Finance/Personnel Committee

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

Regular Meeting

Agenda

Tuesday, July 9, 2024	7:30 PM	Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **July 9, 2024** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

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

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

OR

You can also dial in using your phone.
United States (Toll Free): 1 866 899 4679
United States: +1 (312) 757-3117
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://deperecitywi.iqm2.com/.

Call to Order

1. Roll Call

2. Approval of Minutes from June 11, 2024 Regular Meeting of the Finance/Personnel Committee.

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

4. Consideration and Possible Action on lease for postage meters at City Hall and the Municipal Service Center.*

5. Consideration and Possible Action on the purchase of FortiVoice Cloud phone system at a cost of $115,000 with $30,250 to come from Unassigned Reserves.*

6. Presentation and approval of the 2023 Management Letter and Financial Statements.*

7. Approval of Parameter Resolution for 2024 Borrowing.*

8. Consideration and Possible Action on the City of De Pere Investment and Cash Detail, May 2024.

9. Future agenda items.

10. Adjournment.

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

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

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

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**July 9, 2024**
DEPARTMENT:	**City Attorney**
FROM:	**Amy Darnick**
SUBJECT:	**Approval of Minutes from June 11, 2024 Regular Meeting of the Finance/Personnel Committee.**

ATTACHMENTS:

- June 11, 2024- DRAFT (PDF)

DE PERE

Finance/Personnel Committee

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

Regular Meeting

Draft Minutes

Tuesday, June 11, 2024 **7:30 PM** **Council Chambers and Virtual**

1. Call to Order

The meeting was called to order at 7:30 PM by Alderperson John Quigley

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

Also present was City Administrator Larry Delo, Finance Director/Treasurer Pamela Manley, Development Services Director Dan Lindstrom, Public Works Director Scott Thoresen, Fire Chief Al Matzke (remote).

2. Approval of minutes from May 14, 2024 Regular Meeting of the Finance Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

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

None

4. Consideration and Acceptance of donation from Capital Credit Union for Technical Rescue Equipment for Fire Department in the amount of $5,700.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Pamela Gantz, Alderperson
SECONDER:	John Quigley, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

5. Consideration and Possible Action on Interstate 41 Sign Design Proposals.*

Alderperson Kundinger had a question on this agenda item. She made mention that there were multiple proposals in multiple price points for this sign proposal. The recommendation is coming in to go with the higher proposal, and she just wanted to know if we have put more consideration into the other proposals.

Public Works Director Thoresen responded that we solicited 7 companies but only received 4 proposals back. 2 companies didn't meet the criteria and were not considered any further. Jones Signs and Elevate 97 were two of the ones considered. Staff felt Elevate 97 provided a better sign style and quality. We did reference checks on them and came back with high reviews. Even though their proposal is the highest, we feel that they are the best fit for this job. The proposal was $8,890 charged to TID 15. If Council approves, we'd like to move forward with the firm and get a design that the City feels comfortable doing. It is either to repair the existing sign or come up with a proposal for a new one. We would then budget accordingly for the 2025 budget to either repair or replace.

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

6. Consideration and Possible Action on Development Agreement Terms with Valley Cabinet INC, for a manufacturing expansion at 1840 S BROADWAY ST (ED-F0101) in the East Industrial Park. *

Development Services Director Dan Lindstrom was present to speak about this agenda item. This item is the next step in the process for Valley Cabinet. We amended TID #10 to include Valley Cabinet. It will be an 80,000 square foot expansion of their production and office space. This is for a PAYGO TIF request. All of the details are in the packet. Overall value standpoint is a 7% assessed value of the project, which is below what we are normally at for first projects because the life of the TID. Proposed terms are in the packet for the committee. The groundbreaking was today (June 11, 2024). In order for us to meet the requirements to review the analysis of their total submittal proposals, once the project is done, we will need to do a summary expense report. Alderperson Quigley asked how many employees they currently have. Development Services Director Lindstrom mentioned that they are sitting at roughly 300 right now, and it will be expanded over time. Small revision to the terms **There was an error in the packet, the Anticipated Annual Tax Revenue is $83,600 and the Anticipated Annual Tax Increment is $79, 100.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

7. Consideration and Possible Action on Development Agreement Terms with Crosspoint Church Inc for a relocated and expanded landscape supply business (New Land LLC dba Green Bay Nursery) at 2108 & 2118 Lawrence Dr. located in TID No. 15.*

Development Services Director Dan Lindstrom spoke on this agenda item. It is for Crosspoint Church Inc. has created and is partnering with New Land LLC/ Green Bay Nursery. They are proposing to relocate to De Pere and expand their landscape supply business located in TID 15. They are proposing to transition a residential property to a commercial property. Just the sale in the transition from a residential property to a commercial property increased the value significantly. They are requesting a $110,000 up front cash grant. Current assessed value of $473,500. They will need to submit an expense report before receiving any funds.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

8. Consideration and Possible Action on 2024-2025 Property Tax Bill Preparation Agreement with Brown County.*

Finance Director/Treasurer Pamela Manley is present to speak on this agenda item. This is an agreement that the City would have signed the last couple of years as we did tax collection. The only change this year is that we removed personal property. The City Attorney recommended we update this with some revisions the last couple of years. If okay with the Committee, we will sign the agreement as long as there are no substitutive changes in the future. Option A approval.

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

9. Consideration and Possible Action on an Agreement with Finance System of Green Bay, Inc.*

Finance Director/Treasurer Pamela Manley is here to talk on this item. Last year it was approved to use State debt collection for collections. The downside of using the State debt collection is that we need personal information from the person (i.e. drivers license number, social security number, etc). In this case, we have delinquent personal property that we've been unable to collect over the last few years. Municipalities are required to try and collect for the personal property, while the County takes the Real Estate collections. We can only go back 5 years. We still have over $7,000 of principal that we are trying to collect. We've used Finance Systems of Green Bay, Inc in the past, but updated the agreement since it was outdated.

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

10. Consideration and Possible Action on increasing the Donation acceptance threshold requiring Committee and Council approval.*

Director Manley spoke on this item as well. Through staff discussions, the small amounts of donations amounts and having to come back to get approval each time slows down our process of approving the donations and then being able to do what we want with the money. We are requesting to increase the threshold to just over $1,000 ($1,001) and limit the number of times we have to come to the committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

11. Consideration and Possible Action on approval of Preliminary 2024 Borrowing.*

Finance Director/Treasurer Manley talked on the preliminary 2024 borrowing. There is a list of projects that we request to be borrowed for in the 2024 budget. As the year progresses, there are some things we end up not being able to do, and some things that come in under budget.

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

12. Consideration and Possible Action on the creation of an Ordinance regarding the refund of certain overpayments to the City of De Pere.*

Director Manley spoke on this agenda item. This stemmed from Parks & Rec. when they switched over to their new system. There were a lot of accounts that had overpayment. When the Finance Department reviewed them, many of them are under $10 and many years old. We are proposing that instead of cutting checks back to people, to approve the policy to only refund to people who overpaid $10 (unless specifically requested) within 3 years of when the overpayment occurred. We had the Legal Department research the threshold amount and they came back with $10 max for a refund amount.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Gantz, Kundinger, Perock, Quigley
EXCUSED:	James Boyd

13. Consideration and Possible Action on the City of De Pere Investment and Cash Detail, April 2024.

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

14. Future agenda items.

None

15. Adjournment

Alderperson Quigley made a motion to adjourn
Alderperson Perock seconded the motion.

The meeting was adjourned at 7:52 pm.

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

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

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

Respectfully submitted,
Amy Darnick

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **July 9, 2024**

DEPARTMENT: **City Clerk**

FROM: **Carey Danen**

SUBJECT: **Consideration and Possible Action on lease for postage meters at City Hall and the Municipal Service Center.***

ATTACHMENTS:

- Memo to Finance - postage meter lease 2024 (PDF)
- NASPO_Purchase_Order_for_Lease_City_of_DePere (PDF)
- Lease_Agreement_City_of_DePere (PDF)
- NASPO_Purchase_Order_for_Lease_City_of_DePere_MSC (PDF)
- Lease_Agreement_City_of_DePere_MSC (PDF)

CITY OF DE PERE
MEMO

To: Honorable Mayor James G. Boyd
Members of the Finance-Personnel Committee

From: Carey Danen, City Clerk

Date: July 9, 2024 (meeting date)

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

The current five-year leases for the postage meters at City Hall and MSC are expiring. I have attached quotes and updated lease agreements from the vendor - Office Enterprises Incorporated (OEI). The new leases would be for the latest model of the existing units we have now. I have provided a comparison below of our current lease rate and the proposed rate with the new lease:

	Lease Duration	Monthly Total (City Hall)	Monthly Total (MSC)	Annual Total (for two machines)
Current equipment	60 months	$106.89	$106.89	$2,565.36
Proposed equipment	60 months	$118.13	$121.16*	$2,871.48

*The monthly fee for MSC is $3.00/month higher due to their volumes and manual mailings.

OEI follows National Association of State Procurement Officers (NASPO) contract pricing for their new equipment. I could not locate any other vendors in our region that also provide service for postage meter equipment; the closest are in the Milwaukee area, where trip charges for service calls would apply.

I recommend entering into the attached lease agreements with Office Enterprises Incorporated. Please contact me in advance of the meeting with any questions you may have.

Purchase Order - Lease

NASPO/ValuePoint Contract #: CTR058809

and / or

State Participating Addendum (PA) #:

505ENT-O22-NASPOMAILEQ-04 (WI)

Customer

Organization	City of De Pere MSC		
DBA			
Address	335 S BROADWAY		
City State Zip	DE PERE	WI	54115-2526
Phone	(920) 339-4072	**Fax**	

Vendor

Company Name	Quadient Leasing USA Inc.	FEDERAL ID# 94-2984524	
Attention	Government Sales	DUNS# 150836872	
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06461
Phone	(866) 448-0045	**Fax**	(203) 301-2600

Ship To

Organization	City of De Pere MSC		
Attention	Carey Danen		
Address	335 S BROADWAY		
City State Zip	DE PERE	WI	54115-2526
Phone	(920) 339-4072	**Email**	cdanen@mail.de-pere.org

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing

QTY	Unit	Description	Unit Price	Total
60	Months	Lease Payment	$118.13	$7,087.80

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

Products

QTY	Product ID	Description
1	IX5AF	iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge
1	IXWP5	IX Series 5 lb Weighing Platform

1) **Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.**

2) **Payments will be sent to:**
Quadient Leasing USA, Inc.
Dept 3682
PO Box 123682
Dallas TX 75312-3682

3) **Send all correspondence to;**
Quadient Leasing USA, Inc.
478 Wheelers Farms Rd
Milford CT 06461
Phone: 203-301-3400
Fax: 203-301-2600

Authorized by   Date

Print Name   Title

quadient Leasing

Government Product Lease Agreement
with Postage Meter Rental Agreement

Section (A) Office Information

Office Number	Office Name	Phone #	Date
6760	**Office Enterpirses Inc**	**(715) 359-1234**	**05/07/2024**

Section (B) Billing Information

Company Name	**City of De Pere MSC**		
DBA			
Billing Address	**335 S BROADWAY**		
City State Zip+4	**DE PERE**	**WI**	**54115-2526**
Contact Name	**Carey Danen**	Phone	**(920) 339-4072**
Contact Title	**City Clerk**	Fax	
Email Address	**cdanen@mail.de-pere.org**	PO #	

Section (C) Installation Information (if different from billing information)

Company Name	**City of De Pere MSC**		
Installation Address	**335 S BROADWAY**		
City State Zip+4	**DE PERE**	**WI**	**54115-2526**
Contact Name	**Carey Danen**	Phone	**(920) 339-4072**
Contact Title	**City Clerk**	Fax	
Email Address	**cdanen@mail.de-pere.org**		
Main Post Office	**De Pere**	PO 5-Digit Zip Code	**54115**

Section (D) Products

Qty	Model / Part Number	Description (include Serial Number, if applicable)
1	IX5AF	iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge
1	IXWP5	IX Series 5 lb Weighing Platform

Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status:
- ☐ Taxable
- ☑ Tax Exempt

Certificate attached

Billing Frequency:
- ☐ Monthly
- ☑ Quarterly
- ☐ Annually

Billing Method:
- ☑ Standard
- ☐ Arrears

Number of Months		Monthly Payment (Plus applicable taxes)
First	60	$118.13

Current Lease Number: **N19082931**

☐ ACH (Customer to submit authorization form)

Section (F) Postage Meter & Postage Funding Information

Meter Model	**IX5AFAI**	Machine Model	**IX5AF**

Postage Funding Method:
- ☐ Bill Me ☐ Prepay by Check
- ☑ ACH Debit (Submit customer authorization form)
- ☐ OMAS ☐ CPU (include authorization form)

Agency Code Sub Agency Code

Postage Funding Account:
- ☑ POC ☐ TMS
- ☐ New ☑ Existing

Existing Account Number: **8068642**

Service Products (Check all that apply)

- ☑ Online Postal Rates iMeter™ App (SP10)
- ☐ Online Postal Expense Manager iMeter™ App (SP20/NeoStats)
- ☐ Online E-Services with Electronic Return Receipt iMeter™ App (SP35)
- ☐ NeoShip PLUS (EP70PLUS)
- ☐ NeoShip Install & User Guide (EP70GUIDES)
- ☐ 4G/5G Cell Service
- ☐ Maintenance
- ☑ Installation/Training ☐ Software Support for premise (non-cloud) solutions

Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to the Postage Funding Account unless initial here ________.

This document consists of a Government Product Lease Agreement with Quadient Leasing USA, Inc.; and a Postage Meter Rental Agreement, and Online Services and Software Agreement with Quadient, Inc.; and a Postage Funding Account Agreement with Quadient Finance USA, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Government-Equipment-Lease-Terms-USPS-Dealer-V11-2023), which are also available at https://quadientterms.com/Government-Equipment-Lease-Terms-USPS-Dealer-V11-2023, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Guided by Quadient, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more Information visit https://www.quadient.com/about-us/sustainable-design-and-manufacturing.

******* SEE PURCHASE ORDER ******
Authorized Signature ______________________ Print Name and Title ____________ Date Accepted

______________________ Accepted by Quadient Inc. and its Affiliates ____________ Date Accepted

Purchase Order - Lease

NASPO/ValuePoint Contract #: CTR058809

and / or

State Participating Addendum (PA) #:

505ENT-O22-NASPOMAILEQ-04 (WI)

Customer

Organization	City of De Pere MSC			
DBA				
Address	335 S BROADWAY			
City State Zip	DE PERE		WI	54115-2526
Phone	(920) 339-4072	**Fax**		

Vendor

Company Name	Quadient Leasing USA Inc. FEDERAL ID# 94-2984524			
Attention	Government Sales DUNS# 150836872			
Address	478 Wheelers Farms Rd			
City State Zip	Milford		CT	06461
Phone	(866) 448-0045	**Fax**	(203) 301-2600	

Ship To

Organization	City of De Pere MSC			
Attention	Carey Danen			
Address	925 6th Street			
City State Zip	DE PERE		WI	54115-2526
Phone	(920) 339-4072	**Email**	cdanen@mail.de-pere.org	

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing

QTY	Unit	Description	Unit Price	Total
60	Months	Lease Payment	$121.16	$7,269.60

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

Products

QTY	Product ID	Description
1	IX5AF	iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge
1	IXWP5	IX Series 5 lb Weighing Platform
1	IXWP5DW	IX-5 Series Base 5lb. Differential Weighing

1) **Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.**

2) **Payments will be sent to:**
Quadient Leasing USA, Inc.
Dept 3682
PO Box 123682
Dallas TX 75312-3682

3) **Send all correspondence to;**
Quadient Leasing USA, Inc.
478 Wheelers Farms Rd
Milford CT 06461
Phone: 203-301-3400
Fax: 203-301-2600

Authorized by Date

Print Name Title

quadient Leasing

Government Product Lease Agreement
with Postage Meter Rental Agreement

Section (A) Office Information

Office Number	Office Name	Phone #	Date
6760	**Office Enterpirses Inc**	**(715) 359-1234**	**05/07/2024**

Section (B) Billing Information

Company Name	**City of De Pere MSC**		
DBA			
Billing Address	**335 S BROADWAY**		
City State Zip+4	**DE PERE**	**WI**	**54115-2526**
Contact Name	**Carey Danen**	Phone	**(920) 339-4072**
Contact Title	**City Clerk**	Fax	
Email Address	**cdanen@mail.de-pere.org**	PO #	

Section (C) Installation Information (if different from billing information)

Company Name	**City of De Pere MSC**		
Installation Address	**925 6th Street**		
City State Zip+4	**DE PERE**	**WI**	**54115-2526**
Contact Name	**Carey Danen**	Phone	**(920) 339-4072**
Contact Title	**City Clerk**	Fax	
Email Address	**cdanen@mail.de-pere.org**		
Main Post Office	**De Pere**	PO 5-Digit Zip Code	**54115**

Section (D) Products

Qty	Model / Part Number	Description (include Serial Number, if applicable)
1	IX5AF	iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge
1	IXWP5	IX Series 5 lb Weighing Platform
1	IXWP5DW	IX-5 Series Base 5lb. Differential Weighing

Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status:
- ☐ Taxable
- ☑ Tax Exempt

Certificate attached

Billing Frequency:
- ☐ Monthly
- ☑ Quarterly
- ☐ Annually

Billing Method:
- ☑ Standard
- ☐ Arrears

Number of Months		Monthly Payment (Plus applicable taxes)
First	60	$121.16

Current Lease Number: **N19082932**

☐ ACH (Customer to submit authorization form)

Section (F) Postage Meter & Postage Funding Information

Meter Model	**IX5AFAI**	Machine Model	**IX5AF**

Postage Funding Method:
- ☐ Bill Me
- ☐ Prepay by Check
- ☑ ACH Debit (Submit customer authorization form)
- ☐ OMAS
- ☐ CPU (include authorization form)

Agency Code Sub Agency Code

Postage Funding Account:
- ☑ POC
- ☐ TMS
- ☐ New
- ☑ Existing

Existing Account Number: **8068644**

Service Products (Check all that apply)

- ☑ Online Postal Rates iMeter™ App (SP10)
- ☐ Online Postal Expense Manager iMeter™ App (SP20/NeoStats)
- ☐ Online E-Services with Electronic Return Receipt iMeter™ App (SP35)
- ☐ NeoShip PLUS (EP70PLUS)
- ☐ NeoShip Install & User Guide (EP70GUIDES)
- ☐ 4G/5G Cell Service
- ☐ Maintenance
- ☑ Installation/Training
- ☐ Software Support for premise (non-cloud) solutions

Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to the Postage Funding Account unless initial here ________.

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Guided by Quadient, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more Information visit https://www.quadient.com/about-us/sustainable-design-and-manufacturing.

******* SEE PURCHASE ORDER ******

Authorized Signature ______ Print Name and Title ______ Date Accepted

______ Accepted by Quadient Inc. and its Affiliates ______ Date Accepted

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**July 9, 2024**
DEPARTMENT:	**Information Technology**
FROM:	**Steve Massey**
SUBJECT:	**Consideration and Possible Action on the purchase of FortiVoice Cloud phone system at a cost of $115,000 with $30,250 to come from Unassigned Reserves.***

ATTACHMENTS:

- Memo to Finance - Phone System Upgrade 2024_SMv1 (DOCX)
- City of De Pere FortiVoice 5 Year (PDF)
- Gordon Flesch - City of DePere - Elevate Proposal 2024 - (PDF)
- City of De Pere Phone Estimate 7260 - Partisan Systems (PDF)
- Nextiva_CityofDePere_CPQ-415150-1 (PDF)

CITY OF DE PERE
MEMO

To: Mayor James Boyd
Members of the Finance/Personnel Committee
From: Steve Massey, IT Director
Date: June 29, 2024

RE: **Consideration and Possible Action on the purchase of FortiVoice Cloud phone system at a cost of $115,000 with $30,250 to come from unassigned reserves.**

The current City of De Pere phone system is 7 years old. Funding to upgrade the phone system in the amount of $60,000 was approved in the 2024 budget. Staff reviewed numerous on-premises and cloud-based phone systems from multiple vendors. After careful analysis, staff is recommending shifting phone services from a self-hosted on-premises phone system to FortiVoice cloud-based phone system. FortiVoice Cloud allows voice communications from traditional desk phones, computers and mobile devices from anywhere with an Internet connection. FortiVoice Cloud also provides business resiliency with redundant data centers located in the United States and is not dependent on self-hosted hardware. In the event of a disaster that would disrupt operations at any city facility, staff could continue making phone calls as long as an Internet connection could be established from any location in the world. The annual operational cost of FortiVoice Cloud is nearly identical to a self-hosted on-premises FortiVoice phone system.

Staff received quotes from multiple cloud-hosted phone system providers. Based on cost, existing vendor relationship, peer recommendations and overall system architecture, staff recommends the approval of the FortiVoice Cloud quote provided by Camera Corner. The project total for hardware implementation and 5 years of pre-paid licensing is $115,000. The 2024 Budget included $60,000 for this upgrade. 55% of the project is paid for by the General Fund with the rest coming from the utilities. I am requesting to take the general fund deficit of $30,250 from unassigned reserves. It’s important to note that the pre-paid services will lock in our rates for the next five years and reduce phone system expenditures by approximately $30,000 over the next five years.

We have prepared a quote for you

FortiVoice Cloud

Quote # CCCP028825
Version 1

Prepared for:

City of De Pere

Steve Massey
smassey@mail.de-pere.org

529 N. Monroe Avenue
Green Bay, WI 54301
www.cccp.com
(920) 435-5353

Camera Corner Connecting Point

FortiVoice Cloud - 5 Year

Product Details	Qty	Price	Ext. Price
FortiVoice Cloud 5 Year Standard extension, including call path, DID, and E911	110	$614.00	$67,540.00
FortiVoice Cloud 5 Year Basic level extension, including call path	40	$409.00	$16,360.00
FortiFone-380B IP Phone	115	$134.00	$15,410.00
FortiVoiceGateway-GO04 FortiVoiceGateway GO04, 2x10/100 ports, 4 x FXO voice gateway	1	$458.00	$458.00
FortiVoiceGateway-GO04 5 Year FortiCare Premium Support	1	$766.00	$766.00
Fortinet FortiVoice VoIP Gateway - 2 x RJ-45 - 16 x FXS - USB - Fast Ethernet - Desktop	1	$672.00	$672.00
Fortinet Forticare Comprehensive Support - Extended Service - 5 Year - Service - 24 x 7 - Service Depot - Exchange - Parts - Physical, Electronic	1	$1,124.00	$1,124.00
Fortinet FortiVoiceGateway GS04 2x10/100 Ports - 4 x FXS Voice Gateway	1	$295.00	$295.00
Fortinet Forticare Comprehensive Support - Extended Service - 5 Year - Service - 24 x 7 - Service Depot - Exchange - Parts - Physical, Electronic	1	$510.00	$510.00
FON-380/480 plastic wall mounting kit - 10 pack.	1	$150.00	$150.00
Fortinet FortiVoice Enterprise - License - 10 Client	1	$406.00	$406.00
Fortinet FortiVoice 3rd Party Phones - License - 10 Additional Phone	1	$594.00	$594.00
Yealink CP925 IP Conference Station	6	$331.00	$1,986.00
Installation/Configuration	40	$205.00	$8,200.00

Subtotal: **$114,471.00**

529 N. Monroe Avenue
Green Bay, WI 54301
www.cccp.com
(920) 435-5353

Camera Corner
Connecting Point

FortiVoice Cloud

Bill To:

City of De Pere
Steve Massey
335 S Broadway
De Pere, WI 54115
(920) 339-4052
smassey@mail.de-pere.org

Ship To:

City of De Pere
Steve Massey
335 S Broadway
De Pere, WI 54115
(920) 339-4052
smassey@mail.de-pere.org

Quote Information:

Quote #: CCCP028825
Version: 1
Delivery Date: 05/07/2024
Expiration Date: 05/30/2024

Sales Rep:
Megan Voelker
megan.voelker@cccp.com

Quote Summary

Description	Amount
FortiVoice Cloud - 5 Year	$114,471.00
Total:	**$114,471.00**

IMPORTANT: Any legal document should refer to us as ACP CreativIT, LLC d/b/a Camera Corner Connecting Point or CCCP.

Additionally, all deliveries, especially LFD (Large Format Displays)/TV's, need to be opened, turned on and inspected thoroughly for concealed damage within 5 days of receipt to ensure full value replacement.

Orders converted from this quote, as authorized by the customer, acknowledges the customer has read our Return Policies and Conditions located on the Company Info page of the Camera Corner/Connecting Point website www.cccp.com

Please note: Quotes do not reflect tax. Shipping, handling, and other fees may apply. Contact your Account Executive with any questions. We reserve the right to cancel orders arising from pricing or other errors.

Prepared for:

City of De Pere
335 S Broadway
De Pere, WI
54115-2526, United States

Confidential Service Proposal: Elevate with Microsoft Teams

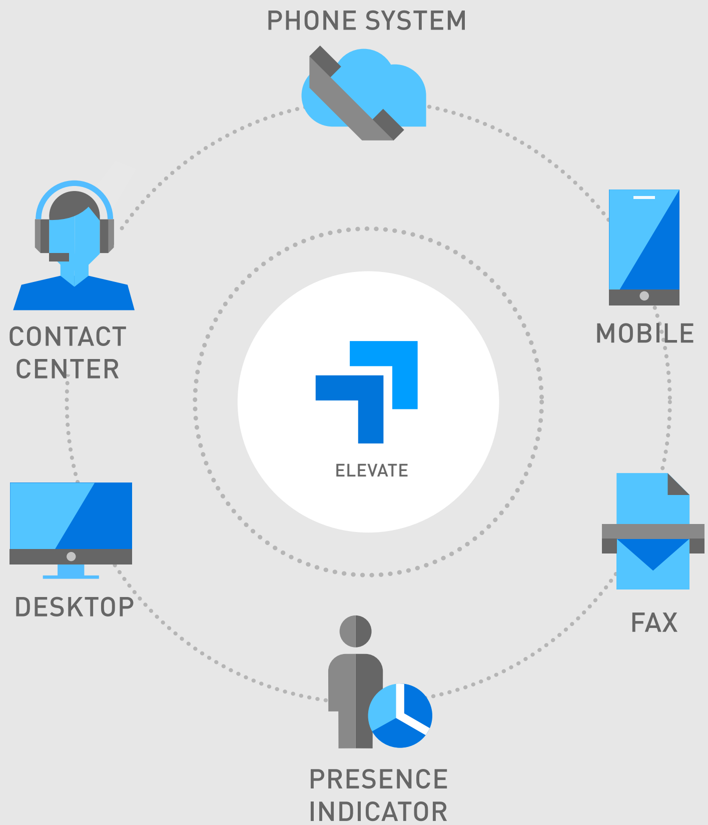
ALL YOUR BUSINESS COMMUNICATIONS – INTEGRATED, EFFICIENT, AND RELIABLE

Provided by:

Jason Moseman
jmoseman@gflesch.com
(920) 757-2711

Elevate with Microsoft Teams

Elevate with Microsoft Teams is an easy-to-use cloud-based communication platform that helps employees to be more productive and collaborative by providing an enterprise-grade, cloud-based phone system to accompany Microsoft Teams. It includes a full-featured phone system combined with included call and contact center features and the ability to easily expand features and capabilities.



ELEVATE WITH TEAMS INCLUDES

- 90+ enterprise-grade calling features
- Free local and long distance calling to the US, Canada and Puerto Rico
- Elevate's pre-programmed, plug and play desk phones makes installation easy
- Flat, per-user rates, with no annual contract required
- Changes to system settings, devices, or users can be performed by phone administrators online
- The Elevate Desktop App integrates with company directory, showing employee availability and enabling click-to-call
- The Elevate Mobile App makes any smart phone an essential collaboration tool

Benefits to Your Business

INCREASED PRODUCTIVITY

Elevate makes a more productive workforce.

- Utilize your existing Teams application for collaboration and make and receive calls through Elevate
- Virtually anywhere, anytime, and on any device - creates a more flexible workforce
- Advanced routing ensures the right call gets to the right person or department 24/7

LOWER COSTS

No phone system hardware to buy, install, manage, upgrade or replace.

- Reduces infrastructure and operating costs with no additional hardware to buy
- Consolidates voice and data onto one network
- Flat, per-user rates with no extra or hidden fees*
- 90+ enterprise-grade calling features INCLUDED in the service

* Click **here** for more information on call rates

HIGH RELIABILITY

Elevate's voice network is purpose-built for reliability.

- 99.999% financially-backed uptime SLA
- Proprietary Elevate VoIP tests help ensure a reliable connection and high voice quality
- Redundant East/West datacenters increase reliability and reduce latency

SIMPLIFIED SCALING & MANAGEMENT

Elevate scales according to the needs of any business.

- Order service according to the number of users; no guessing number of lines needed
- Ordering additional service is easy & can be done online; no technician or special expertise required
- Manage service and features using user-friendly HostPilot® portal
- Scales easily as your business grows

BUSINESS CONTINUITY

Never miss an important business call.

- Elevate automatically rings all your end points (desk phone, mobile, etc.) with every call and in the event that you don’t answer, it routes the call to any number you choose (branch office, automated attendant, mobile number, etc.)

ENHANCED CUSTOMER EXPERIENCE

- Access to Advanced Hunt Groups included with Elevate with Teams
- Upgrade your Elevate Contact Center plan to access even more features (like omni-channel support) at any time
- Contact Center delivers more responsive, informed, and positive customer experiences
- Service plans for businesses of all sizes, industries, and levels of sophistication

The Business-Class Features You Deserve

90+ ENTERPRISE-LEVEL FEATURES INCLUDED

- Call Forwarding
- Call Park
- Call Transfer
- Do Not Disturb
- Call Recording
- 3-way Calling
- Caller ID
- Extension Dialing
- HD Audio
- Call Waiting
- Receptionist Routing
- Music on Hold
- Spam Caller Protection
- Click to Call from Chrome browser

... And many more

VOICEMAIL

- Voicemail to email via WAV file
- SMS notifications
- Auto-delete of voicemail after 90 days
- Change personal greeting
- Remote voicemail access
- Voicemail transcription

BUSY LAMP FIELD (BLF)

- Indicates presence - whether another user’s phone is currently in use
- Other user extension and name information is presented as virtual “buttons” on the desk phone LCD display
- The BLF display can be used for speed dials, and also to make or take calls on behalf of another user

CALL FLIP

- Allows the user to seamlessly move an active call from the desktop phone to a mobile phone or vice versa
- Flip calls multiple times during one conversation

CALL CENTER

- Easily group users to deliver calls
- Route calls based on rules
- Easily monitor, whisper or barge into a call
- View real-time call statistics on a PC or big screen

WEBFAX

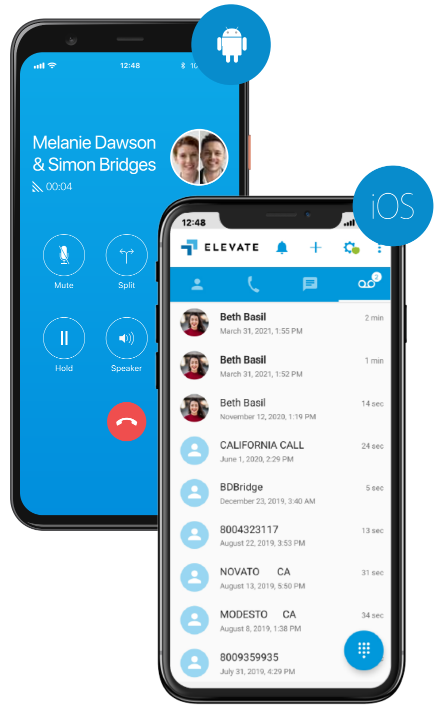
- Users receive, view, manage faxes via the web, or as email attachments
- Users may send faxes from any Internet-connected PC
- Does not require an additional phone line

CONTACT CENTER

- Access to Advanced Hunt Groups included with Elevate with Teams
- Smart queueing technology tells customers their position in line, plus wait time
- Deep analytics and reporting help you visualize gaps and improve performance
- Upgrade your contact center features to include omni-channel capabilities (SMS, chat, email) to connect with customers through their preferred modes of communication

Apps/Productivity Included with Elevate

ELEVATE MOBILE APP



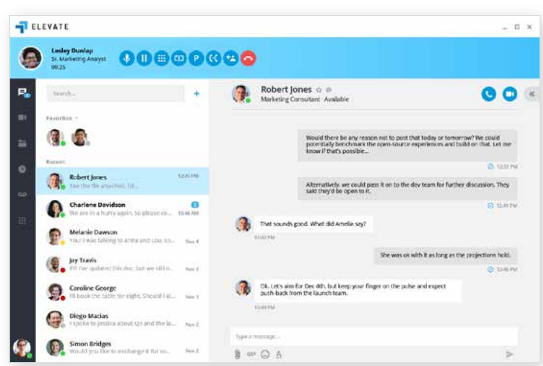
This powerful mobile application transforms your phone into an essential collaboration tool, making teamwork on-the-go easier than ever. See who is available, send and receive SMS messages using the business phone number, place calls and read/listen to voicemails - anytime, anywhere.

Never miss important calls
Extend your business phone number and extension to your mobile phone, so you can place and receive calls on-the-go or even transfer calls from your desktop phone to your mobile device—seamlessly, without interruption.

ELEVATE DESKTOP APP

Our desktop app brings essential collaboration tools together, making teamwork easier than ever. See who is available, send and receive SMS messages using the business phone number, place calls and read/listen to voicemails - anytime, anywhere.

Communicate your way
Have the flexibility to use your desktop application to place and receive calls in two ways, either as a call controller for your associated desk phone or as a softphone from your PC or Mac®.



One application for collaboration
One place to see the availability of coworkers, place a phone call.

Stay connected on-the-go
With the Elevate desktop and mobile applications, you take your calls, contacts and conversations with you—wherever you are.

Elevate Extend

Increase Employee Productivity

Embed communications into everyday business applications across various teams to streamline business workflows and maximize employee efficiency.

Drive customer retention and increase revenue

Combine powerful communication capabilities with relevant customer data to ensure sales and support teams have the right information at the right time.

No heavy IT investment

Our integrations are easy to use and easy to deploy, with no heavy training or implementation costs required.

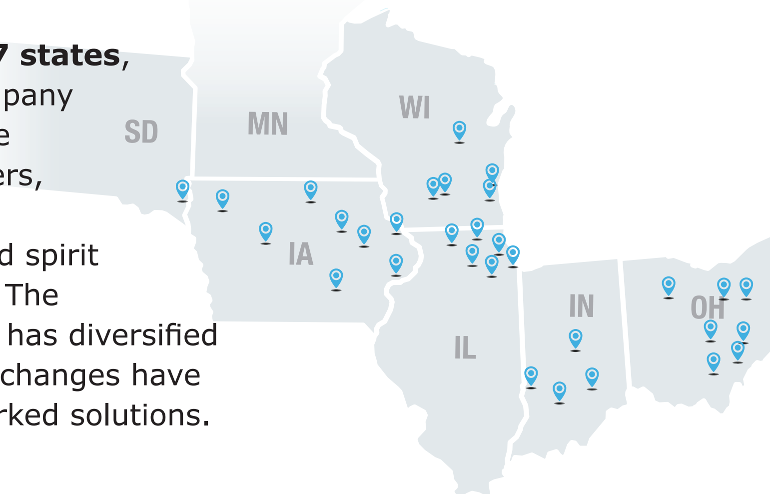
Available Integrations

Office 365
Outlook
INTERMEDIA UNITE® CRM SCREEN POPS
slack
G Suite
Microsoft Teams
ZOHO
sugarcrm
zendesk
servicenow
ORACLE® NETSUITE
Microsoft Dynamics 365
salesforce

GFC COMPANY OVERVIEW

Sixty-seven years ago, an entrepreneur named Gordon Flesch left the Royal Typewriter Company to take over a small 3M dealership selling what was - at the time - a breakthrough technology, the Thermo-Fax copier. In those early days Gordon Flesch not only sold the machines, but he was also their sole repairman as well. And he offered something else: **a commitment to uncompromising service** and to loyal customer relationships that grew out of that "do whatever it takes" approach.

Today, GFC has a network of **31 offices in 7 states**, **employing over 650 associates**. The company continues as a vital, family-owned enterprise led by third generation Flesch family members, Patrick and Mark. They moved into senior leadership roles, ensuring that the ideals and spirit of our company's founder will be preserved. The company's breadth of products and services has diversified as well, as new technologies and workplace changes have created demand for more integrated, networked solutions.



GFC PROFESSIONAL SERVICES

Personalized Client Onboarding

Personalized, live and online training is provided by our **dedicated, local onboarding team** and customized to your system usage. Videos for impromptu system training needs are also included. Onboarding is the responsibility of our Elevate support operations, and provides for:

- Dedicated project manager
- Management of the number porting process
- Configuration of all call routing and call-handling requirements, including hunt groups and auto-attendants
- Shipping of pre-configured handsets, for easy plug-in and activation
- Onsite support, to answer questions and identify any issues

24/7 Help Desk Support elevITy

GFC's Managed IT division, Elevity will be supporting Elevate Managed Voice Services and are located in our **Appleton, WI facility**. In addition, after hours calls are answered by Elevate's manufacturer in California, for full **100% onshore, 24/7 coverage**. When you need support, we're here to help!

Help Desk service from Elevity includes unlimited support for:

- Diagnostics, troubleshooting and resolution of Elevate service issues
- Client questions on how to use your Elevate system
- Changes to the system, whether it's adding, deleting or moving users or requesting changes to how the system is working

Prepared for

City of De Pere
335 S Broadway
De Pere, WI
54115-2526, United States

Provided by

Jason Moseman
jmoseman@gflesch.com
(920) 757-2711

Summary of services

Description	One-time	Monthly
	Customer total	
Services		
Unified Communications Services	$630.00	$1,893.85
Equipment	$14,543.58	
Shipping	$326.31	
Professional services & other items		
Onboarding	$3,000.00	
Support		$240.00
Subtotal	$18,499.89	$2,133.85
Surcharges & Other fees		$563.22
Estimated taxes	$993.29	$326.66
TOTAL	**$19,493.18** One-time	**$3,023.73** Monthly

Details

Main location 335 S Broadway, De Pere, Wisconsin 54115-2526

Description	Quantity		
Unified Communications Services			
Elevate with Teams Designed to work in parallel with MS Teams, includes Elevate Cloud PBX, delivered via Elevate applications (mobile and desktop), with unlimited local and long-distance calling, Voicemail, Presence, Advanced Hunt Groups, Business SMS, and Call Analytics. Chat, Meetings and File Sharing disabled. 1 license is required for each user.	120		
Local Number Porting Activation Fee	200		

Notes:
• Your first bill may look different than other bills. It may include: (1) one-time fees and prorated charges for new services added during the prior month, (2) full charges for the next month, (3) applicable usage charges, as well as (4) associated taxes and fees.
• Hardware provided on promotion is amortized over a 12-month period. Penalties on hardware for early cancellation of an account are calculated based on the percentage of the term remaining at the time of cancellation.
• Shipping charges may be estimates only and are subject to change. Actual shipping charges will be calculated at the time the order is placed.
• Taxes and fees are based on service address and can differ by address.

Description	Quantity		
Auto Attendant (additional) Greets callers and provides call routing options. For calls forwarded outside of the network, includes 1,000 minutes of outbound local calls per month.	11		
Hunt Group (additional) Delivers calls to defined groups of users with routing rules. All calls forwarded outside of the network are charged per use.	18		
Resource Line (500 min) Used to enable common area phones such as conference or lobby phones, 500 minutes of outbound local calls included per month.	6		
Equipment			
 Yealink CP965 Conference Phone An IP conference phone with a 5-inch color touch screen and 20 foot microphone pickup range for large sized conference rooms.	6		
 Fanvil V64 An IP desk phone with a 3.5-inch 480x320 Color Screen, dual Gigabit Ethernet ports, built-in Bluetooth and Wi-Fi, and a USB port. Includes 8 physical line keys capable of 21 configurable positions for calls, presence, or speed dial.	120		
 Fanvil V64 An IP desk phone with a 3.5-inch 480x320 Color Screen, dual Gigabit Ethernet ports, built-in Bluetooth and Wi-Fi, and a USB port. Includes 8 physical line keys capable of 21 configurable positions for calls, presence, or speed dial.	6		

Notes:
• Your first bill may look different than other bills. It may include: (1) one-time fees and prorated charges for new services added during the prior month, (2) full charges for the next month, (3) applicable usage charges, as well as (4) associated taxes and fees.
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• Shipping charges may be estimates only and are subject to change. Actual shipping charges will be calculated at the time the order is placed.
• Taxes and fees are based on service address and can differ by address.

Partisan Systems
2321 S. Oneida St. STE 8
Green Bay, WI 54304
(920) 624-6111
sales@partisansystems.com

Estimate 72602

DATE	TOTAL
03/14/2024	$49,900.00

ADDRESS
Steven Massey
City of De Pere
335 S Broadway
De Pere, WI 54115
United States

SHIP TO
Steven Massey
City of De Pere
335 S Broadway
De Pere, WI 54115
United States

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Non-Inventory Item Yealink T-57W Phones	110	220.00	24,200.00T
	Non-Inventory Item Yealink CP925 conference phones	6	325.00	1,950.00T
	Non-Inventory Item Programing & Installation of all phones : Network configuration and programing to be completed by customer Note: System Administrator trained on phone functions and capabilities to be utilized as onsite staff trainer. NOTE: Phone service rate billed at $2314.20 per Month No Charge for the 40 voice mail boxed	1	23,750.00	23,750.00T

Returns: ALL RETURNS must have the original receipt and must be returned within 15 days of the receipt date. Items must be in original packaging and resellable condition. There is a 20% restocking fee for all items returned. All custom orders are NON RETURNABLE.

SUBTOTAL	49,900.00
TAX	0.00
TOTAL	$49,900.00

THANK YOU.

Accepted By

Accepted Date

Collection Policy: You will be responsible for any and all collection agency fees up to 50 % of the amount placed with the collection agency. In the event we seek legal action for collection on your account, you will also be responsible for any and all fees associated with court costs, garnishments, and/

nextiva

YOUR NEXTIVA QUOTE

You deserve amazing.

We're making it happen.

2.5 BILLION
Calls on our network annually

92%
Customer satisfaction

100K+
Customers

nextiva

Let's do great things together.

We're thrilled that you're considering Nextiva. All businesses deserve access to better technology in order to grow, compete, and thrive. That's why we founded Nextiva well over a decade ago on a mission to democratize technology.

Nextiva combines communication channels — voice, video, collaboration, SMS/MMS, and surveys — so you can access the information you need at the right time to provide amazing customer experiences and drive business results.

Our solutions are easy to set up, use, and manage. You can scale up and add applications, such as sales and customer service tools, anytime.

In addition to our solutions, the top reasons companies choose Nextiva are our reliability and Amazing Service®. We've built the most reliable network in the industry, with 8 points of presence across the country.

Amazing Service starts with how we design products with business owners in mind. It results in treating your company as an extension of ours. Over 1,000 team members are ready to help you succeed.

We'd love to welcome you to the Nextiva family. We look forward to hearing from you!

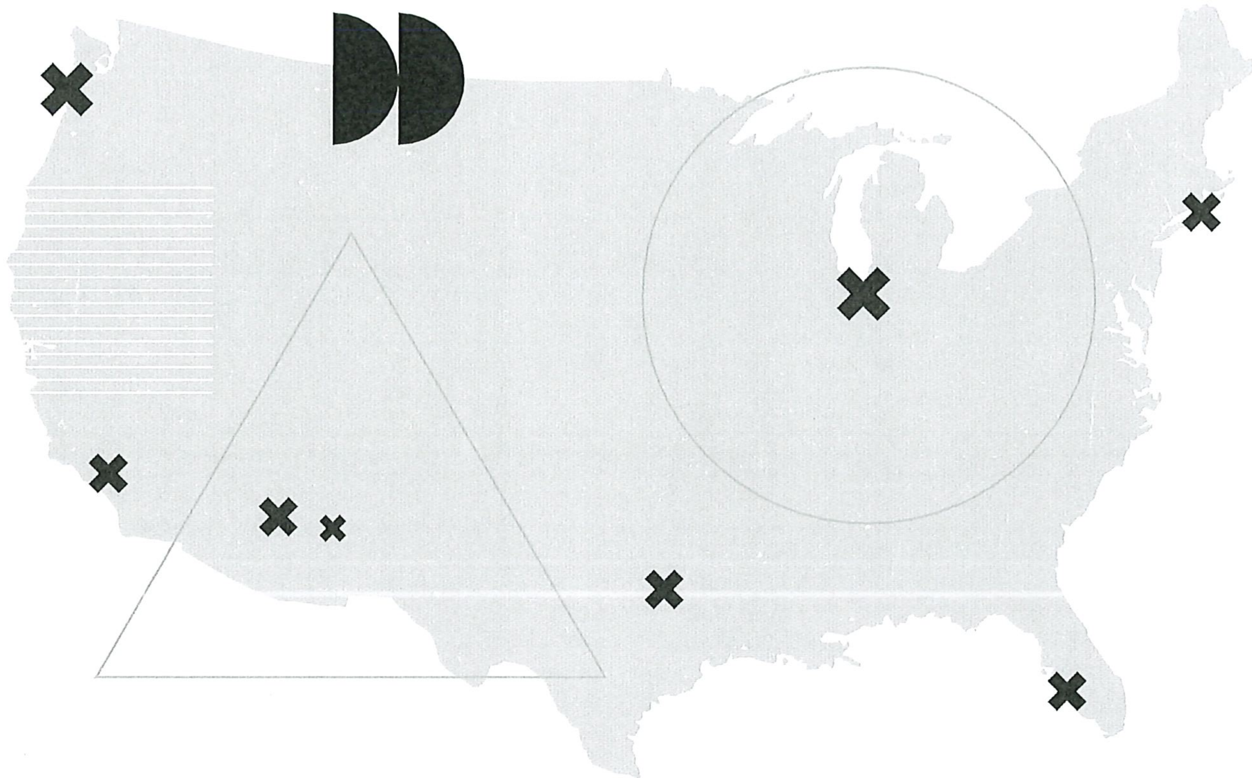
Sincerely,

Tracy Conrad

Tracy Conrad
Chief Amazing Officer, Co-Founder
June 20, 2021

Why customers love Nextiva.

Nextiva's points of presence



Reliable

We have built one of the world's most reliable networks. With 8 points of presence and carrier-grade data centers, our network ensures you'll never miss a beat with your customers.

Easy setup

All you need is a broadband internet connection. Follow our guided setup online and download the Nextiva Mobile App. Got VoIP phones? Just plug them in.

Award-winning support

Rated highly on Gartner, Frost & Sullivan, G2, and GetVoIP, no other VoIP provider comes close to our Amazing Service. Reliable customer service is the backbone to our success. We've built our name on it.

Secure

We take security seriously. The entire Nextiva network meets and exceeds security standards set by the ISO/IEC 27001 certification.

Scalable

Your business phone system grows with you. Manage phone numbers, users, calling features, and locations from your admin portal.

Expertise

Our product experts offer on-site training, live video conferencing, and webinars to get the most out of your business calling plan.

nextiva

Thank you for your business.

Customer	Quote date	Sales agent	Nextiva, Inc.	Billing frequency
City of De Pere	03-25-2024	Joe Turney joe.turney@nextiva.com (480) 565-6115	9451 East Via de Ventura Scottsdale, AZ 85256	Monthly
Quote number	**Quote expires**	**Quote status**	**Contract term:**	
CPQ-415150-1	04-24-2024	Budgetary Draft	36 Months	

Quote summary

Recurring	Non recurring	Shipping charges	Taxes & fees	Total
$1,942.50	$5,000.00	$610.00	$1,091.41	$8,643.91

Quote details | Service address: 335 S BROADWAY DE PERE WI 54115-2526 US

Item description	Charge type	List price	Discount	Quantity	Total price
Services					
Nextiva Cloud Communications Enterprise	Recurring	$33.95	$21.00	150	$1,942.50
Options					
Analytics/Data Retention	Recurring	$5.00	$5.00	150	$0.00
Productivity Plugin (If you do not terminate this offering within one month of the date you accept this Quote, you will be charged $15.00 per user per month for the remainder of your initial term.)	Recurring	$15.00	$15.00	150	$0.00
Fax Service	Recurring	$4.95	$4.95	1	$0.00
Toll Free Number	Recurring	$9.95	$9.95	1	$0.00
Hardware					
DaaS Yealink - T44W Desk Phone, w/ PSU, adv. warranty	Recurring	$4.40	$4.40	114	$0.00
Poly - Trio 8300 Conference Phone, PoE	One-Time	$470.00	$470.00	6	$0.00
Others					
Shipping Charges	One-Time	$610.00	$0.00	1	$610.00

*These are estimated taxes and fees.Actual taxes and fees will be calculated when the invoices are processed.

Subtotal	**$2,552.50**
Federal FUSF (VoIP)	$137.30
Federal FCC Regulatory Fee (VoIP)	$2.14

nextiva

Thank you for your business.

Customer	Quote date	Sales agent	Nextiva, Inc.	Billing frequency
City of De Pere	03-25-2024	Joe Turney joe.turney@nextiva.com (480) 565-6115	9451 East Via de Ventura Scottsdale, AZ 85256	Monthly
Quote number	**Quote expires**	**Quote status**	**Contract term:**	
CPQ-415150-1	04-24-2024	Budgetary Draft	36 Months	

State Sales Tax	$108.78
State Police and Fire Protection Fee	$18.00
State WI USF	$40.31
County E-911	$24.00
County Sales Tax	$10.88
E911 Fee	$225.00
Regulatory Recovery Fee	$525.00
Total	**$3,643.91**

Implementation Charges

Item description	Charge type	List price	Discount	Quantity	Total price
Nextiva Service Delivery: Elite	One-Time	$3,500.00	$0.00	1	$3,500.00
Nextiva Service Delivery: Additional Seat Add-On	One-Time	$30.00	$0.00	50	$1,500.00

Subtotal	**$5,000.00**
Total	**$5,000.00**

Amount due Today with taxes & fees	**$8,643.91**
Amount due Monthly (excl. taxes & fees)	**$1,942.50**

The pricing set forth in this quote, including the amount of taxes and fees, is estimated. Final pricing will be determined upon order submission and may vary from the pricing contained herein.

Location summary

Location	Monthly recurring	Non recurring
Service address: 335 S BROADWAY DE PERE WI 54115-2526 US	$1,942.50	$5,000.00

Trusted by businesses just like yours.

Nextiva provides business communication solutions for companies of all sizes and specialties.

Phone calls pretty much fuel everything that we do here, so our phones have to be available, they have to be reliable, and they have to always be on. We get that availability and reliability through Nextiva. We're not going to go anywhere. We're very happy where we are.

Shelby Automotive

Nextiva is top-notch. Since starting to work with them, I've encountered legitimately some of the best customer service in any realm. It's outstanding.

Conan

Nextiva, the Nextiva logo, and Amazing Service are registered trademarks of Nextiva, Inc. The names, logos, and trademarks of other companies listed here are used with those companies' permission. Use of the other companies' logos are not meant to provide any endorsement of, or support for, Nextiva or Nextiva's products or services.

City of De Pere, Wisconsin

<u>Request For Finance/Personnel Committee Action</u>

MEETING DATE:	**July 9, 2024**
DEPARTMENT:	**Finance Department**
FROM:	**Pamela Manley**
SUBJECT:	**Presentation and approval of the 2023 Management Letter and Financial Statements.***

As of the agenda publication deadline, the audit is in technical review; staff anticipates having documents to distribute at the meeting.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**July 9, 2024**
DEPARTMENT:	**Finance Department**
FROM:	**Pamela Manley**
SUBJECT:	**Approval of Parameter Resolution for 2024 Borrowing.***

ATTACHMENTS:

- 2024 Parameter Resolution Memo (PDF)
- De Pere 2024 G.O. Promissory Notes - Parameters Resolution_updated (PDF)
- prs plan of finance 07092024_de pere cy (PDF)
- Capital Projects for 2024 Borrowing Request for 7.9.24 Finance (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 9, 2024

RE: **Approval of Parameters Resolution for 2024 Borrowing**

I have attached the project list as well as a parameters resolution to authorize the 2024 borrowing not to exceed $7,900,000. The projected borrowing is in the form of a ten-year general obligation note for $5,744,734 for non-TID equipment and projects and a fifteen-year general obligation note for $1,941,040 of TID related expenses. The Borrowing Request columns have been confirmed/adjusted by each department. Items that have been updated since June's Finance Committee meeting are highlighted in yellow. Justin Fischer with the City's borrowing consulting firm of RW Baird will be present to review the 2024 financing plan and provide their recommendations regarding the not to exceed resolution for the 2024A nontaxable notes.

Pending Finance Committee approval, a parameters resolution for these projects will go to the City Council July 16th for approval. The notes would be tentatively sold the week of August 26th. Proceeds would then be projected to be available to the City by September 2024. Please feel free to contact me with any questions prior to the meeting.

COMMON COUNCIL
OF THE
CITY OF DE PERE, WISCONSIN

July 16, 2024 **Resolution No.: 24-___**

A Resolution Authorizing and Providing for the Issuance and Establishing Parameters for the Sale of Not to Exceed $7,900,000 General Obligation Promissory Notes, Series 2024, and All Related Details

RECITALS

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

1. The Issuer is in need of funds to finance the purchase of vehicles and equipment for the police, fire, public works, and parks departments; improvements to city hall, police, fire stations, community center, and other municipal buildings; construction of dumpster enclosures; Southbridge interchange planning; land purchase for infrastructure improvements in the Issuer's Tax Incremental District Number 18; creation of a parking utility; improvements to parks and public grounds, including, but not limited to, basketball court resurfacing, scoreboard replacement, boat ramp repairs, fencing, playground replacement, and lighting; and construction of and improvements to streets, sidewalks, and related site preparation, design, traffic lights, and street lighting (collectively, the "**Project**").

2. The Governing Body now wishes to borrow the funds needed for the Project by selling and issuing its not to exceed $7,900,000 General Obligation Promissory Notes, Series 2024 (the "**Obligations**") pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes.

3. Robert W. Baird & Co. Incorporated (the "**Purchaser**"), or a group that it leads, has proposed to purchase the Obligations for a purchase price to be determined, which shall not be less than 98.00% or more than 108% of the principal amount of the Obligations to be issued, plus accrued interest, if any, to the date of delivery of the Obligations (the "**Purchase Price**").

4. The Issuer has taken all actions required by law and has the power to sell and issue the Obligations.

5. The Governing Body is adopting this resolution to sell the Obligations and provide for their issuance upon the terms and conditions set forth in this resolution.

RESOLUTIONS

The Governing Body resolves as follows:

Section 1. Definitions.

In addition to the capitalized terms defined in the recitals above, capitalized terms not otherwise defined in this resolution shall have the meanings set forth below unless the context requires another meaning.

"**Book-Entry System**" means a system in which no physical distribution of certificates representing ownership of the Obligations is made to the owners of the Obligations but instead all outstanding Obligations are registered in the name of a securities depository appointed by the Issuer, or in the name of such a depository's nominee, and the depository and its participants record beneficial ownership and effect transfers of the Obligations electronically.

"**Code**" means the Internal Revenue Code of 1986, as amended.

"**Continuing Disclosure Agreement**" means the Continuing Disclosure Agreement, dated as of the Original Issue Date, to be executed by the Issuer and delivered on the closing date of the Obligations.

"**Debt Service Fund**" means the fund created by the Issuer pursuant to Section 67.11 of the Wisconsin Statutes to provide for the payment of debt service on its general obligations.

"**Debt Service Fund Account**" has the meaning given in Section 16.

"**Depository**" means DTC or any successor appointed by the Issuer and acting as securities depository for the Obligations.

"**DTC**" means The Depository Trust Company.

"**Financial Officer**" means the Issuer's Finance Director/Treasurer.

"**Fiscal Agent**" means Associated Trust Company, National Association, or any successor fiscal agent appointed by the Issuer to act as authentication agent, paying agent, and registrar for the Obligations pursuant to Section 67.10(2) of the Wisconsin Statutes.

"**Governing Body**" has the meaning given in the recitals to this resolution.

"**Issuer**" has the meaning given in the recitals to this resolution.

"**Municipal Officers**" means the Mayor and the Clerk of the Issuer. These are the officers required by law to execute general obligations on the Issuer's behalf.

"**Obligations**" means the not to exceed $7,900,000 City of De Pere, Wisconsin General Obligation Promissory Notes, Series 2024, which are authorized to be issued pursuant to this resolution.

"**Original Issue Date**" means the date established for delivery of the Obligations pursuant to the Purchase Agreement.

"**Project**" has the meaning given in the recitals to this resolution.

"**Purchase Agreement**" means the note purchase agreement signed and presented by the Purchaser to evidence the purchase of the Obligations and the final terms thereof as described in Section 14.

"**Purchase Price**" has the meaning set forth in the recitals to this resolution.

"**Purchaser**" has the meaning set forth in the recitals to this resolution.

"**Record Date**" means the 15th day (whether or not a business day) of the calendar month just before a regularly scheduled interest payment date for the Obligations.

"**Recording Officer**" means the Issuer's Clerk.

"**Register**" means the register maintained by the Fiscal Agent at its designated office, in which the Fiscal Agent records:

(i) The name and address of the registered owner of each Obligation.

(ii) All transfers of each Obligation.

"**Treasurer**" means the Issuer's Treasurer.

Section 2. Exhibits.

The attached exhibits are also a part of this resolution as though they were fully written out in this resolution:

(i) *Exhibit A* — Form of Obligation.

(ii) *Exhibit B* — Notice to Electors of Sale.

Section 3. Purposes of Borrowing; Issuance of Obligations.

The Governing Body authorizes the Obligations and orders that they be prepared, executed, and issued, subject to the conditions set forth in Section 4. The Obligations will be fully registered, negotiable, general obligation promissory notes of the Issuer in the aggregate principal amount of not to exceed $7,900,000. The Obligations will be issued pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes to pay the costs of the Project, to pay capitalized interest, and to pay certain expenses of issuing the Obligations (including printing costs and fees for financial consultants, bond counsel, fiscal agent, rating agencies, bond insurance, and registration, as applicable).

Section 4. Terms of Obligations.

The Obligations will be named "City of De Pere, Wisconsin General Obligation Promissory Notes, Series 2024." The Obligations will be dated the Original Issue Date, even if they are actually issued or executed on another date. Each Obligation will also be dated the date on which it is authenticated by the Fiscal Agent. That date is its registration date.

The face amount of each Obligation will be $5,000 or any multiple thereof up to the principal amount authorized for that maturity.

The Obligations will bear interest from the Original Issue Date at the rates set forth in the Purchase Agreement pursuant to, and in compliance with, the terms set forth in this resolution and accepted by the Finance Director, or in her absence, by the Mayor or the City Administrator; *provided, however*, that (i) the true interest cost of the Obligations shall not exceed 4.75% (computed taking the Purchaser's compensation into account), (ii) actual debt service in any year does not exceed the amount levied for the same year in Section 15 hereof, and (iii) the difference between the offering price to the public for the Obligations and the purchase price to be paid to the Issuer for the Obligations shall not exceed 2.00% of the par amount of the Obligations.

Interest will be due and payable on each March 1 and September 1, beginning on March 1, 2025, until the principal of the Obligations has been paid. Interest on each Obligation will be (i) computed on the basis of a 360-day year of twelve 30-day months and (ii) payable to the person in whose name the Obligation is registered on the Register at the end of the day on the applicable Record Date. The Issuer and the Fiscal Agent may treat the entity or person in whose name any Obligation is registered on the Register as the absolute owner of the Obligations for all purposes whatsoever under this resolution. The Obligations will be numbered consecutively as may be required to comply with any applicable rules or customs or as determined by the Municipal Officers executing the Obligations.

The Obligations will mature on the dates and in the amounts shown in the following table; except that the principal amounts coming due each year below (i) may instead be mandatory sinking fund redemptions of term notes, and (ii) may be increased or decreased by up to $600,000 in each year or may be removed. The aggregate principal amount of the Obligations shall not exceed $7,900,000 and the table below assumes the Obligations are issued in that amount. The actual maturity schedule and interest rates per annum, within the parameters set forth in Section 3 hereof and in this paragraph, will be set forth in the Purchase Agreement as described in Section 14 of this resolution.

Maturity Date (September 1)	Principal Amount
2025	$ 475,000
2026	485,000
2027	640,000
2028	665,000
2029	690,000
2030	720,000
2031	755,000
2032	800,000
2033	830,000
2034	870,000
2035	175,000
2036	185,000
2037	195,000
2038	200,000
2039	215,000

The principal of, and interest on, the Obligations will be payable in lawful money of the United States of America.

Section 5. Fiscal Agent.

The Issuer appoints the Fiscal Agent to act as authentication agent, paying agent, and registrar for the Obligations. The appropriate officers of the Issuer are directed to enter into a fiscal agency agreement with the Fiscal Agent on behalf of the Issuer. The fiscal agency agreement may provide for the Issuer to pay the reasonable and customary charges of the Fiscal Agent for those services. The fiscal agency agreement shall require the Fiscal Agent to comply with all applicable federal and state regulations. Among other things, the Fiscal Agent shall maintain the Register.

Section 6. Appointment of Depository.

The Issuer appoints DTC to act as securities depository for the Obligations. An authorized representative of the Issuer has previously executed a blanket issuer letter of representations with DTC on the Issuer's behalf, and the Issuer ratifies and approves that document.

Section 7. Book-Entry System.

On the date of their initial delivery, the Obligations will be registered in the name of DTC or its nominee and maintained in a Book-Entry System. If the Issuer's relationship with DTC is terminated, then the Issuer may appoint a successor securities depository to maintain the Book-Entry System.

If on any date the Obligations are not being maintained in a Book-Entry System, then the Issuer will do the following:

(i) At its expense, the Issuer will prepare, authenticate, and deliver to the beneficial owners of the Obligations fully-registered, certificated Obligations in the denomination of $5,000 or any multiple thereof in the aggregate principal amount then outstanding. The beneficial owners will be those shown on the records of the Depository and its direct and indirect participants.

(ii) The Issuer will appoint a fiscal agent to act as authentication agent, paying agent, and registrar for the Obligations under Section 67.10(2) of the Wisconsin Statutes (the Fiscal Agent may be reappointed in this capacity).

Section 8. Redemption.

The Purchase Agreement may specify that certain Obligations maturing on or after a certain date are subject to redemption at the Issuer's option before their stated maturity dates, in whole or in part, in the order of maturity selected by the Issuer, on a stated redemption date and on any date thereafter. If certain maturities of the Obligations are subject to such optional redemption, then the redemption price will be 100% of the principal amount redeemed, plus accrued interest to the redemption date, and no premium will be paid. If payment of an Obligation called for redemption has been made or provided for, then interest on the Obligation stops accruing on the stated redemption date. If less than all outstanding Obligations of a specific maturity are redeemed, then such Obligations will be redeemed in multiples of $5,000 in accordance with Sections 9 and 10 below, and if a portion, but not all, of a maturity that is subject to mandatory partial redemptions by operation of a sinking fund (as described below) is being redeemed, then the Issuer will select the amounts to be redeemed on future Sinking Fund Redemption Dates (as defined below) that are reduced as a result of the partial redemption.

If the Purchase Agreement specifies that certain maturities of the Obligations are term notes and subject to partial mandatory sinking fund redemption, then the Obligations maturing on such dates shall be subject to partial mandatory sinking fund redemption at a redemption price of 100% of the principal amount redeemed, plus accrued interest to the redemption date, on September 1 of the years (each a "**Sinking Fund Redemption Date**"), and in the respective principal amounts (subject to reduction as provided in the preceding paragraph), as set forth in the Purchase Agreement, consistent with Section 4 hereof.

Section 9. Manner of Payment/Transfers/Redemption Notices Under Book-Entry System.

So long as the Obligations are being maintained in a Book-Entry System, the following provisions apply:

Payment. The Fiscal Agent is directed to pay the principal of, and interest on, the Obligations by wire transfer to the Depository or its nominee in accordance with the Depository's rules that are then in effect.

Transfers. The Obligations are transferable, only upon the Register and only if the Depository ceases to act as securities depository for the Obligations and the Issuer appoints a successor securities depository. If that happens, then upon the surrender of the Obligations to the

Fiscal Agent, the Issuer will issue new fully registered Obligations in the same aggregate principal amount to the successor securities depository, and the Obligations will be recorded as transferred to the successor securities depository in the Register.

The Fiscal Agent will not be required to make any transfer of the Obligations (i) during the 15 calendar days before the date of the sending of notice of any proposed redemption of the Obligations, or (ii) with respect to any particular Obligation, after such Obligation has been called for redemption.

Partial Redemption. If less than all the Obligations of a particular maturity are to be redeemed, then the Depository and its direct and indirect participants will select the beneficial owners of the Obligations to be redeemed. If less than all the principal amount of a specific maturity is redeemed, then on the redemption date, upon surrender to the Fiscal Agent of the Obligation, the Issuer will issue one or more new Obligations in the aggregate principal amount outstanding after the redemption.

Notice of Redemption. Notice of the redemption of any of the Obligations will be sent to the Depository, in the manner required by the Depository, not less than 30, and not more than 60, days prior to the proposed redemption date. A notice of optional redemption may be revoked by sending notice to the Depository, in the manner required by the Depository, not less than 15 days prior to the proposed optional redemption date.

Section 10. Manner of Payment/Transfers/Redemption Notices *Not* Under Book-Entry System.

If on any date the Obligations are *not* being maintained in a Book-Entry System, then the following provisions apply:

Payment. The Fiscal Agent will pay the principal of each Obligation upon its presentation and surrender on or after its maturity or earlier redemption date at the designated office of the Fiscal Agent, and the Fiscal Agent will pay, on each interest payment date, the interest on each Obligation by wire or other electronic money transfer, or by check of the Fiscal Agent sent by first class mail, to the person or entity in whose name the Obligation is registered on the Register at the end of the day on the applicable Record Date.

Transfers. Each Obligation is transferable, only upon the Register, for a like aggregate principal amount of the same maturity and interest rate in denominations of $5,000 or any multiple thereof. A transfer may be requested by the registered owner in person or by a person with a written power of attorney. The Obligation shall be surrendered to the Fiscal Agent, together with a written instrument of transfer satisfactory to the Fiscal Agent signed by the registered owner or by the person with the written power of attorney. The Issuer will issue one or more new fully registered Obligations in the same aggregate principal amount to the transferee or transferees, as applicable, in exchange for the surrendered Obligations and upon the payment of a charge sufficient to reimburse the Issuer or the Fiscal Agent for any tax, fee, or other governmental charge required to be paid with respect to such registration.

The Fiscal Agent will not be required to make any transfer of the Obligations (i) during the 15 calendar days before the date of the sending of notice of any proposed redemption of the Obligations, or (ii) with respect to any particular Obligation, after the Obligation has been called for redemption.

Partial Redemption. If less than all the Obligations of a particular maturity are to be redeemed, then the Issuer or the Fiscal Agent will randomly select the Obligations to be redeemed. If an Obligation has been called for redemption but less than the entire principal amount thereof is redeemed, then on or after the redemption date, upon surrender of the Obligation to the Fiscal Agent, the Issuer will issue a new Obligation in the principal amount outstanding after the redemption.

Notice of Redemption. Notice of the redemption of any of the Obligations shall be sent by first class mail, not less than 30, and not more than 60, days before the redemption date, to the registered owners of the Obligations to be redeemed, at the respective addresses set forth in the Register. A notice of optional redemption may be revoked by sending a notice by first class mail, not less than 15 days prior to the proposed optional redemption date, to the registered owners of the Obligations which have been called for optional redemption.

Section 11. Form of Obligations.

The Obligations shall be in substantially the form shown in Exhibit A. Omissions, insertions, or variations are permitted if they are deemed necessary or desirable and are consistent with this resolution or any supplemental resolution. The Issuer may cause the approving opinion of bond counsel to be printed or reproduced on the Obligations.

Section 12. Execution of Obligations.

The Obligations shall be signed by the persons who are the Municipal Officers on the date on which the Obligations are signed. The Obligations shall be sealed with the Issuer's corporate seal (or a facsimile), if the Issuer has one, and they shall also be authenticated by the manual signature of an authorized representative of the Fiscal Agent.

The Obligations will be valid and binding even if before they are delivered any person whose signature appears on the Obligations is no longer living or is no longer the person authorized to sign the Obligations. In that event, the Obligations will have the same effect as if the person were living or were still the person authorized to sign the Obligations.

A facsimile signature may be used as long as at least one signature of a Municipal Officer is a manual signature or the Fiscal Agent's certificate of authentication has a manual signature. If a facsimile signature is used, then it will be treated as the officer's own signature.

Section 13. Continuing Disclosure.

The appropriate officers of the Issuer are directed to sign the Continuing Disclosure Agreement, and the Issuer agrees to comply with all its terms.

Section 14. Authorization of Sale of Obligations.

The Financial Officer is hereby authorized and directed to obtain final pricing information from the Purchaser for the sale of the Obligations on behalf of the Issuer on a date deemed to be most advantageous to the Issuer by the Financial Officer for the sale of the Obligations; *provided*, *however*, that such date shall not be later than October 14, 2024. The Financial Officer shall reject the pricing information if it does not comply with the parameters set forth in this resolution.

Subject to the terms of this resolution, any one of the Financial Officer, the Mayor, or the City Administrator acting alone are hereby authorized and directed to award the sale of the Obligations to the Purchaser at the Purchase Price, plus any accrued interest from the Original Issue Date to the date of delivery of the Obligations, such award to be evidenced by and effected by the execution of the Purchase Agreement. If the Purchase Agreement signed and presented by the Purchaser complies with the parameters set forth in this resolution, then each of the Financial Officer, the Mayor, and the City Administrator are hereby authorized to approve and accept the Purchase Agreement, and any one of such officers acting alone is directed (i) to sign the Purchase Agreement in the Issuer's name and (ii) to take any additional actions needed to complete the sale of the Obligations, including arranging for a specific date, time, and location of closing of the sale.

The Municipal Officers are directed to sign the Obligations and to arrange for delivery of the Obligations to the Purchaser through the facilities of DTC in accordance with the Purchase Agreement and this resolution. The Obligations shall be delivered to the Purchaser upon payment by the Purchaser of the Purchase Price as required by this resolution.

Unless waived by the Purchaser, the delivery of the Obligations is conditioned upon the Issuer furnishing the following items to the Purchaser:

(i) The Obligations, together with the written, unqualified approving opinion of the law firm of Foley & Lardner LLP, bond counsel, evidencing the legality of the Obligations and that interest on the Obligations will be excluded from gross income for federal income tax purposes.

(ii) A transcript of the proceedings relating to the issuance of the Obligations.

(iii) A certificate showing that no litigation has been threatened or is pending that would affect the legality of the Obligations or the right of the Issuer to issue them on the Original Issue Date.

Section 15. General Obligation Pledge; Tax Levy.

For the prompt payment of the principal of, and interest on, the Obligations, the Issuer irrevocably pledges its full faith and credit. The Issuer hereby levies upon all taxable property in its territory a direct, annual, and irrepealable tax in an amount sufficient to pay, and for the express purpose of paying, the interest on the Obligations as it falls due and also to pay and discharge the principal of the Obligations on their maturity dates.

This tax shall be carried from year to year into the Issuer's tax roll. It shall be collected in addition to all other taxes and in the same manner and at the same time as all other taxes. The amount of this tax that is carried into the Issuer's tax roll may be reduced in any year by (i) the amount of any surplus money in the Debt Service Fund Account available to pay debt service on the Obligations for such year and (ii) any amount by which the actual debt service coming due in such year is less than the applicable levy amount set forth below. The tax for each year the levy is made will be in the following amounts:

Levy Year	Debt Service Amount Due in Following Year	Levy Year	Debt Service Amount Due in Following Year
2024	$1,000,000.00	2032	$1,200,000.00
2025	1,000,000.00	2033	1,200,000.00
2026	1,200,000.00	2034	500,000.00
2027	1,200,000.00	2035	500,000.00
2028	1,200,000.00	2036	500,000.00
2029	1,200,000.00	2037	500,000.00
2030	1,200,000.00	2038	500,000.00
2031	1,200,000.00		

Section 16. Debt Service Fund Account.

The Issuer shall create a separate account within the Debt Service Fund solely for the Obligations (the "**Debt Service Fund Account**"), which shall be maintained and administered as provided in Section 67.11 of the Wisconsin Statutes. The Treasurer is directed to keep the proceeds of the taxes levied under this resolution, when they are collected, in the Debt Service Fund Account. Any accrued interest received on the date of delivery of the Obligations and the premium, if any, paid to the Issuer by the Purchaser in excess of the stated principal amount of the Obligations shall be deposited into the Debt Service Fund Account and used to pay interest on the Obligations. If the money in the Debt Service Fund Account is insufficient to make a payment of principal of, or interest on, the Obligations on a date on which such a payment is due, then the Issuer will promptly provide the necessary funds to make the payment from other available sources.

Section 17. Borrowed Money Fund.

The sale proceeds of the Obligations (not including any accrued interest or premium received) shall be deposited and kept by the Treasurer in a separate fund as provided in Section 67.10(3) of the Wisconsin Statutes. The fund shall be designated with both the name of the Obligations and the name Borrowed Money Fund (the "**Borrowed Money Fund**"). Money in the Borrowed Money Fund, including any earnings, shall be (i) used to pay the costs of the Project, and capitalized interest, the costs of issuing the Obligations, and the costs of investing amounts in the Borrowed Money Fund, or (ii) transferred to the Debt Service Fund Account as provided by law. The portion of the proceeds of the Obligations that has been appropriated to pay capitalized interest on the Obligations will be held in the Borrowed Money Fund until needed to pay interest on the Obligations, at which time the necessary amount will be transferred to the Debt Service Fund Account and applied to the required interest payment.

Section 18. Official Statement.

The Mayor, the Financial Officer, and the City Administrator of the Issuer (in consultation with the Purchaser) are each hereby authorized to cause a preliminary offering document for the Obligations (the "**Preliminary Official Statement**") to be prepared and distributed prior to the sale of the Obligations and the execution of the Purchase Agreement. The Mayor and the Financial Officer are hereby authorized, on behalf of the Issuer, to approve the form of Preliminary Official Statement and 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 Preliminary Official Statement upon request.

The Issuer authorizes and directs a final offering document (the "**Official Statement**") to be prepared prior to the issuance of the Obligations; *provided, however*, that the Official Statement shall be substantially the form of the Preliminary Official Statement and shall include the final terms of the Obligations as set forth in the Purchase Agreement. The Municipal Officers are directed to deliver copies of the Official Statement to the Purchaser and, if the Purchaser requests, execute one or more copies on behalf of the Issuer. Execution and delivery of the Official Statement will conclusively evidence the approval of the Municipal Officers.

Section 19. Publication of Notice.

The Recording Officer is directed to publish notice that the Issuer has agreed to sell the Obligations. The notice shall be published in the Issuer's official newspaper as a class 1 notice under Chapter 985 of the Wisconsin Statutes promptly after the execution of the Purchase Agreement. The notice shall be in substantially the form shown in Exhibit B. The Recording Officer shall obtain proof, in affidavit form, of the publication, and shall compare the notice as published with the attached form to make sure that no mistake was made in publication.

Section 20. Authorization of Officers.

The appropriate officers of the Issuer are directed to prepare and furnish the following items to the Purchaser and the attorneys approving the legality of the Obligations:

(i) Certified copies of proceedings and records of the Issuer relating to the Obligations and to the financial condition and affairs of the Issuer.

(ii) Other affidavits, certificates, and information that may be required to show the facts about the legality of the Obligations, as such facts appear on the books and records under the officer's custody or control or as are otherwise known to the officer.

All certified copies, affidavits, certificates, and information furnished for such purpose will be representations of the Issuer as to the facts they present.

Section 21. Qualified Tax-Exempt Obligations.

The Issuer designates the Obligations as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code.

Section 22. Tax Law Covenants.

The Issuer covenants that it will comply with all requirements of the Code and the Treasury Regulations promulgated thereunder that must be satisfied so that interest on the Obligations will be excluded from gross income for federal income tax purposes.

Section 23. Further Authorization.

The Issuer authorizes its officers, attorneys, and other agents or employees to do all acts required of them to carry out the purposes of this resolution.

Section 24. Conflict with Prior Acts.

In case any part of a prior action of the Governing Body conflicts with this resolution, that part of the prior action is hereby rescinded.

Section 25. Severability of Invalid Provisions.

If a court holds any provision of this resolution to be illegal or invalid, then the illegality or invalidity shall not affect any other provision of this resolution.

Section 26. Effective Date

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

Adopted: July 16, 2024

Approved: July ___, 2024

____
Mayor

____
Clerk

EXHIBIT A

FORM OF OBLIGATION

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation ("DTC"), to the issuer or its agent for registration of transfer, exchange, or payment, and any certificate issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

STATE OF WISCONSIN
CITY OF DE PERE

Registered

No. R-___ $_______________

GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2024

Interest Rate	Maturity Date	Original Issue Date	CUSIP
_____%	September 1, 20__	[_____], 2024	241361 ____

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: ____ DOLLARS

THE CITY OF DE PERE, WISCONSIN (herein called the "**Issuer**"), hereby acknowledges itself to owe and for value received promises to pay the Principal Amount to the Registered Owner on the Maturity Date, and to pay interest on the Principal Amount from the Original Issue Date at the annual rate of the Interest Rate. Interest is payable semiannually on March 1 and September 1, beginning on March 1, 2025, until the Principal Amount has been paid. Interest is computed on the basis of a 360-day year of twelve 30-day months.

This Obligation is one of a duly authorized issue of notes (the "**Obligations**") of the Issuer of an aggregate principal amount of $___________, all of like tenor, except as to denomination, interest rate, and maturity date, issued by the Issuer pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, and is authorized by the resolution duly adopted by the governing body of the Issuer on July 16, 2024, entitled: "A Resolution Authorizing and Providing for the Issuance and Establishing Parameters for the Sale of Not to Exceed $7,900,000 General Obligation Promissory Notes, Series 2024, and All Related Details" (the "**Resolution**"). The Obligations are issuable only in the form of fully registered notes.

On the date of their initial delivery, the Obligations will be maintained in a system in which no physical distribution of certificates representing ownership of the Obligations is made to the owners of the Obligations but instead all outstanding Obligations are registered in the name of a securities depository appointed by the Issuer (a "**Depository**"), or in the name of the Depository's nominee, and the Depository and its participants record beneficial ownership and effect transfers of the Obligations electronically (a "**Book-Entry System**"). So long as the Obligations are maintained in a Book-Entry System, then the principal of, and interest on, this Obligation will be paid by wire transfer to the Depository or its nominee in accordance with the Depository's rules that are then in effect by Associated Trust Company, National Association, or any successor fiscal agent appointed by the Issuer under Section 67.10(2) of the Wisconsin Statutes (the "**Fiscal Agent**"), which will act as authentication agent, paying agent, and registrar for the Obligations.

If on any date the Obligations are *not* being maintained in a Book-Entry System, then (i) the principal of this Obligation will be paid by the Fiscal Agent upon its presentation and surrender on or after its maturity date or earlier redemption date at the designated office of the Fiscal Agent, and (ii) the interest on this Obligation will be paid by the Fiscal Agent on each interest payment date, by wire or other electronic money transfer or, by check of the Fiscal Agent sent by first class mail to the person or entity in whose name this Obligation is registered on the register (the "**Register**") maintained by the Fiscal Agent at the end of the day on the 15th day (whether or not a business day) of the calendar month just before each regularly scheduled interest payment date (the "**Record Date**"). The Issuer and the Fiscal Agent may treat the person or entity in whose name this Obligation is registered on the Register as the absolute owner of this Obligation for all purposes.

The principal of, and interest on, this Obligation is payable in lawful money of the United States of America. For the prompt payment of the principal of and interest on this Obligation, the Issuer has irrevocably pledged its full faith and credit. The Issuer has levied upon all taxable property in its territory a direct, annual, and irrepealable tax sufficient in amount to pay, and for the express purpose of paying, the interest on this Obligation as it falls due and the principal of this Obligation on the Maturity Date.

The Obligations maturing on and after September 1, 20__ are subject to redemption before their stated maturity dates, at the Issuer's option, in whole or in part, in the order of maturity selected by the Issuer, on September 1, 20__ and on any date thereafter. The redemption price will be 100% of the principal amount redeemed, plus accrued interest to the redemption date, and no premium will be paid. If payment of an Obligation called for redemption has been made or provided for, then interest on the Obligation stops accruing on the stated redemption date. If less than all outstanding Obligations of a specific maturity are redeemed, then such Obligations will be redeemed in multiples of $5,000 as set forth below[, and if a portion, but not all, of a maturity that is subject to mandatory partial redemptions by operation of a sinking fund (as described below) is being redeemed, then the Issuer will select the amounts to be redeemed on future Sinking Fund Redemption Dates (as defined below) that are reduced as a result of the partial redemption].

[The Obligations maturing on September 1 in the years 20__ and 20__ (the "**Term Notes**") are also subject to partial mandatory partial redemptions prior to their stated maturity dates, by operation of a sinking fund. On the following redemption dates (each a "**Sinking Fund Redemption Date**") the Issuer will redeem the following principal amounts (subject to reduction as provided in the immediately preceding paragraph) of the Term Notes:

Term Notes Maturing September 1, 20___

Sinking Fund Redemption Date (April 1)	Principal Amount To be Redeemed
20__	$,000
20__	,000
20__ (Stated Maturity)	,000

Term Notes Maturing September 1, 20___

Sinking Fund Redemption Date (April 1)	Principal Amount To be Redeemed
20__	$,000
20__	,000
20__ (Stated Maturity)	,000]

[The redemption price will be 100% of the principal amount redeemed, plus accrued interest to the Sinking Fund Redemption Date, and no premium will be paid. The particular Term Notes to be redeemed will be selected in the manner set forth below, and the Issuer will give notice of the redemption in the manner described below.]

So long as the Obligations are being maintained in a Book-Entry System, the following provisions apply:

Transfers. The Obligations are transferable, only upon the Register and only if the Depository ceases to act as securities depository for the Obligations and the Issuer appoints a successor securities depository. If that happens, then upon the surrender of the Obligations to the Fiscal Agent, the Issuer will issue new fully registered Obligations in the same aggregate principal amount to the successor securities depository and the Obligations will be recorded as transferred to the successor securities depository in the Register.

The Fiscal Agent will not be required to make any transfer of the Obligations (i) during the 15 calendar days before the date of the sending of notice of any proposed redemption of the Obligations, or (ii) with respect to any particular Obligation, after such Obligation has been called for redemption.

Partial Redemption. If less than all the Obligations of a particular maturity are to be redeemed, then the Depository and its direct and indirect participants will select the beneficial owners of the Obligations to be redeemed. If less than all the principal amount of a specific maturity is redeemed, then on the redemption date and upon surrender to the Fiscal Agent of the Obligation, the Issuer will issue one or more new Obligations in the aggregate principal amount outstanding after the redemption.

Notice of Redemption. Notice of the redemption of any of the Obligations will be sent to the Depository, in the manner required by the Depository, not less than 30, and not more than 60, days prior to the proposed redemption date. A notice of optional redemption may be revoked by sending notice to the Depository, in the manner required by the Depository, not less than 15 days prior to the proposed optional redemption date.

If on any date the Obligations are *not* being maintained in a Book-Entry System, then the following provisions apply:

Transfers. Each Obligation is transferable, only upon the Register, for a like aggregate principal amount of the same maturity and interest rate in denominations of $5,000 or any multiple thereof. A transfer may be requested by the registered owner in person or by a person with a written power of attorney. The Obligation shall be surrendered to the Fiscal Agent, together with a written instrument of transfer satisfactory to the Fiscal Agent signed by the registered owner or by the person with the written power of attorney. The Issuer will issue one or more new fully registered Obligations, in the same aggregate principal amount to the transferee or transferees, as applicable, in exchange for the surrendered Obligations and upon the payment of a charge sufficient to reimburse the Issuer or the Fiscal Agent for any tax, fee, or other governmental charge required to be paid with respect to such registration.

The Fiscal Agent will not be required to make any transfer of the Obligations (i) during the 15 calendar days before the date of the sending of notice of any proposed redemption of the Obligations, or (ii) with respect to any particular Obligation, after such Obligation has been called for redemption.

Partial Redemption. If less than all the Obligations of a particular maturity are to be redeemed, then the Issuer or the Fiscal Agent will randomly select the Obligations to be redeemed. If an Obligation has been called for redemption but less than the entire principal amount thereof is redeemed, then on or after the redemption date, upon surrender of the Obligation to the Fiscal Agent, the Issuer will issue a new Obligation in the principal amount outstanding after the redemption.

Notice of Redemption. Notice of the redemption of any of the Obligations shall be sent by first class mail, not less than 30, and not more than 60, days before the redemption date, to the registered owners of any Obligations to be redeemed, at the respective addresses set forth in the Register. A notice of optional redemption may be revoked by sending a notice by first class mail, not less than 15 days prior to the proposed optional redemption date, to the registered owners of the Obligations which have been called for optional redemption.

The Issuer certifies, recites, and declares that all acts, conditions, and procedures required by law to exist, to have happened, and to be performed, leading up to and in the issuing of this Obligation and of the issue of which it is a part, do exist, have happened, and have been performed in regular and due form, time, and manner as required by law; that the indebtedness of the Issuer, including this Obligation and the issue of which it is a part, does not exceed any limitation, general or special, imposed by law; and that a valid, direct, annual and irrepealable tax has been levied by the Issuer sufficient to pay the interest on this Obligation when it falls due and also to pay and discharge the principal of this Obligation at maturity.

IN WITNESS WHEREOF, the Issuer, by its governing body, has caused this Obligation to be executed in its name and on its behalf by the manual or facsimile signatures of its Mayor and Clerk and to be sealed with its corporate seal (or a facsimile thereof), if any, all as of the Original Issue Date.

CITY OF DE PERE, WISCONSIN

By: ____________________________________
Mayor

[SEAL]

And: ___________________________________
Clerk

CERTIFICATE OF AUTHENTICATION

Dated: _____________, 2024

This Obligation is one of the Obligations
described in the Resolution.

ASSOCIATED TRUST COMPANY, NATIONAL ASSOCIATION,
as Fiscal Agent

By: ______________________________
Authorized Signatory

ASSIGNMENT

For value received, the undersigned hereby sells, assigns, and transfers unto

PLEASE INSERT SOCIAL SECURITY OR
OTHER IDENTIFYING NUMBER OF ASSIGNEE

____

____

(Please Print or Type Name and Address of Assignee)

the within-mentioned Obligation and all rights thereunder and does hereby irrevocably constitute and appoint ____ attorney-in-fact, to transfer the same on the books of the registry in the office of the Fiscal Agent, with full power of substitution in the premises.

Dated: ______________________________

Signature Guaranteed

NOTICE: Signatures must be guaranteed by an "eligible guarantor institution" meeting the requirements of the Fiscal Agent. Those requirements include membership or participation in the Securities Transfer Association Medallion Program ("**STAMP**") or such other "signature guarantee program" as may be determined by the Fiscal Agent in addition to, or in substitution for, STAMP, all in accordance with the Securities Exchange Act of 1934, as amended.

Note: The signature to this assignment must correspond with the name as written on the face of the within Obligation in every particular, without any alteration or change. When assignment is made by a guardian, trustee, executor or administrator, an officer of a corporation, or anyone in a representative capacity, proof of the person's authority to act must accompany this Obligation.

EXHIBIT B

NOTICE TO THE ELECTORS OF THE CITY OF DE PERE, WISCONSIN RELATING TO NOTE SALE

On July 16, 2024, pursuant to Section 67.12(12) of the Wisconsin Statutes, a resolution was offered, read, approved, and adopted whereby the City of De Pere, Wisconsin (the "City") authorized the borrowing of money through the issuance of notes and authorized certain City officials to enter into a purchase agreement relating to said borrowing. On ______, 2024 the City entered into a purchase agreement with a purchaser to whom the City agreed to sell its general obligation promissory notes in the principal amount of $_________. It is anticipated that the closing of this note financing will be held on or about ___________, 2024. A copy of all proceedings had to date with respect to the authorization and sale of said notes is on file and may be examined in the office of the City Clerk, at 335 South Broadway Street, De Pere, Wisconsin between the hours of 9:00 a.m. and 4:30 p.m. on weekdays.

This notice is given pursuant to Section 893.77 of the Wisconsin Statutes, which provides that an action or proceeding to contest the validity of such financing, for other than constitutional reasons, must be commenced within 30 days after the date of publication of this notice.

Publication Date: _____________, 2024

/s/ Carey E. Danen
City Clerk

CERTIFICATIONS OF CLERK

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

A Resolution Authorizing and Providing for the Issuance and Establishing Parameters for the Sale of Not to Exceed $7,900,000 General Obligation Promissory Notes, Series 2024, and All Related Details

I further certify as follows:

1. **Meeting Date**. On July 16, 2024, a meeting of the Governing Body was held beginning at __________ p.m.

2. **Posting**. On July ____, 2024 (and not less than 24 hours prior to the meeting), I posted, or caused to be posted, at the Municipality's offices in De Pere, Wisconsin a notice setting forth the date, time, location, and subject matter of said meeting. The notice specifically referred to the Resolution.

3. **Notification of Media**. On July ____, 2024 (and not less than 24 hours prior to the meeting), I communicated or caused to be communicated, the date, time, location, and subject matter of said meeting to those news media who have filed a written request for such notice and to the official newspaper of the Municipality. The communication specifically referred to the Resolution.

4. **Open Meeting Law Compliance**. The 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**. The 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 ____, 2024, and I have recorded the approval. The approval is evidenced by the signature of the Presiding Officer on the copy of the Resolution to which this certificate is attached.

9. **Publication of Notice**. I have caused the Notice to Electors, in the form of Exhibit B to the Resolution, to be published in the Municipality's official newspaper as specified in the Resolution.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the Municipality, if any, on this certificate on July _____, 2024.

____
Clerk

[SEAL]

4874-1303-5981.2

City of De Pere

Finance/Personnel Committee Meeting - 2024 Financing Discussion

July 9, 2024

Justin A. Fischer, Managing Director

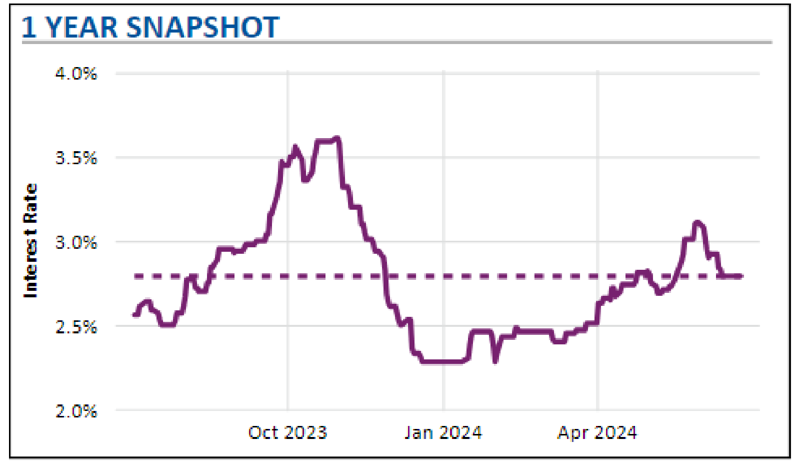
jfischer@rwbaird.com
777 East Wisconsin Avenue
Milwaukee, WI 53202
Phone 414.765.3827

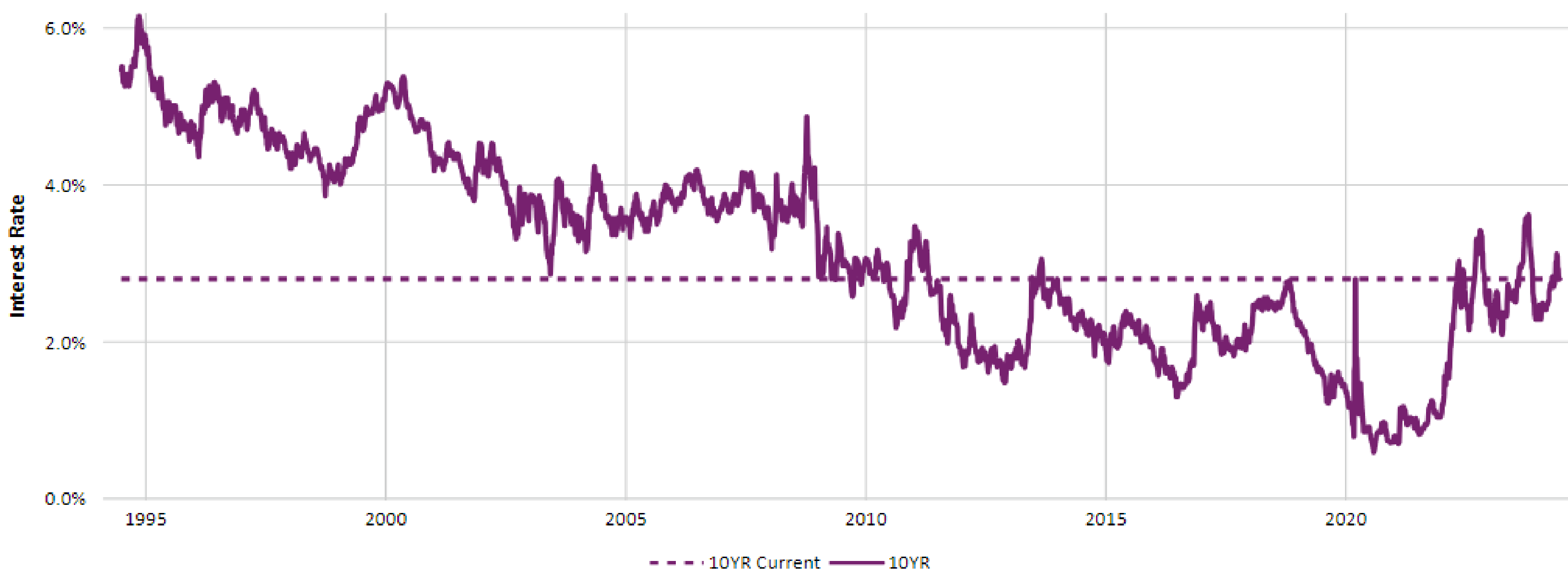
City of De Pere

Finance/Personnel Committee Meeting - 2024 Financing Discussion

July 9, 2024

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





Source: Refinitiv as of June 25, 2024

City of De Pere

Finance/Personnel Committee Meeting - 2024 Financing Discussion

July 9, 2024

Borrowing/Structure/Purpose

Estimated Size:	$7,840,000
Issue:	General Obligation Promissory Notes (the "Notes")
Purpose:	• Fund 2024 CIP • Capitalized Interest through 2026 (TID 18 only)
Structure:	Matures September 1, 2025 – 2039
First Interest:	March 1, 2025
Preliminary Call Date:	September 1, 2032 or any date thereafter
Estimated Interest Rate:	4.25%
Not-to-Exceed Interest Rate (Parameter):	4.75%

Tentative Timeline

- Finance/Personnel Committee considers Plan of Finance and Parameters Resolution for the Notes.. July 9, 2024
  - Preparations are made for issuance
    - ✓ Official Statement
    - ✓ Moody's Rating
    - ✓ Marketing
- City Council considers Finance/Personnel Committee recommendation and adopts Parameters Resolution ....July 16, 2024

  A Parameters Resolution defines a narrow set of parameters for the issuance of the Notes. Provides additional flexibility to lock-in long-term interest rates between Council meeting dates and when timing is optimal.
  - Authority for final sign-off on the sale of the Notes, within designated parameters, is delegated to the Mayor, City Administrator or Finance Director (each an "Authorized Officer").
- Tentative Notes Sale (target week to finalize terms and interest rates).. Week of August 26, 2024

  Designated parameters established in Parameters Resolution are met.
- Closing (funds available).. September 18, 2024

City of De Pere

Finance/Personnel Committee Meeting - 2024 Financing Discussion

July 9, 2024

Detailed Analysis – 2024 CIP Financing Illustration

2024 BORROWING

$7,840,000

GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2024A

Dated: September 18, 2024

(First Interest: March 1, 2025)

LEVY YEAR	YEAR DUE	EXISTING NET DEBT SERVICE (CITY) (A) (B) (D)	EXISTING NET DEBT SERVICE (TID #17) (B) (C)	CITY TOTAL	TID #17 TOTAL	TID #18 TOTAL (E)	PRINCIPAL *(9/1)*	INTEREST *(3/1 & 9/1)* *TIC = 4.25%*	LESS: *HYPOTHETICAL CAPITALIZED INTEREST*	TOTAL	COMBINED NET DEBT SERVICE (CITY) (A) (B) (D)	COMBINED NET DEBT SERVICE (TID #17) (B) (C)	COMBINED NET DEBT SERVICE (TID #18) (E)	YEAR DUE
2023	2024	$4,610,665	$0								$4,610,665	$0	$0	2024
2024	2025	$4,489,485	$141,600	$719,425	$13,552	$0	$480,000	$325,352	($72,375)	$732,977	$5,208,910	$155,152	$0	2025
2025	2026	$4,188,375	$138,600	$717,291	$14,224	$0	$490,000	$317,478	($75,963)	$731,515	$4,905,666	$152,824	$0	2026
2026	2027	$3,803,219	$140,600	$717,791	$34,224	$180,963	$640,000	$292,978		$932,978	$4,521,010	$174,824	$180,963	2027
2027	2028	$3,236,500	$137,400	$717,191	$33,424	$181,763	$665,000	$267,378		$932,378	$3,953,691	$170,824	$181,763	2028
2028	2029	$2,747,000	$139,200	$720,791	$32,624	$182,363	$695,000	$240,778		$935,778	$3,467,791	$171,824	$182,363	2029
2029	2030	$2,326,800	$455,800	$718,391	$31,824	$182,763	$720,000	$212,978		$932,978	$3,045,191	$487,624	$182,763	2030
2030	2031	$1,581,650	$459,600	$720,191	$36,024	$177,963	$750,000	$184,178		$934,178	$2,301,841	$495,624	$177,963	2031
2031	2032	$1,116,600	$457,600	$717,210	$34,868	$182,413	$785,000	$149,490		$934,490	$1,833,810	$492,468	$182,413	2032
2032	2033	$639,600		$715,710	$33,618	$180,913	$820,000	$110,240		$930,240	$1,355,310	$33,618	$180,913	2033
2033	2034			$718,980	$32,605	$180,445	$855,000	$77,030		$932,030	$718,980	$32,605	$180,445	2034
2034	2035				$36,555	$179,565	$175,000	$41,120		$216,120		$36,555	$179,565	2035
2035	2036				$35,280	$178,403	$180,000	$33,683		$213,683		$35,280	$178,403	2036
2036	2037				$33,990	$181,953	$190,000	$25,943		$215,943		$33,990	$181,953	2037
2037	2038				$32,685	$179,993	$195,000	$17,678		$212,678		$32,685	$179,993	2038
2038	2039				$31,350	$177,650	$200,000	$9,000		$209,000		$31,350	$177,650	2039
		$28,739,894	$2,070,400	$7,182,972	$466,845	$2,347,145	$7,840,000	$2,305,300	($148,338)	$9,996,962	$35,922,867	$2,537,245	$2,347,145	

(A) Net of bid premium from the 2021A G.O. Promissory Notes.
(B) Net of bid premium from the 2022A G.O. Promissory Notes.
(C) Net of capitalized interest from the 2022A G.O. Promissory Notes.
(D) Net of bid premium from the 2023A G.O. Promissory Notes.
(E) Net of hypothetical capitalized interest from the 2024A G.O. Promissory Notes.

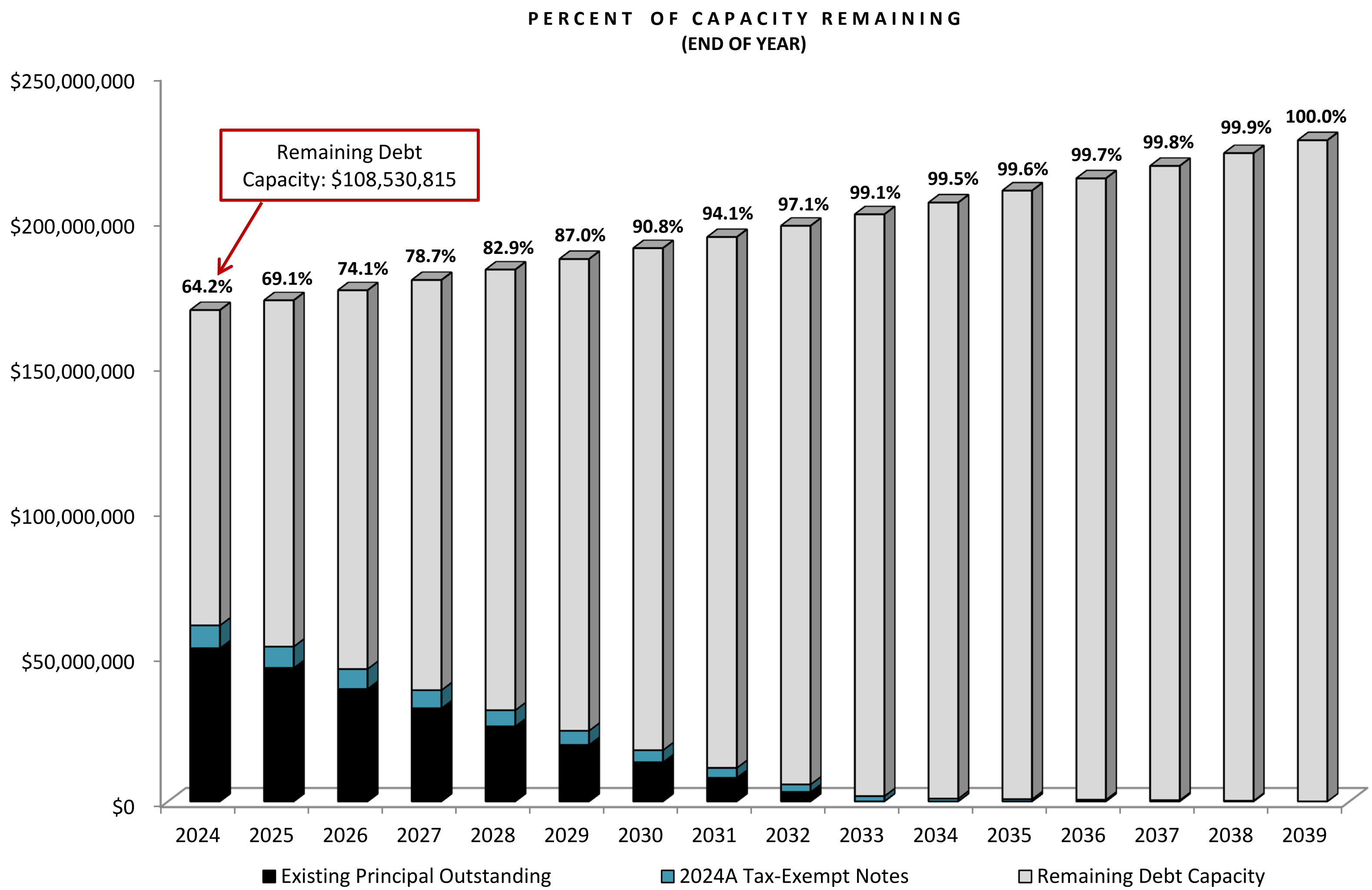
This illustration represents a mathematical calculation of potential debt service, assuming hypothetical rates.
Interest and costs of issuance are only estimates for illustrative purposes and are based on Baird's experience with comparable transactions. Actual interest and costs of issuance will vary.

City of De Pere

Finance/Personnel Committee Meeting - 2024 Financing Discussion

July 9, 2024

General Obligation Borrowing Capacity (5% of Equalized Valuation)



Note: Future capacity based on the 2023 Equalized Valuation (TID-IN) of $3,315,310,100 with annual growth of 2.00% thereafter.

City of De Pere, Wisconsin		Borrowing Request		
Projects	Total Project Cost	Non-TID 10 Year Note	TID 15 Year Note	Balance
General Government				
City Hall - Replace 2nd floor City Hall Carpeting	100,000	100,000		0
City Hall - Install HVAC Return Air Transfer Grates and Ductwork	10,800	10,800		0
Total General Government	**110,800**	**110,800**	**0**	**0**
Public Safety				
Police - Replace Garage Furnace	1,500	1,500		0
Police - Replace Rooftop HVAC Unit	14,000	14,000		0
Police - Replace Patrol Officer Vehicles (4 SUV Hybrids)	174,401	174,401		0
Police - Replace Administrative Vehicle	57,000	57,000		0
Police - Replace Rear Entry, Stairwell and Basement Flooring	20,000	20,000		0
Police - Replace Motorcycle	18,300	18,300		0
Police - Replace K-9 Patrol Squad	62,000	62,000		0
Police - Truck & Accessories for Community Service Officers	48,300	48,300		0
Police - Year 3 Vehicle Lease Payment (4 Ford SUV Explorers)	81,154	81,154		0
Police - Year 2 Vehicle Lease Payment (2 Administrative Vehicles)	29,093	29,093		0
Fire - Replace PPE	50,000	50,000		0
Fire - Portable and Mobile Radios	26,000	26,000		0
Fire - Replace 2017 Ambulance	175,000	175,000		0
Fire - Replace Station #2 Furnace	57,500	57,500		0
Fire - Station #2 Storage Building	150,000	150,000		0
Fire - Station Alerting System	95,000	70,000		25,000
Building Inspection - Replace Truck	37,000	37,000		0
Total Public Safety	**1,096,248**	**1,071,248**	**0**	**25,000**
Public Works				
Engineering - Vehicle for New Staff Engineer	37,000	9,250		27,750
MSC - Replace Fuel Tanks and Fuel System (Additional)	725,000	125,000		600,000
MSC - Install New Undercarriage Wash System	45,000	24,750		20,250
MSC - Replace Equipment Pressure Washer	25,000	13,750		11,250
Building Maintenance - Trailer for Scissors Lift	17,000	17,000		0
Building Maintenance - Replace Truck #64	260,753	260,753		0
Fleet Maintenance - Replace 2001 Forklift	50,000	10,000		40,000
Snow & Ice - Replace Salt Brine Equipment	150,000	150,000		0
Snow & Ice - Replace Truck #51	62,000	62,000		0
Street Maintenance - Mastic Patcher	97,000	97,000		0
Street Lighting - Replace Decorative and Regular Street Light Poles and Fixtures	50,000	50,000		0
Traffic Lights - Repair of Traffic Signal Controls at Merrill and Broadway	40,000	40,000		0
Brush Collection - Replace Brush Chipper #111	66,500	66,500		0
Garbage/Refuse Collection - Replace Garbage Truck #88	350,000	350,000		0
Recycling - Mission Square Parking Lot Dumpster Enclosure	70,000	70,000		0
Planning - Southbridge Interchange Segment 4	80,960	80,960		0
Planning - Southbridge Interchange Segment 5	216,300	216,300		0
Planning - TID 7 Parking Utility Creation	45,000		0	45,000
Planning - TID 9 Parking Utility Creation	45,000		0	45,000
Planning - TID 17 Southbridge Interchange Segment 3	206,000		206,000	0

City of De Pere, Wisconsin		Borrowing Request		
Projects	Total Project Cost	Non-TID 10 Year Note	TID 15 Year Note	Balance
Planning - TID 17 Southbridge Interchange Segment 4	121,440		121,440	0
Planning - TID 18 Land Purchase	1,533,600		1,533,600	0
Planning - TID 18 Parking Utility Creation	80,000		80,000	0
Total Public Works	**4,373,553**	**1,643,263**	**1,941,040**	**789,250**
Parks & Recreation				
Community Center - Replace Concrete Tables & Seating on Patios	25,000	12,500		12,500
Community Center - Dumpster Enclosure	30,000	30,000		0
Community Center - Replace Lighting with LED Lighting	20,600	20,600		0
Parks & Public Lands - ADA Sidewalk & Hard Surface Replacement Program	25,000	25,000		0
Parks & Public Lands - Optimist Park Upgrades	60,000	60,000		0
Parks & Public Lands - VFW Park Basketball Court Resurfacing	30,000	30,000		0
Parks & Public Lands - Kiwanis Park Water Line Installation	30,000	30,000		0
Parks & Public Lands - Kelly Danen Park Playground Fence Installation	5,000	5,000		0
Parks & Public Lands - Optimist Scoreboard Replacement	11,250	11,250		0
Parks & Public Lands - Kelly Danen Scoreboard Replacement (2)	22,500	22,500		0
Parks & Public Lands - VFW Scoreboard Replacement	11,250	11,250		0
Parks & Public Lands - Willems Park Playground Replacement	80,000	80,000		0
Parks & Public Lands - LED Light Replacement Program	15,000	15,000		0
Boat Ramps - Kayak/Canoe Launch at Voyageur	50,000	25,563		24,437
Boat Ramps - Perkofski Boat Launch Dock Extension	21,000	10,000		11,000
Parks Equip/Veh Maintenance - Utility Vehicle Replacement (Additional Funding)	60,000	35,000		25,000
Parks Equip/Veh Maintenance - Stump Grinder Replacement	72,500	72,500		0
Parks Equip/Veh Maintenance - Dump Truck #18 Replacement	95,000	95,000		0
Parks Equip/Veh Maintenance - Van #34 Replacement	60,000	60,000		0
Parks Equip/Veh Maintenance - Single Unit Trailer Replacement	4,500	4,500		0
Parks Equip/Veh Maintenance - John Deere Tractor Loader Frame Replacement	8,000	8,000		0
Total Parks & Recreation	**736,600**	**663,663**	**0**	**72,937**
Street Management				
Crackfilling/Patching - Various	260,000	260,000		0
Sidewalks	237,400	115,000		122,400
Concrete Street Rehabilitation	470,000	470,000		0
Pulverize and Pave	350,000	350,000		0
2024 Lawrence Drive Reconstruction Design	3,048,950	726,210		2,322,740
Main Avenue and Reid Street Pavement Replacement Design	500,000	125,000		375,000
Broadway Pavement Resurface	78,200	19,550		58,650
Alley Reconstruction	190,000	190,000		0
Total Street Management	**5,134,550**	**2,255,760**	**0**	**2,878,790**
				0
TOTALS - CAPITAL PROJECTS	**$ 11,451,751**	**$ 5,744,734**	**$ 1,941,040**	**$ 3,765,977**
Capitalized Interest for TID #18			148,338	

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **July 9, 2024**

DEPARTMENT: **Finance Department**

FROM: **Pamela Manley**

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

ATTACHMENTS:

- 2024.5 Cash and Investments Memo 7.9.24 (PDF)
- Cash & Investments Summary May 2024 (PDF)

CITY OF DE PERE
MEMO

DE PERE

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Pam Manley, Finance Director
Date: July 9, 2024

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

I have attached a summary of the City's Cash and Investments for your information and review as of May 31st, 2024. I have also attached last year's monthly summary of the accounts, so you can see comparable activity throughout the course of the year for all accounts. The City's investment return through May was $631,756. In May the City received the personal property aid payment, school levy tax credit, and a Police Department ARPA reimbursement from the State for an increase in the LGIP of $1,008,850.71. A transfer in the amount of $43,624.84 was also made from the LGIP account to the General Checking account to cover April ARPA-related expenses. The Associated Bank Trust and Charles Schwab Investments both saw slight increases in market value. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

May 31, 2024

CASH ACCOUNTS

CHECKING ACCOUNTS		BALANCE
CITY CHECKING	$	1,415,991.35
REAL & PPT TAX CHECKING	$	1,000.00
HEALTH CHECKING	$	1,284,101.22
DENTAL CHECKING	$	89,457.87
TOTAL CASH	**$**	**2,790,550.44**

INVESTMENTS

	JAN 1 BALANCE		BALANCE		INTERST AND APPRECIATION	ANNUALIZED RATE OF RETURN
LGIP	17,410,621.92	$	20,398,737.41	$	414,909.28	5.39%
ASSOCIATED BANK TRUST	5,114,372.95	$	5,170,236.11	$	55,863.16	2.62%
CHARLES SCHWAB INVESTMENTS	6,412,770.14	$	6,472,755.90	$	59,985.76	2.24%
MONEY MARKET	1,073,669.92	$	7,687,904.44	$	100,997.80	5.50%
TOTAL INVESTMENTS	**12600813.01**	**$**	**39,729,633.86**	**$**	**631,756.00**	

TOTAL CASH AND INVESTMENTS	**$**	**42,520,184.30**

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
May 31, 2024

DE PERE CASH AND INVESTMENT YEARLY SUMMARY

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

	31-Jul-2024	31-Aug-2024	30-Sep-2024	31-Oct-2024	30-Nov-2024	31-Dec-2024
CHECKING ACCOUNTS						
CITY CHECKING	-	-	-	-	-	-
REAL & PPT TAX CHECKING	-	-	-	-	-	-
HEALTH CHECKING	-	-	-	-	-	-
DENTAL CHECKING	-	-	-	-	-	-
TOTAL CASH	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
INVESTMENTS						
LGIP	-	-	-	-	-	-
ASSOCIATED BANK TRUST	-	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	-	-	-	-	-	-
MONEY MARKET	-	-	-	-	-	-
TOTAL INVESTMENTS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL CASH AND INVESTMENTS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**