | 81,774.28               | 78,088.86               | 76,231.42               |
| <b>SUBTOTAL</b>                   | <b>\$ 4,014,561.52</b>  | <b>\$ 3,674,356.46</b>  | <b>\$ 3,248,075.25</b>  | <b>\$ 3,407,357.59</b>  | <b>\$ 3,524,496.49</b>  | <b>\$ 4,298,279.12</b>  |
| <b>TOTAL CASH</b>                 | <b>\$ 4,014,561.52</b>  | <b>\$ 3,674,356.46</b>  | <b>\$ 3,248,075.25</b>  | <b>\$ 3,407,357.59</b>  | <b>\$ 3,524,496.49</b>  | <b>\$ 4,298,279.12</b>  |
| <b>INVESTMENTS</b>                |                         |                         |                         |                         |                         |                         |
| LGIP                              | 8,036,518.10            | 7,437,020.05            | 8,496,842.98            | 8,866,665.54            | 9,013,513.87            | 10,327,894.63           |
| ASSOCIATED BANK TRUST             | 5,035,698.64            | 5,015,530.03            | 4,940,436.94            | 4,910,138.71            | 4,939,133.74            | 4,912,204.19            |
| CHARLES SCHWAB INVESTMENTS        | 6,330,928.23            | 6,300,725.14            | 6,239,753.59            | 6,207,989.76            | 6,213,759.36            | 6,188,228.26            |
| MONEY MARKET                      | 18,842,507.70           | 12,690,550.12           | 11,691,830.39           | 10,192,939.12           | 9,195,922.20            | 6,200,046.32            |
| <b>TOTAL INVESTMENTS</b>          | <b>\$ 38,245,652.67</b> | <b>\$ 31,443,825.34</b> | <b>\$ 31,368,863.90</b> | <b>\$ 30,177,733.13</b> | <b>\$ 29,362,329.17</b> | <b>\$ 27,628,373.40</b> |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>\$ 42,260,214.19</b> | <b>\$ 35,118,181.80</b> | <b>\$ 34,616,939.15</b> | <b>\$ 33,585,090.72</b> | <b>\$ 32,886,825.66</b> | <b>\$ 31,926,652.52</b> |

|                                   | 31-Jul-2022             | 31-Aug-2022             | 30-Sep-2022             | 31-Oct-2022             | 30-Nov-2022             | 31-Dec-2022             |
|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>CHECKING ACCOUNTS</b>          |                         |                         |                         |                         |                         |                         |
| CITY CHECKING                     | 822,949.66              | 953,122.70              | 1,901,788.97            | 1,535,230.43            | 1,189,749.44            | 3,442,584.63            |
| HEALTH CHECKING                   | 1,954,331.82            | 1,981,651.18            | 1,992,335.23            | 1,986,103.44            | 1,848,566.32            | 1,862,453.90            |
| DENTAL CHECKING                   | 80,211.31               | 84,975.21               | 88,158.71               | 92,293.53               | 89,569.90               | 88,633.27               |
| <b>SUBTOTAL</b>                   | <b>\$ 2,857,492.79</b>  | <b>\$ 3,019,749.09</b>  | <b>\$ 3,982,282.91</b>  | <b>\$ 3,613,627.40</b>  | <b>\$ 3,127,885.66</b>  | <b>\$ 5,393,671.80</b>  |
| <b>TOTAL CASH</b>                 | <b>\$ 2,857,492.79</b>  | <b>\$ 3,019,749.09</b>  | <b>\$ 3,982,282.91</b>  | <b>\$ 3,613,627.40</b>  | <b>\$ 3,127,885.66</b>  | <b>\$ 5,393,671.80</b>  |
| <b>INVESTMENTS</b>                |                         |                         |                         |                         |                         |                         |
| LGIP                              | 15,457,457.14           | 10,513,113.79           | 17,600,772.37           | 16,761,594.21           | 15,716,845.36           | 13,278,638.76           |
| ASSOCIATED BANK TRUST             | 4,931,903.14            | 4,881,928.96            | 4,826,928.96            | 4,814,746.43            | 4,862,723.22            | 4,870,219.85            |
| CHARLES SCHWAB INVESTMENTS        | 6,204,320.19            | 6,167,572.91            | 6,110,761.69            | 6,097,149.08            | 6,116,259.49            | 6,144,066.39            |
| MONEY MARKET                      | 6,204,659.81            | 3,410,209.27            | 3,413,712.90            | 3,417,337.04            | 3,420,847.99            | 16,538,440.87           |
| <b>TOTAL INVESTMENTS</b>          | <b>\$ 32,798,340.28</b> | <b>\$ 24,972,824.93</b> | <b>\$ 31,952,175.92</b> | <b>\$ 31,090,826.76</b> | <b>\$ 30,116,676.06</b> | <b>\$ 40,831,365.87</b> |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>\$ 35,655,833.07</b> | <b>\$ 27,992,574.02</b> | <b>\$ 35,934,458.83</b> | <b>\$ 34,704,454.16</b> | <b>\$ 33,244,561.72</b> | <b>\$ 46,225,037.67</b> |