Finance/Personnel Committee

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

Regular Meeting

Agenda

Tuesday, February 11, 2025	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 **February 11, 2025** 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 TV throughout the week and available on demand at https://deperewi.portal.civicclerk.com/.

I. Call to Order

1. Roll Call
2. Approval of the minutes of the January 14, 2025 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment on 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 Request for Approval to Over-hire for Police. *
5. Consideration and Request to allow over-hire of one Firefighter for 2025.*
6. Consideration and Possible Action on Changes to Collective Bargaining Agreement between the City of De Pere and De Pere Professional Firefighter's Association IAFF Local #141.*

7. Consideration and Possible Action on Contracting with Outside Legal Counsel for Interim Legal Services.*

8. Consideration and Possible Action on a request from Definitely De Pere to review the 2025 Tour De Pere Special Event for Fee Waivers.*

9. Consideration and Possible Action on increasing the City's equipment capitalization threshold from $5,000 to $10,000.*

10. Consideration and Possible Action on TID #6 Financial Statements and Fund Transfer.*

11. Cash and Investments Report for December 31st, 2024

12. Future agenda items.

13. 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.

Agenda Sent To:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Mark Hank, Pages and Pours
David Lepp, De Pere Deacons
Terrie DuBois, St. Norbert College

Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, January 14, 2025	7:30 PM	335 S. Broadway, De Pere, WI 54115

I. Call to Order

1. Roll Call

Present: James Boyd, Pamela Gantz, Amy Kundinger, John Quigley, Devin Perock
Absent:
Excused:
Also present: City Manager Larry Delo, Finance Director Pam Manley, Community and Economic Development Specialist Quasan Shaw, Public Works Director Scott Thoreson, Health Director/Officer Chrystal Woller & Administrative Assistant Amy Darnick.

2. Approval of the minutes of the December 10, 2024 Regular Meeting of the Finance/Personnel Committee.

RESULT:	**Passed**
MOVER:	Devin Perock
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kundinger, John Quigley, Devin Perock

3. Public Comment on 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 Possible Action to Create a Senior Mechanic Position Where Employees Would Promote into Once Meeting the Qualifications.*

RESULT:	**Passed**
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kundinger, John Quigley, Devin Perock

5. Consideration and Possible Action on WI DPH Consolidated Contract #65397 in the amount of $18,513.*

RESULT:	**Passed**
MOVER:	John Quigley
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kundinger, John Quigley, Devin Perock

6. Consideration and Possible Action on the routine renewal of the DATCP Memorandum of Agreement.*

RESULT:	**Passed**
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, Amy Kundinger, John Quigley, Devin Perock

7. Consideration and Possible Action to Enter Into a Contract for Demographic and Research Data with Placer Labs Inc.*

Community and Economic Development Specialist Quasan Shaw was present to speak on this agenda item. Placer is a traffic analysis program. It tracks cell phone locations. It shows where people are from, where they visit downtown, and how long they stayed there. We would use this with the Main Street Program and De Pere Chamber. This is something we can use with Ezry, which aims more geographical and is a service that pings where you visit. (residency, work, businesses, etc). This is something we can do on a weekly, monthly basis or just a special event. The cost is $22,000 first year, second year would be $24,000. We are proposing using TID funding. This is something we could use City wide and not just in Development Services.

Alder Perock asked how it picks up our information. This would be going through the towers. Administrator Delo mentioned that it is aggregate data and we aren't tracking individual information (specific names, addresses, etc).

Alder Quigley asked what psychographic data is. It is getting into more demographic detail (empty nesters, uptown chic, families, etc).

RESULT:	**Passed**
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kundinger, John Quigley, Devin Perock

8. Consideration and Possible Action on the Award of Contract for Construction Manager at Risk (CMaR) for a public parking structure at 230 N Wisconsin St (ED-875) to Miron Construction.*

Community and Economic Development Specialist Quasan Shaw was present to speak on this item.

At the last meeting, we talked about the design services for the parking ramp. We issued the

RFP. We had 2 firms reply. Findorff and Miron. Miron came in at a lower price and staff are recommending we go with Miron Construction.

RESULT:	**Passed**
MOVER:	Amy Kundinger
SECONDER:	James Boyd
AYES:	James Boyd, Pamela Gantz, Amy Kundinger, John Quigley, Devin Perock

9. Consideration and Possible Action to Authorize Representatives to Declare Official Intent for Reimbursement for Federal Tax Law Purposes.*

Finance Director Pamela Manley was present to speak on this item. We are just changing the name from City Administrator to City Manager. In addition, we are also giving Director Manley the ability to sign the declaration of intent. The City Manager or Finance Director will be able to approve spending on those capital projects that we will be bonding/borrowing for in the summer and be able to start purchasing those items now and get reimbursed on those tax exempt bonds.

RESULT:	**Passed**
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Amy Kundinger, John Quigley, Devin Perock

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

RESULT:	**Passed**
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, Amy Kundinger, John Quigley, Devin Perock

11. Future agenda items.

None

12. Adjournment.

Mayor Boyd moved, seconded by Alderperson Kundinger to adjourn the meeting at 7:46 PM. Upon vote, motion carried unanimously.

The Mission of the De Pere Police Department is to provide an integrated team approach to pro-active patrol, crime prevention, and criminal investigation utilizing city and community resources to improve the safety and quality of life in De Pere.

January 27, 2025

TO: Members of City Council, City Manager Delo, and Mayor James Boyd

FROM: Chief Jeremy A. Muraski

RE: Over-hire Approval Requests

As I believe you are aware, the Council approved the funding to allow for a one-time over-hire during the last 2 budget cycles. I am once again asking for approval to make an over-hire in 2025. Each time we have attempted to make an over-hire, we have had a vacancy occur very quickly. We have not operated above our designation staffing level, despite our attempts to make over-hires in a timely manner. In 2024, this was due to a lack of well-qualified candidates. Our department is currently in a hiring process to fill two vacancies. Because running a hiring process can be very time-consuming, and because of the ultra-competitive recruiting market we find ourselves in, I am requesting your approval to over-hire allowing us to hire a third officer from this hiring process in 2025. The third officer would be hired later in the year, thereby using less salary funds in 2025. We have one immediate vacancy, one vacancy expected with a pending retirement in April, and are anticipating at least one additional vacancy in the next 6-12 months. In the unlikely event we would not have a vacancy during all of 2026, the over-hire position would cost approximately $114,000 if we were one over our designated allotment for the entire year.

Years of Service	Age
25	55
21	51
24	51
16	51
5	50
23	49
24	49
25	49
24	47
16	47
23	46
16	44
1	43
17	43
5	41
16	40
5	39
15	37
15	37
3	36
8	36
7	36
5	35
9	35
6	33
4	33
4	32
8	31
2	31
1	30
7	28
2	26
3	24
0	21

We are approaching a time when our department will again experience a high rate of turnover due to anticipated retirements. The graph to the right shows we have 10 employees who are approaching or past the minimum retirement age, and most, if not all, are likely to retire in the next 3-5 years. Because it takes approximately 9 months from the start of a recruitment process to graduating from field training, I am also making a separate request for your ongoing approval to utilize the over-hire process once each year without the necessity of seeking individual approvals each time, using our best judgment in anticipating vacancies ahead of time in an effort to avoid staffing gaps during the 9 month recruitment and training period. Ideally, we would have a replacement officer certified for solo patrol about the time a retiring officer has worked their final shift.

Thank you for your time and consideration.

Sincerely,

Jeremy A. Muraski, Chief of Police

Jeremy A. Muraski | Chief of Police
(920) 339-4078 ♦ jmuraski@deperewi.gov ♦ www.deperewi.gov ♦ @DePerePD ♦ 325 S. Broadway, De Pere, WI 54115

Memo

To: Honorable Mayor Boyd & Members of the Common Council

From: Alan Matzke, Fire Chief

Date: February 11, 2025

Re: Consideration of Request to Over Hire One Firefighter Position

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On behalf of De Pere Fire Recuse, I respectfully request your consideration to allow me to hire one employee starting approximately July 1st, at a cost of $30,017 for the 2025 budget.

Each year, our department has experienced members being off work due to injury or approved leave under the Fair Labor Standards Act to care for a family member or the birth of a child, for example. When this leave occurs during the summer season, we often fall below operational levels, and this creates an operational hardship for the organization. This is reflected in the monthly overtime report as staffing replacement. In the past four years, this category has increased almost 100% with a four-year annual average of 2,845 hours, which is equivalent to one full-time employee. This trend will continue.

Over the past four years, we have experienced an average employee turnover at the rate of three per year. We are currently four positions down and anticipate three4 more coming by summer. Based on the average age of our staff, which is 43, I believe this trend will continue for the next several years with one third of our organization over the age of 50.

In anticipation of these vacancies, it would be operationally advantageous to have the replacement in place prior to the summer season. The summer season for us means the membership will utilize most of their vacation time. In accordance with the Collective Bargaining Agreement, the organization must allow up to two members off on vacation at one time, and when we have a member off on medical leave, there will be many occasions when we will backfill the shifts at overtime rates.

The overtime cost is a factor, but it is not the primary one. The work group has changed over the past several years and they no longer seek overtime opportunity like they had in the past. The current attitude is to reject overtime opportunity and the work group has reversed its position from trying to create overtime opportunities for senior members to forcing the overtime to the junior members.

Age
58.43
58.05
54.80
52.38
52.44
52.42
51.42
49.77
49.51
49.16
46.72
46.34
44.93
44.67
43.27
43.74
40.66
40.56
39.98
36.04
35.82
35.43
35.18
34.90
34.57
33.77
33.59
32.46
26.59
21.14

I would ask you to consider allowing me to over hire one employee starting approximately July 1st, which would considerably reduce the burden on the junior members to be forced in to fill vacancies during the summer vacation season, due to the impending FMLA leave occurrences. This will help us retain our high-quality experienced work force.

Because we are currently going through the work of hiring and onboarding one employee, the economies of scale apply if we could over hire one. The additional staff member will save approximately 900 hours of overtime, which equates to approximately $23,898.

We will also recognize savings in the overall salary budget because we are beginning the year with three positions down and one leaving early in March. The city will recognize saving 17 months of salary and benefits that would have been paid at a senior rate of pay for the duration of the vacancies. The salary and benefits equal $9,482 per month for 17 months which equals $161,194 in savings for the first six months of the year.

Below is a quick cost breakdown from July through December 2025:

-Proposal gross cost	$53,915
-Overtime savings	($23,898)
-Proposal net cost 2025	$30,017

There are no articles in the collective bargaining agreement that specify the number of firefighters in the organization or the number of firefighters on duty at any time. All of these decisions fall under management rights, so no negotiation with the union is required for this proposal.

Thank you for your consideration of this proposal.

If you have any questions, please do not hesitate to ask.

CITY OF DE PERE
MEMO

DE PERE

To: Finance & Personnel Committee
From: Tony Wachewicz, City Attorney
Date: February 7, 2025
RE: Changes to DPFR's Collective Bargaining Agreement between City of De Pere and DPPFA Union 141

The City of De Pere and the De Pere Professional Firefighter's Association have had a series of recent meetings and discussions concerning various language changes to the multiple sections of the parties' Collective Bargaining Agreement. Additionally, the parties have come to a proposed agreement on wage increases for the years 2021, 2022, and 2023. The City and its bargaining team are recommending approval of these language changes to be incorporated into the CBA along with the approval of wage increases.

Light Duty

Light duty assignments may be granted by the Fire Chief or designee -upon proper submission of medical documentation of the employee's injury or illness by a licensed medical provider. The medical documentation shall include without limitation the nature of employee's injury or illness and the work the employee is capable of performing. Light duty assignments shall be made at the sole discretion of the Chief and is contingent upon available light duty work and the capabilities of the employee. Light duty is intended as temporary and normally will not exceed two months/60 calendar days in duration. In implementing this paragraph, the Chief or designee will *use the following guidelines*:

1) ~~Local 141 members~~ Employees on medical leave due to non-work related injury or illness or pregnancy who are not fit for full duty, but have been cleared by a medical professional to come back to work on light duty, may have the option of one of the following:

   i. Employee goes on FMLA (if eligible) until ready to return to full duty; or

   ii. Employee stays on regular 24-hour shift cycle, work 8 hours (1/2 hour unpaid lunch) on scheduled shift days (Monday - Friday) between 0700 and 1900, and use eligible paid leave for the remaining 16 hours; 24 hours of paid leave would be used on Saturdays and Sundays; or

   iii. Employee works Monday – Friday, 8 hours (Monday - Friday) between 0700 and 1900 and any available paid leave would be used to equal 56 hours per week. Start times and work days may vary if mutually agreeable. This is limited light duty durations expected to last 2 weeks or more. Employee will typically start the light duty schedule on a Monday; or

   iv. Employee stays on their 24-hour shift rotation (For pregnancy only).

a) If the employee requests time off of work they shall use paid leave.

b) Light duty assignments under ii) or iii) above shall require written approval by the Fire Chief in their sole discretion.

c) If an employee chooses ii) or iii), that employee may not choose to switch to another option without medical documentation of a change in condition and without the Chief's or their designee's approval.

d) Light duty for employee pregnancy may last beyond the usual two months/60 days duration limitation set forth above in accordance with medical professional recommendation.

2) ~~Local 141 members~~ Employees on workers' compensation who are not fit for full duty, but have been cleared by a medical professional to come back to work on light duty will work:

   a) Their 24-hour shift rotation; and

   b) A modified version of his/her 24-hour shift schedule according to medical professional recommendations without using sick time.

   Individuals with on-duty injuries or illnesses may be given preference for light duty assignments. Employees assigned to light duty will not be counted toward the normal daily staffing levels.

Except as provided above, all benefits provided for by the Labor Agreement shall not be reduced due to a light duty assignment.

Employees who elect and anticipate working option 1 iii), for two weeks or longer shall have their total hours of available vacation converted utilizing the formula outlined in Article 20 of the CBA. Upon return to full duty, the vacation hours will be converted back using the same formula. If an employee is on light duty during a Holiday the employee may use 8 hours of Holiday compensatory time to take the Holiday off. Upon completion of light duty and once vacation is converted back to 24 hour blocks, the remaining hour balance that is less than 24 hours shall be forfeited. The conversion factor was created by dividing the 40-hour work week by the Fire Department 56-hour workweek.

Light duty assignments shall be within the City of De Pere. Shift light duty assignments will be on the same shift the employee was assigned prior to the injury or illness, and the training will be provided by the employer to maintain the efficient accomplishment of the assignments given is feasible.

Employees placed on light duty assignment are prohibited from participating in outside employment beyond the current restrictions of his/her light duty assignment in the Department. Failure to follow this provision is grounds for discipline.

ARTICLE 8 HOURS OF WORK:

Line Personnel

- The workday for line personnel shall be from 7:00 a.m. of one day to 7:00 a.m. of the succeeding day.

- The normal workweek shall average fifty-six (56) hours per calendar week with a three (3) platoon system under the procedure of the California plan.

- The work period shall consist of twenty-seven (27) workdays coinciding with three (3) recurring nine (9) day cycles under the schedules worked in accordance with the schedules worked by line personnel as set forth above.

Day Personnel

- The workday for day personnel shall be from 8:00 a.m. to 12:00 noon and from 12:30 p.m. to 4:30 p.m.

- The normal workweek of forty (40) hours shall consist of five (5) eight (8) hour days.

- The work period shall consist of twenty-eight (28) workdays coinciding with four (4) recurring seven (7) day cycles under the schedules worked by day personnel as set forth above.

~~An employee shall be entitled to change hours of work when he/she is able to secure another employee to work in his/her place, provided:~~

~~1. Such substitution is made as follows:~~
   ~~a. Officers may trade with other officers and the top three (3) of the promotional eligibility list. In the event that an eligibility list is not valid, then the officers may trade with the three (3) most senior non-officers of the Department. These trades will not be subject to Shift Supervisor Pay under Article 12. The parties agree that exempting this paragraph from Shift Supervisor Pay will not create a precedent in future bargaining.~~

Paid on Premise Firefighter

- The position of Paid-on-Premise Firefighter is not intended to replace any union position and it only serves to enhance the Fire Department's daily and emergency operations.

- In the event a bargaining member exercises a time-off benefit, the vacancy created will be offered to Paid-on-Premise staff.

- Paid-on Premise Firefighters shall not affect the full time/career staffing model of the Department.

- Paid-on-Premise Firefighters will be eligible for shift vacancies and special event staffing only after such work is offered to full-time firefighter members.

~~b. All other trades will be between non-officers.~~

~~2. Such substitution is made only between employees with identical medical certification when the number of paramedics on duty are two less than the number of paramedics assigned to that shift.~~

~~3. Such substitution does not impose any additional cost on the City. The person who accepts the trade by agreeing to work shall be held responsible for any costs incurred.~~

~~4. The officer in charge of the shift is notified and approves of the substitution. When submitted for approval, the trade shall be reciprocal, meaning both sides of the trade are included and identified and both sides of the trade will occur within a rolling calendar year.~~

~~5. Neither the Department nor the City is held responsible for enforcing any agreement made between employees. It is understood that an employee's first responsibility is to his/her position with the City.~~

~~6. Substitutions outside the parameters of this paragraph may be authorized by the Chief or the Chief's designee.~~

Acting Lieutenant Pay

a) When a shift employee is assigned the duties of the Acting Lieutenant duo to an absence of a Lieutenant greater than one hour, said employee shall be compensated at the regular hourly rate of pay of the vacant Lieutenant for all time spent acting as such Lieutenant.

b) When a shift employee is assigned the duties of Acting Lieutenant due to staffing an additional fire response vehicle supervising a team of at least two employees for greater than one hour, said shift employee shall be compensated at the regular hourly rate of a Lieutenant position for all time spent acting as such Lieutenant.

c) Acting Lieutenant pay will be offered first to those members on any current promotional eligibility list and second to the senior qualified employee -assigned to the shift which the opportunity occurs.

Acting Battalion Chief:

1. A short-term vacancy is defined as a vacancy in the Battalion Chief position created by vacation, illness, emergency, Family Medical Leave Act (FMLA) or holiday leave for a period no less than eight (8) hours and no longer than twenty (20) shift days.

2. A long-term vacancy is defined as a vacancy in the Battalion Chief position created by vacation, illness, emergency, Family Medical Leave Act (FMLA), holiday leave, resignation, or termination for a period longer than twenty (20) shift days and not longer than 12 months.

3. Chief officers shall have the first right of refusal to all vacancies. Chief officers shall be defined as the Fire Chief, Assistant Fire Chief~~s~~, or Battalion Chiefs.

4. During periods of short-term vacancies, the following shall apply:

a. The senior bargaining unit lieutenant on shift~~,~~ qualified to perform the duties of acting Battalion Chief shall be offered such duties during the short-term vacancy. If there are no qualified lieutenants on shift, one may be called in off duty.

"Qualified" as used herein means the lieutenant has successfully completed the Acting Battalion Chief task book and is in good employment standing, meaning not subject to a performance improvement plan or subject to a suspension within the previous one (1) year.

5. Fire Administration has the ability to appoint an individual to fill a long-term Battalion Chief vacancy conditioned upon acceptance by the member of the Bargaining Unit-.

6. When a Bargaining Unit member is appointed to fill a short or long term vacancy as Acting Battalion Chief, the following shall apply:

a. When an employee is assigned to fill a vacancy as acting Battalion Chief, that employee shall receive pay for such actual time worked at a rate which is 7% above the employee's hourly base rate.

b. During the appointment, the Bargaining Unit member acting as Battalion Chief shall retain all seniority and rights within the Bargaining Unit.

c. The Parties shall continue to follow the terms and conditions of the CBA related to all members of the Bargaining Unit, including, but not limited to, vacation scheduling, substitutions, and overtime.

d. When the employee is appointed to a long term vacancy, they shall have the same ability to use their accrued time as the regularly scheduled Battalion Chief.

e. The Fire Chief, Assistant Fire Chief or a full-time Battalion Chief shall remain an accessible duty chief to provide support and address issues that arise outside the experience or expertise of an Acting Battalion Chief. Accessible is defined as available by phone

7. If a Battalion Chief elects to use their accrued time off and the vacancy causes an order in of a bargaining unit member, the first right of refusal for the Battalion Chief vacancy shall be given to the off duty Battalion Chiefs prior to ordering in a bargaining unit member. If no off-duty Battalion Chief elects to fill the vacancy, a bargaining unit member may fill the vacancy and the subsequent filling of other vacancies within the department shall be filled accordingly.

ARTICLE 12 SALARIES:

2022 – 2.5% effective January 1, 2022
2023 – 2% effective January 1, 2023
0.75% effective December 1, 2023

ARTICLE 20 VACATIONS:

Line personnel earning wages for hours actually worked or receiving wages for approved leave for not less than four (4) duty days or ninety-six (96) hours during any calendar month shall be entitled to vacation with pay according to the schedule provided herein.

Day personnel earning wages for hours actually worked or receiving wages for approve leave for not less than eight (80) hours during any calendar month shall earn, and be entitled to, vacation with pay according to the schedule provided herein.

For purposes of the two preceding paragraphs, an employee shall be considered to be receiving wages for approved leave if the person is incapacitated due to a work-related illness or injury. An injury shall be considered work related if the party has received or is receiving workers compensation benefits for such injury.

January l is to be used as the anniversary date in determining vacation benefits. Employees hired during mid-year shall accrue a proportional part of vacation benefits during the second year for each month of employment up to January 1 of the subsequent year. Effective for employees hired on or after January 1, 1996: Employees hired during mid-year shall accrue a proportional part of vacation benefits during the first year for each month of employment up to January 1 of the subsequent year. Such vacation days shall be credited to the employee January 1 of the year following the date of hire; however, employees shall not be eligible to use such vacation days until they have completed six (6) months of employment. If the hire date of the new employee was on, or prior to, the 15th day of the month, a full month benefit will be granted, and if the hire date was after the 15th day of the month, the benefits will accrue beginning with the 1st day of the following month. In determining vacation benefits after two (2) full years of employment, January 1 of the hire year will be used for those employees with a hire date occurring during the first six (6) months of a calendar year, and January 1 of the subsequent year for those employees with a hire date during the last six (6) months. Effective for employees hired on or after January 1, 1996: In determining vacation benefits for the year following the date of hire, January 1 of the year of hire will be used for those employees with a date of hire occurring during the first six (6) months of a calendar year, and January 1 of the subsequent year for those employees with a date of hire during the last six (6) months.

Vacation Schedule For Line Personnel (Hired Prior to January 1, 2025)

a. Three (3) working days after one (1) year of employment.
b. Six (6) working days after two (2) years of employment.
c. Seven (7) working days after five (5) years of employment.
d. Nine (9) working days after eight (8) years of employment.
e. Ten (10) working days after ten (10) years of employment.
f. Eleven (11) working days after thirteen (13) years of employment.
g. Twelve (12) working days after sixteen (16) years of employment.
h. Fifteen (15) working days after twenty (20) years of employment.
i. Sixteen (16) working days after twenty-five (25) years of employment.

Employees hired prior to January 1, 2025 shall receive their vacation accrual on January 1st of each year based upon the number of months worked the previous year. On the last day of employment, the employee shall receive payment for their current balance of accrued vacation plus vacation earned but not used for the last year of employment.

Vacation Schedule for Line Personnel (Hired Starting 1-1-25)

Years of Service	**Workdays Off**
Hired between January 1 to April 30	3 days
Hired between May 1 to August 31	2 days
Hired between September 1 to December 31	1 day
1 to 5 years of employment	6 days
After 5 years of employment	7 days
After 8 years of employment	9 days
After 10 years of employment	10 days
After 13 years of employment	11 days
After 16 years of employment	12 days

After 20 years of employment	15 days
After 25 years of employment	16 days

Employees hired mid-year shall accrue vacation per the table within this article. Example:

- Firefighter A is hired on April 18, 2025 and is credited three (3) days. Firefighter A would be able to use the three (3) accrued days in 2025 and would receive six (6) days of vacation on January 1st 2026.

Employees hired after January 1, 2025 shall receive their vacation in accordance with their years of employment the year it is accrued. The vacation shall be prorated in the first and last years of employment. If an employee end employment and has used more vacation than has been earned, then the deficit shall be paid back to the City and shall be deducted from the employee's last payment as wage overpayment. January 1st shall be used to determine the anniversary date.

Employees attending initial paramedic training on their own time will be granted vacation and holiday time off, in blocks of less than 24 hours, to facilitate their attending initial paramedic training sessions.

Vouchers for initial paramedic training vacation or holiday hours must be filed not more than thirty (30) days before the requested date of use. Vouchers shall be filed with the officer in charge, subject to the review of the Chief and may be denied if inconsistent with the needs of the department.

Day Personnel

a. One (1) workweek (5 days) after one (1) year of employment.
b. Two (2) workweeks (10 days) after two (2) years of employment.
c. Three (3) workweeks (15 days) after eight (8) years of employment.
d. Four (4) workweeks (20 days) after sixteen (16) years of employment.
e. Five (5) workweeks (25 days) after twenty-five (25) years of employment.

Personnel desiring vacation shall submit request for leave to the Fire Chief or designee. The Chief or designee shall schedule vacations, giving due consideration to seniority rights, the needs of the service, and the remaining staff to perform the necessary duties of the Department.

Vacation Scheduling

The vacation selection process shall be per the following:

a. All members shall select vacation on a department seniority basis.
b. Two (2) non-officer members may be off on vacation on the same date, but only one (1) officer may be off at a time.
c. The most senior member on each shift shall start selecting vacation. Each member shall have three (3) working days per round to select his or her vacation. The remaining members of the shift shall then select in this manner by seniority.

d. Vacation signing will consist of three rounds. The first round of signing shall be for three (3) day blocks. A maximum of two (2), three (3) day blocks may be picked the first round. The second round of picks shall be for three (3) day blocks also. A maximum of two (2), three (3) day blocks may be picked in the second round. The third round may be used for single days or three (3) day blocks. A member may pass picking three (3) day blocks in the first round and/or second and may choose to pick single days in the third round.

e. Any vacation day selected after April 15 shall be treated the same as holiday or accrued time, except that vacation days may be selected more than thirty (30) days in advance.

f. Vouchers shall be filled out properly and signed by the member and the Chief or shift officer.

g. The vacation schedule shall be posted in each department quarters on or before the first day of January.

h. A member may cancel his/her vacation at any time up to when the vacation period/day starts.

The Association shall be responsible to monitor and coordinate the vacation scheduling process including posting of the schedule under paragraph "g" above. In no event will the City be subject to the grievance procedure under Article 31 for any failure to follow the vacation scheduling process.

~~Vacation leave shall not be accumulative. The Chief, with approval of the City Administrator, may allow earned vacation to accumulate when it is in the best interests of the City. Only upon approval of the Fire Chief and the City Administrator will employees be permitted to be absent from duty due to vacation for any one period which would exceed the amount of vacation time earned during the prior year.~~

Line personnel shall be able to carry over three (3) days of vacation to the following year. Said days shall only be used during the single day selection process or as a tour during the time frame of January 1st to March 31st.

Absence on account of sickness, injury, or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee and within the discretion of the Chief, be charged against vacation leave.

Schedule Changes

In the event an employee changes status from a day schedule to a line schedule or vice versa, the employee's vacation shall be converted pursuant to the following equation:

$$a \text{ x } \frac{b}{c} = \text{vacation hours due under new schedule}$$

WHERE:

a = number of vacation hours due January 1 of year of transfer less hours used in year of transfer (including any carryover)
b = total annual vacation hours due for employee of equal tenure on January 1 of the year of transfer under the schedule to be transferred to
c = total annual vacation hours due the employee as of January 1 of the year of transfer (excluding any carryover)

ARTICLE 28 RESIGNATION:

To resign in good standing, an employee shall submit his/her resignation in writing to the Fire Chief two (2) weeks in advance of the effective date of his/her resignation. The final two weeks of all notices shall be exclusive of any accrued paid time off taken unless for unavoidable circumstances, or if approval is obtained from the Chief after the resignation or retirement notice is received. Employees resigning or retiring from their position may not extend their final date of employment using unused paid time off (i.e. vacation, floating holiday, sick). The employee's last day of employment shall be defined as the last day the employee is physically at work unless there are extenuating circumstances as approved by the Human Resources Director. Employees who submit an irrevocable written notice at least 90 days before the employee's identified date of resignation or retirement shall be awarded an additional vacation day at the employee's current rate of pay to be paid out with the employee's last paycheck.

ARTICLE 31 GRIEVANCE PROCEDURES – DISCIPLINARY PROCEDURES.

l. Grievances. A grievance is defined as any complaint involving the interpretation, application or alleged violation of the terms of this agreement involving wages, hours, and conditions of employment other than proceedings conducted pursuant to Section 62.13(5), Wisconsin Statutes. A grievant may be an employee or, by mutual agreement of the parties hereto, grievances involving the same issues may be consolidated in one proceeding.

(a) The Chief of the Department or the Finance/Personnel Committee or members thereof may confer with the union and such employees or other persons they may deem appropriate before making their decision.

(b) The calendar days indicated at each step should be considered a maximum. The time limits may be extended by mutual consent.

(c) Steps in the procedure may be waived by mutual agreement of the parties.

(Step l) In the event of a grievance, the grievant, or the Union Grievance Committee on his/her behalf, shall have the right to present the grievance, in writing, to the

Chief within twenty (20) calendar days of the date of the act or occurrence involved. The grievance shall contain a statement of the facts upon which the grievance is based and state the action requested. The Chief shall furnish the grievant or the Grievance Committee an answer within ten (10) calendar days after receiving the grievance.

(Step 2) If the grievance is not satisfactorily resolved at Step 1, the written grievance may be appealed ~~and~~to the Finance Committee. Such appeal shall be submitted to the ~~Finance Committee~~Human Resources Director within five (5) calendar days of receipt of the Chief's decision. If such appeal is submitted, the Chief shall submit a full report to the Finance/Personnel Committee. The Finance/Personnel Committee, within ten (10) calendar days of receipt of the written appeal, shall furnish the grievant or the Grievance Committee with its decision thereon.

(Step 3) Grievances not resolved at Step 2 may be appealed within twenty (20) calendar days to the Wisconsin Employment Relations Commission for arbitration. A copy of such appeal shall be submitted to the Human Resources Director upon filing with the Wisconsin Employment Relations Commission. Such Commission shall appoint an arbitrator; the dispute shall be presented to such arbitrator for determination, which shall be final and binding.

CITY OF DE PERE
MEMO

To: Mayor James Boyd
Common Council Members
Lawrence Delo, City Manager
From: Eric Erdman, Assistant City Attorney
Date: February 11, 2025

RE: Request to Hire Outside Legal Counsel for Interim Services

In order to assist with the law department's transition and continue meeting the legal needs of the organization, staff has identified a list of outside legal counsel options to assist our department on an interim basis. Staff also identified certain time-intensive projects that were likely to materialize in the next 3-4 months. Without knowing exactly which of those issues will ultimately materialize and necessitate additional time and expertise from outside counsel over the coming months, staff contacted several firms and received hourly estimates from those firms.

After reviewing and averaging the different rates and projecting a possible amount of outside counsel hours worked in the short term, we are requesting to utilize and contract with one or more of the following firms on an as-needed project basis for interim services. The average rate among the following firms is $317.50 for an estimated total combined project amount of 80 hours, so a preliminary estimate of the interim service cost over the next 3-4 months is projected at $25,400.00. Funding for these services will come from wages identified in the City Attorney budget and the rest, if necessary, from unassigned reserves.

<u>von Briesen & Roper</u> $365 hour

<u>Stafford Rosenbaum</u> $320 hour

<u>Murphy Desmond</u> $310 per hour

<u>VanderWaal Law</u> $275 per hour

I will be at the meeting on February 11, 2025, to answer any questions on this item. If you have questions before then, please let me know.

ERE

DEFINITELY DE PERE

February 6, 2025

RE: Request to waive Police and DPW fees for downtown events

Dear Finance Committee:

In 2023 Definitely De Pere partnered with the City of De Pere to become a host community of the largest competitive road cycling series in the U.S., an event that is recognized internationally.

This year we have been presented with the opportunity to host a two day event on Sunday, June 22 and Monday, June 23. Tour De Pere draws approximately 500 professional and amateur racers from more than 40 states and 15 countries. Race and event activities will take place on the east side of downtown Sunday and the west side of downtown Monday.

Tour De Pere is more than a bike race, it is a signature community festival that attracts thousands of attendees from throughout the greater community and region representing all demographics. The family friendly event features live music, food offered by local restaurants and food trucks, a marketplace, a kids' race, a local fat tire race, and other fun interactive activities for all ages.

On behalf of Definitely De Pere, a non-profit, 501(c)(3) charitable organization, I am respectfully requesting that the following fees for Police and DPW services at Tour De Pere be waived.

- In 2024 for a one day event, the total Police services cost was $1,881 (with the 50% exempt discount). We expect this to double equaling $3,762.

- DPW services include road closures and detours required for the event. Cost is estimated at $3,000 (with the 50% exempt discount) for the 2 day event.

- We are requesting a total of $6,762 in City services to be waived.

117 N Wisconsin St, Ste 20 | De Pere WI 54115 | 920.403.0337

In exchange, Definitely De Pere will provide the City of De Pere with prominent in-kind sponsorship recognition.

The economic impact of Tour De Pere includes both direct and indirect effects with spending by attendees and participants at the event and businesses surrounding the community. With a two day event, we estimate 100 hotel room nights alone. We will collect and analyze data to determine economic impact and present the results.

Thank you for your consideration and for helping us create vibrancy in downtown De Pere!

Sincerely,

Tina Quigley, Executive Director

City of De Pere, Wisconsin

I.9

Request for Finance/Personnel Committee Action

MEETING DATE:	February 11, 2025
DEPARTMENT:	Finance
FROM:	Pamela Manley, Finance Director-Treasurer
SUBJECT:	Consideration and Possible Action on increasing the City's equipment capitalization threshold from $5,000 to $10,000.*
RECOMMENDED ACTION:	Motion to recommend that Common Council approve the increase of the City's equipment capitalization threshold from $5,000 to $10,000.

ATTACHMENTS:
Capitalization Threshold Increase Memo

CITY OF DE PERE
MEMO

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, City Manager
From: Pam Manley, Finance Director
Date: February 11, 2025

RE: Capitalization Threshold Increase

During our interim audit in January our auditors inquired if our capitalization threshold had changed. A capitalization threshold is the amount that determines if an asset should be expensed or capitalized. Historically the City's capitalization threshold has been $5,000. That means that any asset over $5,000 is tracked by the City and included on our financial statements. This amount has been the same for many years. To adjust for inflation and reduce the administrative burden for smaller capital asset purchases, I would recommend an increase in the City's equipment capitalization threshold from $5,000 to $10,000 retroactively beginning 1/1/24. The Federal Government has also recently increased their equipment threshold from $5,000 to $10,000.

Please feel free to contact me prior to the meeting with any questions.

City of De Pere, Wisconsin

I.10

Request for Finance/Personnel Committee Action

MEETING DATE:	February 11, 2025
DEPARTMENT:	Finance
FROM:	Pamela Manley, Finance Director-Treasurer
SUBJECT:	Consideration and Possible Action on TID #6 Financial Statements and Fund Transfer.*
RECOMMENDED ACTION:	Motion to recommend that the Common Council take action on the TID #6 Financial Statements and Fund Transfer

ATTACHMENTS:
TID #6 Closure Memo, Signed Final Report and Financial Statements TID 6 City of De Pere

CITY OF DE PERE
MEMO

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, City Manager
From: Pam Manley, Finance Director
Date: February 11, 2025

RE: TID #6 Closure

TID #6 closed in 2021 with the tax increment from 2022 going to the affordable housing fund. At the end of 2023 an estimate of the surplus from TID #6 was made, and the estimated City's portion was transferred back to the debt service fund. In 2024 a final audit was completed on the TID with the following calculated refunds to overlying taxing districts:

	Percentage of Tax Base	Total Refund
Brown County	24.887%	$ 1,532,511
West De Pere School District	29.549%	1,819,562
Northeast Wisconsin Technical College	4.898%	301,568
City of De Pere	40.666%	2,504,128
Grand Total	100.000%	$ 6,157,769

The other taxing jurisdictions were paid their portion in December. The final calculation leaves the City with $546,647 remaining in the TID. I would recommend using the balance from this closure for the following items:

- With the transfer at the end of 2023 the debt service fund had a balance of $1,985,595.94. This balance included $622,174 for outstanding long-term obligations related to TID #6. I would recommend keeping the initial transfer to the debt service fund there to be used to reduce future debt service costs and keep a positive fund balance.
- In discussions with the Director of Development Services, TID #16 (123 North Broadway) should be closed. There are several years of administrative costs that have been charged to this TID. The current balance in this fund is -$54,722.23. I would propose transferring some of the funds from the debt service fund to TID #16 to clear the negative fund balance.
- Transfer the remaining $546,647 to Fund 415 to offset 2025 or future capital project costs in lieu of borrowing.

Please feel free to contact me prior to the meeting with any questions.

CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 6

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

FROM DATE OF CREATION THROUGH AUGUST 17, 2021

CPAs | CONSULTANTS | WEALTH ADVISORS

CLAconnect.com

CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 6
TABLE OF CONTENTS
FROM DATE OF CREATION THROUGH AUGUST 17, 2021

INDEPENDENT AUDITORS' REPORT

City Board
City of De Pere, Wisconsin
De Pere, Wisconsin

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the City of De Pere Tax Incremental District Number 6 (the District), which comprise the balance sheet as of August 17, 2021, and the related historical summary of project costs, project revenues and net cost to be recovered through tax increments and historical summary of sources, uses, and status of funds from the date the District was created through August 17, 2021, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position and the net project costs to be recovered through tax increments as of August 17, 2021 and the sources, uses, and status of funds from the date the District was created through August 17, 2021 in accordance with the financial reporting provisions of the Wisconsin Department of Revenue as described in Note 1.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matters

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared by the District, in accordance with the financial reporting provisions of the Wisconsin Department of Revenue, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the Wisconsin Department of Revenue. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified with respect to this matter.

As discussed in Note 1, the financial statements present only the District and do not purport to, and do not present fairly the financial position of the City of De Pere, Wisconsin as of August 17, 2021, or the changes in its financial position from the date of creation through August 17, 2021, in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of the Wisconsin Department of Revenue, as described in Note 1. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

City Board
City of De Pere, Wisconsin

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of financial transactions is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Restriction on Use

This report is intended solely for the information and use of the City of De Pere, overlapping tax districts, and the Wisconsin Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Report on Other Legal and Regulatory Requirements

In accordance with tax incremental district laws and regulations, we have also issued our report dated October 22, 2024 on our test of compliance with Wisconsin State Statutes 66.1105 and the project plan. The purpose of that report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. That report is an integral part of an audit performed in accordance with tax incremental district laws and regulations in considering the District's compliance.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Green Bay, Wisconsin
October 22, 2024

FINANCIAL STATEMENTS

CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 6
BALANCE SHEET
AUGUST 17, 2021

ASSETS	
Cash and Investments	$ 9,287,767
Receivables:	
Taxes	1,968,527
Accounts	120,568
Due From Other Governments	32,563
Total Assets	$ 11,409,425
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE	
LIABILITIES	
Accounts Payable	$ 10,720
Accrued Interest Payable	88,849
Due to Other Funds	2,008,949
Total Liabilities	2,108,518
DEFERRED INFLOWS OF RESOURCES	
Property Taxes Levied for Subsequent Year	1,968,527
Due From Other Governments	32,563
Total Deferred Inflows of Resources	2,001,090
FUND BALANCE	
Restricted	7,299,817
Total Fund Balance	7,299,817
Total Liabilities, Deferred Inflows of Resources and Fund Balance	$ 11,409,425

See accompanying Notes to Financial Statements.

CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 6
HISTORICAL SUMMARY OF PROJECT COSTS, PROJECT REVENUES, AND NET COST TO BE RECOVERED THROUGH TAX INCREMENTS
FROM DATE OF CREATION THROUGH AUGUST 17, 2021

		From Date of Creation Through August 17, 2021
PROJECT COSTS		
Capital Outlay	$	16,762,815
Administration		1,495,579
Developer Incentive Payments		1,800,000
Transfer to Tax Incremental District #5		2,766,431
Interest and Fiscal Charges		4,918,789
Debt Issuance Costs and Agency Fees		162,532
Total Project Costs		27,906,146
PROJECT REVENUES		
Tax Increments		27,916,487
Intergovernmental		599,295
Developer Contribution		283,559
Sale of Property		3,001,941
Transfer from Tax Incremental District #5		2,000,000
Miscellaneous		230,070
Total Project Revenues		34,031,352
NET COSTS (RECOVERED) RECOVERABLE THROUGH TAX INCREMENTS - AUGUST 17, 2021	$	(6,125,206)

RECONCILIATION OF FINAL PROJECT COSTS IN EXCESS OF PROJECT REVENUES

As described in Note 5, the above net costs (recovered) recoverable, any deferred inflow of resources for property taxes levied for the subsequent year, the intergovernemntal revenue for state aids and miscellaneous revenue to be recognized in 2022, less debt service and the transfers to Tax Incremental District #5, the Affordable Housing Fund, and the Water Utility, represent the amount to be refunded to the overlying taxing districts.

Final Year of Tax Incremet - Property Taxes Levied for Subsequent Year	$	(1,968,527)
Final Year of Intergovernmental Revenues for Exempt Computer and Personal Property Aids		(32,563)
Transfer to Other Funds		1,968,527
Refund to Overlying Districts		6,157,769
FINAL PROJECT COSTS IN EXCESS OF PROJECT REVENUES	$	-

See accompanying Notes to Financial Statements.

CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 6
HISTORICAL SUMMARY OF SOURCES, USES, AND STATUS OF FUNDS
FROM DATE OF CREATION THROUGH AUGUST 17, 2021

	From Date of Creation Through August 17, 2021
SOURCES OF FUNDS	
Tax Increments	$ 27,916,487
Intergovernmental	599,295
Developer Contribution	283,559
Sale of Property	3,001,941
Proceeds from Long-term Debt	15,000,103
Transfer from Tax Incremental District #5	2,000,000
Miscellaneous Revenues	230,070
Total Sources of Funds	49,031,455
USES OF FUNDS	
Capital Outlay	16,762,815
Administration	1,495,579
Developer Incentive Payments	1,800,000
Transfer to Tax Incremental District #5	2,766,431
Principal on Long-Term Debt	13,825,492
Interest and Fiscal Charges	4,918,789
Debt Issuance Costs and Agency Fees	162,532
Total Uses of Funds	41,731,638
NET CHANGE IN FUND BALANCE	7,299,817
Fund Balance - Beginning of Period	-
FUND BALANCE - END OF PERIOD	$ 7,299,817

RECONCILIATION OF FINAL REFUND DUE TO OVERLYING DISTRICTS

As described in Note 5, the above fund balance at the end of the period, any deferred inflow of resources for property taxes levied for the subsequent year, and intergovernmental revenue for state aids and miscellaneous revenue to be recognized in 2022, less debt services and transfers to other funds, represent the final refund to the overlying taxing districts.

Final Year of Tax Incremet - Property Taxes Levied for Subsequent Year	$ 1,968,527
Final Year of Intergovernmental Revenues for Exempt Computer and Personal Property Aids	32,563
Principal and Interest Payments	(1,174,611)
Transfer to Other Funds	(1,968,527)
FINAL REFUND DUE TO OVERLYING TAX DISTRICTS	$ 6,157,769

See accompanying Notes to Financial Statements.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the City of De Pere Tax Incremental District Number 6 (the District) conform to accounting principles as applicable to governmental units and as defined by Wisconsin Statutes Section 66.1105, which is a basis of accounting other than accounting principles generally accepted in the United States of America (U.S. GAAP). Wisconsin Statutes Section 66.1105 establishes reporting requirements for the District. The significant accounting principles and policies utilized by the City of De Pere in preparing the financial statements of the District are described below.

A. Reporting Entity

This report contains the financial statements of the City of De Pere Tax Incremental District Number 6. The accompanying financial statements do not include the full presentation of the financial statements of the City of De Pere, Wisconsin, and do not purport to represent the financial position or changes in financial position of the City of De Pere. The financial statements of the District were prepared from data recorded in the District's capital project fund of the City and are presented in a format prescribed by the Wisconsin Department of Revenue.

The District was created under the provisions of Wisconsin Statute Section 66.1105. The purpose of that section is to allow a municipality to recover development and improvements costs in a designated area from the property taxes generated on the increased value of the property after the creation date of the District. The tax on the increased value is called a tax increment.

The statutes allow the municipality to collect tax increments until the net project cost has been fully recovered, or until the maximum life of the District, whichever occurs first. The statutes in effect at the time of creation of the District provided for a maximum life of 23 years. Project costs uncollected at the dissolution date were absorbed by the City. Project costs may be incurred up to five years before the unextended termination date of the District. Listed below are the significant dates applicable to the District:

Creation Date	3/3/1998
Latest Date to Incur Project Expenditures	3/3/2016
Latest Termination Date	2/17/2022
Actual Termination Date	8/17/2021

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Measurement Focus and Basis of Accounting

The District's financial statements are reported on the basis of financial reporting provisions of the Wisconsin Department of Revenue, which is a basis of accounting other than accounting principles generally accepted in the United States of America (U.S. GAAP) to comply with the requirements of the Wisconsin Department of Revenue. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Project plan expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

District increments are recorded as revenues in the year due. Revenues susceptible to accrual include intergovernmental grants, intergovernmental charges for services, public charges for services and interest. Other revenues are recognized when received in cash or when measurable and available.

C. Project Plan Budget

The estimated revenues and expenditures of the District are adopted in the original project plan and any subsequent amendments. Those estimates are for the entire life of the District.

	Creation/ Adoption Date	Approved Project Costs
Original Project Plan	8/21/2008	$ 13,369,702
Plan Amendment #1	8/21/2007	385,000
Plan Amendment #2	11/17/2009	7,840,000
Plan Amendment #3	9/20/2011	16,553,980
Final Project Plan Costs		$ 38,148,682

D. Use of Estimates

The preparation of financial statements in conformity with accounting provisions of the Wisconsin Department of Revenue requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Assets, Liabilities, Deferred Inflows of Resources, and Fund Balance

1. Cash and Investments

Cash and investments are combined in the financial statements. Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. Investments are stated at fair value. Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date.

2. Property Taxes

When the District was created, the value of all taxable property within the defined boundaries of the District was determined by the Wisconsin Department of Revenue. This value is known as the base value of the District, and remains unchanged through the life of the District unless the City amends District boundaries to add or remove properties. The Wisconsin Department of Revenue annually certifies the current value of all taxable property within the District.

Property taxes consist of taxes on real estate and personal property. They are levied during December of the prior year and become an enforceable lien on property the following January 1. Property taxes are payable in various options depending on the type and amount. Personal property taxes are payable on or before January 31 in full. Real estate taxes are payable in full by January 31 or in two equal installments on or before January 31 and July 31. Real estate taxes not paid by January 31 are purchased by the County as part of the February tax settlement.

Property taxes collected on the base value are shared with the overlying taxing jurisdictions while property taxes collected on the growth in value, also known as the increment value, are retained by the City as tax increment revenue. The City uses the tax increment revenue to pay for approved project plan expenditures. A summary of taxable value within the District as of December 31, 2021 follows:

Current Value	Base Value	Increment Value
$ 106,786,300	$ 7,042,900	$ 99,743,400

3. Deferred Inflows of Resources

In addition to liabilities, the balance sheet will report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenues) until that time.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Assets, Liabilities, Deferred Inflows of Resources, and Fund Balance (Continued)

3. Long-Term Obligations

The District recognized bond premiums and discounts, as well as bond issuance costs, during the period when received or paid. The face amount of debt issued was reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures. Premiums received, discounts on debt issuance, issuance costs and interest on long-term debt are considered financing costs recoverable from revenues of the District.

4. Fund Balance

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

- **Nonspendable fund balance.** Amounts that are not in spendable form (such as inventory, prepaid items, or long-term receivables) or are legally or contractually required to remain intact.
- **Restricted fund balance.** Amounts that are constrained for specific purposes by external parties (such as grantor or bondholders), through constitutional provisions, or by enabling legislation.
- **Unassigned fund balance.** Only deficit amounts are shown in this category.

NOTE 2 CASH AND INVESTMENTS

The District invests in funds in accordance with the provisions of the Wisconsin Statutes 66.0603(lm) and 67.11(2).

Investments are stated at fair value, which is the price that would be received to sell an asset in an orderly transaction at the measurement date. Fair values are based on quoted market prices. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income.

The District, as a fund of the City, maintains common cash and investment accounts. Federal depository insurance and the State of Wisconsin Guarantee fund insurance apply to the City of De Pere as an individual municipality and, accordingly, the amount of insured funds is not determinable for the District.

NOTE 3 LONG-TERM OBLIGATIONS

During the life of the District, the City issued general obligation debt backed by the full faith and credit of the City to finance District project plan expenditures. The debt issued by the District will be retired by future tax increments.

The following is a summary of changes in long-term obligations for the District form the date of creation through August 17, 2021:

	Date of Creation	Issued	Retired	Outstanding 8/17/21	Due Within One Year
General Obligation Debt:	$ -	$ 15,000,103	$ 13,825,492	$ 1,174,611	$ 1,174,611

The District will transfer funds to the City's Debt Service Fund which will make the required future principal and interest payments on outstanding long-term obligations of $1,174,611 and related interest payments of $88,849.

NOTE 4 INCREMENT SHARING

As allowable under Wisconsin Statutes Section 66.1105, the District may share positive excess increments. The City and joint review board approved sharing increments from Tax Increment District Number 5 (donor district) to Tax Increment District Number 6 (donee district) and Tax Increment District Number 6 (donor district) to Tax Increment District Number 5 (donee district). Transfers are reflected as recoverable costs in the donor district, and as project revenues in the donee district. Transfers were approved to begin in 2011. Tax increment sharing is valid for the life of the donee district or 10 years past the original termination date for the donor district, whichever comes first. Transfers between districts are subject to various conditions in the statutes. As of August 17, 2021, $2,000,000 and $800,000, respectively, have been transferred between the districts. The final increment sharing will occur in 2022 with the dissolution of Tax Incremental District Number 6.

NOTE 5 AFFORDABLE HOUSING EXTENSION

As allowable under Wisconsin Statutes Section 66.1105(6)(g), the District elected to utilize the affordable housing extension through which 75% of the final increment must benefit affordable housing and the remaining portion must be used to improve housing stock. The 2022 increment of $1,968,527 is shown as a transfer to affordable housing to reflect the later use of the funds as permitted by the Wisconsin Department of Revenue.

NOTE 6 REFUND TO OVERLYING TAXING DISTRICTS

The refund to overlying districts of $6,157,769 is calculated based on increments collected in excess of project costs using the ratio of taxes from the 2021 Tax Increment Worksheet. A summary of the total due, along with each overlying district's potion are as follows:

	Percentage of Tax Base	Total Refund
Brown County	24.887%	$ 1,532,511
West De Pere School District	29.549%	1,819,562
Northeast Wisconsin Technical College	4.898%	301,568
City of De Pere	40.666%	2,504,128
Grand Total	100.000%	$ 6,157,769

NOTE 7 ACTIVITY SUBSEQUENT TO THE CLOSE OF THE DISTRICT

The District was officially closed by City Council resolution on August 17, 2021, and notice filed with the State of Wisconsin. In accordance with the provisions of Wisconsin State Statues the District will collect its last year of tax increment revenues and the final year of intergovernmental revenues for exempt computer and personal property aids during 2022.

SUPPLEMENTARY INFORMATION

CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 6
SCHEDULE OF FINANCIAL TRANSACTIONS
FOR THE PERIOD MARCH 3, 1998 THROUGH AUGUST 17, 2021

	1998	1999	2000	2001	2002	2003
REVENUES						
Tax Increments	$ -	$ -	$ 66,783	$ 219,874	$ 513,685	$ 576,013
Intergovernmental	-	-	-	-	410,175	781
Developer Contribution	-	-	-	-	-	-
Sale of Property	-	-	219,070	23,300	206,150	25,202
Proceeds from Long-term Debt	-	-	-	-	-	4,720,600
Transfer from Tax Incremental District #5	-	-	-	-	-	-
Miscellaneous Revenues	1,008	-	-	-	-	-
Total Revenues	1,008	-	285,853	243,174	1,130,010	5,322,596
EXPENDITURES						
Capital Outlay	681,389	210,432	3,583,712	168,481	776,876	22,948
Administration	56,260	55,220	143,578	25,325	25,152	
Developer Incentive Payments	-	-	-	-	-	-
Transfer to Tax Incremental District #5	-	-	-	-	-	-
Transfer to Affordable Housing	-	-	-	-	-	-
Principal on Long-Term Debt	-	-	-	-	-	895,960
Interest and Fiscal Charges	-	40,008	161,016	227,572	215,630	202,882
Debt Issuance Costs and Agency Fees	26,357	-	38,961	7,938	-	-
Refund to Overlying Districts	-	-	-	-	-	-
Total Expenditures	764,006	305,660	3,927,267	429,316	1,017,658	1,121,790
NET CHANGE IN FUND BALANCE	(762,998)	(305,660)	(3,641,414)	(186,142)	112,352	4,200,806
Fund Balance (Deficit) - Beginning of Period	-	(762,998)	(1,068,658)	(4,710,072)	(4,896,214)	(4,783,862)
FUND BALANCE (DEFICIT) - END OF PERIOD	$ (762,998)	$ (1,068,658)	$ (4,710,072)	$ (4,896,214)	$ (4,783,862)	$ (583,056)

CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 6
SCHEDULE OF FINANCIAL TRANSACTIONS
FOR THE PERIOD MARCH 3, 1998 THROUGH AUGUST 17, 2021

	2004	2005	2006	2007	2008	2009
REVENUES						
Tax Increments	$ 588,265	$ 931,274	$ 693,616	$ 1,058,323	$ 907,066	$ 1,547,288
Intergovernmental	704	-	6,089	2,202	1,649	4,718
Developer Contribution	-	-	-	-	-	283,559
Sale of Property	76,404	33,516	812,403	150,954	534,902	128,839
Proceeds from Long-term Debt	388,800	1,293,400	1,138,049	1,564,235	-	-
Transfer from Tax Incremental District #5	-	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	-
Total Revenues	1,054,173	2,258,190	2,650,157	2,775,714	1,443,617	1,964,404
EXPENDITURES						
Capital Outlay	198,784	985,573	603,444	2,279,497	712,110	-
Administration	32,645	52,409	111,561	106,117	50,270	55,010
Developer Incentive Payments	-	-	-	-	-	-
Transfer to Tax Incremental District #5	-	-	-	-	-	-
Transfer to Affordable Housing	-	-	-	-	-	-
Principal on Long-Term Debt	281,696	282,960	342,183	400,861	300,645	441,410
Interest and Fiscal Charges	255,343	265,649	254,044	357,198	388,657	261,045
Debt Issuance Costs and Agency Fees	-	-	-	-	-	27,728
Refund to Overlying Districts	-	-	-	-	-	-
Total Expenditures	768,468	1,586,591	1,311,232	3,143,673	1,451,682	785,193
NET CHANGE IN FUND BALANCE	285,705	671,599	1,338,925	(367,959)	(8,065)	1,179,211
Fund Balance (Deficit) - Beginning of Period	(583,056)	(297,351)	374,248	1,713,173	1,345,214	1,337,149
FUND BALANCE (DEFICIT) - END OF PERIOD	$ (297,351)	$ 374,248	$ 1,713,173	$ 1,345,214	$ 1,337,149	$ 2,516,360

CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 6
SCHEDULE OF FINANCIAL TRANSACTIONS
FOR THE PERIOD MARCH 3, 1998 THROUGH AUGUST 17, 2021

	2010	2011	2012	2013	2014	2015
REVENUES						
Tax Increments	$ 1,795,407	$ 1,739,596	$ 1,452,209	$ 1,443,260	$ 1,609,956	$ 1,792,174
Intergovernmental	6,447	6,580	6,088	5,498	5,179	7,485
Developer Contribution	-	-	-	-	-	-
Sale of Property	137,519	1,000	447,694	8,050	6,488	111,120
Proceeds from Long-term Debt	-	510,019	-	2,835,000	-	2,550,000
Transfer from Tax Incremental District #5	-	-	-	-	-	-
Miscellaneous Revenues	-	-	-	-	-	108,494
Total Revenues	1,939,373	2,257,195	1,905,991	4,291,808	1,621,623	4,569,273
EXPENDITURES						
Capital Outlay	79,081	212,692	163,348	1,076,089	937,931	37,500
Administration	-	57,868	52,925	46,914	124,616	146,640
Developer Incentive Payments	-	-	495,000	770,000	455,000	80,000
Transfer to Tax Incremental District #5	-	200,000	500,000	100,000	-	-
Transfer to Affordable Housing	-	-	-	-	-	-
Principal on Long-Term Debt	490,224	443,748	444,836	528,380	857,069	885,762
Interest and Fiscal Charges	243,839	231,581	217,165	201,530	287,797	227,697
Debt Issuance Costs and Agency Fees	-	4,700	-	35,475	-	20,904
Refund to Overlying Districts	-	-	-	-	-	-
Total Expenditures	813,144	1,150,589	1,873,274	2,758,388	2,662,413	1,398,503
NET CHANGE IN FUND BALANCE	1,126,229	1,106,606	32,717	1,533,420	(1,040,790)	3,170,770
Fund Balance (Deficit) - Beginning of Period	2,516,360	3,642,589	4,749,195	4,781,912	6,315,332	5,274,542
FUND BALANCE (DEFICIT) - END OF PERIOD	$ 3,642,589	$ 4,749,195	$ 4,781,912	$ 6,315,332	$ 5,274,542	$ 8,445,312

CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 6
SCHEDULE OF FINANCIAL TRANSACTIONS
FOR THE PERIOD MARCH 3, 1998 THROUGH AUGUST 17, 2021

	2016	2017	2018	2019	2020	2021
REVENUES						
Tax Increments	$ 1,788,033	$ 1,905,735	$ 1,671,926	$ 1,793,690	$ 1,880,932	$ 1,941,382
Intergovernmental	9,066	14,367	14,578	36,883	32,563	28,243
Developer Contribution	-	-	-	-	-	-
Sale of Property	925	9,925	925	925	925	65,705
Proceeds from Long-term Debt	-	-	-	-	-	-
Transfer from Tax Incremental District #5	-	-	-	-	-	2,000,000
Miscellaneous Revenues	-	-	-	-	-	120,568
Total Revenues	1,798,024	1,930,027	1,687,429	1,831,498	1,914,420	4,155,898
EXPENDITURES						
Capital Outlay	3,745,670	16,350	11,718	15,666	13,852	229,672
Administration	124,468	127,675	33,197	24,610	17,691	25,428
Developer Incentive Payments	-	-	-	-	-	-
Transfer to Tax Incremental District #5	-	-	-	-	-	1,966,431
Transfer to Affordable Housing	-	-	-	-	-	-
Principal on Long-Term Debt	1,469,006	1,404,210	1,428,634	1,402,274	1,230,317	295,317
Interest and Fiscal Charges	231,705	183,650	152,779	115,108	71,403	125,491
Debt Issuance Costs and Agency Fees	-	469	-	-	-	-
Refund to Overlying Districts	-	-	-	-	-	-
Total Expenditures	5,570,849	1,732,354	1,626,328	1,557,658	1,333,263	2,642,339
NET CHANGE IN FUND BALANCE	(3,772,825)	197,673	61,101	273,840	581,157	1,513,559
Fund Balance (Deficit) - Beginning of Period	8,445,312	4,672,487	4,870,160	4,931,261	5,205,101	5,786,258
FUND BALANCE (DEFICIT) - END OF PERIOD	$ 4,672,487	$ 4,870,160	$ 4,931,261	$ 5,205,101	$ 5,786,258	$ 7,299,817

CITY OF DE PERE, WISCONSIN
TAX INCREMENTAL DISTRICT NUMBER 6
SCHEDULE OF FINANCIAL TRANSACTIONS
FOR THE PERIOD MARCH 3, 1998 THROUGH AUGUST 17, 2021

	Total	Final Close Out	Original Project Plan	Plan Amendments	Total Project Plan
REVENUES					
Tax Increments	$ 27,916,487	$ 1,968,527	$ 39,732,000	$ 24,459,911	$ 64,191,911
Intergovernmental	599,295	32,563	-	-	-
Developer Contribution	283,559	-	-	-	-
Sale of Property	3,001,941	-	-	-	-
Proceeds from Long-term Debt	15,000,103	-	1,060,000	-	1,060,000
Transfer from Tax Incremental District #5	2,000,000	-	-	-	-
Miscellaneous Revenues	230,070	-	-	-	-
Total Revenues	49,031,455	2,001,090	40,792,000	24,459,911	65,251,911
EXPENDITURES					
Capital Outlay	16,762,815	-	11,331,240	14,844,000	26,175,240
Administration	1,495,579	-	556,062	402,500	958,562
Developer Incentive Payments	1,800,000	-	-	4,200,000	4,200,000
Transfer to Tax Incremental District #5	2,766,431	-	-	-	-
Transfer to Affordable Housing	-	1,968,527	-	-	-
Principal on Long-Term Debt	13,825,492	1,174,611	1,060,000	-	1,060,000
Interest and Fiscal Charges	4,918,789	-	422,400	5,332,480	5,754,880
Debt Issuance Costs and Agency Fees	162,532	-	-	-	-
Refund to Overlying Districts	-	6,157,769	-	-	-
Total Expenditures	41,731,638	9,300,907	13,369,702	24,778,980	38,148,682
NET CHANGE IN FUND BALANCE	7,299,817	(7,299,817)	27,422,298	(319,069)	27,103,229
Fund Balance (Deficit) - Beginning of Period	-	7,299,817			
FUND BALANCE (DEFICIT) - END OF PERIOD	$ 7,299,817	$ -			

ADDITIONAL INDEPENDENT AUDITORS' REPORT
FOR FINANCIAL STATEMENTS

CliftonLarsonAllen LLP
CLAconnect.com

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS OF TAX INCREMENTAL FINANCING DISTRICT LAWS AND REGULATIONS

City Board
City of De Pere
De Pere, Wisconsin

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the City of De Pere, Wisconsin's Tax Incremental District Number 6 (the District), which comprise the balance sheet as of August 17, 2021, and the historical summary of project costs, project revenues, and net cost to be recovered through tax increments and the historical summary of sources, uses, and status of funds from the date the District was created through August 17, 2021, and the related notes to the financial statements, and have issued our report thereon dated October 22, 2024.

In connection with our audit, nothing came to our attention that caused us to believe that the District failed to comply with the provisions of Wisconsin State Statutes Section 66.1105 and the project plan, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the District's noncompliance with the above-referenced provisions, insofar as they relate to accounting matters.

This report is intended solely for the information and use of the City Council, management, the Wisconsin Department of Revenue, and overlapping taxing districts and is not intended to be, and should not be, used by anyone other than these specified parties.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Green Bay, Wisconsin
October 22, 2024

Global

INDEPENDENT
NETWORK MEMBER

City of De Pere, Wisconsin

I.11

Request for Finance/Personnel Committee Action

MEETING DATE:	February 11, 2025
DEPARTMENT:	Finance
FROM:	Pamela Manley, Finance Director-Treasurer
SUBJECT:	Cash and Investments Report for December 31st, 2024
RECOMMENDED ACTION:	

ATTACHMENTS:
2024.12 Cash and Investments Memo 2.11.25, Investment Summary-Dec. 2024, Yearly Summary-Dec. 2024, Yearly Summary 2023

CITY OF DE PERE
MEMO

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, City Manager
From: Pam Manley, Finance Director
Date: February 11, 2025

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

I have attached a summary of the City's Cash and Investments for your information and review as of December 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 December was $1,735,061.18. In our LGIP account we transferred $3,700,000 to the General Checking account to cover operating expenses. A transfer was also done from the LGIP to the General Checking account for $56,337.22 to cover November ARPA-related expenses. The Associated Bank Trust and Charles Schwab Investments both saw increases due to dividend/interest payments that were received. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

December 31, 2024

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	$ 2,073,383.90
REAL & PPT TAX CHECKING	$ 16,203,476.44
HEALTH CHECKING	$ 701,634.09
DENTAL CHECKING	$ 90,200.19
TOTAL CASH	**$ 19,068,694.62**

INVESTMENTS

	JAN 1 BALANCE	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	17,410,621.92	$ 11,214,276.91	$ 933,622.79	5.22%
ASSOCIATED BANK TRUST	5,114,372.95	$ 5,319,990.57	$ 205,617.62	4.02%
CHARLES SCHWAB INVESTMENTS	6,412,770.14	$ 6,686,473.66	$ 273,703.52	4.27%
MONEY MARKET	1,073,669.92	$ 3,909,023.89	$ 322,117.25	4.61%
TOTAL INVESTMENTS	**$ 30,011,434.93**	**$ 27,129,765.03**	**$ 1,735,061.18**	

TOTAL CASH AND INVESTMENTS	**$ 46,198,459.65**

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
DECEMBER 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	2,392,194.50
REAL & PPT TAX CHECKING	15,641,771.63	6,514,236.72	1,000.00	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	750,258.10
DENTAL CHECKING	86,128.58	87,106.05	86,124.74	87,017.04	89,457.87	89,789.67
TOTAL CASH	**$ 25,804,795.35**	**$ 14,557,951.86**	**$ 5,803,797.76**	**$ 5,347,692.59**	**$ 2,790,550.44**	**$ 3,233,242.27**
INVESTMENTS						
LGIP	17,866,153.79	############# ####	############# ####	############# ####	############# ####	############# ####
ASSOCIATED BANK TRUST	5,132,918.84	5,127,445.37	5,145,143.67	5,140,481.49	5,170,236.11	5,193,827.26
CHARLES SCHWAB INVESTMENTS	6,446,202.84	6,430,877.60	6,439,451.41	6,448,746.66	6,472,755.90	6,498,760.90
MONEY MARKET	1,078,564.79	1,083,162.54	7,619,525.82	7,653,126.65	7,687,904.44	7,721,680.79
TOTAL INVESTMENTS	**$ 30,523,840.26**	**$ 30,300,262.46**	**$ 38,140,918.46**	**$ 38,584,085.28**	**$ 39,729,633.86**	**$ 39,853,208.62**
TOTAL CASH AND INVESTMENTS	**$ 56,328,635.61**	**$ 44,858,214.32**	**$ 43,944,716.22**	**$ 43,931,777.87**	**$ 42,520,184.30**	**$ 43,086,450.89**
	-	-	-	-	-	

	31-Jul-2024	31-Aug-2024	30-Sep-2024	31-Oct-2024	30-Nov-2024	31-Dec-2024
CHECKING ACCOUNTS						
CITY CHECKING	6,088,631.77	727,881.28	7,802,828.00	3,708,330.68	1,972,185.65	2,073,383.90
REAL & PPT TAX CHECKING	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	############# ####
HEALTH CHECKING	1,011,765.80	956,627.05	918,795.55	857,501.63	824,097.82	701,634.09
DENTAL CHECKING	80,528.88	82,770.58	83,519.61	87,013.58	88,453.72	90,200.19
TOTAL CASH	**$ 7,181,926.45**	**$ 1,768,278.91**	**$ 8,806,143.16**	**$ 4,653,845.89**	**$ 2,885,737.19**	**$ 19,068,694.62**
INVESTMENTS						
LGIP	20,971,586.74	############# ####	############# ####	############# ####	############# ####	############# ####
ASSOCIATED BANK TRUST	5,241,542.35	5,282,497.12	5,320,173.83	5,295,505.14	5,312,234.41	5,319,990.57
CHARLES SCHWAB INVESTMENTS	6,560,741.25	6,617,696.47	6,659,345.09	6,656,922.28	6,665,667.33	6,686,473.66
MONEY MARKET	7,756,736.36	7,791,951.07	7,824,800.74	7,857,010.73	7,887,021.96	3,909,023.89
TOTAL INVESTMENTS	**$ 40,530,606.70**	**$ 37,214,847.95**	**$ 34,751,687.76**	**$ 34,776,915.69**	**$ 34,784,020.50**	**$ 27,129,765.03**
TOTAL CASH AND INVESTMENTS	**$ 47,712,533.15**	**$ 38,983,126.86**	**$ 43,557,830.92**	**$ 39,430,761.58**	**$ 37,669,757.69**	**$ 46,198,459.65**

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2023

	31-Jan-2023	28-Feb-2023	31-Mar-2023	30-Apr-2023	31-May-2023	30-Jun-2023
CHECKING ACCOUNTS						
CITY CHECKING	1,870,986.92	1,326,744.41	1,688,789.25	2,348,011.28	1,081,401.41	877,722.05
HEALTH CHECKING	1,755,720.84	1,709,250.66	1,582,427.99	1,540,734.47	1,564,055.37	1,493,879.79
DENTAL CHECKING	98,034.92	99,538.51	98,343.69	99,183.93	90,961.23	93,694.35
SUBTOTAL	**$ 3,724,742.68**	**$ 3,135,533.58**	**$ 3,369,560.93**	**$ 3,987,929.68**	**$ 2,736,418.01**	**$ 2,465,296.19**
TOTAL CASH	**$ 3,724,742.68**	**$ 3,135,533.58**	**$ 3,369,560.93**	**$ 3,987,929.68**	**$ 2,736,418.01**	**$ 2,465,296.19**
	-	-	-	-	-	
INVESTMENTS						
LGIP	13,692,384.53	13,740,090.86	13,803,274.90	13,209,784.55	13,396,221.04	13,459,518.13
ASSOCIATED BANK TRUST	4,906,570.44	4,873,387.33	4,941,856.39	4,951,046.34	4,947,506.81	4,935,764.03
CHARLES SCHWAB INVESTMENTS	6,196,864.06	6,164,016.10	6,208,110.42	6,256,136.34	6,248,519.28	6,241,934.54
MONEY MARKET	20,597,891.13	14,658,535.08	13,712,291.37	13,763,969.74	12,817,434.30	8,862,843.41
TOTAL INVESTMENTS	**$ 45,393,710.16**	**$ 39,436,029.37**	**$ 38,665,533.08**	**$ 38,180,936.97**	**$ 37,409,681.43**	**$ 33,500,060.11**
TOTAL CASH AND INVESTMENTS	**$ 49,118,452.84**	**$ 42,571,562.95**	**$ 42,035,094.01**	**$ 42,168,866.65**	**$ 40,146,099.44**	**$ 35,965,356.30**
	-	-	-	-	-	

	31-Jul-2023	31-Aug-2023	30-Sep-2023	31-Oct-2023	30-Nov-2023	31-Dec-2023
CHECKING ACCOUNTS						
CITY CHECKING	(405,973.19)	573,670.19	2,700,540.09	678,646.23	2,105,885.35	22,217,107.75
HEALTH CHECKING	1,469,062.21	1,550,112.01	1,597,771.65	1,497,590.13	1,454,800.95	1,461,028.52
DENTAL CHECKING	94,218.23	90,414.94	92,341.20	94,649.79	91,085.51	87,103.22
SUBTOTAL	**$ 1,157,307.25**	**$ 2,214,197.14**	**$ 4,390,652.94**	**$ 2,270,886.15**	**$ 3,651,771.81**	**$ 23,765,239.49**
TOTAL CASH	**$ 1,157,307.25**	**$ 2,214,197.14**	**$ 4,390,652.94**	**$ 2,270,886.15**	**$ 3,651,771.81**	**$ 23,765,239.49**
INVESTMENTS						
LGIP	18,467,847.24	9,825,140.33	18,467,847.24	22,265,487.00	18,472,177.10	17,410,621.92
ASSOCIATED BANK TRUST	4,943,910.06	4,963,993.01	4,966,963.40	4,982,495.53	5,038,343.27	5,084,723.76
CHARLES SCHWAB INVESTMENTS	6,266,819.25	6,281,947.66	6,291,271.13	6,322,570.93	6,361,357.81	6,412,770.14
MONEY MARKET	7,698,620.52	5,225,914.04	3,040,513.16	3,054,295.42	2,067,319.72	1,073,669.92
TOTAL INVESTMENTS	**$ 37,377,197.07**	**$ 26,296,995.04**	**$ 32,766,594.93**	**$ 36,624,848.88**	**$ 31,939,197.90**	**$ 29,981,785.74**
TOTAL CASH AND INVESTMENTS	**$ 38,534,504.32**	**$ 28,511,192.18**	**$ 37,157,247.87**	**$ 38,895,735.03**	**$ 35,590,969.71**	**$ 53,747,025.23**