Finance/Personnel Committee

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

Regular Meeting

Agenda

Tuesday, July 12, 2016	**7:30 PM**	**De Pere City Hall Council Chambers**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **July 12, 2016** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Call to Order

1. Roll Call
2. Approval of the minutes of the June 14, 2016 regular meeting of the Finance/Personnel Committee.
3. Police Overtime Report for June 2016
4. Fire Department Overtime and EMS Billing Report for June, 2016.
5. Consider donation of 200 smoke detectors to the Fire Department.*
6. Consider donation of "Med Bags" to the Fire Department.*
7. Consideration of awarding EMS Billing Proposal to LifeQuest. *
8. Discussion Regarding Status of 2017 Budget Development.
9. Presentation of 2015 Audit Management Letter.
10. Public Comment and announcements.
11. Future agenda items.
12. Adjournment

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject(s) over which they have decision-making responsibility.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer'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

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**July 12, 2016**
DEPARTMENT:	**Finance Department**
FROM:	**Jeni Dupont**
SUBJECT:	**Approval of the minutes of the June 14, 2016 regular meeting of the Finance/Personnel Committee.**

ATTACHMENTS:

- June 14, 2016 DRAFT Minutes (PDF)

Finance/Personnel Committee

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

Regular Meeting

Draft Minutes

Tuesday, June 14, 2016 **7:30 PM** **De Pere City Hall Council Chambers**

Call to Order. Mayor Michael J. Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on June 14, 2016 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

Attendee Name	Title	Status
Scott Crevier	Alderperson	Present
Michael Donovan	Alderperson	Present
Larry Lueck	Alderperson	Excused
Lisa Rafferty	Alderperson	Present
Michael J. Walsh	Mayor	Present

Also present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Police Chief Derek Beiderwieden, Fire Chief Dennis Rubin, Assistant Fire Chief Al Matzke, Fire Lieutenant Dan Gatz, Economic Development and Planning Director Kim Flom, Finance Director Joe Zegers, Health Director/Officer Chrystal Woller and members of the public.

2. Approval of the minutes of the May 10, 2016 regular meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Michael Donovan, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

3. Fire Department Overtime and EMS Billing Report for May, 2016.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

4. Police Overtime Report for May 2016

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

5. Consideration of Revolving Loan Fund documents for D2 Ingredients (1244 Enterprise Drive)

Discussion followed motion regarding responsibility for reporting requirements to the state. Economic Development and Planning Director Flom explained it is the City's responsibility to report to the state twice a year for each active revolving loan, using forms provided by state. The creditworthiness of the applicant is reviewed using documents such as aging reports, projections, current employment, personal income statements and tax returns. The goal of the program is provide loans to create jobs and also to help businesses in an area where conventional financing might be struggle. The applicant's business is established, continuing to grow and this loan will provide them with the opportunity to purchase the building they are in and stay in De Pere.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael Donovan, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

6. Consider Revised Sale/Purchase Agreement with Green Bay Packaging*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Michael Donovan, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

7. Consider request to purchase a new fire engine (rescue pumper).*

Discussion followed motion regarding reason for being over budget. Chief Rubin explained the expected $50,000 trade in value of the old truck will not be realized due to unknown frame rail failure. As a result, the truck cannot be traded in and instead will be sold as is. The value is less than $10,000. Even though the new truck will not be received until late next year it cannot be budgeted in 2017 because payment must be made now in order to receive the significant discount.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

8. Consider request for a Fire Rescue Records Management System (RMS).*

Discussion followed motion with Chief Rubin clarifying the amount requested to be transferred from unassigned reserves is $37,550.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

9. Consideration of Police Department Applying for a Class B Raffle for K-9 Fundraising*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael Donovan, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

10. Approval of funding amendment in the amount of $2624 from WI DPH for Adult Immunization Objective*

Discussion followed motion regarding the use of funds. Health Director/Officer Woller explained the $2,624 received as additional funding from the state will be used by the department for the promotion and education of the benefits of immunization; not for the purchase of the vaccine itself. It was also noted that contract amendments do not happen often.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael Donovan, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

11. Consideration of Reimbursement to State of Wisconsin Department of Transportation for Sale of Surplus Claude Allouez Bridge Property*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

12. Consider Proposed 2016 Borrowing. *

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

13. 2015 Budget Items Carried Forward to 2016. *

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Michael Donovan, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

14. Election of Committee Vice-Chair

Motion was to nominate Alderperson Donovan as Committee Vice-Chair.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Scott Crevier, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

15. Public Comment and announcements.

None.

16. Future agenda items.

    None.

17. Adjournment

    Upon motion by Mayor Walsh, seconded by Alderperson Crevier the Finance/Personnel Committee unanimously adjourned at 8:33 PM.

Respectfully submitted,
Jennifer Dupont

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **July 12, 2016**

DEPARTMENT: **Police**

FROM: **Derek Beiderwieden**

SUBJECT: **Police Overtime Report for June 2016**

The overtime (OT) report covers a four week period. Two previous years overtime reports are attached for comparison.

June's Miscellaneous OT of 18 total hours is comprised of 9.75 Patrol 1.5 fraction allotments, 4.5 hours for Daily Observation Reports/Field Training Officer Reports, 2 hours for backgrounds on potential hires and 2 hours for a television station interview regarding K9 program funding.

The June Reimbursed Miscellaneous OT of 24 total hours is comprised of 13 Drug Task Force investigation hours, and 11 OWI Task Force hours

The training hours this month were for an advanced active shooter instruction for all officers.

Staffing overtime hours are higher mostly due to vacations and FMLA leave and will continue to be high for several months for the same reasons.

Please let me know if you have any questions about this overtime report.

ATTACHMENTS:

- 2014 PD OT Report Summary (PDF)
- 2015 PD OT Report Summary (PDF)
- June 2016 PD OT Report (PDF)

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2014

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	35.25	82.50	83.25	53.25	62.25	52.50	63.75	54.75	62.25	159.00	39.75	51.75	800.25
OFFICER WORKED ON HOLIDAY	4.00	4.00	8.00	41.25	18.50	54.25	60.50	16.00	116.00	22.00	8.00	227.00	579.50
OFFICER FOR COURT	36.00	12.00	15.00	9.00	18.50	21.00	27.00	18.75	3.00	9.00	14.25	6.00	189.50
OFFICER TRAINING		13.00	32.25	90.50	19.75	59.75	42.25	12.50	59.00	64.75	141.50	29.50	564.75
OFFICER RELIEF FOR FUNERAL							29.25		16.50		30.00		75.75
OFFICER ATTEND MEETING	40.50		6.00	9.75	11.25			17.25		2.25	38.75		125.75
STAFFING LEVEL	27.75	16.50	35.50	51.75	142.00	221.25	341.50	199.50	208.50	211.50	255.50	319.00	2030.25
INVESTIGATION	34.75	22.25	8.25	37.50	64.75	18.75	85.25	56.00	53.25	22.75	34.25	87.75	525.50
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	24.00	49.50	21.75	34.50	24.75	32.25		18.75	48.00	79.50	22.50	27.75	383.25
COMMUNITY RELATIONS									3.00	8.25			11.25
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		15.00			34.00	255.25	6.75		36.75	9.00		55.50	412.25
MISCELLANEOUS	14.00	25.25	28.50	5.50	26.50	62.75	25.75	17.25	26.25	34.50	17.75	31.75	315.75
MISCELLANEOUS REIMBURSED	107.25	102.00	119.25	107.00	93.00	141.75	203.25	96.00	110.25	97.50	66.75	104.25	1348.25
Gross OFFICER OVERTIME	323.50	342.00	357.75	440.00	515.25	919.50	885.25	506.75	742.75	720.00	669.00	940.25	7362.00
SUBTOTAL REIMBURSED OVERTIME	(131.25)	(166.50)	(141.00)	(141.50)	(151.75)	(429.25)	(210.00)	(114.75)	(195.00)	(186.00)	(89.25)	(187.50)	(2143.75)
NET OFFICER OVERTIME	192.25	175.50	216.75	298.50	363.50	490.25	675.25	392.00	547.75	534.00	579.75	752.75	5218.25
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: **$133,357.00**
Expenditures through 1/02/2015 **$145,016.00**
Percent of Total Budget: **108.74%**

NOTES:

* Period 1/4/2014 - 1/31/2014
**Period 2/1/2014 - 2/28/2014
***Period 03/01/2014 - 03/28/2014
+Period 3/29/2014 - 4/25/2014
++Period 4/26/2014 - 5/23/2014
^Period 5/24/2014 - 6/20/2014
#Period 6/21/2014 - 08/01/2014
##Period 8/2/2014 - 8/29/2014
^^Period 8/30/2014 - 9/26/2014
^^^Period 9/27/2014 - 10/24/2014
*+Period 10/25/2014 - 11/21/2014
*+*Period 11/22/2014 - 1/2/2015 (6 weeks)

OVERTIME BY REASON
2015

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	32.00	77.50	59.50	59.50	54.50	23.50	23.00	70.50	29.00	22.50	45.00	28.00	524.50
OFFICER WORKED ON HOLIDAY	8.00	18.00	4.00	26.00	12.00	97.50	63.00	13.00	129.25	14.00	16.00	233.25	634.00
OFFICER FOR COURT	14.00	22.00	18.50	8.00	6.00	16.00	12.00	10.00	11.00	12.00	6.00	11.50	147.00
OFFICER TRAINING	19.00	144.50	132.50	73.75	78.00	54.50	17.00	65.50	179.50	97.50	99.25	75.50	1036.50
OFFICER RELIEF FOR FUNERAL			7.50										7.50
OFFICER ATTEND MEETING	12.00		12.00	7.50	0.50	16.00	4.00	22.50		17.00	8.50	18.00	118.00
STAFFING LEVEL	45.00	47.50	49.50	67.00	103.00	105.00	112.00	102.25	98.00	59.00	105.00	119.00	1012.25
INVESTIGATION	20.25	78.00	43.25	34.50	35.00	48.00	49.00	25.00	26.00	26.00	51.50	37.00	473.50
HONOR GUARD FOR FUNERAL				22.00	8.00	2.00				3.00	12.00		47.00
SCHOOL LIAISON REIMBURSED	17.00	35.00	19.00	21.50	8.50	21.50		14.00	30.50	38.50		9.00	214.50
COMMUNITY RELATIONS	1.00		2.00							3.50			6.50
SPECIAL ASSIGNMENT									22.50	24.50			47.00
SPECIAL ASSIGNMENT REIMBURSED		10.00		10.50	26.00	178.00	6.00		10.00			38.50	279.00
MISCELLANEOUS	6.00	14.25	7.75	8.75	35.00	18.50	9.75	8.75	53.25	6.25	25.50	22.00	215.75
MISCELLANEOUS REIMBURSED	59.50	33.50	24.00	39.00	20.50	28.50	33.25	30.00	44.00	15.00	46.00	71.50	444.75
Gross OFFICER OVERTIME	233.75	480.25	379.50	378.00	387.00	609.00	329.00	361.50	633.00	338.75	414.75	663.25	5207.75
SUBTOTAL REIMBURSED OVERTIME	(76.50)	(78.50)	(43.00)	(71.00)	(55.00)	(228.00)	(39.25)	(44.00)	(84.50)	(53.50)	(46.00)	(119.00)	(938.25)
NET OFFICER OVERTIME	157.25	401.75	336.50	307.00	332.00	381.00	289.75	317.50	548.50	285.25	368.75	544.25	4269.50
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget:	**$150,000.00**
Est. Expenditures through 1/06/2016	**$122,227.00**
Percent of Total Budget:	**81.48%**

NOTES:

* Period 1/3/2015 - 1/30/2015
**Period 1/31/2015 - 2/27/2015
***Period 2/28/2015 - 3/27/2015
+Period 3/28/2015 - 4/24/2015
++Period 4/25/2015 - 5/22/2015
^Period 5/23/2015 - 7/03/2015
#Period 7/4/2015 - 7/31/2015
##Period 8/1/2015 - 8/28/2015
^^Period 8/29/2015 - 9/25/2015
^^^Period 9/26/2015 - 10/23/2015
*+Period 10/24/2015 - 11/20/2015
*+*Period 11/21/2015 - 1/1/2016

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2016

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	42.00	8.00	21.00	29.00	71.50	12.50							184.00
OFFICER WORKED ON HOLIDAY	8.00	8.00	36.00	4.00	80.75	20.00							156.75
OFFICER FOR COURT	13.00	10.50	12.00		22.00	34.00							91.50
OFFICER TRAINING	40.50	42.50	155.75	227.50	132.25	191.00							789.50
OFFICER RELIEF FOR FUNERAL		7.50		7.50	4.00								19.00
OFFICER ATTEND MEETING	14.00	10.00	20.00	14.00	4.50	15.50							78.00
STAFFING LEVEL	8.00	19.00	34.50	28.50	135.50	142.50							368.00
INVESTIGATION	39.50	25.50	18.25	49.50	47.00	28.75							208.50
HONOR GUARD FOR FUNERAL		7.50											7.50
SCHOOL LIAISON REIMBURSED	21.50	20.00	7.00	17.50	26.00	13.50							105.50
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT						9.00							9.00
SPECIAL ASSIGNMENT REIMBURSED		12.50			197.75								210.25
MISCELLANEOUS	8.00	17.25	46.00	15.50	36.75	18.00							141.50
MISCELLANEOUS REIMBURSED	76.50	42.00	112.00	89.00	43.00	24.00							386.50
Gross OFFICER OVERTIME	271.00	230.25	462.50	482.00	801.00	508.75	0.00	0.00	0.00	0.00	0.00	0.00	2755.50
SUBTOTAL REIMBURSED OVERTIME	(98.00)	(74.50)	(119.00)	(106.50)	(266.75)	(37.50)	0.00	0.00	0.00	0.00	0.00	0.00	(702.25)
NET OFFICER OVERTIME	173.00	155.75	343.50	375.50	534.25	471.25	0.00	0.00	0.00	0.00	0.00	0.00	2053.25
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: **$140,000.00**
Expendítures through 07/05/2016 **$78,854.00**
Percent of Total Budget: **56.32%**

NOTES:

* Period 01/02/2016 - 01/29/2016
**Period 1/30/2016 - 02/26/2016
***Period 02/27/2016 - 03/25/2016
+Period 3/26/2016 - 4/22/2016
++Period 4/23/2016 - 6/3/2016
^Period 6/4/2016 - 7/1/2016
#Period
##Period
^^Period
^^^Period
*+Period
*+*Period

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **July 12, 2016**

DEPARTMENT: **Fire Department**

FROM: **Lea Taylor**

SUBJECT: **Fire Department Overtime and EMS Billing Report for June, 2016.**

ATTACHMENTS:

- FIRE DEPT JUNE OT RPT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2015

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	120.00	87.00	165.00	154.25	177.00	112.25	110.25	62.50	242.25	57.75	36.00	218.00	1,542.2
EMS TRAINING	63.00	301.50	91.00	89.50	59.00	12.00	4.75	4.50	78.00	52.00	85.50	75.50	916.25
FIRE TRAINING	0.00	6.75	30.75	0.00	16.50	147.75	57.00	39.75	14.50	41.00	35.75	12.00	401.75
RESCUE CALLS	11.50	8.50	23.25	7.00	14.25	11.00	13.75	2.00	7.75	9.25	3.00	7.50	118.75
FIRE CALLS	0.00	0.00	3.75	0.75	0.00	0.00	0.75	0.00	0.00	0.75	0.00	1.00	7.00
MEETINGS	141.50	132.75	65.50	90.50	56.00	56.50	147.00	20.75	12.50	46.00	52.75	33.25	855.00
STAFFING REP.	216.00	43.50	65.25	36.00	105.50	72.50	118.25	276.00	85.50	55.50	107.25	81.00	1,262.2
MAINTENANCE	4.50	1.00	5.25	3.00	16.50	0.00	0.00	0.00	0.00	12.00	3.00	0.00	45.25
PUB. ED.	0.00	19.25	37.50	14.00	24.50	38.25	14.25	3.50	7.00	64.50	3.00	12.00	237.75
SPECIAL EVENTS	0.00	0.00	0.00	0.00	0.00	168.50	101.00	0.00	97.25	0.00	0.00	0.00	366.75
# FIRE RUNS	28.00	25.00	14.00	28.00	22.00	32.00	37.00	30.00	25.00	25.00	19.00	41.00	326.00
# of EMS RUNS	170.00	156.00	184.00	165.00	173.00	197.00	138.00	161.00	166.00	142.00	142.00	144.00	1,938.0
DISPATCH ERRORS	4.00	0.00	5.00	5.00	6.00	7.00	5.00	12.00	10.00	5.00	4.00	3.00	66.00
TOTAL HRS.	556.50	600.25	487.25	395.00	469.25	618.75	567.00	409.00	544.75	338.75	326.25	440.25	5,753.0

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2016

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTA
DUTY CREW	124.25	126.00	168.00	126.00	108.75	137.75							790.7
EMS TRAINING	84.00	86.50	66.25	74.25	17.50	2.25							330.7
FIRE TRAINING	0.00	368.50	357.25	61.50	31.25	4.25							822.7
RESCUE CALLS	7.50	7.50	8.00	9.00	4.50	6.25							42.75
FIRE CALLS	7.25	0.00	0.00	0.00	5.50	0.00							12.75
MEETINGS	89.00	33.25	29.25	60.75	57.75	24.25							294.2
STAFFING REP.	0.00	4.50	0.00	132.75	0.00	0.00							137.2
MAINTENANCE	0.00	0.00	3.00	20.25	9.50	11.00							43.7
PUB. ED.	9.00	59.25	2.75	7.50	38.75	3.00							120.2
SPECIAL EVENTS	0.00	0.00	0.00	0.00	235.00	0.00							235.0
# FIRE RUNS	34.00	31.00	42.00	22.00	23.00	49.00							201.0
# of EMS RUNS	137.00	115.00	130.00	169.00	182.00	153.00							886.0
DISPATCH ERRORS	6.00	3.00	11.00	11.00	8.00	5.00							44.0
TOTAL HRS.	321.00	685.50	634.50	492.00	508.50	188.75	0.00	0.00	0.00	0.00	0.00	0.00	2,830

Special Events included in Overtime

Total Overtime Budget $100,000, Expenditures through July 6, 2016 $43,076, 43%

DE PERE FIRE RESCUE
JUNE, 2016
***OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
TOTAL	0	0

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

Incident Type Report (Summary)
From 01/01/16 To 06/30/16
Report Printed On: 07/06/2016

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Fire, other (100)	2	0.18%	$0.00	$0.00	$0.00	0.00%
Building fire (111)	11	0.97%	$16,000.00	$4,500.00	$20,500.00	56.90%
Cooking fire, confined to container (113)	6	0.53%	$3,100.00	$5.00	$3,105.00	8.62%
Fuel burner/boiler malfunction, fire confined (116)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Trash or rubbish fire, contained (118)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Fire in mobile home used as fixed residence (121)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Fire in portable building, fixed location (123)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Mobile property (vehicle) fire, other (130)	2	0.18%	$150.00	$150.00	$300.00	0.83%
Passenger vehicle fire (131)	2	0.18%	$6,000.00	$1,000.00	$7,000.00	19.43%
Road freight or transport vehicle fire (132)	2	0.18%	$5,000.00	$0.00	$5,000.00	13.88%
Forest, woods or wildland fire (141)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Grass fire (143)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Outside rubbish fire, other (150)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Special outside fire, other (160)	1	0.09%	$100.00	$0.00	$100.00	0.28%
Outside equipment fire (162)	1	0.09%	$0.00	$20.00	$20.00	0.06%
	34	**3.03%**	**$30,350.00**	**$5,675.00**	**$36,025.00**	**100.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)						
Overpressure rupture, explosion, overheat other (200)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Excessive heat, scorch burns with no ignition (251)	2	0.18%	$0.00	$0.00	$0.00	0.00%
	3	**0.27%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
3 Rescue & Emergency Medical Service Incident						
Rescue, EMS incident, other (300)	6	0.53%	$0.00	$0.00	$0.00	0.00%
Medical assist, assist EMS crew (311)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Emergency medical service, other (320)	1	0.09%	$0.00	$0.00	$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	830	73.39%	$0.00	$0.00	$0.00	0.00%
Motor vehicle accident with injuries (322)	25	2.21%	$0.00	$0.00	$0.00	0.00%
Motor vehicle accident with no injuries. (324)	4	0.35%	$0.00	$0.00	$0.00	0.00%
Watercraft rescue (365)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Rescue or EMS standby (381)	1	0.09%	$0.00	$0.00	$0.00	0.00%
	869	**76.84%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
4 Hazardous Condition (No Fire)						
Hazardous condition, other (400)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Gasoline or other flammable liquid spill (411)	2	0.18%	$0.00	$0.00	$0.00	0.00%
Gas leak (natural gas or LPG) (412)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Carbon monoxide incident (424)	11	0.97%	$0.00	$0.00	$0.00	0.00%
Electrical wiring/equipment problem, other (440)	2	0.18%	$0.00	$0.00	$0.00	0.00%
Heat from short circuit (wiring), defective/worn (441)	2	0.18%	$0.00	$0.00	$0.00	0.00%
Breakdown of light ballast (443)	2	0.18%	$0.00	$0.00	$0.00	0.00%
Power line down (444)	16	1.41%	$0.00	$0.00	$0.00	0.00%
Arcing, shorted electrical equipment (445)	2	0.18%	$0.00	$0.00	$0.00	0.00%
Accident, potential accident, other (460)	1	0.09%	$0.00	$0.00	$0.00	0.00%
	40	**3.55%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
5 Service Call						
Service Call, other (500)	6	0.53%	$0.00	$0.00	$0.00	0.00%
Person in distress, other (510)	4	0.35%	$0.00	$0.00	$0.00	0.00%
Lock-out (511)	6	0.53%	$0.00	$0.00	$0.00	0.00%
Water problem, other (520)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Smoke or odor removal (531)	5	0.44%	$0.00	$0.00	$0.00	0.00%
Animal rescue (542)	3	0.27%	$0.00	$0.00	$0.00	0.00%
Public service (553)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Assist invalid (554)	14	1.24%	$0.00	$0.00	$0.00	0.00%
Defective elevator, no occupants (555)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Cover assignment, standby, moveup (571)	1	0.09%	$0.00	$0.00	$0.00	0.00%
	42	**3.72%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
6 Good Intent Call						
Good intent call, other (600)	9	0.80%	$0.00	$0.00	$0.00	0.00%
Dispatched and cancelled en route (611)	39	3.45%	$0.00	$0.00	$0.00	0.00%
Wrong location (621)	28	2.48%	$0.00	$0.00	$0.00	0.00%
Authorized controlled burning (631)	2	0.18%	$0.00	$0.00	$0.00	0.00%
Smoke scare, odor of smoke (651)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Steam, vapor, fog or dust thought to be smoke (652)	1	0.09%	$0.00	$0.00	$0.00	0.00%
HazMat release investigation w/no HazMat (671)	1	0.09%	$0.00	$0.00	$0.00	0.00%
	81	**7.18%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
7 False Alarm & False Call						
False alarm or false call, other (700)	4	0.35%	$0.00	$0.00	$0.00	0.00%
Municipal alarm system, malicious false alarm (711)	1	0.09%	$0.00	$0.00	$0.00	0.00%
System malfunction, other (730)	3	0.27%	$0.00	$0.00	$0.00	0.00%
Extinguishing system activation due to malfunction (732)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Smoke detector activation due to malfunction (733)	2	0.18%	$0.00	$0.00	$0.00	0.00%
Heat detector activation due to malfunction (734)	1	0.09%	$0.00	$0.00	$0.00	0.00%
Alarm system sounded due to malfunction (735)	9	0.80%	$0.00	$0.00	$0.00	0.00%
CO detector activation due to malfunction (736)	7	0.62%	$0.00	$0.00	$0.00	0.00%
Unintentional transmission of alarm, other (740)	3	0.27%	$0.00	$0.00	$0.00	0.00%
Sprinkler activation, no fire - unintentional (741)	5	0.44%	$0.00	$0.00	$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	5	0.44%	$0.00	$0.00	$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	12	1.06%	$0.00	$0.00	$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	6	0.53%	$0.00	$0.00	$0.00	0.00%
	59	**5.23%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
9 Special Incident Type						
Special type of incident, other (900)	2	0.18%	$0.00	$0.00	$0.00	0.00%
Citizen complaint (911)	1	0.09%	$0.00	$0.00	$0.00	0.00%
	3	**0.27%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
Total Incident Count:	**1131**			**Total Est. Loss:**	**$36,025.00**	

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR JUNE 2016

Incident Date	Incident Location	Shift	Reported Situation	Units Dispatched	Disposition
06/01/2016	2625 Development Drive (Village of Bellevue)	C	Commercial building fire, smoke showing	C101, E111	Breakdown of light ballast, provide manpower
06/05/2016	1190 S. Erie Street	C	Carbon monoxide alarm sounding	E111	Ventilate and investigate
06/05/2016	100 S. Huron Street	C	Fire alarm sounded	E111	Unintentional transmission of alarm
06/06/2016	1212 Pershing Road	A	Fire alarm sounded	E111, E121, A121	Unintentional transmission of alarm
06/07/2016	1291 Rita Lane	A	Carbon monoxide alarm sounding	E111, E121, A121	Alarm sounded due to malfunction, investigate
06/07/2016	669 Reid Street	B	Burning stump	E121	Extinguishment
06/07/2016	326 S. Webster Ave.	B	Smoke and/or odor removal	E111	Investigate, inoperable water heater
06/08/2016	115 N. Erie Street	A	Fire alarm sounded	E111, E121, A121	Unintentional transmission of alarm
06/08/2016	112 N. 5th Street	A	Fire alarm sounded	E111, E121, A121	Unintentional transmission of alarm

06/10/2016	820 N. Libal Street	C	Lightning strike to building	C101, E111, E121, C590, A6011, L511, E521, L311, C1890, C390	Investigate
06/12/2016	2287 Samantha Street	C	Fire alarm sounded	E121	Unintentional transmission of alarm
06/13/2016	958 Hickory Avenue	A	Carbon monoxide alarm sounding	E111	Investigate, detector expired
06/14/2016	1182 Countryside Drive	C	Vehicle fire in garage	C101, C102, E111, E121, L111	Extinguishment
06/14/2016	3250 S. Ridge Road (Village of Ashwaubenon)	C	Dumpster fire within building	C101, E111, L111	Extinguishment
06/15/2016	753 Killarny Trail	A	Fire alarm sounded	E111	Investigate, replace batteries in detector
06/16/2016	1333 Scheuring Road	B	Fire alarm sounded	E111, L111	Unintentional transmission of alarm
06/17/2016	500 Bay Park Square (Village of Ashwaubenon)	A	Smoke coming from electrical panels in store	L111	Assist, investigate
06/18/2016	1020 Wishart	B	Carbon monoxide alarm sounding	U111, E121	Investigate
06/19/2016	850 Morning Glory	C	Carbon monoxide alarm sounding	E111, L111	Alarm sounded due to malfunction, investigate
06/20/2016	2140 Ryan Road	B	Carbon monoxide alarm sounding	E111	Alarm sounded due to malfunction, investigate
06/22/2016	1900 Horseshoe Lane	A	Carbon monoxide alarm sounding	E111	Investigate, low battery

06/25/2016	850 Morning Glory	B	Fire alarm sounded	E111, E121	Investigate, faulty head located
06/26/2016	2167 W. Melcorn Circle	A	Outside equipment fire - propane grill	E111, L111	Investigate
06/27/2016	1551 Lawrence Drive	B	Water flow alarm coming from riser in structure	E121	Investigate
06/28/2016	3660 S. Ridge Road (Village of Ashwaubenon)	C	Cooking grease fire	L111	Investigate
06/30/2016	110 S. Broadway	C	Fire alarm sounded	L111	Alarm sounded due to malfunction, investigate

S:\Fire\Lea\2016 Still Alarms June

DE PERE FIRE RESCUE
MUTUAL AID REPORT
JUNE, 2016

MUTUAL AID GIVEN

RUN #	AGENCY	TYPE OF CALL
929	BELLEVUE	FIRE
965	ASHWAUBENON	EMS
988	ASHWAUBENON	FIRE
1014	COUNTY RESCUE	EMS
1030	ASHWAUBENON	FIRE
1057	ASHWAUBENON	FIRE
1110	ASHWAUBENON	EMS
1119	ASHWAUBENON	FIRE

MUTUAL AID RECEIVED

RUN #	AGENCY	TYPE OF CALL
983	ASHWAUBENON	EMS
999	ASHWAUBENON	FIRE
999	BELLEVUE	FIRE
999	LEDGEVIEW	FIRE
1000	COUNTY RESCUE	EMS
1031	ASHWAUBENON	FIRE

EMS MEDICAL BILLING
MONTHLY REPORT

	JAN. '16	FEB. '16	MAR. '16	APR. '16	MAY '16	JUNE '16
CHARGES	94,535	89,639	87,567	104,417	98,089	
PAYMENTS	51,525	50,957	53,968	62,433	47,681	
ADJUSTMENTS	34,515	30,457	35,733	37,088	39,421	
WRITE OFFS	8,542	50,513	84	10,521	7,842	

	JULY '16	AUG. '16	SEPT. '16	OCT. '16	NOV. '16	DEC. '16
CHARGES						
PAYMENTS						
ADJUSTMENTS						
WRITE OFFS						

Payments to EMS	
Jan. 2016	4,307
Feb. 2016	3,986
March 2016	4,270
April 2016	5,771
May 2016	3,954
June 2016	
July 2016	
Aug. 2016	
Sept. 2016	
Oct. 2016	
Nov. 2016	
Dec. 2016	
Total Paid	$22,288

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **July 12, 2016**

DEPARTMENT: **Fire Department**

FROM: **Lea Taylor**

SUBJECT: **Consider donation of 200 smoke detectors to the Fire Department.***

ATTACHMENTS:

- SMOKE DETECTOR DONATION (PDF)

Memo

To: Honorable Mayor Michael Walsh
Members of the Finance & Personnel Committee

From: Dennis L. Rubin, Fire Chief DLRubin

Date: July 12, 2016

Re: Consider Donation of 200 Smoke Detectors

The American Red Cross in conjunction with the Wisconsin Professional Fire Fighters Association has offered the De Pere Fire Department a donation of 200 lithium battery powered smoke detectors valued at approximately $4,000. These devices are for the exclusive use by the De Pere Fire Rescue Department to install in homes in our City. The donated alarms will be used as part of our Smoke & Carbon Monoxide Detector installation program. From time to time, citizens request smoke detectors to be installed in their homes by the Department. This service is provided at no cost to the citizen. This generous offer does not require matching funds, but only for the Department to install this critical personal safety device into a needy family's dwelling place upon request. No additional expenditures are requested or needed on behalf of the City of De Pere for this project.

Smoke alarms are critical in a home to alert the occupant(s) that a fire is developing inside of their residence. The notion is that this fast action alarm alerts everyone in the home to evacuate the building immediately and to dial 9-1-1 to obtain emergency fire extinguishment services from the Fire Department to quell the blaze, while it is small and less destructive. Tragically, De Pere experiences about a half-dozen (on average) blazes per year with three of those generally being significant fires such as the $800,000 plus fire loss at St Norbert College on May 8, 2015.

Although smoke detectors will not control an unfriendly fire, they will alert a family to get out of the building thereby saving human life. So, in order for the Fire Department to reach our mission statement, smoke detectors need to be properly installed and maintained in every home in our City. This kind donation will continue us on this long term journey of preventing harm in our community.

Thank you for your consideration. I respectfully request your support to move this item forward to the City Council for final action and acceptance. If you have any questions, please do not hesitate to ask.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **July 12, 2016**

DEPARTMENT: **Fire Department**

FROM: **Lea Taylor**

SUBJECT: **Consider donation of "Med Bags" to the Fire Department.***

ATTACHMENTS:

- MED BAG DONATION (PDF)

Memo

To: Honorable Mayor Michael Walsh
Members of the Finance & Personnel Committee

From: Dennis L. Rubin, Fire Chief DLRubin

Date: June 13, 2016

Re: Consider Donation of "Med Bags"

Rennes Health and Rehab of De Pere has offered the Fire Department a cash donation of $800 to purchase a quantity of "Med Bags" to support the highly successful National Fire Protection Association ***Remembering When*** senior citizens campaign. The express goal of this program is to prevent harm in our community and to help older folks to remain safely in their homes for as long as possible. The Fire Department sends staff members out into the community to assist our aging population with a wide range of safety related initiatives. One of the many offerings is the distribution and use of the "Med Bags."

The "Med Bag" program consists of a red zipper bag to store all of one's prescribed medication for convenience, compliance and safety. The person receiving this bag will hopefully know where their medications are located inside of their home. Each bright red bag is equipped with a front clear-view pouch that holds a confidential listing of the prescription drugs for that person. This bag will help the individual to be able to locate all of their needed medications for routine use and emergency purposes. Further, if emergency medical care is necessary, the attending emergency medical technician will be able to locate the patient's medication history by looking in the pouch of the Med Bag.

This program will allow the fire department to provide better pre-hospital medical care by taking this form to the emergency department, while leaving the medications in the person's home; therefore, less likelihood of losing the drugs while in transit or at the hospital. Anyone in the City of De Pere that requests a "Med Bag" will receive one at no expense, because of this and other kind donations.

Thank you for your consideration of this request. We respectfully ask for your support to move this item forward to the City's Common Council for final action and acceptance. If you have any questions, please do not hesitate to ask.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**July 12, 2016**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Consideration of awarding EMS Billing Proposal to LifeQuest. ***

ATTACHMENTS:

- EMS Ambulance Billing Staff Report - A & B (PDF)

Memo

To: Honorable Mayor Michael Walsh

Members of the Finance & Personnel Committee

From: Dennis L. Rubin, Fire Chief

Date: June 13, 2016

Re: Request to establish a contract with a new EMS Ambulance Billing Company

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The Fire & Rescue Department would like to respectfully request permission to select a new EMS Ambulance Billing Agency. The current contract with EMS Medical Billing Associates, LLC of Milwaukee, WI will expire on September 20, 2016. In order to secure the best agreement possible at the lowest attainable cost to our taxpaying citizens, the Fire Rescue Department prepared and distributed a Request for Proposal. The RFP was distributed to all known EMS Billing Agencies that we could identify. Approximately eight (8) vendors were contacted with the request to respond to the Department's RFP for services. After a three (3) week response cycle, four bonafide companies provided the Department with sealed bids to consider in response to the RFP. The sealed bids were opened on Friday, June 3, 2016 at 3:00 pm. The range of pricing was from a low bid of 4.5% of net collections to a high of 11.27% of net collections. Please see "Attachment A" for the Bid Tabulations to include the company, their location (city and state) and the cost of the contract expressed in a percentage payment for net billing collections.

After considerable discussion and debate, the EMS Medical Billing Team (consisting of Assistant Chief Al Matzke, Lieutenant Dan Gatz, Administrative Assistant Lea Taylor and Chief Dennis Rubin) selected LifeQuest of Wautoma, Wisconsin to be recommended to the City Council for selection as the next ambulance billing company for the City of De Pere. By all measure, LifeQuest is the best qualified ambulance billing agency that meets our needs at the lowest achievable cost to the City. The Team conducted an exhaustive review of the four (4) proposal packages (see cost and use comparison chart "Attachment B") to make our decision. We've also attached the Life Line Billing Systems, LLC Service Agreement as "Attachment C." The reasons why this company is being recommended to the Finance & Personnel Committee is as follows:

1. **Price point** – The LifeQuest proposal offers the lowest percentage payment per net collections at 4.5%.
2. **Customer satisfaction** – This was the next factor considered with all three (3) checked references providing glowing recommendations of the collection work that LifeQuest has performed. The three comparable Wisconsin Fire Departments that were contacted are:
    a. Racine
    b. Oshkosh
    c. Ashwaubenon

3. **Employee/Provider Training** – Perhaps the most critical element to ensure that a response agency receives the maximum reimbursement for services is the initial and on-going ambulance billing training of the EMS providers. This appears to be a strength of LifeQuest ambulance billing services.
4. **Consultant/Advocacy** – According to fire department references that were checked, LifeQuest will make recommendations, when appropriate, to provide advice and guidance to increase ambulance billing collections. It was best described as an advocate to enhance accounts receivable reflecting back to collecting the maximum reimbursement for our services.
5. **Home Office Location** – This was not a critical determining factor in the selection process. However, we believe that there will be value to the City having our billing agency in near proximity to De Pere. There will be a lot of administrative work and collaboration to make the transition from one billing service to a new one. Having our vendor in Wautoma will make this needed coordination easier for both parties.

Thank you for your consideration of this request. We respectfully urge the Finance and Personnel Committee to approve our request to contract with LifeQuest for ambulance billing services with the transition date of contract to start on or near September 21, 2016 and a payment rate of 4.5% of net payments received by the City.

Attachment A

CITY OF DE PERE - FIRE RESCUE DEPARTMENT
F-02-2016
EMERGENCY MEDICAL BILLING SERVICES

TABULATION OF BIDS
BID OPENING: JUNE 3, 2016 at 3:00 P.M. AT FIRE STATION #1

	SUPPLIER NAME & LOCATION	BID AMOUNT
1.	LifeQuest Services Wautoma, WI	4.5% of net
2.	Ambulance Medical Billing Paducah, KY	5.0% of net
3.	Amerik Medical Billing Lake Forest, CA	5.9% of net
4.	EMS Medical Billing Associates, LLC Milwaukee, WI	11.27% of net

Attachment B

DE PERE FIRE RESCUE DEPARTMENT
EMS BILLING COMPARISON
JUNE 3, 2016

DETERMINING FACTORS	LIFEQUEST	AMB	AMERIK	EMS MEDICAL BILLING
Cost	4.5% net	5.0% net	5.9% net	11.27% net
Location	Wautoma, WI	Paducah, KY	Lake Forest, CA	Milwaukee, WI
Current User's Evaluation	Racine - very satisfied; Oshkosh - very satisfied; Ashwaubenon - very satisfied, using for over 10 yrs, good customer service	Left messages - no one on the vendor contact list was available at the time this report was prepared	W. Haven - satisfied; Rutherford - using for 3 mths, smooth transition, pleased with analytical data	De Pere Fire Rescue - not satisfied with service
Internal Collection Service	Yes	Unable to determine	Yes	No
Employee/Provider Training	On site, comprehensive on demand	On site, comprehensive on demand	On site, comprehensive on demand	De Pere's experience - inadequate training
Sample Monthly Reporting	Yes	Yes	Yes	Yes
Interface with Image Trend (Panasonic)	Yes	Yes	Yes	Yes
Transition/Implement Plan	Detailed Plan - 30 days	No	Detailed plan	No
Customer Service	Yes	Yes	Yes	Yes
HIPPA Compliant	Yes	Yes	Yes	Yes
Face to Face Annual Report to Council	Not described in response	Not described in response	Not described in response	Not described in response
Consultant/Advocacy to increase collections	Yes	Yes	Yes	Yes

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**July 12, 2016**
DEPARTMENT:	**Finance Department**
FROM:	**Lisa Renier**
SUBJECT:	**Discussion Regarding Status of 2017 Budget Development.**

MANAGEMENT COMMUNICATIONS

CITY OF DE PERE, WISCONSIN

DECEMBER 31, 2015

CITY OF DE PERE, WISCONSIN
December 31, 2015

TABLE OF CONTENTS

To the City Council
City of De Pere
De Pere, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of De Pere, Wisconsin (the "City") for the year ended December 31, 2015. The City's financial statements, including our report thereon dated _________, 2016, are presented in a separate audit report document. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the City's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the City's compliance with those requirements.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our correspondence about planning matters.

Significant Audit Findings

Consideration of Internal Control

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control. Our report on internal control over financial reporting and on compliance and other matters is presented on pages 61 - 62 of the annual report.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control, that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in the City's internal control to be significant deficiencies:

Finding 2015-001 Preparation of Annual Financial Report
Finding 2015-002 Adjustments to the City's Financial Records

These findings are described in detail in the schedule of findings and responses on pages 63 - 64 of the annual report.

The City's written response to the significant deficiencies identified in our audit has not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the City are described in Note A to the financial statements. As described in Note D.9 to the financial statements, the City changed accounting policies related to pension accounting by adopting Statement of Governmental Accounting Standards Board (GASB) No. 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27* and Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – An Amendment of GASB Statement No. 68*, in 2015. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. To the best of our knowledge, all significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates included in the financial statements were:

> Management's estimate of the depreciable life of the capital assets is based upon analysis of the expected useful life of the capital assets. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the depreciable life in determining that it is reasonable in relation to the financial statements taken as a whole.
>
> Management's estimate of accumulated sick leave is based upon analysis of the employees sick leave balance. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements take as a whole.

Management's estimate of the net pension asset and related deferred outflows of resources is based on information received form the Wisconsin Retirement System. We evaluated the key factors and assumptions used to develop the net pension asset and related deferred outflows of resources in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Copies of the audit adjustments are available from management. The following material misstatements detected as a result of audit procedures were corrected by management:

- Redistributed expenditures in the Stormwater Utility to capital assets in the amount of $355,171.
- Reallocated debt premium between the debt service fund and TID #7 in the amount of $285,231.
- Redistributed expenditures in the Wastewater Utility in the amount of $4,238,029, and record depreciation expense of $121,748.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated ___________, 2016. The management representation letter follows this communication.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and, to the best of our knowledge, our responses were not a condition to our retention.

In addition, during our audit, we noted certain other matters that are presented for your consideration. We will review the status of these comments during our next audit engagement. Our comments and recommendations are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these matters in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations. Our comments are summarized in the comments and observations section of this report.

Other Matters

We applied certain limited procedures to the management discussion and analysis, the schedule of funding progress and the schedule of employer contributions, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the City Council, and management of City of De Pere and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Certified Public Accountants
Green Bay, Wisconsin
__________, 2016

SUMMARY FINANCIAL INFORMATION
GENERAL CITY

1. Governmental Fund Balances

Presented below is a summary of the City's governmental fund balances on December 31, 2015 and 2014. This information is provided for assessing financial results for 2015 and for indicating financial resources available at the start of the 2016 budget year.

	12/31/15	12/31/14
General Fund		
Nonspendable for		
Inventories and prepaid items	$ 222,723	$ 289,045
Special assessments held by County	226,689	79,362
Advances to other funds	60,000	60,000
Restricted for		
Recreation scholarship	21,726	20,427
Property tax relief and economic development	1,249,256	-
Committed for		
Subsequent years' expenditures	86,614	106,371
Unassigned	5,259,140	5,178,764
Total General Fund Balance	7,126,148	5,733,969
Debt Service Fund		
Restricted for debt service	629,584	2,618,568
Special Revenue Funds		
Restricted for		
Loans	1,031,729	1,258,617
Park land acquisition	97,967	83,102
Committed for		
Subsequent years' expenditures		
Dog Park	17,527	15,239
Riverwalk Pier	112,513	50,377
Unassigned		
Cable Access	(66,331)	(18,592)
Total Special Revenue Funds	1,193,405	1,388,743
Capital Projects Funds		
Restricted for		
TID No.5	6,357	-
TID No.6	2,606,409	641,328
TID No.7	683,272	1,144,217
TID No.8	1,305,334	1,214,078
TID No.10	-	65,449
Committed for		
Subsequent years' expenditures		
Public Improvements	924,692	2,380,932
Capital Equipment	93,528	93,528
Community Center	2,579	3,672
Police/Fire Expansion	2,932	2,932
Unassigned		
TID No.5	-	(109,714)
TID No.9	(149,591)	(69,591)
TID No.10	(9,345)	-
TID No.11	(6,883)	-
TID No.12	(7,040)	-
Total Capital Projects Funds	5,452,244	5,366,831
Total Governmental Fund Balances	$ 14,401,381	$ 15,108,111

Comments on specific accounts and funds included in the above governmental funds are presented in the following comments.

1. **Governmental Fund Balances (Continued)**

General Fund

In total, the City's general fund increased $1,392,179 in 2015. The main reason for this large increase was from the receipt of $1,249,376 of Excess Stadium District Sales Tax.

Overall, the City's general fund balance continues to remain in stable financial condition entering the 2015 budget year. Additional information on various components of the City's general fund balance follows:

General Fund Minimum Fund Balance Policy

The City Council adopted a minimum unassigned general fund balance policy of 25% of the subsequent year General Fund budgeted expenditures. The purpose of the minimum fund balance amount is to ensure there are available cash funds for operating purposes and to segregate that portion of the general fund that is not available for current transfer or appropriation. On December 31, 2015, the City's unassigned general fund balance totaled $5,259,140 and was higher than 25% of the 2016 budgeted expenditures which totaled $4,184,717. Furthermore, the Council approved a policy whereby the unassigned reserve account should maintain a balance between 25% and 35% of the subsequent year General Fund budgeted expenditures; 35% of 2016 budgeted expenditures amounted to $5,858,603.

Debt Service Fund

At December 31, 2015, the City has available resources of $629,584 in its debt service fund of which the entire balance is restricted to retire debt.

2. **Tax Incremental Districts**

The City maintains separate accounting funds for each Tax Incremental Districts (TID) created in accordance with Section 66.1105 of the Wisconsin Statutes. At the time the Districts were created, the property tax base within each District was "frozen" and increment taxes resulting from increases to the property tax base are used to finance District improvements, including principal and interest on long-term debt issued by the City to finance such improvements. Information on the City's eight tax incremental districts on December 31, 2015 is presented below:

	TID 5	TID 6	TID 7	TID 8	TID 9	TID 10	TID 11	TID 12
Date created	8/27/1996	3/3/1998	10/6/2006	8/21/2007	8/7/2012	8/7/2012	9/1/2015	9/1/2015
Latest termination year	2023	2021	2033	2027	2039	2032	2035	2035
Location	West Side Downtown	West Side Industrial Park	East Downtown Business District	West Side Commercial Development	West Downtown Business District	East Side Industrial Park	West Side Industrial Park	West Side Industrial Park
Status	Recipient	Donor	-	-	-	-	-	-
Fund balance at year end	$ 6,357	$ 2,606,409	$ 683,272	$ 1,305,334	$ (149,591)	$ (9,345)	$ (6,883)	$ (7,040)
Net unreimbursed cost	$ 4,854,309	$ 1,090,461	$ 2,487,920	$ 2,084,000	$ 790,782	$ 459,681	$ 6,883	$ 7,040
2015 Tax increment	$ 859,976	$ 1,792,174	$ -	$ 221,328	$ 38,732	$ 55,554	$ -	$ -
2016 Tax increment	$ 819,914	$ 1,837,313	$ 58,043	$ 191,787	$ 29,984	$ 123,551	$ -	$ -
Outstanding debt due	$ 1,866,298	$ 8,404,369	$ 2,553,359	$ 3,129,572	$ 750,000	$ 565,000	$ -	$ -
Advances from (to) City	$ 4,860,666	$ (4,633,214)	$ 683,272	$ 259,762	$ 108,809	$ 114,664	$ -	$ -

Wisconsin Statutes require periodic compliance audits of tax incremental districts to be completed over the life of the TID. Audits of TID 5 and TID 6 are scheduled to be completed later this year.

3. **Employees Medical Self-Insurance Funds**

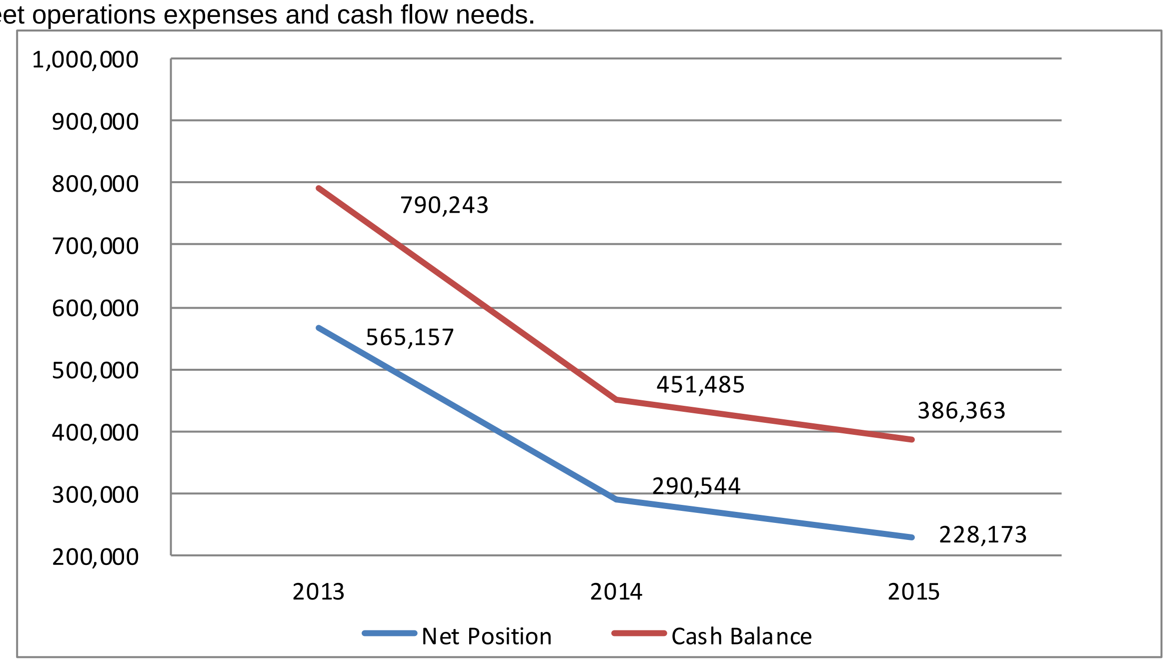
The City utilizes two separate self-insurance internal service funds to account for health and dental claims of City employees. The funds are financed from monthly insurance premiums charged to City employees. During 2015 and in prior years the monthly health insurance premiums were generally financed at 85% by the City with City employees contributing the remaining 15%. Presented below is a summary of each fund's financial transactions for 2015 including comparative totals of the health and dental funds for 2014.

	Health Self-Insurance		Dental Self-Insurance	
	2015	2014	2015	2014
Revenues				
Charges for employees medical and dental insurance premiums	$ 2,727,199	$ 2,548,698	$ 135,863	$ 126,036
Expenses				
Employees health and dental claims	2,209,223	2,182,003	140,651	120,101
Administrative fees	580,523	641,420	9,657	7,662
Total Expenses	2,789,746	2,823,423	150,308	127,763
Operating Income (Loss)	(62,547)	(274,725)	(14,445)	(1,727)
Nonoperating Revenues				
Interest revenue	176	112	1	-
Change in Net Position	(62,371)	(274,613)	(14,444)	(1,727)
Net Position - January 1	290,544	565,157	45,353	47,080
Net Position - December 31	$ 228,173	$ 290,544	$ 30,909	$ 45,353

Specific comments applicable to the above self-insurance funds follow:

The "key" component of an internal service fund is operating income since operating revenues should approximate operating expenses on an annual basis. For 2015, the health fund showed operating loss of $62,547 compared to an operating loss of $274,725 in 2014. The dental insurance fund showed an operating loss of $14,445 in 2015 compared to an operating income of $1,727 in 2014.

Below is a chart illustrating the decrease in fund balance and cash in the Health Self-Insurance fund over the past 3 years, we recommend the City analyze current charges to determine if current rates are sufficient to meet operations expenses and cash flow needs.



WATER UTILITY

In accordance with generally accepted accounting principles, the Water Utility's financial transactions are recorded in an enterprise fund on the City's financial statements. Enterprise fund accounting is used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Financial analyses and comments pertaining to the operations of the Water Utility follow:

Income Account

The Water Utility reported an increase in net position of $586,092 for the year ended December 31, 2015 compared to an increase of $347,497 for the year ended December 31, 2014.

	2015	2014
Operating Revenues		
Metered sales	$ 4,532,808	$ 4,428,939
Fire protection	1,383,526	1,370,657
Other	371,377	346,307
Total Operating Revenues	6,287,711	6,145,903
Operating Expenses		
Operation and maintenance	4,575,374	4,652,458
Depreciation	542,510	560,434
Taxes	46,350	49,076
Total Operating Expenses	5,164,234	5,261,968
Operating Income	1,123,477	883,935
Nonoperating Revenues (Expenses)		
Interest and fiscal charges	(88,565)	(99,108)
Income before Contributions and Transfers	1,034,912	784,827
Transfers out	(448,820)	(437,330)
Change in Net Position	$ 586,092	$ 347,497

The last water rate increase implemented in 2011 established a rate of return of 6.5%. In 2015, the City's rate of return calculated to 5.44%. Although the Water Utility has been able to generate a positive rate of return, the present cash balance is overdrawn at year end. This is due to the cost of replacing all water meters over the past three years. The City intends to borrow for the meter purchases in 2016 and reimburse the Water Utility.

WASTEWATER UTILITY

In accordance with generally accepted accounting principles, the Wastewater Utility's financial transactions are recorded in an enterprise fund on the City's financial statements. Enterprise fund accounting is used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Financial analyses and comments pertaining to the operations of the Wastewater Utility follow:

Income Account

The Wastewater Utility reported an increase in net position of $2,017,743 for the year ended December 31, 2015 compared to an increase of $332,174 for the year ended December 31, 2014.

	2015	2014
Operating Revenues		
Measured sales	$ 5,207,936	$ 4,755,100
Other	3,405,131	3,292,943
Total Operating Revenues	8,613,067	8,048,043
Operating Expenses		
Operation and maintenance	7,200,607	6,900,026
Depreciation	673,497	546,376
Total Operating Expenses	7,874,104	7,446,402
	.	
Operating Income	738,963	601,641
Nonoperating Revenues		
Interest and fiscal charges	(31,514)	-
Income before Contributions and Transfers	707,449	601,641
Capital contributions	1,582,009	-
Transfers out	(271,715)	(269,467)
Change in Net Position	$ 2,017,743	$ 332,174

As of December 31, 2015 the Wastewater Utility owed the general fund $1,220,617 for operating purposes, which was an increase of $209,387 from the amount owed a year earlier. The primary reason for the amount due to the general fund is the cost of replacing water meters, of which 50% was charged to the wastewater utility. The City intends to borrow for the meter purchases in 2016 and reimburse the wastewater utility.

The City has increased rates each year with the last rate increase implemented in 2015, effective in the 1st Quarter of 2016.

STORMWATER UTILITY

Financial analyses and comments pertaining to the operations of the Stormwater Utility follow:

Income Account

The Stormwater Utility reported an increase in net position of $425,809 for the year ended December 31, 2015 compared to an increase of $142,556 for the year ended December 31, 2014.

	2015	2014
Operating Revenues		
Charges for services	$ 1,321,246	$ 1,221,174
Operating Expenses		
Operation and maintenance	540,934	729,798
Depreciation	354,503	348,820
Total Operating Expenses	895,437	1,078,618
Change in Net Position	$ 425,809	$ 142,556

At year end, available cash of the Stormwater Utility totaled $1,254,076.

STATUS OF PRIOR YEAR COMMENTS AND RECOMMENDATIONS

The following comments and observations have been discussed in prior year management letters. Although progress has been made, the recommendations have not yet been fully implemented. Since complete implementation of the recommendations has not been made, we recommend the City develop a specific timetable for implementation, including identifying persons responsible for implementation, for each recommendation. Presented below is a summary of prior year comments along with any current status.

1. Development of Capital Assets Records

The city purchased capital asset software in the beginning of 2015, which was implemented for the year ended December 31, 2015. All 2015 capital transactions were entered into the software by April 30, 2016. Plans are to have the 2016 and subsequent years' information captured during the year to be able to enter capital asset additions and retirements as they occur during the year.

2. Recording of Accounting Journal Entries for Allocation of Project Expenditures

The accounting journal entries were not completed during the year as suggested primarily due to additional time required to convert the water and wastewater billing and meter reading system to new software. Plans are to prepare accounting journal entries currently in 2016 as construction and other major infrastructure projects are completed.

3. Reconciliation of Special Assessment Records

Monthly journal entries for special assessment transactions were not made during 2015. Entries were made in May of 2016 in order to reconcile the special assessment accounts receivable balances to the agree with outstanding detail. Plans are to begin the monthly journal entry process starting in June of 2016.

4. Recording of Non-lapsing Carryovers and Other Budget Amendments in the Accounting System

This recommendation was not implemented during the 2015 year. General fund carryover appropriations and other budget amendments were entered into the financial statements prior to issuance. General fund carryover appropriations for 2016 were entered into the 2016 accounting software. Additional, plans are to enter current year budget amendments into the accounting software as they occur.

5. Developing Cash Flow Analyses for the Water and Wastewater Utilities with the Annual Budget

This recommendation was not implemented with the 2016 budget. The borrowing for meter purchases has been delayed until 2016 and plans are to develop cash flow analyses with the 2017 budget.

6. Suggestions from Review of the Finance Department Procedures

The following suggestions were noted last year from a detailed review of finance department procedures:

Provide for a Review of Monthly Bank Account Reconciliations: This suggestion was not implemented during 2015. Plans are to develop a review by the Clerk-Treasurer to start in 2016.

Provide for a Separation of Duties between Entering Pay Rate Information and Processing Payroll: This suggestion was not implemented because a review of the City's software revealed that the software did not allow payroll processing personnel to not have access to the pay rate field. As a result, an alternative control feature was implemented in 2016 to have personnel in the Human Resources Department verify on a test basis during the year pay rates used to process payroll.

Provide for a Review of Final Pay Calculations for Retiring or Departing Employees: This suggestion was implemented in 2015.

Enter Additional Receivables and Invoices into the Automated Accounts Receivable System: This suggestion was implemented in 2015 for additional police department and public works department receivables. Plans are to enter miscellaneous water department invoices into the system in 2016.

Provide City Departments with Unpaid Receivable Reports: This recommendation was implemented in 2015 for the police and public works department.

Provide for Additional Separation of Duties Between the Depositing and Accounting Functions by Reviewing the Feasibility of a Bank Courier Pickup of Deposits: Quotes for courier pickup were received in 2016 and it was determined that the cost was too high and that current City employees have available time to continue to make deposits. To provide for separation of duties between depositing and accounting functions, it was proposed that the City Clerk-Treasurer become the primary deposit person with the Deputy Clerk-Treasurer the backup.

CURRENT YEAR COMMENTS AND RECOMMENDATIONS

1. Enter Manual Reconciling Adjustments into the City's Bank Reconciliation Software

During our current audit, we reviewed the process used to reconcile the City's pooled cash and investments. The City uses a pooled cash system where all accounting funds share the same checking account and investment funds. The City accounting software contains bank reconciliation features that provide for an automated process to reconcile the pooled cash accounts in a combined all-cash transaction fund.

While our review indicated that the features of the software are being used to reconcile the pooled cash on a daily basis, we noted certain items that presently make the monthly reconciliations difficult to review and compare to recorded accounting transactions. The items noted are summarized as follows:

- Numerous reconciling items are used to agree the combined all-cash transactions fund month end balance to the sum of the fund accounting system pooled cash balances. A number of the reconciling items have been carried forward for years and should be cleared from the bank reconciliation program.

- Because of dates used in the entry of payables and receivables, specific receipt types and check runs can be recorded in different months in the fund cash accounts from the combined all-cash fund. The different months posting procedures can result in additional reconciling items in the month end process.

Accordingly, we recommend that all reconciling items be cleared from the combined all-cash fund on a timely basis. In addition, the City should review the software features and change recording procedures if necessary to avoid having specific receipt types or check runs record in different months.

CITY RESPONSE: The City will review the bank reconciliation and clear reconciling items and post any needed adjustments on a monthly basis. The City will change its procedures and post payables and receivables on a daily basis using a software update and procedure that distributes the activity from the pooled cash account to each respective fund cash account in 2016.

2. Fair Value Measurement and Application

In February 2015, the Governmental Accounting Standards Board (GASB) issued Statement No. 72, Fair Value Measurement and Application, which addresses accounting and financial reporting issues related to fair value measurement, primarily for investments.

GASB Statement No. 72 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. It also provides guidance on how fair value should be measured, what assets and liabilities should be measured at fair value, and what information about fair value should be disclosed in the notes to the financial statements.
This Statement requires a government to use valuation techniques that are appropriate under the circumstances and for which sufficient data are available to measure fair value. The techniques should be consistent with one or more of the following approaches: the market approach, the cost approach, or the income approach. It establishes a hierarchy of inputs to valuation techniques used to measure fair value. That fair value hierarchy has three levels of inputs based on the objectivity and reliability of the information. Level 1 inputs are quoted prices in active markets for identical assets or liabilities. Level 2 inputs are observable inputs for similar assets or liabilities. Finally, Level 3 inputs are unobservable inputs. GASB Statement No. 72 requires additional footnote disclosures about fair value measurement, the level of fair value hierarchy and valuation techniques used.

The new standard is effective for years beginning after June 15, 2015, although early application is encouraged. We recommend that the City review the new standard, determine its investments that are subject to fair value measurement and value those investments according to the valuation techniques and inputs outlined in the Statement. We are able to assist you in implementing this standard.

3. **Accounting and Reporting for Other Post-Employment Benefits**

In June 2015, the Governmental Accounting Standards Board (GASB) issued two new pronouncements relating to other post-employment benefits (OPEB). GASB Statement No. 74, Financial Reporting for Post-employment Benefit Plans Other than Pension Plans and GASB Statement No. 75, Accounting and Financial Reporting for Post-employment Benefits Other than Pensions significantly change the accounting and financial reporting of post-employment benefits that was established in GASB Statement Nos. 43 and 45. The primary purpose of these Statements is to improve accounting and financial reporting of OPEB obligations and enhance transparency of OPEB related information in your financial statements similar to how GASB Statements Nos. 67 and 68 were designed.

Currently, governments report a liability related to other post-employment liabilities for the unfunded portion of the annual required contribution, which includes an amortization of the Unfunded Actuarial Liability (UAL) over an open period of time, not to exceed 30 years. Upon implementing the new standards, the City will recognize the difference between total OPEB liability and any plan assets (net OPEB liability) in the government-wide and proprietary financial statements, often resulting in a significant increase in the OPEB liability reported in your financial statements. The new standards also require that the entry age normal cost method be used to determine the liability, deferred inflows and outflows of resources to be reported for changes in economic and demographic assumptions and differences between expected and actual experience, and additional note disclosures and schedules.

The new standards are effective for financial statements for OPEB plans for fiscal years beginning after June 15, 2016 and for employers for fiscal years beginning after June 15, 2017. We recommend that the City evaluate impact of the new standards with your actuary, and determine an implementation strategy to minimize your costs while ensuring adequate communication of the impact of these changes will have on your financial statements. As you develop your implementation strategy, you should evaluate the following:

- Do you anticipate any changes in benefits? If yes, you should approve benefit changes prior to implementation, as any changes in benefits in the future are treated as a current year activity.

- What is your valuation measurement date? You can roll back to a valuation date 12 months prior to year end, allowing you to complete your actuarial valuation prior to year end or you can roll forward to your reporting date, requiring your actuarial valuation to be completed after year end but before you anticipate issuance of your financial statements.

APPENDIX