



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, May 14, 2019

7:00 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 **May 14, 2019 at 7:00 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 Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Call to Order

1. Roll Call
2. Approval of the Minutes of the April 9, 2019 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment and announcements.
4. Presentation of an Overview of OpenGov Financial Software by OpenGov Representative Meredith Behm.
5. Fire Department Overtime and LifeQuest Services Billing Reports for April, 2019.
6. Approval of April 2019 Police Overtime Report
7. Recommendation from Finance Director-Treasurer to select Baird as the new Municipal Financial Advisor for City of De Pere debt issuances.*
8. Consider Acceptance of Grant Stipend and Purchase of Pediatric Intubation Training Head for Fire Department.*
9. Consideration of Request for Funds to Repair the Air Handler for City Hall.*
10. Consideration of Recommendation to Reclassify One Police Office Assistant to Police Technical Support Analyst and Corresponding Pay Grade Level Increase*
11. Consideration of Recommended Changes to the Administrative Time Policy*
12. Request of Ald. Hansen to Consider Amending Chapter 86 De Pere Municipal Code to Prohibit Giving Away Live Animals (non-agricultural) as Prize or Auction Bid.*
13. Request of Ald. Hansen for Consideration of Creating an Ordinance Requiring Employers to Provide Notice to Employees of Right to Unpaid Time Off Work to Vote*
14. Recommendation from Finance Director-Treasurer to Approve 2018 Budget Items to be Carried Forward into 2019.*
15. Consideration of the Possible Acquisition of Private Property for Public Use.

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(e), the Committee may convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Committee may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

16. Future agenda items.

17. Adjournment

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

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City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 14, 2019

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the April 9, 2019 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- April 9, 2019 Minutes-DRAFT (DOCX)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, April 9, 2019

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, April 9, 2019, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Ryan Jennings	Aldersperson	Present	
Larry Lueck	Aldersperson	Excused	
Casey Nelson	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Deputy City Clerk Carey Danen, Finance Director Joe Zegers, Police Chief Derek Beiderwieden, Information Technology Director Steve Massey and Parks, Recreation & Forestry Directory Marty Kosobucki.

2. Approval of the Minutes of the March 12, 2019 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Scott Crevier, Aldersperson
AYES:	Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh
EXCUSED:	Larry Lueck

3. Public Comment and announcements.

None.

4. Fire Department Overtime and LifeQuest Services Billing Reports for March, 2019.

Aldersperson Crevier asked about the zeros entered on page 10 of the packet, to which City Administrator Delo confirmed that the zeros indicate no overtime paid due to sick leave.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Aldersperson
AYES:	Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh
EXCUSED:	Larry Lueck

5. Approval of March 2019 Police Overtime.

Attachment: April 9, 2019 Minutes-DRAFT (8224 : Approval of the Minutes of the April 9, 2019 Regular Meeting of the F/P Committee.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Ryan Jennings, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh
EXCUSED:	Larry Lueck

6. Request by the Police Chief to approve the transfer of \$7300 from undesignated reserves to purchase security measures required by updated Criminal Justice Information System Security Guidelines.*

Chief Beiderwieden thanked the Committee for its consideration of this item and reported that the current estimate is slightly under \$5,000, which, if recommended by the Committee, will be updated in the memo before the item goes to Council. Alderperson Crevier asked for information about how the Wisconsin Department of Justice audits happen, the frequency, and whether the recommended actions from the audit could be addressed by the budget. Chief Beiderwieden explained that FBI committees and sub committees at state levels make recommendations and/or the FBI issues mandates for information security; sometimes the department is advised of an audit and sometimes not. Both the FBI and the Crime Information Bureau (CIB) conduct audits of departments. Every agency is audited by the CIB once every three years, and the department was last audited two years ago. While the department was not prepared for the audit requirements to upgrade, if the department does not become compliant, it will lose its ability to tap into criminal information. IT Director Massey added that while he doesn't believe a specific deadline was imposed to become compliant, it is assumed it will be prior to the next audit, and a plan was developed to implement the upgrade in the next month and a half and the upgrades will also provide support to officers out in the field.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh
EXCUSED:	Larry Lueck

7. Request for Approval of Emergency Repair for 11 foot Lawn Mower in Park Department in the amount of \$10,050, to be funded from undesignated reserves.*

Alderperson Crevier asked about the terminology in the memo equating hours (5000-6000) to years of use (8-12) and Park, Recreation & Forestry Director Kosobucki indicated that a mower is used about 500 hours per year, so those numbers equate to the same thing.

Upon further discussion, Alderperson Nelson asked for the status of undesignated reserves, to which Finance Director/Treasurer Joe Zegers advised that staff is still getting together a number, but \$17,000 (for the two actions tonight) would move it about .1% from the 33-34 % of the annual budget for the following year. City Administrator Delo clarified that it is 33-34% of the general fund operating budget, not the total budget.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh
EXCUSED:	Larry Lueck

8. Consideration of and Possible Action on Copier Lease for City Hall - second floor, Fire Department, Municipal Service Center, and Community Center.*

Alderperson Crevier asked whether the recommended proposal from Badger Office City included scanning capabilities, to which IT Director Massey advised scanning capabilities are available on every device being considered.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Ryan Jennings, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh
EXCUSED:	Larry Lueck

9. Consideration of and Possible Action on Tax Collection Agreement between Brown County Treasurer and the City of De Pere (December 2019 - February 2020).*

Alderperson Crevier asked about Paragraph No. 9 in the Agreement regarding payments to municipalities not being processed. Finance Director-Treasurer Zegers explained that while this doesn't happen often, if a customer comes to City Hall to pay, they would be advised to bring or mail their payment to Brown County. If a payment was received, it would be mailed to Brown County or brought there in person, if the City had reason to go there.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh
EXCUSED:	Larry Lueck

10. Recommendation and possible action to reclassify the Parks Recreation and Forestry Director one pay grade due to change in responsibility.*

Alderperson Crevier asked whether change in responsibility is more than adding a couple of projects. City Administrator Delo explained that of 10 department heads, 7 are at Grade S and 3 are at Grade R, and Carlson Dettman recommends that this position be moved up one grade due based upon a review of the specific projects, which are more focused on economic development, involving the Cultural District Plan and tourism. Current staff in Development Services and Engineering is unavailable to take on these projects. Further, there would be no pay change until 2020. While there may be some shifting of duties internally, it should not be anything significant, possibly some operational tasks. Where Marty would have been involved in these projects to some extent already, he will now be the Project Manager. Alderperson Jennings expressed that Marty is capable and he supports the increase. Alderperson Nelson indicated his concern whether the new projects will impact primary duties, to which City Administrator Delo advised that Marty has a specific interest in doing some of these projects and moving forward his own career goals; the duties will be reevaluated if it impacts primary park duties, but no issues are anticipated. Projects will be spaced appropriately to manage

workload. In response to Alderperson Nelson, City Administrator Delo advised that Step 6 is control point of the pay grade and is intended to be the market rate. Employees can exceed Step 6 of the pay plan, but not the maximum amount of that grade level.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Casey Nelson, Michael J. Walsh
EXCUSED:	Larry Lueck

11. Review and Possible Action on Claims for Personal Property Tax Refund Submitted by Festival Foods for 1001 Main Avenue and 1724 Lawrence Drive.*

Mayor Walsh asked the City Attorney whether a closed session was required, and City Attorney Judith Schmidt-Lehman indicated it was not, but she recommended a closed session to discuss legal strategies if desired. She mentioned irregularities with service of the claims, but details should be discussed in closed session. She did present updated numbers on the claims that were revised following communications between the assessor and Festival regarding the exemption for machinery. The refund being sought for 1724 Lawrence Drive is \$7,203.58, plus interest and for 1001 Main Avenue is \$35,681.56 plus interest. Revisions were made for items that do not fall within the new definition of machinery and amendments were made to personal property tax returns, but not initially reflected in the claims.

Mayor Walsh indicated he would like to go into closed session, and made a Motion at 7:55 PM, seconded by Alderperson Nelson. Upon roll call vote, motion approved unanimously.

Mayor Walsh moved to go back to regular order at 8:20 PM, seconded by Alderperson Jennings. Upon roll call vote, motion approved unanimously.

RESULT:	NO ACTION
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12. Future agenda items.

None.

13. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:21 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 14, 2019

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Presentation of an Overview of OpenGov Financial Software by
OpenGov Representative Meredith Behm.

ATTACHMENTS:

- OpenGov Finance Presentation Memo May 14 2019 (DOC)

To: Honorable Michael J. Walsh, Mayor
Members of the Finance Committee
From: Joe Zegers, Finance Director
RE: OpenGov, Inc Software Presentation by OpenGov Representative Meredith Behn
Date: May 8, 2019

Meredith Behm from OpenGov will give a brief 20-30 minute presentation of the City's general ledger financial reports currently available for department heads and upcoming for remaining City staff and ultimately available on the City's website. Meredith initially gave this presentation at our Staff meeting in March of 2019.

We are presently in the process of implementing the financial integration piece approved in April that will drive automation and create automatic updates that push the financial data into the OpenGov reports without the need to manually create them. This will benefit the City because it will increase the frequency of reports to very close to real time without any manual effort.

Following the presentation, Meredith will be able to answer any questions you may have as well for the May 14th, 2019 Finance Committee meeting.

Attachment: OpenGov Finance Presentation Memo May 14 2019 (8219 : OpenGov presentation)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 14, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Services Billing Reports for April, 2019.

ATTACHMENTS:

- APRIL 2019_FIRE DEPT OT RPT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2018

REASON	Jan.*	Feb.**	Mar.***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	153.00	117.00	196.50	190.25	135.00	129.00	48.25	129.00	135.25	90.00	81.00	66.25	1,470.50
EMS TRAINING	79.50	31.50	98.00	67.00	61.50	17.75	0.00	0.00	98.50	117.50	121.50	99.00	791.75
FIRE TRAINING	21.75	31.50	24.00	18.00	94.25	16.00	18.50	15.75	0.00	55.00	66.50	34.50	395.75
RESCUE CALLS	17.00	6.75	16.50	10.50	4.00	10.75	4.50	0.00	0.00	24.25	13.00	9.75	117.00
FIRE CALLS	1.00	4.00	0.50	1.25	0.00	0.00	0.00	1.75	0.00	1.50	0.75	2.50	13.25
MEETINGS	30.25	41.25	10.50	12.75	3.75	5.50	4.25	31.50	17.25	5.25	0.00	14.50	176.75
STAFFING REP.	0.00	0.00	77.25	109.00	93.75	36.00	83.00	69.75	85.50	6.00	49.50	309.75	919.50
MAINTENANCE	26.50	6.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.25
PUB. ED.	13.50	0.00	17.75	0.75	14.25	6.00	6.00	19.50	29.25	48.00	1.50	0.00	156.50
SPECIAL EVENTS	58.75	0.00	0.00	0.00	211.50	0.00	0.00	32.50	0.00	23.50	6.00	21.00	353.25
# FIRE RUNS	39	35	31	47	38	39	46	48	50	30	38	36	477
# EMS RUNS	193	168	164	196	179	179	169	194	202	178	177	184	2,183
DISPATCH ERRORS	6	1	2	4	5	4	6	4	1	3	10	9	55
TOTAL HRS.	401.25	238.75	441.00	409.50	618.00	221.00	164.50	299.75	365.75	371.00	339.75	557.25	4,427.50

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through January 2, 2019, \$93,505, 98%

*Period: 12/30/17-01/26/18 +Period: 03/24/18-04/20/18 ^Period: 06/30/18-07/27/18 #Period: 09/22/18-11/02/18
**Period: 01/27/18-02/23/18 ++Period: 04/21/18-06/01/18 ^^Period: 07/28/18-08/24/18 ##Period: 11/03/18-11/30/18
***Period: 02/24/18-03/23/18 +++Period: 06/02/18-06/29/18 ^^^Period: 08/25/18-09/21/18 ###Period: 12/01/18-12/28/18

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2019

REASON	Jan.*	Feb.**	Mar.***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	72.75	54.00	22.50	69.00									218.25
EMS TRAINING	40.75	129.25	108.25	107.25									385.50
FIRE TRAINING	3.50	43.50	15.50	86.75									149.25
RESCUE CALLS	13.00	2.25	11.25	2.00									28.50
FIRE CALLS	13.50	4.50	23.50	9.75									51.25
MEETINGS	3.00	33.00	22.25	8.50									66.75
STAFFING REP.	89.25	15.50	0.00	153.00									257.75
MAINTENANCE	0.00	0.00	0.00	3.25									3.25
PUB. ED.	2.25	0.00	4.50	34.00									40.75
SPECIAL EVENTS	0.00	0.00	0.00	0.00									0.00
# FIRE RUNS	56	31	50	52									189
# EMS RUNS	191	178	167	223									759
DISPATCH ERRORS	6	6	8	2									22
TOTAL HRS.	238.00	282.00	207.75	473.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,201.25

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through May 3, 2019, \$19,188, 20%

*Period: 12/29/18-01/25/19 +Period: 03/23/19-05/03/19 ^Period: #Period:
**Period: 01/26/19-02/22/19 ++Period: ^^Period: ##Period:
***Period: 02/23/19-03/22/19 +++Period: ^^^Period: ###Period:

**DE PERE FIRE RESCUE
OVERTIME CAUSED BY SICK LEAVE
APRIL, 2019**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
03/24/2019	24	36
03/27/2019	24	36
04/06/2019	6	9
04/13/2019	24	36
05/03/2019	24	36
TOTAL	102	153

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

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR APRIL, 2019



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
04/01/2019	749 Oak Street	Building fire	E111, E121	Extinguishment by fire service personnel	Ashwaubenon County Resc Hobart, Lawrence
04/02/2019	452 N. St. Bernard Drive	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
04/03/2019	2960 Allied Street (Village of Ashwaubenon)	Electrical odor	C102, L111	Dispatched/canceled en route	N/A
04/03/2019	1600 Lawrence Drive	Gas leak	C102, C102, E111, E121	Investigate	N/A
04/04/2019	1266 N. Crown Court	Carbon monoxide detector activation, malfunction	E121	Investigate	N/A
04/08/2019	1607 Suburban Drive	Carbon monoxide incident	E121	Investigate	N/A
04/08/2019	1742 County Clare Road	Carbon monoxide detector activation, no CO	E121	Investigate	N/A
04/10/2019	1753 Cormier Road (Village of Ashwaubenon)	Building fire	L111	Extinguishment by fire service personnel	N/A
04/10/2019	1390 Bellevue Street (Village of Bellevue)	Stove fire	L111	Dispatched/canceled en route	N/A
04/10/2019	1009 Coral Street	Carbon monoxide detector activation, malfunction	E111	Investigate	N/A
04/11/2019	110 Reid Street	Sprinkler activation, no fire, unintentional	E111, E121	Investigate, shut down system	N/A
04/11/2019	3311 Monroe Road (Village of Bellevue)	Structure fire	L111	Dispatched/canceled en route	N/A
04/12/2019	1336 Irwin Avenue	Unauthorized burn	E111	Investigate, provide information	N/A
04/12/2019	818 Third Street	Gas leak	E111, E121	Investigate, ventilate, evacuate area	N/A
04/15/2019	831 Sunrise Court	Gas leak	E111, L111	Investigate, establish safe area	N/A
04/17/2019	831 Radisson Street (City of Green Bay)	Commercial compactor fire, confined to rubbish	C101, E111	Provide manpower	N/A
04/19/2019	N. Libal Street/Ridgeway	Smoke scare, odor of smoke	E111	Investigate	N/A

Attachment: APRIL 2019_FIRE DEPT OT RPT (8216 : Fire Department Overtime and LifeQuest Services Billing Reports for April, 2019.)

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
04/19/2019	336 College Avenue	Unauthorized burn	E121	Investigate	N/A
04/21/2019	1881 Commerce Drive	Arcing, shorted electrical equipment	E111, E121	Investigate	Ashwauben County Resc Ledgeview
04/22/2019	1216 Shadow Ridge Way (Town of Lawrence)	Stove fire	L111	Dispatched/canceled en route	N/A
04/22/2019	2052 Rush Court	Alarm system activation, no fire, unintentional	E111	Investigate	N/A
04/23/2019	2233 American Blvd.	Alarm system activation, no fire, unintentional	E121	Investigate	N/A
04/24/2019	100 S. Broadway	Building fire	C101, BC111, E111, E121, L111	Extinguishment by fire service personnel, salvage/overhaul, search, EMS, ventilate, evacuate, establish safe area, provide light or electrical equipment, operate apparatus or vehicle, incident command, investigate	Ashwauben Bellevue, County Resc Denmark, G Bay, Greenl Hobart, Howard, Lawrence, Ledgeview, Morrison, N Franken, Wayside, Wrightstowr
04/24/2019	1850 Enterprise Drive	Alarm sounded due to malfunction	New Franken took call	Investigate	N/A
04/25/2019	100 S. Broadway	Authorized controlled burning	L111	Extinguishment by fire service personnel	N/A
04/25/2019	100 S. Broadway	Authorized controlled burning	L111	Extinguishment by fire service personnel	N/A
04/25/2019	100 S. Broadway	Authorized controlled burning	L111	Extinguishment by fire service personnel	N/A
04/27/2019	100 S. Broadway	Trash or rubbish fire, contained	E111, E121	Extinguishment by fire service personnel	N/A
04/27/2019	433 N. Ontario Street	Carbon monoxide incident	E121	Investigate, shut down system, ventilate	N/A
04/27/2019	100 S. Broadway	Trash or rubbish fire, contained	L111	Extinguishment by fire service personnel	N/A

Attachment: APRIL 2019_FIRE DEPT OT RPT (8216 : Fire Department Overtime and LifeQuest Services Billing Reports for April, 2019.)

**LIFEQUEST MEDICAL BILLING - 2019
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	143,655	104,733	155,785	152,178		
PAYMENTS	55,433	56,668	75,702	53,535		
CREDIT ADJUSTMENTS	63,699	48,843	69,520	52,183		

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

Payments to LifeQuest	
January	3,057
February	3,823
March	4,791
April	3,407
May	
June	
July	
August	
September	
October	
November	
December	
Total Paid	\$15,078

**See attached details

City Of De Pere
Income and Expenditures
April 2019
All Phases

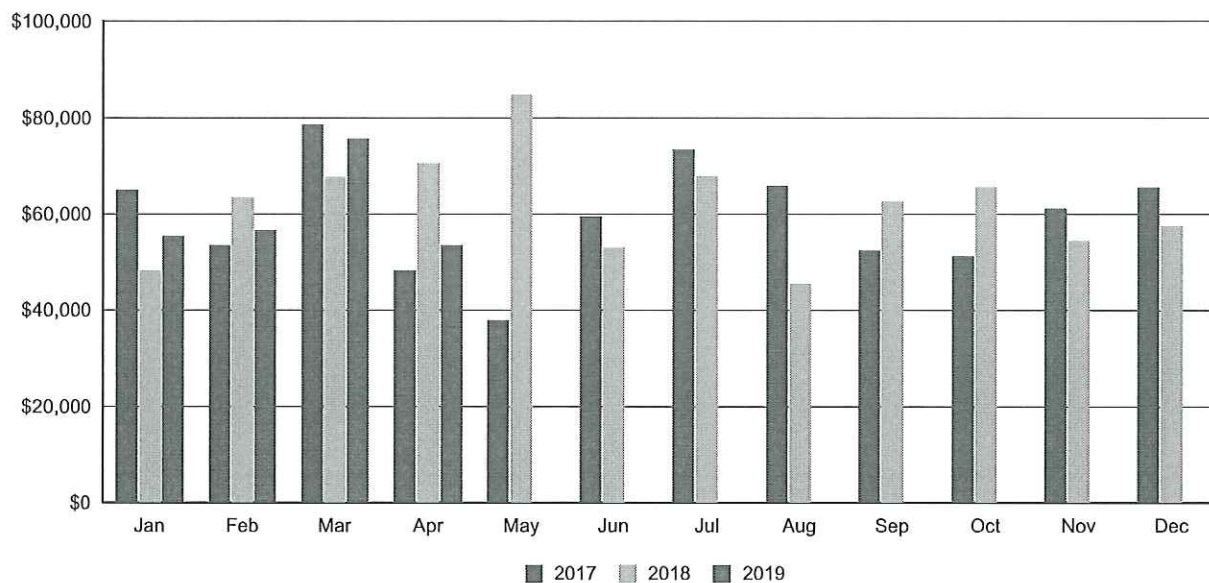
Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$127,715.80	\$24,462.68	\$152,178.48
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$127,715.80	\$24,462.68	\$152,178.48
Account Transfers		\$15,715.98	\$8,746.70	\$24,462.68
Credit Summary				
Total Credits		\$98,881.38	\$7,970.99	\$106,852.37
Less Adjustments	-	\$51,050.96	\$1,131.81	\$52,182.77
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$1,134.25	\$1,134.25
Less Overpayments	-	\$(1,083.72)	\$0.00	\$(1,083.72)
Gross Payments Received		\$48,914.14	\$5,704.93	\$54,619.07
Plus Overpayment Returns	+	\$0.00	\$0.00	\$0.00
Net Payments Received		\$48,914.14	\$5,704.93	\$54,619.07
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$48,914.14	\$5,704.93	\$54,619.07
Summary of Disbursement				
Total Deposits & Payments Kept By		\$48,914.14	\$5,704.93	\$54,619.07
Plus Overpayment Refunds	+	\$(1,083.72)	\$0.00	\$(1,083.72)
Gross Revenue		\$47,830.42	\$5,704.93	\$53,535.35
LifeQuest Fee		\$2,152.37	\$1,255.08	\$3,407.45
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$2,152.37	\$1,255.08	\$3,407.45
Service Revenue		\$45,678.05	\$4,449.85	\$50,127.90
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$45,678.05	\$4,449.85	\$50,127.90

Messages:

Total Deposits EOM differ from bank statement by \$711.56 due to 3/28 \$711.56 UHC now posted eli 5.1.19

All Phases Gross Revenue

City of De Pere
January 2017 to April 2019



	2017	2018	2019
January	\$65,035	\$48,362	\$55,433
February	\$53,532	\$63,538	\$56,668
March	\$78,566	\$67,787	\$75,702
April	\$48,367	\$70,664	\$53,535
May	\$38,017	\$84,800	\$0
June	\$59,532	\$53,162	\$0
July	\$73,500	\$67,954	\$0
August	\$65,845	\$45,566	\$0
September	\$52,557	\$62,667	\$0
October	\$51,374	\$65,610	\$0
November	\$61,219	\$54,498	\$0
December	\$65,635	\$57,599	\$0
Total Gross Revenue	\$713,180	\$742,207	\$241,338

City Of De Pere

Billing Summary

April 2019

Phase 1

Charges

Billing Charges		\$127,715.80	
Other	+	\$0.00	
Subtotal of Charges			\$127,715.80

Account Transfers

Billing to Collections Transfer Total			\$15,715.98
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Credit Summary

Total Credits		\$98,881.38	
Less Adjustments	-	\$51,050.96	
Less Overpayments	-	\$(1,083.72)	
Gross Payments Received			\$48,914.14
Plus Overpayment Returns	-	\$0.00	
Net Payments Received			\$48,914.14
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$48,914.14

Summary of Disbursement

Total Deposits & Payments Kept By		\$48,914.14	
Plus Overpayment Refunds	+	\$(1,083.72)	
Gross Revenue			\$47,830.42
LifeQuest Fee		\$2,152.37	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$2,152.37
Service Revenue		\$45,678.05	
Less Payment Kept By Service	-	\$0.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$45,678.05

Messages:**Legend:****Charges - Other:** Includes Insurance Interest, transaction fees, probate fees**Credit Summary - Less Overpayments:** Includes recoupments, refunds, returns, service payables**Credit Summary - Plus Overpayment Returns:** Includes NSF/bank returned type payments

Billing Reconciliation Summary

City of De Pere
For the month of April 2019

Beginning Balance of Accounts Receivables			\$211,447.21
Total Charges entered for the Month	+		\$127,715.80
Adjustments			
Intercept		\$0	
Per Contract		\$0	
Account Transfer Total		\$15,715.98	
Other		\$35,334.98	
Total Adjustments for the Month		\$51,050.96	
	-		\$51,050.96
Payments			
Cash		\$13,503.21	
Contract Payments		\$0	
Credit Card		\$0	
Direct Deposit		\$29,034.85	
Hospital		\$0	
Insurance		\$6,376.08	
Payment Kept By		\$0	
Other		\$0	
		\$48,914.14	
	-		\$48,914.14
Overpayment			
Recoupment		\$0	
Refunds		\$(1,083.72)	
Returns		\$0	
Service Payable		\$0	
Other		\$0	
		\$(1,083.72)	
	-		\$(1,083.72)
Total for Reconciliation Summary			\$240,281.63
Ending Balance of Accounts Receivables			\$240,281.63

Total Page : 1 of 1
 Page : 1 of 1
 Date : 05/01/2019
 Time : 09:59:16

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	Totals
May 2018	7957	24645	15251	4391	2068	2018	873	200	247	100	10	0 \$	57761
113240	7	21.8	13.5	3.9	1.8	1.8	0.8	0.2	0.2	0.1	0	0 %	51
Jun 2018		4207	25686	14433	8076	4116	900	350	790	79	0	0 \$	58631
114068		3.7	22.5	12.7	7.1	3.6	0.8	0.3	0.7	0.1	0	0 %	51.4
Jul 2018			5253	16866	18074	7409	3552	617	-605	1057	46	-959 \$	51310
106754			4.9	15.8	16.9	6.9	3.3	0.6	-0.6	1	0	-0.9 %	48.1
Aug 2018				6334	25569	15117	8189	4149	712	268	597	0 \$	60930
122254				5.2	20.9	12.4	6.7	3.4	0.6	0.2	0.5	0 %	49.1
Sep 2018					1902	31023	13383	6534	5556	1489	1523	0 \$	61410
122220					1.6	25.4	11	5.3	4.5	1.2	1.2	0 %	50.1
Oct 2018						2562	26437	15902	6530	2176	3331	3794 \$	60730
115714						2.2	22.8	13.7	5.6	1.9	2.9	3.3 %	52.1
Nov 2018							223	24640	14380	9451	2818	232 \$	51740
106478							0.2	23.1	13.5	8.9	2.6	0.2 %	48.1
Dec 2018								831	22268	14799	8020	2832 \$	48750
107646								0.8	20.7	13.7	7.5	2.6 %	45.1
Jan 2019									0	17895	24350	7265 \$	49500
121031									0	14.8	20.1	6 %	40.1
Feb 2019										360	27858	15532 \$	43750
109224										0.3	25.5	14.2 %	40.1
Mar 2019											0	16882 \$	16880
95314											0	17.7 %	17.1
Apr 2019												2228 \$	2220
71812												3.1 %	3.1
Averages	1st Mo	2nd Mo	3rd Mo	4th Mo	5th Mo	6th Mo	7th Mo	8th Mo	9th Mo	10th Mo	11th Mo	12th Mo	
Extended	2.4	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	2.4	21.1	14.2	6.4	3	1.2	0.9	0.5	0.1	-0.3	0	0	

Attachment: APRIL 2019_FIRE DEPT OT RPT (8216 : Fire Department Overtime and LifeQuest Services Billing Reports for April, 2019.)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 14, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of April 2019 Police Overtime Report

The overtime (OT) report covers a four (4)-week period. Two previous years of overtime report summaries are attached for comparison.

Miscellaneous OT of 41.5 total hours is comprised of 10.25 hours of Patrol fraction allotments, 2 hours for security during carpet install at police department, 22.5 hours for President Trump visit (15 hours for SWAT and 10.5 for Mobile Field Force), .5 hour for a crossing guard coverage/assignment, and 3 hours for a Human Trafficking preparation and presentation.

Reimbursable Miscellaneous OT of 30.5 total hours is all comprised of hours for the Drug Task Force officer.

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

ATTACHMENTS:

- 2017 PD OT Report Summary (PDF)
- 2018 PD OT Report Summary (PDF)
- April 2019 PD OT Report (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2017**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	12.00	64.75	39.50	24.75	23.50	15.00	38.00	37.00	18.00	32.75	4.00	23.00	332.25
OFFICER WORKED ON HOLIDAY	97.00	13.75		31.00	97.00	21.75	54.75	8.00	121.75	16.00	66.00	87.00	614.00
OFFICER FOR COURT	9.00	10.00	6.00	1.75	21.00	10.00	4.00	25.00	4.00	22.00	15.00	4.00	131.75
OFFICER TRAINING	207.00	65.50	36.00	39.00	241.75	60.25	16.50	46.75	259.25	203.00	51.25	97.00	1323.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	5.50	27.25	10.50	16.00	17.50	9.50	16.50	3.00	2.00	12.00	2.00	14.00	135.75
STAFFING LEVEL	63.00	22.50	39.25	39.50	199.50	74.00	66.50	97.50	130.50	209.50	98.00	69.00	1108.75
INVESTIGATION	37.50	44.50	43.50	36.50	73.75	24.50	47.00	26.25	23.50	108.50	28.50	57.50	551.50
HONOR GUARD FOR FUNERAL		2.00		11.00									13.00
SCHOOL LIAISON REIMBURSED	18.00	23.50	25.00	7.00	31.50	15.00		5.00	41.00	61.00	10.00	16.00	253.00
COMMUNITY RELATIONS					2.00			3.50	3.50	3.00			12.00
SPECIAL ASSIGNMENT		6.25					9.00						15.25
SPECIAL ASSIGNMENT REIMBURSED		6.25		18.50	219.50	13.00			8.00	29.50	29.00		323.75
MISCELLANEOUS	27.50	13.50	42.75	20.25	26.25	17.75	10.75	11.50	9.75	35.50	17.00	20.25	252.75
MISCELLANEOUS REIMBURSED	66.00	130.00	45.00	60.00	104.00	67.50	57.50	51.00	30.50	42.50	26.00	19.00	699.00
Gross OFFICER OVERTIME	542.50	429.75	287.50	305.25	1057.25	328.25	320.50	314.50	651.75	775.25	346.75	406.75	5766.00
SUBTOTAL REIMBURSED OVERTIME	(84.00)	(159.75)	(70.00)	(85.50)	(355.00)	(95.50)	(57.50)	(56.00)	(79.50)	(133.00)	(65.00)	(35.00)	(1275.75)
NET OFFICER OVERTIME	458.50	270.00	217.50	219.75	702.25	232.75	263.00	258.50	572.25	642.25	281.75	371.75	4490.25

Total Overtime Budget: **\$145,000.00**
Expenditures through 1/02/2018 **\$182,422.00**
Percent of Total Budget: **125.81%**

01/02/2018
Report Date

NOTES:

* Period 12/31/2016 - 1/27/2017
**Period 1/28/2017 - 2/24/2017
***Period 02/25/2017 - 3/24/2017

+Period 03/25/2017 - 4/21/2017
++Period 4/22/2017 - 6/02/2017
^Period 6/03/2017 - 6/30/2017

#Period 7/1/2017 - 7/28/2017
##Period 7/29/2017 - 8/25/2017
^^Period 8/26/2017 - 9/22/2017

^^^Period 9/23/2017 - 11/3/2017
*+Period 11/4/2017 - 12/1/2017
*+*Period 12/2/2017- 12/29/2017

Attachment: 2017 PD OT Report Summary (8214 : Police April 2019 Overtime)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2018**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	41.50	19.50	10.00	15.50	23.00	14.00	20.00	97.50	33.00	29.00	19.50	8.50	331.00
OFFICER WORKED ON HOLIDAY	105.75	8.00	12.00	42.00	98.25	22.00	70.50	4.00	114.00	12.00	51.75	98.75	639.00
OFFICER FOR COURT	4.00	14.00	13.00	12.00	18.00	12.00	23.50	6.00	14.00	53.50	9.00	26.00	205.00
OFFICER TRAINING	82.00	122.00	71.75	140.00	277.00	164.75	104.50	73.50	179.75	224.25	66.50	28.00	1534.00
OFFICER RELIEF FOR FUNERAL			4.50										4.50
OFFICER ATTEND MEETING	10.50		3.50	15.00	0.50		7.50		10.00	12.00		21.00	80.00
STAFFING LEVEL	68.00	51.25	97.75	61.50	87.50	92.00	83.00	73.75	140.50	175.50	99.50	85.25	1115.50
INVESTIGATION	50.75	77.00	82.25	87.50	40.75	27.50	39.00	55.50	15.00	83.00	57.25	74.50	690.00
HONOR GUARD FOR FUNERAL						15.50		3.00					18.50
SCHOOL LIAISON REIMBURSED	12.50	25.50	10.00	19.00	33.75	27.50		15.00	61.00	41.50	7.00	22.00	274.75
COMMUNITY RELATIONS						1.50		2.00	3.00	14.50		4.00	25.00
SPECIAL ASSIGNMENT						6.50				46.00			52.50
SPECIAL ASSIGNMENT REIMBURSED		17.50	9.50		212.75		26.50		13.50		30.75		310.50
MISCELLANEOUS	16.00	19.00	10.75	25.75	35.00	10.75	9.00	18.50	19.75	37.75	18.75	19.00	240.00
MISCELLANEOUS REIMBURSED	33.00	41.50	79.00	20.00	32.50	23.50	25.00	34.00	32.00	43.00	22.00	19.00	404.50
Gross OFFICER OVERTIME	424.00	395.25	404.00	438.25	859.00	417.50	408.50	382.75	635.50	772.00	382.00	406.00	5924.75
SUBTOTAL REIMBURSED OVERTIME	(45.50)	(84.50)	(98.50)	(39.00)	(279.00)	(51.00)	(51.50)	(49.00)	(106.50)	(84.50)	(59.75)	(41.00)	(989.75)
NET OFFICER OVERTIME	378.50	310.75	305.50	399.25	580.00	366.50	357.00	333.75	529.00	687.50	322.25	365.00	4935.00

Total Overtime Budget: **\$150,000.00**
Expenditures through 3/1/2019 **\$190,045.02**
Percent of Total Budget: **126.70%**

NOTES:

* Period 12/30/2017 - 1/26/2018

**Period 1/27/2018 - 2/23/2018

***Period 2/24/2018 - 3/23/2018

+Period 3/24/2018 - 4/20/2018

++Period 4/21/2018 - 6/1/2018

^Period 6/2/2018 - 6/29/2018

#Period 6/30/2018 - 7/27/18

##Period 7/28/2018 - 8/24/2018

^^Period 08/25/2018 - 09/21/2018

^^^Period 9/22/2018 - 11/2/2018

*+Period 11/3/2018 - 11/30/2018

*+*Period 12/01/2018 - 12/28/2018

Attachment: 2018 PD OT Report Summary (8214 : Police April 2019 Overtime)

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

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	20.50	16.50	15.00	48.50									100.50
OFFICER WORKED ON HOLIDAY	105.00	22.25	4.00	30.00									161.25
OFFICER FOR COURT	22.50	10.00	18.50	10.50									61.50
OFFICER TRAINING	29.50	89.00	124.00	160.75									403.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	3.00	2.00	12.00	13.00									30.00
STAFFING LEVEL	39.00	60.00	124.50	85.50									309.00
INVESTIGATION	33.00	38.50	16.00	58.50									146.00
HONOR GUARD FOR FUNERAL		10.00											10.00
SCHOOL LIAISON REIMBURSED	25.50	30.50	14.00	30.00									100.00
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT				8.25									8.25
SPECIAL ASSIGNMENT REIMBURSED		14.00											14.00
MISCELLANEOUS	8.00	31.25	22.75	41.50									103.50
MISCELLANEOUS REIMBURSED	14.50	16.50	13.00	30.50									74.50
Gross OFFICER OVERTIME	300.50	340.50	363.75	517.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1521.75
SUBTOTAL REIMBURSED OVERTIME	(40.00)	(61.00)	(27.00)	(60.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(188.50)
NET OFFICER OVERTIME	260.50	279.50	336.75	456.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1333.25

Total Overtime Budget: **\$160,000.00**
Expenditures through 5/03/2019 **\$57,008.66**
Percent of Total Budget: **35.63%**

NOTES:

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

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

***Period 02/23/2019 - 3/22/2019

+Period 3/23/2019 - 5/03/2019

++Period

^Period

#Period

##Period

^^Period

^^^Period

*+Period

*+*Period



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 14, 2019

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Recommendation from Finance Director-Treasurer to select Baird as the new Municipal Financial Advisor for City of De Pere debt issuances.*

ATTACHMENTS:

- Municipal Advisor for City of Debt Issuances 2019 (DOC)
- Baird attachment (PDF)

To: Honorable Michael J. Walsh, Mayor
 Members of the Finance Committee
 From: Joe Zegers, Finance Director
 Larry Delo, City Administrator
 RE: Recommendation of Municipal Advisor for City of De Pere Debt Issuances
 Date: May 9, 2019

The City of De Pere has retained Springsted, Inc. for many years as our Municipal Advisor for our annual borrowing programs. In early March we were informed that Springsted was merging with and is now part of Baker Tilly. As a result, we determined the need to explore and review other possibilities for the role of Municipal Advisor. We interviewed and received quotes for the services of four firms that could fill the role of Municipal Advisor for the City. The four firms we talked to were as follows:

Baker Tilly (formerly Springsted)
 Baird
 Ehlers. Inc
 PMA Financial

The fee structures had relatively small variations among the four firms as we analyzed costs for their services. The fees ranged roughly within \$5,000 of each other for varying sizes of debt issues. Due to this, we felt that firm interviews and firm qualifications would also be strongly considered in making our recommendation.

We have decided to recommend Baird which is headquartered in Milwaukee as the City's Municipal Advisor. Their team of three individuals assisting us would have an average of 20 years of Public Finance experience. Baird has a solid range of 180+ Wisconsin municipal clients including the nearby Villages of Ashwaubenon, Howard, Allouez & Kimberly as well as the Cities of Green Bay, Appleton, Manitowoc, Neenah and Kaukauna. Baird was founded in 1919 and has a Wisconsin office presence of 1,500 associates in 16 cities throughout the state. As you may also know, Baird has been assisting us in the formation and debt structuring of our TIF Districts #13 & #14 the last two years so they have a solid background of the City's financial and debt situations.

Feel free to contact us if you have any questions regarding our recommendation prior to the Finance Committee meeting on May 14th, 2019.

Baird's Proposed Rate Structure

Competitive Fees for Services Provided. Baird aims to support the City's financial goals by creating the best and most cost efficient financing opportunities. Baird will monitor the City's existing debt, analyze financing options and ensure ongoing financing questions are resolved and answered promptly. Our fee structure supports all of the services we would offer for a debt issuance and beyond. Baird will only charge a fee if/when debt is issued.

Each debt issuance will require the City to select Baird's role.

Description	Municipal Advisor Fee*	Municipal Underwriter Fee** (if applicable)	Municipal Placement Agent** (if applicable)
Lump Sum, Estimated Fee Per Issue	-	-	-
Debt Issuances:			
Short Term Notes (Maturity Less than 1 Year)	\$5,000 Per Bond Issue	0.07%***	0.07%***
GO Note/Bond Issuance \$1 Million - \$4.9 Million	\$15,000 Per Bond Issue	1.00%***	0.75%***
GO Note/Bond Issuance \$5 Million - \$10 Million	\$20,000 Per Bond Issue	1.00%***	0.75%***
Other Services			
Hourly fees of on-going services	\$0	\$0	\$0
Continuing Disclosure Assistance	\$0	\$0	\$0

*If Baird is selected to serve as municipal advisor for a bond issuance, underwriting fee would be unknown until competitive bids are finalized.

**If Baird is selected to serve as underwriter or placement agent for a bond issuance, Baird would NOT charge a municipal advisor fee.

***Calculated as a percentage of the bond issue size.

In addition, the City will bear the printing and distribution expense of the preliminary and final official statements. If Baird is responsible for generating these documents, the cost will be \$3,500 per offering.

Baird Competitive Advantage

A competitive advantage of working with Baird is access to our nationally and regionally ranked independent underwriting desk. Through this leadership and proven expertise, the City gains real-time municipal interest rate levels, volume and investor demand. This direct insight provides structuring advice for the City's debt, pricing comparables, timing of if and when to access the market, and assistance in the verification of pricing. ***Firms without an underwriting desk simply cannot provide this depth of market immersion.*** Baird will utilize this information to access the market at opportune times and prepare our documentation to ensure we are not limiting potential investors or underwriters from participating.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 14, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consider Acceptance of Grant Stipend and Purchase of Pediatric Intubation Training Head for Fire Department.*

ATTACHMENTS:

- PEDIATRIC INTUBATION TRNG HEAD GRAND STIPEND (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Walsh
Members of the Finance and Personnel Committee

From: Alan Matzke, Fire Chief *AEM*

Date: May 8, 2019

RE: Consider Acceptance of Grant Stipend and Purchase of Pediatric Intubation Training Head

De Pere Fire Rescue would like to respectfully request permission to accept a grant stipend from Children's Hospital of Wisconsin & Affiliates in the amount of \$500.

Emergency Medical Services for Children Wisconsin is advocating that all Wisconsin Emergency Medical Service providers follow the recommendation below as industry best practice.

"The Institute of Medicine 2007 publication "Emergency Care for Children: Growing Pains," recommended that EMS agencies "appoint a pediatric emergency coordinator...to provide pediatric leadership for the organization." This recommendation was based on findings that PECC's are necessary to advocate for improved competencies and the availability of resources for pediatric patients."

This position is a non-funded position and will be paired with some form of current duties in our organization. Support will be provided by Wisconsin EMSC and Children's Health Alliance. This position will report to Service Director and the Wisconsin EMSC Program Director.

Children's Hospital of Wisconsin & Affiliates has committed to provide a \$500 grant stipend to any agencies who will commit to appoint a pediatric emergency coordinator. I would like to use the grant stipend toward the purchase of a Pediatric Intubation Training Head to facilitate proficiency of our staff in the critical management of pediatric airways.

Lieutenant Brett Jansen has volunteered to assume the responsibilities of the PECC and quickly identified the need for this training equipment. The total cost of the Pediatric Training Head is \$706.50.

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.

Attachment: PEDIATRIC INTUBATION TRNG HEAD GRAND STIPEND (8229 : Consider Acceptance of Grant Stipend & Purchase of Pediatric



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 14, 2019

DEPARTMENT: Mechanical

FROM: Tom Blohowiak

SUBJECT: Consideration of Request for Funds to Repair the Air Handler for City Hall.*

ATTACHMENTS:

- Memo for VFD on city hall for finance(DOCX)
- Return Fan vfd 4-30-19 (PDF)

City of De Pere

Public Works Department

Memo

To: Finance/Personnel Committee
From: Thomas Blohowiak Maintenance Supervisor
Date: May 14, 2019
Subject: Request for funds to repair the Air Handler for City Hall.

We are asking for approval of \$6,520.00 in funding to replace the Variable Frequency Drive (VFD) for city hall's roof top air handler. Staff was given approval to move forward with the repair process by the City Administration under the emergency repair policy.

The rooftop air handler unit has been sending us error messages to staff. The control panel for the exhaust fan is the cause of the problem. Trane does not make that control anymore, so our only option is to replace the complete VFD unit. Attach is the quote for the replacement unit. This will run the City Hall account over budget for this year. Tweet Garot has been given the approval to order the parts and complete the repair.

Attached

1. Tweet Garot quote to replace unit.

The total cost of the repairs will not exceed \$6520.00

Attachment: Memo for VFD on city hall for finance (8215 : Consider Request for Funds to Repair the Air Handler for City Hall.*)

April 30, 2019

Thomas Blohowiak
City of De Pere
335 S Broadway
De Pere, WI 54115

RE: City Hall Return Fan VFD

Dear Thomas:

Our Lump Sum Price to complete this project is **\$6,520.00 (Six Thousand Five Hundred Twenty Dollars)**.

Our proposal includes:

- Lock out/ tag out Trane rooftop.
- Remove and properly dispose of existing VFD.
- Install one (1) TR 200 VFD for the return fan on Trane rooftop.
 - Outdoor static sensor.
 - Intellipak control panel kit.
 - Program VFD to Trane specs.
- Start up and owner training.

Our proposal does not include:

- After hours, weekdays, or holidays.
- Repairs to other equipment on rooftop other than replacing and programming VFD.
- Upgrades to programming to Intellipak program.

This proposal reflects material pricing as of this date and is valid for 30 days.

Our standard payment terms are net 30 days. Interest will be charged on past due accounts at 1.5% per month.

Acceptance of any proposal will be based upon receipt of a signed copy of this proposal or a written purchase order. All purchases are subject to Tweet/Garot Contract Terms and Conditions (see attached). Work will not commence prior to receipt of written authorization as stated above.

Projects may be progress billed. Any applicable tax is not included in this proposal. If this project is tax-exempt, an exemption certificate must be submitted with your purchase order.

Corporate Headquarters:

325 Reid Street
De Pere, WI 54115-2130
(920) 498-0400
Fax: (920) 498-8136

Central Wisconsin Office:

2810 Jefferson Street
Wisconsin Rapids, WI 54495
(715) 421-0400
Fax: (715) 421-5442

www.tweetgarot.com

Attachment: Return Fan vfd 4-30-19 (8215 : Consider Request for Funds to Repair the Air Handler for City Hall.*)

Thank you for the opportunity to submit this proposal. Please call (920) 347-6172 or e-mail scott.salentine@tweetgarot.com with any questions.

Sincerely,

TWEET/GAROT MECHANICAL, INC. – De Pere



Scott Salentine
Account Manager

ACCEPTANCE OF PROPOSAL:

By: _____ Date: _____ P.O.
No. _____

Corporate Headquarters:

325 Reid Street
De Pere, WI 54115-2130
(920) 498-0400
Fax: (920) 498-8136

Central Wisconsin Office:

2810 Jefferson Street
Wisconsin Rapids, WI 54495
(715) 421-0400
Fax: (715) 421-5442

www.tweetgarot.com

Attachment: Return Fan vfd 4-30-19 (8215 : Consider Request for Funds to Repair the Air Handler for City Hall.)*

CONTRACT TERMS AND CONDITIONS

1. **Asbestos and Hazardous Materials.** Unless specified in the scope of services, the disturbance, removal or abatement of asbestos or other hazardous materials is not provided for by the terms and conditions of this Contract and in the event that asbestos or other hazardous material is encountered and/or needs to be disturbed in order to complete this project, it will be treated as "extra Work" under Paragraph 11 of this Contract. Tweet/Garot Mechanical, Inc. may require Owner to be responsible for the removal or abatement of asbestos or any other hazardous materials found on the job site before proceeding.
2. **Arbitration/Dispute Resolution.** If a dispute arises out of or relates to this Contract, or the breach thereof, and if said dispute cannot be settled through informal negotiations, either party may escalate the issue to appropriate senior executive management of the parties, with final resolution targeted within fourteen (14) days of such escalation to senior executive management. In all cases, the parties agree to use good faith efforts to achieve resolution in a timely manner. If a resolution cannot be reached during the foregoing dispute resolution process, either party may commence litigation seeking the appropriate remedies and relief. Tweet/Garot and Owner agree that the federal and state courts located in Brown County, Wisconsin shall have exclusive jurisdiction over any and all disputes arising under or out of this Contract, or any document or instrument executed pursuant hereto or in connection herewith; and each further expressly submits to and agrees not to contest any such court's exclusive jurisdiction over such matters.
3. **Limitation on Damages.** TWEET/GAROT MECHANICAL, INC. WILL HAVE NO LIABILITY TO OWNER OR ANY OTHER PERSON FOR LOSS OF PROFITS OR INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER ARISING OUT OF BREACH OF WARRANTY OR BREACH OF ANY OTHER PROVISION IN THIS CONTRACT, NEGLIGENCE OR OTHER SORT, OR OTHERWISE, EVEN IF TWEET/GAROT MECHANICAL, INC. HAS BEEN ADVISED OF THE POSSIBILITY OR LIKELIHOOD OF POTENTIAL LOSS OR DAMAGE. IN ADDITION, ANY DAMAGES FOR WHICH TWEET/GAROT MECHANICAL, INC. MAY BE LIABLE TO OWNER SHALL NOT, IN ANY EVENT, EXCEED THE TOTAL PRICE OF THE SERVICES PROVIDED BY TWEET/GAROT MECHANICAL, INC.
4. **Reservation of Rights of Dispute.** In the event that Tweet/Garot Mechanical, Inc. is required, or deems it appropriate, to proceed with and complete any Work which is the subject of a dispute between the Owner and Tweet/Garot Mechanical, Inc. as to whether such Work should be classified as a "change" or as an "extra", Tweet/Garot Mechanical, Inc. may, if it deems it appropriate, but is not required to, proceed with such Work, and therefore or contemporaneously, begin arbitration in accordance

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with the Construction Industry Rules of the American Arbitration Association, to determine whether such Work is in fact a “change” or an “extra” without waiving any said rights, as well as determining the effect of the extra Work.

5. **Attorney Fees.** In the event legal action or arbitration is instituted for the enforcement of any term or condition of this Contract, the prevailing party shall be entitled to an award of reasonable attorney’s fees in said action or arbitration, in addition to the costs and reasonable expenses incurred in the prosecution or defense of said action or arbitration.
6. **Removal of Debris.** Upon completion of Work, Tweet/Garot Mechanical, Inc. agrees to remove all of its own debris and surplus materials from Owner’s property and leave the property in a neat and clean condition. Tweet/Garot Mechanical, Inc. will not be responsible for any charges for any pro-rated proportion of general clean-up of the premises, nor will it be responsible for the disposal of central scrap piles.
7. **Failure to Make Payments.** If the Owner fails to make the scheduled progress payments as defined in “Schedule of Payments,” Tweet/Garot Mechanical, Inc. has the absolute right to cease the performance of any further Work until such time as payment is made. If said payment is more than ten (10) working days late, Tweet/Garot Mechanical, Inc. may treat said lateness as a material breach of this Contract and justifiably refuse to complete the balance of this Contract. Tweet/Garot Mechanical, Inc. may then institute arbitration proceedings as described herein for any and all damages incurred including but not limited to lost profits.
8. **Items Not the Responsibility of Tweet/Garot Mechanical, Inc.** Unless specifically included in the Scope of Services, Tweet/Garot Mechanical, Inc. shall not be held responsible for any violations of applicable building regulations or ordinances, whether cited by the appropriate authority or not. Tweet/Garot Mechanical, Inc. is not responsible for any abnormal or unusual pre-existing conditions.
9. **Excusable Delays.** If Tweet/Garot Mechanical, Inc. is delayed in the performance of the Work by conditions that could not be reasonably foreseen by Tweet/Garot Mechanical, Inc. or are out of the reasonable control of Tweet/Garot Mechanical, Inc., which include, but are not limited to actions taken by Owner, acts of God; fire; explosions or other casualty losses; terrorist acts; strikes, boycotts or other labor disputes; lockouts; hazardous material disturbance, abatement or removal; or acts of governmental bodies, then Owner shall grant Tweet/Garot Mechanical, Inc., a reasonable extension of time. If additional Work or costs are required of, or incurred by Tweet/Garot Mechanical, Inc. as a result of the delay, then Tweet/Garot Mechanical, Inc. shall be entitled to compensation as called for in Paragraph 11.
10. **Safety and OSHA Requirements.** Tweet/Garot Mechanical, Inc. agrees to comply with all local, state and national laws, including without limitation, the provisions of the Accident and Safety Health Act of 1970 and the Construction Safety Act of 1969. Tweet/Garot Mechanical, Inc. is not responsible for any liability caused by the Owner’s noncompliance or any noncompliance of Owner’s employees, agents, representatives or contractors. Owner shall be responsible to provide to Tweet/Garot Mechanical, Inc. personnel all pertinent Material Safety Data Sheets (MSDS) or OSHA’s Hazard Communication Regulations.

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11. **Extra Work.** Tweet/Garot Mechanical, Inc. shall provide the labor and materials specified in the Scope of Services. Additional Work not specified in the Contract will be provided only upon written authorization of Owner. However, in the event that the parties cannot agree on the sum necessary to compensate Tweet/Garot Mechanical, Inc. for the extra Work, then Tweet/Garot Mechanical, Inc. shall be paid its actual costs for the additional labor and materials as well as its normal overhead and profit. In the event that an emergency exists, then Tweet/Garot Mechanical, Inc. may proceed upon the verbal authorization of Owner or Owner's job superintendent and request written confirmation of the verbal authorization within 72 hours, which confirmation shall not be unreasonably refused.
12. **Protection of Work.** To the extent noted herein, Tweet/Garot Mechanical, Inc. will protect its own Work until completion and acceptance of the Work. To allow Tweet/Garot Mechanical, Inc. to protect the Work, Owner shall provide Tweet/Garot Mechanical, Inc. adequate storage space and security on the construction site. Once Tweet/Garot Mechanical, Inc.'s Work is completed, then the Owner shall be responsible for the protection of the Work, as well as the entire project.

If Tweet/Garot Mechanical, Inc.'s Work is damaged or destroyed as a result of actions beyond the reasonable control of Tweet/Garot Mechanical, Inc. or through the negligence of persons other than Tweet/Garot Mechanical, Inc., then Tweet/Garot Mechanical, Inc. shall repair and replace said damage or destroyed Work but will do so only upon being compensated for same. Compensation shall be treated as extra Work and the compensation shall be determined as provided in Paragraph 11.
13. **Concealed Conditions.** In the event that Tweet/Garot Mechanical, Inc. encounters rock, groundwater, underground construction utilities or other conditions unknown to Tweet/Garot Mechanical, Inc. and not reasonably foreseeable by Tweet/Garot Mechanical, Inc., then Tweet/Garot Mechanical, Inc. shall immediately stop Work and call Owner's attention to such concealed conditions in writing. The Contract terms will be equitably adjusted in writing.
14. **Insurance.** Tweet/Garot Mechanical, Inc. will carry worker's compensation insurance to protect Tweet/Garot Mechanical, Inc.'s employees during the progress of the Work. The Owner shall obtain and pay for insurance for injury to its own employees and persons not under the control of Tweet/Garot Mechanical, Inc.
15. **Indemnification.** The Owner shall indemnify and hold harmless Tweet/Garot Mechanical, Inc. from and against any and all claims arising from Owner's use of the job site, or from the conduct of the Owner's business or from any activity, work or things done, permitted or suffered by Owner or others in or about the job site or elsewhere, and shall further indemnify and hold harmless Tweet/Garot Mechanical, Inc. from and against any and all claims arising from any breach or default in the performance of any obligations on the Owner's part to be performed under the terms of the Contract, or arising from any negligence of the Owner or any of the Owner's agents or employees, and from and against all costs, attorneys' fees, expenses and liabilities incurred in the defense of any such claims or any action or proceeding brought therein; and in case any action or proceeding be brought against Tweet/Garot Mechanical, Inc. by reason of any such claim. The

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Owner, upon notice from Tweet/Garot Mechanical, Inc., shall defend same at the Owner's expense by counsel satisfactory to Tweet/Garot Mechanical, Inc.

16. **Severability.** The terms and conditions of this Contract are severable. The unenforceability, illegality of invalidity or any provision in this Contract will not affect the enforceability, legality or validity of any other provision of this Contract. Each other provision will remain enforceable.
17. **Entire Agreement.** These terms and conditions and the terms set forth in Tweet/Garot, Mechanical, Inc.'s Proposal to Owner are the entire agreement of the parties, supersede any prior agreements relating to the subject matter, and may not be amended or supplemented other than by a written agreement signed by each of the parties. CONFLICTING, DIFFERENT OR ADDITIONAL TERMS OR CONDITIONS IN ANY PURCHASE ORDER OR OTHER DOCUMENT PROPOSED OR RENDERED BY OWNER WILL NOT APPLY AND TWEET/GAROT MECHANICAL, INC. SPECIFICALLY OBJECTS TO SUCH CONFLICTING, DIFFERENT OR ADDITIONAL TERMS.

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City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 14, 2019

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration of Recommendation to Reclassify One Police Office Assistant to Police Technical Support Analyst and Corresponding Pay Grade Level Increase*

ATTACHMENTS:

- memo to finance and Council reclassify Police Officer Assistant (DOCX)
- Police Technical Support Analyst - May 2019 (DOCX)

MemoCity of De Pere

To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 Re: Recommendation to reclassify one Police Office Assistant to Police Technical Support Analyst and increase pay level
 Date: May 14, 2019

There are three Office Assistant positions in the Police department. Two out of the three positions are recently vacant. The department would like to reclassify one of the positions into a Police Technical Support Analyst. Currently, the Police Business Manager spends a great deal of time supporting the IT related police programs and equipment in the department's office and mobile environments. This new position will assist with some of those responsibilities as well as perform support related tasks resulting from the body worn camera program implemented in 2018. The proposed job description is attached. The City's compensation consultant, Patrick Glynn, with Carlson Dettmann LLC has reviewed the change in responsibility and is recommending that the position be reclassified to pay grade H.

- **Current** Pay Grade Level F \$18.02-\$20.58 (Control Point) \$24.69 (Max)
- **Proposed** Pay Grade Level H \$21.96-\$25.10 (Control Point) \$30.11 (Max)

The department has adequate funding to cover the increase in pay level due to the recent vacancies.

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

Thank you.

CITY OF DE PERE JOB DESCRIPTION

I. IDENTIFICATION:

Position Title: Police Technical Support Analyst
Dept. / Division: Police / Administrative Services Division
Reports To: Police Business Manager
Supervises: None
FLSA Status: Non-exempt
Job Summary: Perform a wide variety of administrative, technical, and analytical duties to support the ongoing operation of the De Pere Police Department Administrative Services Division. Provide technical support for specialized police applications (Records Management Systems) and hardware used in mobile and office environments. Provide analytics utilizing various database warehouses, law enforcement tools, and prepare user friendly reports, and output mechanisms. Work performed is often of a sensitive or confidential nature.

II. ESSENTIAL FUNCTIONS:

Perform a wide variety of support tasks relating to the Information Technology (IT) operations of the Police Department. Provide technical and administrative assistance to staff.

Assist the Police Business Manager in evaluating IT goals, objectives, policies and needs. Research and evaluate computer software and hardware applications and recommend solutions to meet the needs of the department and users. Assist with implementation of new programs, systems, technologies, and security.

Maintain indexes and create distributions. Review and redact electronic and digital files, including reports, videos, audio files and photographs, ensuring release is in accordance with federal, state, and local statutes, and established policies and procedures. Disseminate electronic files as requested. Collect, analyze, interpret and present quantitative and qualitative information. Provide analysis of data obtained in context, looking for patterns and forecasting trends to help make recommendations for proactive measures.

Enter and correct data, ensuring sufficient detail to permit collation and extrapolation of information.

Assist other divisions as time permits with research, analysis and development of information, criminal activity and information management. Respond to specific requests for assistance from investigative elements by searching for subject and/or vehicle descriptions. Prepare association matrices or charts and appropriate investigative lead reports.

Assist in maintaining the electronic resources in easily accessible formats. Create and develop special reports and dashboards, based on user's needs in various database environments.

Operate a variety of computers, communications, and other electronic systems and equipment.

Maintain prompt, predictable and reliable attendance.

Perform other duties as assigned.

III. KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of database structures and management in a variety of programming environments. Knowledge of business intelligence products/tools/reporting software. Proficiency in Microsoft Word, Excel, and Access. Knowledge of XML data. Knowledge of computer systems, hardware and software, including applications and programming capability.

Skill in advanced analysis of problems and formulation of solutions. Skill in providing support for desktop computers, mobile data terminals, mobile printers, mobile routers, and cellular devices. Skill in critical and analytical thinking.

Ability to process confidential information with discretion. Ability to multi-task, organize, schedule, prioritize and perform work with limited supervision. Ability to complete assignments accurately and within deadlines. Ability to learn required police systems from data entry to data retrieval and extraction. Ability to communicate effectively both orally and in writing with business representatives, elected officials, department heads, the general public, and other City employees with courtesy and tact. Ability to develop and maintain effective working relationships with staff and the public. Ability to utilize a computer and required software. Ability to work independently without specific instructions.

May be required to demonstrate minimum competency by successfully passing approved tests.

IV. MINIMUM REQUIREMENTS:

1. Associate Degree in Information Management, Information Technology or related field, from an accredited college or university, desired.
2. One year of experience performing similar duties desired.
3. Must be able to obtain Wisconsin Department of Justice T.I.M.E System Operator Certification.

A combination of education and experience may be considered.

V. PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job:

The work requires sitting at a desk for long periods of time, working in and around the work environment and mobile vehicles in order to trouble-shoot issues and support users' needs in various environments. Should have the ability to carry up to 25 pounds and may be required to move equipment.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. This position description does not constitute an employment agreement between the Employer and Employee and

Police Technical Support Analyst
Police Department
Page 3

is subject to change as the needs of the Employer and requirements of the position change. I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

Date last modified: May 7, 2019

The City is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 14, 2019

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration of Recommended Changes to the Administrative Time Policy*

ATTACHMENTS:

- 2019 Administrative time policy to finance - 5-2019 (DOCX)
- 2019 Admin Time Hours (DOCX)
- 6.4 Com-Admin time policy changes (DOCX)

CITY OF DE PERE MEMO



To: Members of Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Date: May 7, 2019
RE: **Recommended Changes to the Administrative Time Policy**

The administrative time policy applies to management exempt (salaried) employees, whose attendance is required at meetings of the City Council, committee meetings, etc., and/or who work hours in excess of a 40-hour workweek as required by their job responsibilities. It provides a set number of hours be granted to a position based upon the duties of the position. The hours are reviewed annually to determine if the amount of hours allocated for each position are appropriate. The maximum number of hours granted to a position is 40 hours per year. There is no carryover nor is unused time paid out.

The Assistant City Attorney is a new position in the City Attorney's Office. The Assistant City Attorney attends evening court every Wednesday and twice a month on Thursdays, as well as other evening meetings as needed. The Assistant City Attorney's schedule will be adjusted outside of City Hall's core hours to account for the Wednesday evening court, but will not be adjusted for the other evening meetings. Therefore, I recommending this position be granted 40 hours of administrative time per year. This is consistent with other positions within the City.

I am also recommending that authority to determine administrative time be delegated to the Human Resources Director, with approval of the City Administrator. The maximum amount of time that may be given is 40 hours per year. This would be consistent with other polices which allow the Human Resources Director and/or City Administrator to either negotiate paid time off at time of hire, or adjust for retention purposes.

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

Thank you.

Attachment

Administrative Time Policy
~~January 1~~ May 7, 2019

<u>Position</u>	<u>Administrative Time Per Calendar Year</u>
<u>Assistant City Attorney</u>	<u>40 Hours</u>
Assistant City Engineer	40 Hours
Assistant Fire Chief.....	40 Hours
Battalion Chief	40 Hours
City Administrator	40 Hours
City Attorney/Assistant City Administrator	40 Hours
City Engineer	40 Hours
City Clerk	40 Hours
Development Services Director	40 Hours
Parks, Recreation and Forestry Director	40 Hours
Public Works Director	40 Hours
Finance Director/Treasurer	40 Hours
Fire Chief	40 Hours
Health Officer/Director	40 Hours
Human Resources Director	40 Hours
Information Technology Director	40 Hours
Maintenance Supervisor	40 Hours
Park Superintendent/City Forester	40 Hours
Senior Planner	40 Hours
Police Business Manager	24 Hours
Police Captain	40 Hours
Police Chief	40 Hours
Recreation Superintendent	40 Hours
Recreation Supervisor	40 Hours
Street Superintendent	40 Hours
Water Department Supervisor	40 Hours

Attachment: 2019 Admin Time Hours (8211 : Recommended Changes to the Administrative Time Policy*)

6.4 Compensatory Time/Administrative Time

In lieu of overtime pay and with supervisory approval, non-exempt employees may earn compensatory time (comp time) to take at a later date. Compensatory time is earned at the rate of one and one-half hours for every hour worked above 40 hours (with the exception that emergency call-in pay may be comped regardless of the number of hours worked). Employees working on an actual or recognized holiday will receive two times their rate of pay for hours worked, regardless of the actual hours physically worked during the workweek. The compensatory time may be accumulated up to 80 hours between December 1 and November 30 of the following year. Any compensatory time not taken by November 30 shall be paid to the employee that year and cannot be carried forward to a succeeding year. Employees shall request to accrue and use compensatory time which may be granted by the employee's supervisor based upon operational needs and applicable law. The City reserves its right to pay out compensatory time at any time during the year.

In recognition of work performed for exempt employees over and above the normally scheduled hours of work, the Finance/Personnel-Human Resources Director, with approval of the City Administrator, Committee may provide for such employees to receive up to 40 hours administrative time per year. The ~~Committee may provide a set number of~~ hours for an employee or a position are based upon the duties, workload or other factors ~~decided by the Committee~~. The amount of administrative hours will ~~policy~~ may be reviewed annually and may be adjusted if there are changes with the position. ~~if unusual conditions occur during the year, those factors may be considered. The maximum number of hours the Committee may grant to a position or employee is 40 hours per year.~~ Administrative time must be used by December 31st each year. Unused administrative time does not carry forward. All employees receive their administrative time accruals on January 1 of the year in which it is accrued and their administrative time is prorated in the first and last years of employment. In the event an employee ends employment and has used more administrative time than has been earned, then the deficit shall be paid back to the City and shall be deducted from the employee's last paycheck as a wage overpayment. No payment shall be made for accrued but unused administrative time upon dismissal of employment for exempt employees.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 14, 2019

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Request of Ald. Hansen to Consider Amending Chapter 86 De Pere Municipal Code to Prohibit Giving Away Live Animals (non-agricultural) as Prize or Auction Bid.*

ATTACHMENTS:

- Ald. Hansen Memo - Banning Live Animal Auctioning(PDF)
- Ord19-XX Repealing 8-8 and Creating 86-8 draft 3-28-19 (PDF)
- revisions to animal treatment ordinances red-lined 3-28-19 (PDF)



Memo Re: Banning the Auctioning of Non-Livestock Animals

To: Mayor Walsh & Members of the Finance Committee

From: Ald. Jonathon Hansen

Meeting Date: May 14, 2019

It has come to my attention that last October, at a charitable auction held in De Pere, a puppy was auctioned off. The organization sponsoring the auction included puppies as one of their requested items before the auction. Two individuals then purchased a puppy from a dog breeder for \$400. The puppy was eventually sold at the auction for \$2,800.

This practice raises a number of concerns. From a public health/safety standpoint, a recipient could potentially be exposed to unknown and possibly dangerous sources from which the animal was obtained. In the case that was brought to my attention, the animal was purchased from a breeder, and it is unclear what, if any, oversight went into ensuring that the animal had received all of its necessary shots, would not transmit diseases or other adverse conditions to the recipient, etc.

Another concern is that the nature of auctions tends to encourage individuals to make potentially rash decisions in the heat of the back-and-forth bidding. An individual could walk into a charitable auction without any intention of purchasing a live animal (or even knowledge that such an animal would be up for auction), but could suddenly decide to bid on the live animal. This can create a situation in which someone purchases a live animal without fully considering all of the implications that come with such a purchase, which thereby increases the likelihood that a live animal is purchased by someone who is not fully capable of providing for the animal's well-being. This creates welfare issues for both the owner and the animal (as well as potentially increasing the burden on the humane societies that would need to take in the animal if the owner eventually gives it up).

Finally, another potential animal welfare concern is the ethical implications of making a live animal go through the auction process. Some animals are uncomfortable being around a large number of people, and thus displaying such an animal in front of a room full of people in order to be auctioned off could be considered inhumane treatment of the animal.

For these reasons, I respectfully request that you recommend approval of this ordinance in order to prevent this type of situation from occurring again in the future. Thank you for your consideration.

ORDINANCE #19-XX

REPEALING SECTION 8-8 DE PERE MUNICIPAL CODE REGARDING INJURY TO ANIMALS
AND CREATING SECTION 86-8 REGARDING MISCELLANEOUS ANIMAL REGULATIONS

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN AS
FOLLOWS:

SECTION 1. **Section 8-8. Injury to Animals** is repealed in its entirety.

SECTION 2. **Section 86-8. Miscellaneous Animal Regulations** is hereby created to read:

Sec. 86-8. Miscellaneous Animal Regulations

- (a) No person shall injure or destroy any bird or rob or destroy any bird's nest within the city. No person shall throw stones or shoot or use any implement with the intention of killing or injuring any bird or squirrel within the city. [Moved from 8-8(b)]
- (b) No person shall raffle or give as a prize or premium any live animal. No person shall offer for auction other than in an agricultural auction, any live animal. (new)

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. This ordinance shall take effect on and after its passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this ____ day of

_____, 2019.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Carey Danen, Deputy Clerk

Ayes: _____

Nays: _____

Committee Approval: _____

Publication Date: _____

~~Sec. 8-8. Injury to animals.~~

~~(a) No person shall cruelly beat or otherwise maltreat or misuse any animal in the city.~~ (Delete since treatment of animals under state law incorporated by reference in Chapter 8-1)

~~(b) No person shall injure or destroy any bird or rob or destroy any bird's nest within the city. No person shall throw stones or shoot or use any implement with the intention of killing or injuring any bird or squirrel within the city.~~ (Move to Chapter 86 DPMC)

Create Section 86-8. Miscellaneous Animal Regulations

Sec. 86-8. Miscellaneous Animal Regulations

(a) No person shall injure or destroy any bird or rob or destroy any bird's nest within the city. No person shall throw stones or shoot or use any implement with the intention of killing or injuring any bird or squirrel within the city. [Moved from 8-8(b)]

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City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 14, 2019

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Request of Ald. Hansen for Consideration of Creating an Ordinance
Requiring Employers to Provide Notice to Employees of Right to
Unpaid Time Off Work to Vote*

Aldersperson Hansen requested the attached ordinance be drafted and submitted to the Committee for its review and possible recommendation to the Council.

ATTACHMENTS:

- Ord 19- Notice of time off for voting 4-26-19 (PDF)

ORDINANCE #19-XX

CREATING SECTION YYY DE PERE MUNICIPAL CODE REGARDING EMPLOYER NOTICE TO EMPLOYEES OF STATE LAW PROVIDING FOR UNPAID TIME OFF FOR VOTING

WHEREAS, citizens exercising their right to vote is fundamental to the well-being of a democracy; and

WHEREAS, many citizens find it logistically difficult to exercise their right to vote due to conflicting work schedules; and

WHEREAS, Wis. Stats. § 6.76 attempts to mitigate these logistical challenges by granting citizens the right to take up to three consecutive unpaid hours off from work in order to vote; and

WHEREAS, citizens may be unaware of their right to take unpaid time off to vote on election days, and Wis. Stats. § 6.76 does not require employers to notify employees of the right to take unpaid time off to vote, nor does it prohibit local governments from enacting such a notice requirement; and

WHEREAS, the Common Council finds that it is in the public interest to educate eligible voters and citizens of their right to take unpaid time off of work so that eligible voters may fully engage in the electoral process and participate in our democracy; and

WHEREAS, the Council further finds that requiring employers in the City to provide said notice is rationally related to and reasonably calculated to fulfill this important public interest; and

WHEREAS, in order to ensure citizens are fully aware of their opportunity to take unpaid time off from work to vote and fully participate in all election opportunities, the Council believes it necessary and prudent to require employers located within the corporate boundaries of the City of De Pere to provide notice of these rights to their employers.

NOW THEREFORE, UPON THE FOREGOING,

THE COMMON COUNCIL OF THE CITY OF DE PERE DO ORDAIN AS FOLLOWS:

Section 1: § 2-3.5 Elections; Employers to provide employees notice of right to unpaid time off from work to vote.

(1) Definitions.

(A) “*Employer*” means any business location within the corporate limits of the City of De Pere with 25 or more Full Time Equivalent Employees (FTEE).

- (B) “Employee” means any person working for the Employer and receiving wages for the work performed.
- (C) “Full Time Equivalent Employees” means employees who, in the aggregate, work hours equivalent to a full-time, 40 hour a week employee.
- (D) “Notice” means information supplied to employees through any of the following means:
1. Employee newsletter;
 2. Payroll stuffer (via the same delivery method as the paycheck or electronic deposit notice);
 3. Written information posted in a prominent location in an employee gathering area such as employee break room, employee kitchen, locker room and the like; or
 4. Written information mailed to an employee’s home address.
- (2) *Employer to provide employees notice of right to unpaid time off for voting.*
- (A) Every employer in the City shall provide, by January 30th of each year, the following notice to employees of the business of their right to unpaid time off to vote under Wis. Stats. §6.76:
- Time off for voting.** Any person entitled to vote at an election is entitled to be absent from work while the polls are open for a period not to exceed 3 successive hours to vote. Any employee who wishes to exercise this right shall notify (*name of person at employer*) before election day of the intended absence. (*Name of employer*) has the right to designate the time of day for the absence.
- Election dates for (*current year*) are: (*list election dates to be obtained from city clerk web-site*)
- (B) On or before January 15th of each year, the City Clerk shall post on the Clerk’s page of the City’s official website (www.de-pere.org) all election dates known for the current year.
- (C) Special election dates to be held in the year that are not scheduled as of January 15th of that year are not required to be included either on the Clerk’s website or on the notice required of the Employer.
- (3) Any employer who violates any provision in the section shall be subject to forfeiture as set by resolution of the common council.

Ordinance #19-time off for voting
Page 3 of 3

Section 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3: This ordinance shall take effect on and after its passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this ____ day of
____, 2019.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Carey Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: _____
Publication Date: _____
Effective Date: _____

DRAFT



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 14, 2019

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Recommendation from Finance Director-Treasurer to Approve 2018 Budget Items to be Carried Forward into 2019.*

ATTACHMENTS:

- NLFMEMO2018 (PDF)
- Reso19-XX (PDF)
- NLF2018DETAIL (PDF)
- 2018 EXCESS STADIUM TAX PROCEEDS (PDF)
- 2017 EXCESS STADIUM TAX PROCEEDS (PDF)

To: Mayor Michael J. Walsh
 Lawrence Delo, City Administrator
 Finance/Personnel Committee Members
 From: Joe Zegers, Finance Director
 RE: 2018 Budget Items Carried Forward to 2019
 Date: May 5, 2019

I have attached the proposed resolution where we annually reserve a portion of our general fund balance for amounts that were budgeted in 2018 but will not be spent until 2019. These are listed by department with a brief description for each item. For your information and comparative purposes, last year's carryover amount was \$173,263. This year's amount is \$232,405 which is larger than last year due mainly to projects that have not been started in 2017 or 2018 but are intended to be completed in 2019.

Feel free to contact me prior to the Finance Meeting on May 14, 2019 should you have any questions. I recommend that the non-lapsing items be approved for carryover to 2019.

In a related item I have also attached information regarding the status of the Excess Stadium Funds of \$1,300,000 approved in Resolution #17-27. The attachment shows that \$251,068 was spent in 2018. As you can see we also received an additional payment from the State of Wisconsin of \$22,025 leaving a balance of \$832,862 remaining at December 31, 2018. I also attached the December 31, 2017 detail to document the balance of \$1,061,095 at that time. This is for informational purposes therefore no action is needed on this item.

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Attachment: NLFMEMO2018 (8220 : Recommendation from Finance Director-Treasurer to approve 2018 budget)

RESOLUTION #19-XX

RESOLUTION ESTABLISHING NON-LAPSING FUNDS
AS OF DECEMBER 31, 2018

BE IT HEREBY RESOLVED, that the Mayor and Common Council of the City of De Pere do hereby authorize that the following accounts be established as non-lapsing funds as of December 31, 2018

<u>Account</u>	<u>Amount</u>
Mayor-Chair	\$ 600
Administrator-Sustainability Funds LED Lighting	\$9,136
Information Management Technology Initiatives	\$12,214
Development Services-Branding Initiatives	\$7,878
Police-Community Policing	\$1,613
Police Training	\$4,727
Police K9 Funds	\$10,474
Police Miscellaneous Donations	\$17,499
Police Outlay-Carpeting	\$41,800
Fire/Rescue-Act 102	\$4,591
Community Center-Heated Gutter Coiling	\$8,000
Community Center-Improvements/Upgrades	\$2,363
Parks & Public Lands-Cooler Replacement	\$4,380
Parks & Public Lands-Voyageur Park Dumpster Enclosure	\$8,000
Parks & Public Lands-Optimist Park Sign	\$3,600
Parks & Public Lands- Reconstruct Sloped Area for Riverwalk	\$30,000
Parks & Public Lands-Voyageur Bathroom Facility	\$40,000
Parks & Public Lands-Prairie Grass Triangle For Riverwalk	\$1,610
Parks & Public Lands-Prairie Grass East of Triangle For Riverwalk	\$11,400
Forestry- Forest Management Plan & GIS Tree Inventory	\$5,000
Boat Ramps-Fox Point Ticket Machine & James Street Docks	\$1,720
Swimming Pools-Caulking for Legion Pool	\$5,800
TOTAL	\$232,405

Adopted by the Common Council of the City of De Pere, Wisconsin, this 21st day of May, 2019.

APPROVED:

Attachment: Reso19-XX (8220 : Recommendation from Finance Director-Treasurer to approve 2018 budget)

Michael J. Walsh, Mayor

ATTEST:

Carey E. Danen, Clerk

Ayes: _____

Nays: _____

Attachment: Reso19-XX (8220 : Recommendation from Finance Director-Treasurer to approve 2018 budget)

City of De Pere
Non-Lapsing Funds Detail
December 31, 2018

<u>DEPARTMENT</u>	<u>ITEM</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
General Government			
Mayor	Outlay	\$600	2017 budgeted amount carried forward to 2019 for chair purchase.
Administrator	Sustainability Funds - LED Lighting	\$9,136	Unspent Sustainability Funds from 2017 & Prior Years
Information Management	Technology Initiatives-General Fund Share (28%)	\$12,214	2018 budgeted amount carried forward to 2019.
Development Services	Consulting	\$7,878	Unused Amount from 2018 Branding Initiative carried forward to 2019.
Public Safety			
Police Department	Police-Community Policing	\$1,613	This amount represents unspent donations for Crime Prevention program.
Police Department	Police-Training	\$4,727	This amounts represents unspent state grants specific for training.
Police Department	Police - K9 Funds	\$10,474	This amount represents unspent donations for K9 Care & Supplies
Police Department	Police - Miscellaneous Donations	\$17,499	This amount represents unspent donations to the Police Department
Police Department	Police - Outlay	\$41,800	2017 & 2018 budgeted amount carried forward to 2019 for carpet installation.
Fire Department	Fire/Rescue-Act 102	\$4,591	This amounts represents unspent state Act 102 grants specific for fire department purposes.
Parks and Recreation			
Community Center	Community Center Outlay-Heated Gutter Coiling	\$8,000	Amount remaining from \$10,000 in 2016 expected to be completed in 2019.
Community Center	Community Center Outlay-Improvements/ Upgrades	\$2,363	Amount remaining from \$10,000 in 2017 expected to be completed in 2019. This will be used to pay for tables & chairs.
Parks & Public Lands	Outlay - Water Cooler Replacement	\$4,380	Remaining 2018 budgeted amount carried forward to 2019.
Parks & Public Lands	Outlay-Voyageur Park Dumpster Enclosure	\$8,000	2017 budgeted amount carried forward to 2019.
Parks & Public Lands	Outlay-Optimist Park Sign	\$3,600	2017 budgeted amount carried forward to 2019.
Parks & Public Lands	Outlay - Reconstruct Sloped Area Riverwalk	\$30,000	2018 budgeted amount carried forward to 2019.
Parks & Public Lands	Outlay- Voyageur Bathroom	\$40,000	2017 budgeted amount carried forward to 2019.
Parks & Public Lands	Outlay - Replace Prairie Grass Triangle Riverwalk	\$1,610	2018 budgeted amount carried forward to 2019.
Parks & Public Lands	Outlay - Replace Prairie Grass East of Triangle Riverwalk	\$11,400	2018 budgeted amount carried forward to 2019.
Forestry	Outlay - Forest Mgmt Plan & GIS Tree Inventory	\$5,000	2018 budgeted amount carried forward to 2019.
Boat Ramps	Outlay - Fox Point Ticket Machine & James Street Docks	\$1,720	2017 (\$820 Fox Point) budgeted amount carried forward to 2019. 2018 \$900 City Share budgeted amount carried forward to 2019.
Swimming Pools	Caulking of Legion Pool	\$5,800	2018 budgeted amount carried forward to 2019.
TOTAL		\$232,405	

Attachment: NLF2018DETAIL (8220 : Recommendation from Finance Director-Treasurer to approve 2018 budget)

2018 EXCESS STADIUM TAX PROCEEDS

Project Title	2015 Wis. Act Purpose	Balance 12/31/2017	2018 Expenditures	Balance 12/31/2018
Re-write of City Zoning Code	Property Tax Relief	45,000	29,756	15,244
Establish City vision/brand	Economic Development	70,000	75,250	-
De Pere public art initiative	Economic Development	100,000	22,471	77,529
De Pere streetscape project	Economic Development	150,000	-	150,000
Aquatic center design	Property Tax Relief/Economic Development	168,897	16,747	152,150
Southwest Park playground equipment	Property Tax Relief/Economic Development	80,000	85,000	-
Splashpad	Economic Development	300,000	-	300,000
Voyageur Park amphitheater/stage	Economic Development	125,000	-	125,000
Voyageur Park playground equipment	Property Tax Relief/Economic Development	23,008	21,844	1,164
Subtotals		1,061,905	251,068	810,837
Additional 2018 Sales Tax-Unassigned				22,025
Totals				832,862

Attachment: 2018 EXCESS STADIUM TAX PROCEEDS (8220 : Recommendation from Finance Director-Treasurer to approve 2018 budget)

EXCESS STADIUM TAX PROCEEDS

Project Title	2015 Wis. Act Purpose	Expenditures Not to Exceed	2017 Expenditures	Balance 12/31/2017
Re-write of City Zoning Code	Property Tax Relief	45,000	-	45,000
Establish City vision/brand	Economic Development	100,000	30,000	70,000
De Pere public art initiative	Economic Development	100,000	-	100,000
De Pere streetscape project	Economic Development	150,000	-	150,000
Aquatic center design	Property Tax Relief/Economic Development	200,000	31,103	168,897
Southwest Park playground equipment	Property Tax Relief/Economic Development	80,000	-	80,000
Splashpad	Economic Development	300,000	-	300,000
Voyageur Park amphitheater/stage	Economic Development	125,000	-	125,000
Voyageur Park playground equipment	Property Tax Relief/Economic Development	200,000	176,992	23,008
Totals		1,300,000	238,095	1,061,905

Attachment: 2017 EXCESS STADIUM TAX PROCEEDS (8220 : Recommendation from Finance Director-Treasurer to approve 2018 budget)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: May 14, 2019

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Consideration of the Possible Acquisition of Private Property for Public Use.
