



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, May 8, 2018

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 **May 8, 2018** 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. Election of Vice-Chair
3. Approval of the Minutes of the April 10, 2018 Regular Meeting of the Finance/Personnel Committee.
4. Public Comment and announcements.
5. Approval of Police Overtime for April 2018
6. Fire Department Overtime and LifeQuest Services Billing Reports for April, 2018.
7. Consider donation from Verna Kuschel to the Fire Department.*
8. Request of Ald. Hansen that the Council approve putting a binding referendum question to the voters in November to exceed the levy limit to eliminate charges to property owners for repair or replacement of sidewalk.*
9. Consideration of Agreement with Carlson Dettman Consulting, LLC for a Compensation Study/Market Review*
10. Future agenda items.
11. Adjournment

Notice is also given that a majority of the members of the Common Council of the City of De Pere will attend this meeting to gather information about a subject(s) over which they have decision-making responsibility. As such, this committee meeting is also considered a meeting of the Common Council.

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.

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

Agenda Sent To:
Alderspersons

City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: May 8, 2018

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Election of Vice-Chair

Section 6-4(c) De Pere Municipal Code provides that the Mayor serves as chairperson of the Finance/Personnel Committee. That code section further requires that the Committee annually elect a vice-chair. This election is traditionally done the first committee meeting following the Council Organizational meeting (the first meeting after an aldermanic/mayoral election.)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: May 8, 2018

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the April 10, 2018 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- April 10, 2018 DRAFT Minutes (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, April 10, 2018

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 April 10, 2018, 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	Present	
Casey Nelson	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Police Chief Derek Beiderwieden, Fire Chief Alan Matzke, Finance Director Joe Zegers, Police Office Assistant Samantha Tonn, Officer Brian Arkens and Members of the Public.

2. Approval of the Minutes of the March 13, 2018, Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment and announcements.

None. Mayor Walsh offered anyone in the audience the opportunity to speak; no one came forward.

4. Fire Department Overtime and LifeQuest Services Billing Reports for March, 2018.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Aldersperson
SECONDER:	Scott Crevier, Aldersperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

5. Approval of Police Overtime for March 2018.

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

6. Review Request of the West De Pere School District for Additional School Resource Officers.*

Chief Beiderwieden advised the Committee that Dr. Zegers, Superintendent of the West De Pere School District, requested an increase in school resource officers (SROs) from 1-1/2 to 3 in order to have 1 in each building. Additional police officers in the school system will have financial impact to the City under the current agreement, with additional costs for vehicles, computers and office space. Finance Director Zegers advised the

Committee on the financial factors: under the proposal, the city's portion would increase about \$153,500--from \$188,922 to \$342,421; the City's budget is up against its municipal levy limit set by the state (with approximately \$1,700 to spare); in order to increase funding for this program, another item would need to decrease or a new revenue source must be found; the City could also risk qualifying for the state Expenditure Restraint Program with the potential loss of approximately \$220,000; and the 2018 budget should ideally maintain approximately \$800,000 in capital outlay in the general fund.

In response to Alderperson Lueck's questions, Chief Beiderwieden advised that this issue has been generally discussed in previous meetings and while he was anticipating possible requested changes for 2019, the letter, a new request, has made the timeline shorter. Administrator Delo provided a detailed explanation of a reference table he created regarding the distribution of current SRO costs among the taxing jurisdictions, with the majority being paid by De Pere residents, which also shows how the cost distribution would change under the proposal if West De Pere School District increased to 3 SROs and Unified increased to 2 SROs. The Mayor asked about the training process and the timeline of additional SROs starting September 1, and the Chief advised that filling an SRO position would be easy with an internal transfer, but filling a vacant patrol spot requires recruiting, pre-employment screenings and a training process that takes at least five months to hire, train and develop an officer to work alone. The cost of overtime required to backfill a patrol opening increases with each vacancy. He further explained that current SROs spend 10 months working primarily for the district and 2 months in special assignments, enforcement and completing mandatory training. Chief Beiderwieden indicated that Green Bay recently enacted a plan for their schools, but he did not believe the information was public as of yet. Further discussion was had in response to Alderperson Jennings' questions regarding school district funding for requested changes, renegotiation of the current agreement, a potential similar request being made by Unified School District, state grants available to schools, building security, referendum options, and forgiveness or exception options to Expenditure Restraint Program. Administrator Delo advised that a referendum is an option but he did not believe a forgiveness or exception to the Expenditure program would be an option. Discussion continued among Alderperson Crevier, Chief Beiderwieden and the Mayor about continuing the conversation with both districts to establish an overall program because Unified School District could make a similar request down the road, as well as the total number of school buildings in each district.

The Mayor indicated that this is a difficult item to address due to training new officers and the impact to city finances; it would be best to get the district to work with the City because it cannot be implemented fast and there is a significant cost associated with the request. He further indicated that the City has the following options: make no changes, revise the cost distribution, implement the school district request by 9/1 and incur the loss of revenue from expenditure restraint, request the school district to hire security, review Green Bay's plan, or any combination thereof. The goal is school safety, but it takes time to look at the overall impact. Alderperson Nelson expressed his support of cost-share renegotiation to shift more of a burden to the school district and a possible referendum to let the residents decide. In response to Alderperson Nelson's question, Administrator Delo advised that while the City is up against the levy limit with budgeting each year, there are ways to incorporate the request, but it may have negative impact to current service levels in the Police Department or other departments, may delay replacing equipment, may add debt or call for a referendum to increase levy limit.

A discussion followed among Alderperson Crevier and Chief Beiderwieden regarding the number of officers on staff, the sworn officers recommended per city size and the impact of increased SROs in each building to City's officer per population ratio. Administrator Delo added that he believes that it is best for the City to have the correct officer amount for the community determined by the Chief, staff and Council; what schools determine is needed is based upon changing conditions and information being pushed through on shootings, and there is a process of rethinking what should be done and the City should make a decision based upon the future and what is appropriate.

Discussion continued between Alderperson Jennings and Chief Beiderwieden regarding the middle and elementary school needs, the justification of a full time SRO at each level and the high school SRO being more integrated with the staff and students by issuing citations, handling investigations and providing counseling. Chief Beiderwieden presented a possible alternative of newly retired police officers potentially working during the school year or possibly job sharing the position. Alderperson Nelson asked about the ability to fill that position, to which Chief Beiderwieden indicated he believes that retirees are typically looking for things to do, but doesn't know if this position is something that would be of interest. Alderperson Lueck expressed that he feels the discussion needs to continue with all the parties and staff involved for resolution options and while this is a great starting point this item is not ready for a decision to be made at this time.

Mayor Walsh made a motion to refer back to staff for further discussions with both school districts, seconded by Alderperson Crevier. Alderperson Jennings asked if the discussion will go beyond security to include counseling and safety. Administrator Delo advised that counseling is likely beyond what the City is involved in, but it can be mentioned in the meeting, and the City can request the districts to explain how the entire package would ultimately work. Alderperson Crevier confirmed that this item does not go to the Common Council if it is referred back to staff and expressed his desire that both school districts be included in the discussion. Alderperson Lueck confirmed with Chief Beiderwieden that Hemlock is handled by Hobart-Lawrence PD and De Pere PD provides services during school hours for Heritage and the De Pere Middle School.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

7. Review request for amended Purchase/Sale Agreement with CMR, LLC for 2125 American Boulevard (Battlehouse).*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Larry Lueck, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

8. Consideration of Revolving Loan Fund Documents for Nardi LLC.

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

9. 2017 budget items carried forward to 2018.*

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

10. Future agenda items.

None.

11. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 8:41 P.M.

Respectfully submitted,
Angela Zills

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: May 8, 2018

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Police Overtime for April 2018

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

Miscellaneous OT of 25.75 hours is comprised of 9.25 hours of Patrol fraction allotments, 8 hours active shooter training at SNC, 2 hours for the Every 15 Minutes Program, 4.5 hours for Alcohol Compliance Checks, and 2 hours for Peer Support.

Reimbursable Miscellaneous OT of 20 total hours is comprised of 16 hours for OWI Task Force, and 4 hours for Drug Task Force.

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

ATTACHMENTS:

- 2016 PD OT Report Summary (PDF)
- 2017 PD OT Report Summary (PDF)
- April 2018 PD OT Report (PDF)

**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	30.50	71.75	60.50	119.50	113.50	38.50	618.25
OFFICER WORKED ON HOLIDAY	8.00	8.00	36.00	4.00	80.75	20.00	60.00	2.25	121.75	4.00	64.00	77.00	485.75
OFFICER FOR COURT	13.00	10.50	12.00		22.00	34.00	8.00	2.00	48.25	29.50	14.50	6.00	199.75
OFFICER TRAINING	40.50	42.50	155.75	227.50	132.25	191.00	35.00	90.25	45.25	131.00	209.50	103.25	1403.75
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	10.00	7.50	16.00	7.00	2.50	11.50	132.50
STAFFING LEVEL	8.00	19.00	34.50	28.50	135.50	142.50	159.00	172.00	131.00	173.00	154.00	107.50	1264.50
INVESTIGATION	39.50	25.50	18.25	49.50	47.00	28.75	55.00	41.00	26.00	37.75	73.00	21.00	462.25
HONOR GUARD FOR FUNERAL		7.50						3.00			15.00		25.50
SCHOOL LIAISON REIMBURSED	21.50	20.00	7.00	17.50	26.00	13.50		9.50	56.50	39.00	15.50	11.00	237.00
COMMUNITY RELATIONS										16.50	5.50		22.00
SPECIAL ASSIGNMENT						9.00	2.00		4.00	4.00	28.00		47.00
SPECIAL ASSIGNMENT REIMBURSED		12.50			197.75								210.25
MISCELLANEOUS	8.00	17.25	46.00	15.50	36.75	18.00	11.25	27.50	23.25	21.75	32.00	16.75	274.00
MISCELLANEOUS REIMBURSED	76.50	42.00	112.00	89.00	43.00	24.00	14.00	19.50	7.00	25.00	39.50	5.50	497.00
Gross OFFICER OVERTIME	271.00	230.25	462.50	482.00	801.00	508.75	384.75	446.25	539.50	608.00	766.50	398.00	5898.50
SUBTOTAL REIMBURSED OVERTIME	(98.00)	(74.50)	(119.00)	(106.50)	(266.75)	(37.50)	(14.00)	(29.00)	(63.50)	(64.00)	(55.00)	(16.50)	(944.25)
NET OFFICER OVERTIME	173.00	155.75	343.50	375.50	534.25	471.25	370.75	417.25	476.00	544.00	711.50	381.50	4954.25
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
Expenditures through 12/23/2016 \$173,667
Percent of Total Budget: 124.05%

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 7/2/2016 - 7/29/2016
 ##Period 7/30/2016 - 8/26/2016
 ^Period 8/27/2016 - 9/23/2016

^^Period 9/24/2016 - 10/21/2016
 *+Period 10/22/2016 - 12/2/2016
 **Period 12/3/2016 - 12/30/2016

**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 (6917 : Police April 2018 Overtime Report)

**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									86.50
OFFICER WORKED ON HOLIDAY	105.75	8.00	12.00	42.00									167.75
OFFICER FOR COURT	4.00	14.00	13.00	12.00									43.00
OFFICER TRAINING	82.00	122.00	71.75	140.00									415.75
OFFICER RELIEF FOR FUNERAL			4.50										4.50
OFFICER ATTEND MEETING	10.50		3.50	15.00									29.00
STAFFING LEVEL	68.00	51.25	97.75	61.50									278.50
INVESTIGATION	50.75	77.00	82.25	87.50									297.50
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	12.50	25.50	10.00	19.00									67.00
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		17.50	9.50										27.00
MISCELLANEOUS	16.00	19.00	10.75	25.75									71.50
MISCELLANEOUS REIMBURSED	33.00	41.50	79.00	20.00									173.50
Gross OFFICER OVERTIME	424.00	395.25	404.00	438.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1661.50
SUBTOTAL REIMBURSED OVERTIME	(45.50)	(84.50)	(98.50)	(39.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(267.50)
NET OFFICER OVERTIME	378.50	310.75	305.50	399.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1394.00

Total Overtime Budget: **\$150,000.00**

Expenditures through 04/30/2018 **\$47,568.85**

Percent of Total Budget: **31.71%**

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

^Period

#Period

##Period

^^Period

^^^Period

*+Period

*+*Period

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: May 8, 2018

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Services Billing Reports
for April, 2018.

ATTACHMENTS:

- FIRE DEPT_APRIL OT RPT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2017

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
DUTY CREW	219.75	184.50	154.50	147.00	184.75	75.00	132.00	78.00	51.00	100.25	54.00	168.00
EMS TRAINING	24.00	257.50	72.00	40.50	89.00	0.00	0.00	0.00	75.00	81.00	81.00	66.50
FIRE TRAINING	35.00	0.00	10.50	89.50	316.25	21.25	12.75	0.00	3.75	54.25	22.25	62.50
RESCUE CALLS	5.50	6.75	39.25	8.50	6.00	9.25	0.00	19.50	7.25	18.00	6.75	8.50
FIRE CALLS	0.00	0.00	8.75	0.00	0.00	0.00	6.00	0.00	1.25	0.00	0.00	14.50
MEETINGS	37.00	55.25	60.00	53.00	16.75	22.50	5.25	0.00	15.00	32.00	33.25	4.50
STAFFING REP.	34.50	0.00	0.00	72.00	99.75	72.00	64.25	0.00	20.25	11.00	85.50	36.00
MAINTENANCE	0.00	0.00	0.00	0.00	0.75	14.25	0.00	0.00	0.00	16.50	12.00	0.00
PUB. ED.	9.75	0.00	9.00	15.00	3.75	5.00	0.00	3.75	9.00	81.25	0.00	0.00
SPECIAL EVENTS	0.00	0.00	0.00	0.00	274.00	0.00	0.00	29.50	66.00	22.50	6.00	0.00
# FIRE RUNS	42.00	32.00	33.00	15.00	35.00	31.00	41.00	41.00	22.00	31.00	25.00	48.00
# EMS RUNS	174.00	163.00	172.00	178.00	187.00	180.00	170.00	182.00	161.00	180.00	151.00	204.00
DISPATCH ERRORS	2.00	5.00	7.00	7.00	0.00	6.00	4.00	1.00	1.00	3.00	4.00	1.00
TOTAL HRS.	365.50	504.00	354.00	425.50	991.00	219.25	220.25	130.75	248.50	416.75	300.75	360.50

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2018

REASON	Jan.*	Feb.**	Mar.***	Apr.+	May++	June+++	July^	Aug.^.	Sept.^.	Oct.#	Nov.##	Dec.###
DUTY CREW	153.00	117.00	196.50	190.25								
EMS TRAINING	79.50	31.50	98.00	67.00								
FIRE TRAINING	21.75	31.50	24.00	18.00								
RESCUE CALLS	17.00	6.75	16.50	10.50								
FIRE CALLS	1.00	4.00	0.50	1.25								
MEETINGS	30.25	41.25	10.50	12.75								
STAFFING REP.	0.00	0.00	77.25	109.00								
MAINTENANCE	26.50	6.75	0.00	0.00								
PUB. ED.	13.50	0.00	17.75	0.75								
SPECIAL EVENTS	58.75	0.00	0.00	0.00								
# FIRE RUNS	39.00	35.00	31.00	47.00								
# EMS RUNS	193.00	168.00	164.00	196.00								
DISPATCH ERRORS	6.00	1.00	2.00	4.00								
TOTAL HRS.	401.25	238.75	441.00	409.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through May 1, 2018 \$34,428, 36%

*Period: 12/30/17-01/26/18

+Period: 03/24/18-04/20/18

^Period:

#Period:

**Period: 01/27/18-02/23/18

++Period:

^^Period:

##Period:

***Period: 02/24/18-03/23/18

+++Period:

^^^Period:

###Period:

**DE PERE FIRE RESCUE
OVERTIME CAUSED BY SICK LEAVE
APRIL, 2018**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
03/26/18	26.75	40
03/28/18	22	33
3/30/18	24	36
TOTAL	72.75	109

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

**LIFEQUEST MEDICAL BILLING - 2018
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	163,001	141,019	158,773	158,639		
PAYMENTS	52,987	64,975	69,435	71,073		
CREDIT ADJUSTMENTS	56,314	62,390	63,653	60,363		

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

Payments to LifeQuest	
Jan. 2018	2,588
Feb. 2018	2,935
March 2018	3,449
April 2018	3,896
May 2018	
June 2018	
July 2018	
Aug. 2018	
Sept. 2018	
Oct. 2018	
Nov. 2018	
Dec. 2018	
Total Paid	\$12,868

**See attached details

Attachment: FIRE DEPT _APRIL OT RPT (6924 : Fire Department Overtime and LifeQuest Services Billing Reports for April, 2018.)



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City Of De Pere

Income and Expenditures

252

April 2018

All Phases

Charges	Billing Phase 1	Collections Phases 2 & 3	Total
Collection Placements / Charges	\$144,186.20	\$14,453.20	\$158,639.40
Interest on Delinquent Accounts	\$0.00	\$0.00	\$0.00
Insurance Interest	\$0.00	\$0.00	\$0.00
Transaction Fees	\$0.00	\$0.00	\$0.00
Probate Fees	\$0.00	\$0.00	\$0.00
Subtotal of Charges	\$144,186.20	\$14,453.20	\$158,639.40
Account Transfers	\$6,338.43	\$8,114.77	\$14,453.20
Credit Summary			
Total Credits - All Types	\$126,933.34	\$4,416.47	\$131,349.81
Total Credit Adjustments	\$60,362.50	\$0.00	\$60,362.50
Total Closed Account Adjustments	\$0.00	\$323.77	\$323.77
Total Payments Received (Applied to Acct Bal's)	\$66,570.84	\$4,092.70	\$70,663.54
Total Overpayments (OP)	\$(409.00)	\$0.00	\$(409.00)
Total Payments Received (plus overpayments)	\$66,979.84	\$4,092.70	\$71,072.54
Total Overpayment Returns (\$ not deposited)	\$0.00	\$0.00	\$0.00
Total Payments Received (less OP returns)	\$66,979.84	\$4,092.70	\$71,072.54
Less Payment Kept By (PKB, \$ kept by service)	\$0.00	\$0.00	\$0.00
Total Deposits	\$66,979.84	\$4,092.70	\$71,072.54
Summary of Disbursement			
Total Deposits & Payments Kept By	\$66,979.84	\$4,092.70	\$71,072.54
Less Overpayment Refunds (patient / ins reimbursement)	\$(409.00)	\$0.00	\$(409.00)
Gross Revenue	\$66,570.84	\$4,092.70	\$70,663.54
Total LifeQuest Fee	\$2,995.69	\$900.40	\$3,896.09
Probate Fees	\$0.00	\$0.00	\$0.00
Other / Fees			\$0.00
Total Due LifeQuest	Check #	EFT	\$3,896.09
Total Service Revenue	\$63,575.15	\$3,192.30	\$66,767.45
Total Payment Kept By	\$0.00	\$0.00	\$0.00
Total Service Payable	\$0.00	\$0.00	\$0.00
Probate Fees	\$0.00	\$0.00	\$0.00
Other / Fees	\$0.00	\$0.00	\$0.00
Total Due Service	Check #	EFT	\$66,767.45

Messages:

Total Deposits EOM differ from bank statement by \$50.01 due to 3/28 Network now posted eli 5-1-18

Quality

Speed

Service

Attachment: FIRE DEPT _APRIL OT RPT (6924 : Fire Department Overtime and LifeQuest Services Billing Reports for April, 2018.)



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City Of De Pere

Billing Summary

252

April 2018

Phase 1 - 4.500%

Charges

Charges	\$144,186.20	
Interest on Delinquent Accounts	\$0.00	
Insurance Interest	\$0.00	
Transaction Fees	\$0.00	
Probate Fees	\$0.00	
Subtotal of Charges		\$144,186.20

Account Transfers

Transferred out of Phase 1	\$6,338.43	
----------------------------	------------	--

Credit Summary

Total Credits - All Types	\$126,933.34	
Total Credit Adjustments	\$60,362.50	
Total Closed Account Adjustments	\$0.00	
Total Payments Received (Applied to Acct Bal's)	\$66,570.84	
Total Overpayments (OP)	\$(409.00)	
Total Payments Received (plus overpayments)	\$66,979.84	
Less Overpayment Returns (\$ not deposited)	\$0.00	
Total Payments Received (less OP returns)	\$66,979.84	

Net Monthly Activity

\$17,252.86

Summary of Disbursement

Total Deposits & Payments Kept By	\$66,979.84	
Less Overpayment Refunds (patient / ins reimbursement)	\$(409.00)	
Gross Revenue	\$66,570.84	

Total LifeQuest Fee	\$2,995.69	
Probate Fees	\$0.00	
Total Due LifeQuest	\$2,995.69	

Total Service Revenue	\$63,575.15	
Total Payment Kept By	\$0.00	
Total Service Payable	\$0.00	
Probate Fees	\$0.00	
Other / Fees	\$0.00	
Total Due Service	\$63,575.15	

Messages:

Attachment: FIRE DEPT _APRIL OT RPT (6924 : Fire Department Overtime and LifeQuest Services Billing Reports for April, 2018.)

Quality

Speed

Service

Total Page : 1 of 1
 Page : 1 of 1
 Date : 05/01/2018
 Time : 10:27:07

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	Totals
May 2017	1798	22826	23795	7792	3294	1657	1104	1393	142	76	76	427 \$	6438
133686	1.3	17.1	17.8	5.8	2.5	1.2	0.8	1	0.1	0.1	0.1	0.3 %	48.
Jun 2017		3377	21992	14962	2548	563	2741	131	373	-120	674	-67 \$	4717
105523		3.2	20.8	14.2	2.4	0.5	2.6	0.1	0.4	-0.1	0.6	-0.1 %	44.
Jul 2017			728	22797	13962	9092	3397	1997	266	72	1451	852 \$	5461
104552			0.7	21.8	13.4	8.7	3.2	1.9	0.3	0.1	1.4	0.8 %	52.
Aug 2017				2988	24116	14116	9411	2465	1410	1104	1155	2703 \$	5946
114510				2.6	21.1	12.3	8.2	2.2	1.2	1	1	2.4 %	51.
Sep 2017					2844	20242	14852	8493	2815	1218	1060	296 \$	5182
101010					2.8	20	14.7	8.4	2.8	1.2	1.1	0.3 %	51.
Oct 2017						0	19943	25613	8406	2790	3857	585 \$	6119
115859						0	17.2	22.1	7.3	2.4	3.3	0.5 %	52.
Nov 2017							979	18831	13157	9760	2063	1973 \$	4676
97943							1	19.2	13.4	10	2.1	2 %	47
Dec 2017								69	21625	21392	7998	5086 \$	5617
123951								0.1	17.4	17.3	6.5	4.1 %	45
Jan 2018									2039	21972	19979	8613 \$	5260
128091									1.6	17.2	15.6	6.7 %	41
Feb 2018										3686	22577	13786 \$	4004
111110										3.3	20.3	12.4 %	4
Mar 2018											4055	26070 \$	3017
118582											3.4	22 %	25
Apr 2018												2713 \$	271
117145												2.3 %	2

Averages	1st Mo	2nd Mo	3rd Mo	4th Mo	5th Mo	6th Mo	7th Mo	8th Mo	9th Mo	10th Mo	11th Mo	12th Mo
Extended	1.8	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>
Weighted	1.8	19.4	15.5	7	2.5	1.9	0.6	0.6	0.9	0.5	0	0.3

Attachment: FIRE DEPT _APRIL OT RPT (6924 : Fire Department Overtime and LifeQuest Services Billing Reports for April, 2018.)

Total Page : 29 of 29

Page : 1 of 1

Date : 04/30/2018

Time : 20:05:08

History ID : 42596033

Credit Summary

Summary By Credit Code - Report Category/Code ID

Phase 1 Credit Report**DE PERE FIRE RESCUE**

<u>ID</u>	<u>Description</u>	<u>Credits</u>	<u>QTY %</u>	<u>Amount</u>	<u>Amount %</u>
Report Category	ADJUSTMENTS				
8	A--MEDICARE ADJUSTMENT	160	25.60	19689.77	15.51
9	A--MEDICAL ASSIST ADJUST	24	3.84	5361.74	4.22
14	A--MISC MINIMUM BAL ADJ < \$5	1	0.16	0.75	0.00
223	A--MC 2% SEQUESTERED AMT ADJ	38	6.08	187.22	0.15
778	A--OTHER MC/MA MANDATORY ADJ	61	9.76	28784.59	22.68
1234	A--MIN OP < \$5.00	1	0.16	-0.02	0.00
IO	A--INTEREST OFFSET	1	0.16	0.02	0.00
LC	A--LIFEQUEST COLLECTIONS	14	2.24	6338.43	4.99
		-----		-----	
		300		60362.50	

Attachment: FIRE DEPT _APRIL OT RPT (6924 : Fire Department Overtime and LifeQuest Services Billing Reports for April, 2018.)

Aging Summary**Phase 1 Aging Report****Report As Of April 30, 2018****Grouped By Schedule on Call****DE PERE FIRE RESCUE**

ID	Description	Calls	Current	31 to 60	61 to 90	91 to 120	121 to 150	151 to 180	Over 180	Total
ATTY-EMS	Attorney (EMS)	2	0.00	0.00	48.00	0.00	0.00	762.00	0.00	810.00
Bank	Bankruptcy Move to L	1	0.00	0.00	0.00	861.60	0.00	0.00	0.00	861.60
CONT	CONTRACT SCHEDUL	7	0.00	1092.20	1787.20	714.80	806.80	0.00	1752.60	6153.60
DENY	PAYOR DENIED/NOT	5	0.00	1950.40	1095.20	339.32	0.00	0.00	0.00	3384.92
IE	Insurance (Electronic)	59	30023.80	12115.60	8138.20	2747.60	0.00	891.20	924.00	54840.40
IE2	Insurance 2ndary (Ele	3	0.00	2182.80	0.00	0.00	0.00	0.00	0.00	2182.80
IMA	INSURANCE/MA	7	4858.60	2155.20	0.00	0.00	0.00	0.00	0.00	7013.80
IP	INSURANCE (PAPER)	8	3146.60	1852.80	1952.20	1094.20	0.00	0.00	0.00	8045.80
IP2	Insurance 2ndary (Pa	1	98.20	0.00	0.00	0.00	0.00	0.00	0.00	98.20
IPAY	Ins May Pay Pt (Elec) -	22	18126.40	474.00	2830.40	0.00	0.00	0.00	768.60	22199.40
IPMA	INSURANCE PAPER H	1	0.00	0.00	605.00	0.00	0.00	0.00	0.00	605.00
Lat	Latitude - Export to	1	0.00	0.00	0.00	0.00	0.00	0.00	928.00	928.00
MAHO	MA HMO/OUT OF STA	6	2752.60	0.00	714.80	745.20	0.00	912.80	0.00	5125.40
MAHOR	MA HMO/Out of State	2	0.00	0.00	0.00	0.00	0.00	985.20	974.80	1960.00
MAWI	MEDICAID - WISCONSI	6	2372.47	0.00	0.00	0.00	0.00	0.00	0.00	2372.47
MCA	Medicare Appeals	1	0.00	0.00	0.00	0.00	745.20	0.00	0.00	745.20
MCB	Medicare Part B	37	28933.60	4318.80	0.00	1087.80	0.00	0.00	0.00	34340.20
MCD	MEDICARE DENIED RE	1	721.20	0.00	0.00	0.00	0.00	0.00	0.00	721.20
MCIMA	PRIM PD/DENY 2ND IN	3	278.21	94.30	0.00	0.00	0.00	0.00	0.00	372.51
MVA	MVA Private (Self) Pa	8	7101.60	0.00	0.00	0.00	0.00	0.00	0.00	7101.60
NOMATCH	Skip Trace Dead End	4	0.00	0.00	2711.60	0.00	1139.00	0.00	922.40	4773.00
NOUPDATE	Skip Trace Dead End	9	0.00	311.00	995.60	0.00	0.00	0.00	3894.60	5201.20
NSA	NO SCHEDULE ASSIG	2	1655.40	0.00	0.00	0.00	0.00	0.00	0.00	1655.40
OPMT	OVERPAYMENT SCHE	5	0.00	0.00	-1208.50	0.00	-1058.36	0.00	-1066.00	-3332.86
OPMTL	OVERPAYMENT - NEE	1	0.00	0.00	0.00	0.00	0.00	0.00	-75.65	-75.65
PRIV	Private (Self) Pay - EM	56	13334.80	12173.80	9581.40	7880.20	7571.60	0.00	1938.20	52480.00
PRIV2	PRIM PAYOR PD PRIV	92	13912.25	5751.30	4701.52	1048.92	716.76	1291.00	1246.60	28668.35
PRMX	Ins 2ndary (Auto X-O	11	580.32	1231.42	90.20	0.00	0.00	0.00	0.00	1901.94
PSMA	PRIMARY PAID - HOL	2	357.20	0.00	0.00	0.00	0.00	0.00	0.00	357.20
RCP	RECOUPMENT SCHED	1	0.00	0.00	0.00	0.00	0.00	0.00	103.40	103.40
SIG	SIGNATURE NEEDED (	9	3786.00	769.20	750.00	2944.00	0.00	0.00	0.00	8249.20
T1	TIME PAY PHASE 1	30	6704.67	965.19	1100.00	0.00	0.00	0.00	0.00	8769.86
TLOxpMR	TLOxp Rtn Manual Re	2	0.00	0.00	0.00	0.00	0.00	0.00	1944.40	1944.40
TLOxpUPDATE	TLOxp Rtn w/Update	1	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
UPDATED	Innovis Rtn w/Update	15	0.00	187.36	4346.60	2523.00	0.00	921.20	3010.40	10988.56
VA	Veterans Admin Ins	4	0.00	2153.60	1013.40	0.00	0.00	0.00	935.00	4102.00
WCA	Worker's Comp Appea	1	82.10	0.00	0.00	0.00	0.00	0.00	0.00	82.10

Company Totals: 252 DE PERE FIRE RESCUE

426	139076.02	49778.97	41252.82	21986.64	9921.00	5763.40	18201.35	285980.20
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Attachment: FIRE DEPT _APRIL OT RPT (6924 : Fire Department Overtime and LifeQuest Services Billing Reports for April, 2018.)



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City of De Pere

Billing Reconciliation Summary
April 2018

252

Charges

Prior Month's Balance	\$268,727.34
April Charges	\$144,186.20

Subtotal of Charges**\$412,913.54****Adjustments**

Intercept	\$0.00
Credit Tagged	\$0.00
Per Contract	\$0.00
LifeQuest Collections	\$6,338.43
Closed	\$0.00
Other	\$54,024.07

Total Adjustments for the Month**\$60,362.50****Credits**

Cash / Check	\$13,020.62
Contract Payments	\$0.00
Credit Card	\$0.00
Direct Deposit	\$47,115.62
Hospital	\$0.00
Insurance	\$6,843.60
Payment Kept By	\$0.00

Total Payments Received for the Month**\$66,979.84****Overpayment**

Recoupment	\$0.00
Refunds	\$-409.00
Returns	\$0.00
Service Payable	\$0.00
Other	\$0.00

Total Overpayments for the Month**-\$409.00****Total for Reconciliation Summary****\$285,980.20****Ending Balance of Accounts Receivables****\$285,980.20**

Attachment: FIRE DEPT _APRIL OT RPT (6924 : Fire Department Overtime and LifeQuest Services Billing Reports for April, 2018.)

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR APRIL 2018



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
04/01/2018	999 Spirit Way (Village of Ashwaubenon)	Building fire	C102, L111	Ventilate	N/A
04/05/2018	200 Main Ave.	Overpressure Rupture of air or gas pipe/pipeline	C102, E111, E121	Investigate	N/A
04/06/2018	998 Glory Road (Village of Ashwaubenon)	Building fire	L111	Provide manpower	N/A
04/06/2018	2769 STH 96 (Greenleaf)	Building fire	C102, E111	Provide manpower	N/A
04/06/2018	665 Grant Street	Alarm sounded due to malfunction	C102, E111	Investigate, maintenance work	Ashwaubenon
04/09/2018	1680 Carole Lane (Village of Ashwaubenon)	Possible structure fire	C190, L111	Dispatched and canceled en route	N/A
04/10/2018	1001 Main Ave.	Alarm system activation, no fire, unintentional	E121	Investigate	N/A
04/11/2018	650 Heritage Road	Alarm system activation, no fire, unintentional	E111, E121	Investigate	N/A
04/12/2018	1208 Ridgeway Blvd.	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
04/12/2018	2001 American Blvd.	Alarm system activation, no fire, unintentional	C102, E111, L111	Investigate	N/A
04/13/2018	1445 Chicago Street	Smoke scare, odor of smoke	C101, E111, E121	Investigate	N/A
04/14/2018	1500 Ft. Howard Ave.	Outside rubbish, trash or waste fire	E111, E121, L111	Investigate	N/A
04/15/2018	1625 S. Broadway	Building fire (Town of Ledgeview)	C102, L111	Provide manpower	N/A
04/15/2018	2032 E. Baraboo Circle	Carbon monoxide detector activation, no CO	E121	Investigate	N/A
04/15/2018	1257 Suburban Drive	Carbon monoxide detector activation, no CO	E121	Investigate, rescue from harm	N/A
04/15/2018	845 Prosper Street	Building or structure weakened or collapsed	C101, C102, E111, E121	Investigate, shut down system	N/A
04/15/2018	1000 Ashwaubenon Street (Village of Ashwaubenon)	Building or structure weakened or collapsed	C101, U111	Provide manpower, equipment	N/A

Attachment: FIRE DEPT_ APRIL OT RPT (6924 : Fire Department Overtime and LifeQuest Services Billing Reports for April, 2018.)

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
04/15/2018	2815 Ramada Way (Village of Ashwaubenon)	Building or structure weakened or collapsed	C101, E111	Provide manpower	N/A
04/16/2018	6013 Morrison Road (Glenmore)	Building or structure weakened or collapsed	C101, L111	Provide manpower, equipment	N/A
04/16/2018	7939 Stone Road (Morrison)	Building or structure weakened or collapsed	C101, L111	Provide manpower, equipment	N/A
04/16/2018	735 Oak Street	Steam, vapor, fog or dust thought to be smoke	C102, A121, E111	Investigate	N/A
04/16/2018	1484 Mill Road (Holland)	Building or structure weakened or collapsed	C101, L111	Provide manpower, equipment	N/A
04/16/2018	2587 Lawrence Drive	Building or structure weakened or collapsed	C101	Investigate	Lawrence
04/17/2018	2375 Day Street (Greenleaf)	Building or structure weakened or collapsed	C101, L111	Provide manpower, equipment	N/A
04/19/2018	301 N. Broadway	Smoke detector activation, no fire, unintentional	E111, L111	Investigate	N/A
04/19/2018	1244 County Line Road (Hobart)	Building or structure weakened or collapsed	C101, L111	Provide equipment	N/A
04/19/2018	1823 Hardwoods Court	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
04/22/2018	102 S. Broadway	Smoke detector activation due to malfunction	E111	Investigate	N/A
04/26/2018	1144 Ashwaubenon Street (Village of Ashwaubenon)	Fire alarm activation, no fire, unintentional	L111	Investigate	N/A
04/26/2018	2774 Viking Drive (Village of Ashwaubenon)	Building or structure weakened or collapsed	L111	Salvage & overhaul	N/A
04/30/2018	2662 Packerland Drive (Village of Ashwaubenon)	Building fire	C102, L111	Dispatched and canceled en route	N/A

Attachment: FIRE DEPT _APRIL OT RPT (6924 : Fire Department Overtime and LifeQuest Services Billing Reports for April, 2018.)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: May 8, 2018

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consider donation from Verna Kuschel to the Fire Department.*

ATTACHMENTS:

- VERNA KUSCHEL DONATION (PDF)

Memo



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

From: Alan Matzke, Fire Chief *AGM*

Date: April 27, 2018

Re: Consider Donation from Verna Kuschel

The Fire Department is requesting acceptance of a donation from Verna Kuschel. Ms. Kuschel has graciously donated \$3,000 to the Fire Department. The accepted donation would be placed in the Fire Department donation account.

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.

Attachment: VERNA KUSCHEL DONATION (6923 : Consider donation from Verna Kuschel to the Fire Department.*)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE:	May 8, 2018
DEPARTMENT:	City Clerk-Treasurer
FROM:	Shana Ledvina
SUBJECT:	Request of Ald. Hansen that the Council approve putting a binding referendum question to the voters in November to exceed the levy limit to eliminate charges to property owners for repair or replacement of sidewalk.*

The very last day to submit a referendum request to Brown County for inclusion on the November ballot is Tuesday, August 28.

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: May 8, 2018

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration of Agreement with Carlson Dettman Consulting, LLC
for a Compensation Study/Market Review*

ATTACHMENTS:

- Memo to Finance to hire Carlson and dettmann(DOCX)
- De Pere Market Review PSA 03-29-2018 (DOCX)

Memo

City of De Pere

To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 RE: Recommendation to conduct a Compensation Study/Market Review
 Date: May 8, 2018

The City's compensation policy says that pay grade ranges, classifications, and internal pay compensation issues will be reviewed on an as needed basis, but at least every 5 years, in order to properly reflect both the external municipal job market and the internal pay equity.

In 2013, Carlson Dettmann Consulting conducted a comprehensive classification and compensation plan for the city and we are due for a study this year. This review/study will be different from the compensation study that was completed in 2013. At that time, all employees filled out a job description questionnaire (JDQ) and each position was fully studied. This time, a market review will be done and individual position reviews will be completed, but will be limited only to the following circumstances:

1. The position has had a substantial change in duties since the last pay study (The employee in the position and the supervisor will then be asked to update the JDQ showing what has changed)
2. We've experienced turnover and/or recruitment challenges with the position

In 2013, request for proposals (RFP's) were submitted to twenty consulting firms that conduct classification and compensation studies. We received four proposals back. The City Administrator and I interviewed two firms. We hired the lowest bidder, which was Carlson Dettmann Consulting. They are a local firm from Wisconsin that have the most experience providing compensation studies to other public sector communities in Wisconsin. We were charged \$25,000 to complete the study. (We have continued to use this firm to have individual positions studied during the last 5 years.)

Since all positions were studied in 2013 the price was substantially more expensive. The price to complete this market review is \$10,000. In addition, for those positions that have had a significant change in responsibility, we will be charged \$250 per position reviewed. It is anticipated there will be approximately 13 positions evaluated. Therefore, we are looking at a total cost of around \$13,250. Funds were allocated for in the Human Resource's 2018 budget to cover this expense. Attached is a copy of the contract to have this service completed.

Once the study is completed, the recommended changes to the plan will be brought forward for your review and approval. It is anticipated this will take place in July of 2018 which will be in advance of the budget process.

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

Thank you.

**PROFESSIONAL SERVICE AGREEMENT
BETWEEN
CITY OF DE PERE, WI
AND
CARLSON DETTMANN CONSULTING, LLC**

This professional service agreement (hereinafter the "Agreement") is made and entered into by and between the City of De Pere, WI (hereinafter "Client") and Carlson Dettmann Consulting, LLC, a Wisconsin limited-liability company (hereinafter "Consultant").

WHEREAS, Consultant assisted Client in developing its current pay plan; and

WHEREAS, Client is concerned about continuing market competitiveness; and

WHEREAS, Client wishes to enter into an agreement with Consultant to provide professional consulting services for market measurement and pay plan management services.

THEREFORE, Client and Consultant agree to the following:

1. Term. The term of this Agreement shall be from date of signing until services are completed, or as terminated by Client or the Consultant. Unless extended by mutual written agreement, Consultant agrees to provide preliminary findings and recommendations to Client by June 29, 2018.
2. Scope of Services. The Consultant shall provide to Client consulting services as follows:
 - a) Market study update. Consultant will measure labor markets for Client using the benchmark jobs and public sector organizations measured in the most recent study. Consultant will include data that reflect private sector benchmarks from its data library for those jobs that it can match. All data will be provided in summary form as part of Consultant's findings and recommendations.
 - b) Consultant will be available for one (1) day of onsite meetings to meet with the City's department heads to discuss concerns and challenges with the current compensation structure and/or to review specific challenges with recruitment or retention.
 - c) Consultant will provide a revised pay plan structure based upon the market study.
 - d) Consultant will be available for two (2) meetings with the appropriate Committee and/or Council to discuss the findings of the project.
 - e) Consultant will conduct job evaluation reviews as requested by Client for positions it concludes have experienced a substantial change in duties since the most recent pay study and recommend pay plan placement.
3. Project Fees. Client shall pay the Consultant at the following rates for services agreed upon:
 - a) Market study update. The professional fee for the market review portion of the project shall be \$10,000.
 - b) Expenses. The Client will reimburse Consultant for "out-of-pocket" expenses for mileage as required for meeting attendance on the Client's behalf.
4. Additional (Optional) Fees. Client shall pay the Consultant at the following rates for services agreed upon:
 - a) Costing Options. Develop costing alternatives for implementation. The fee for developing these options, using data provided by the Client, shall be \$1,750.

- b) Job Evaluation. Jobs submitted to Consultant for job evaluation as a result of a substantial change in duties since the most recent pay study shall be charged at \$250 per evaluation.
 - c) Services Outside of Scope. Consulting services agreed upon that are greater than the scope of this Agreement (e.g. consulting on design of a merit pay program, board/department workshop on compensation management, employee development consultation, onsite meetings in excess of those defined above, etc.) shall be at Consultant's normal rates unless agreed upon otherwise by the Client and Consultant. However, subject to scheduling and mutual agreement, meetings conducted by telephone and/or web conference are not subject to any additional fee.
5. Performance Requirements of Consultant. The Consultant shall complete the services as stated above. The Consultant shall furnish all labor, materials, administration, services, supplies, equipment, transportation, and quality control necessary to provide professional consulting services. Consultant shall provide progress reports upon request by Client.
 6. Performance Requirements of Client. Client shall provide and make available to the Consultant access to its human resources and related systems of record as necessary to fulfill said services.
 7. Independent Contractor. It is mutually understood and agreed, and it is the intent of the parties hereto, that an independent contractor relationship be and is hereby established under the terms and conditions of this Agreement. The Consultant shall remain an independent contractor under this Agreement. All employees of Consultant or subcontractors shall remain the responsibility of the Consultant and shall not become employees of Client under this Agreement. No tenure or any rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, withholding taxes or other benefits available to Client employees shall accrue to the Consultant or its employees performing services under this Agreement.
 8. Indemnification. The Consultant agrees it shall defend, indemnify, and hold harmless Client, its officers, and its employees against any and all liability, losses, costs, damages, and expenses, including attorney fees that Client, its officers or its employees, may hereafter sustain, incur or be required to pay arising out of the negligent or intentional acts or omissions of the Consultant, its officers or employees. Client agrees it shall defend, indemnify, and hold harmless the Consultant, its officers, and its employees against any and all liability, losses, costs, damages, and expenses, including attorney fees that the Consultant, its officers or its employees, may hereafter sustain, incur or be required to pay arising out of the negligent or intentional acts or omissions of Client, its officers or employees.
 9. Trade Secrets. The Carlson Dettmann Point Factor Job Evaluation System and methodology, marketplace surveys performed, Total Rewards Management System, and job point evaluation data collected and analyzed to perform the Scope of Services is owned by Consultant, is confidential and proprietary, and is a trade secret pursuant to Wis. Stats. s. 134.90. Client (including its officers, employees, agents and representatives) shall not disclose, disseminate, or otherwise misappropriate these trade secrets without the express consent of Consultant.
 10. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin in effect on the date of this Agreement.

11. Assignment. Neither party to this Agreement may assign or transfer this Agreement, or any part thereof, without the written consent of the other party.
12. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of the Agreement. The remaining provisions shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance.
13. Binding Effect. This Agreement shall extend to and be binding upon and inure to the benefit of the parties.
14. Entire Agreement. This Agreement sets forth the entire understanding of the parties and supersedes all prior arrangements and/or understandings, whether written or oral, with respect to the subject matter contained in this Agreement. No terms, conditions, warranties, other than those contained herein, and no amendments or modifications hereto shall be binding unless made in writing and signed by Client and the Consultant.

CITY OF DE PERE, WI

Date:

CARLSON DETTMANN CONSULTING, LLC

Date: