



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, December 11, 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 **December 11, 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. Approval of the Minutes of the November 13, 2018 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment and announcements.
4. Approval of November 2018 Police Overtime
5. Fire Department Overtime and LifeQuest Billing Report for November, 2018.
6. Consideration of 2018 Short-Term Note Terms.
7. Future agenda items.
8. 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: December 11, 2018

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the November 13, 2018 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- November 13, 2018 Minutes DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, November 13, 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 Tuesday, November 13, 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, Finance Director Joe Zegers, Fire Chief Alan Matzke, Police Captain Dale Haagen, Development Services Director Kimberly Flom, Public Works Director Scott Thoresen, and Patricia Kaster.

2. Approval of the Minutes of the October 9, 2018 Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment and announcements. None.

4. Approval of October 2018 Police Overtime.

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

5. Fire Department Overtime and LifeQuest Billing Report for October, 2018.

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

6. Recommendation to Accept Donation from Shopko Foundation for \$500 for Traffic Initiative.*

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

7. Consider Fire Department's request to approve Emergency Medical Services Education Agreement with BayCare Aurora, LLC.*

Attachment: November 13, 2018 Minutes DRAFT (7682 : Approval of the Minutes of the November 13, 2018 Regular Meeting of the

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

8. Consider Fire Department's request to accept donation of ambulance cot from Aurora BayCare Medical Center.*

Alderperson Nelson asked Chief Matzke about how he came to be aware of the cot, and the Chief indicated that when the City purchased two cots Aurora had also purchased two at the same time, which he observed in use at the hospital's ER/Cancer Center. When he later noticed Aurora's cot was no longer being utilized, he questioned staff, and it was located in storage and determined to no longer be of use to the hospital.

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

9. Consider Donation from the Beautification Committee for Replacing Winter Banners.*

Alderperson Nelson asked whether these banners will utilize City's new logo, to which Administrator Delo advised that the banners will use a derivative of the logo and will be replacing banners previously displayed. Both Development Services Director Flom and Public Works Director Thoresen advised that the new banners have already been received and are planned to be installed tomorrow (November 14).

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

10. Consideration of Approval of WiscNet Quotation to Increase Internet Bandwidth.*

Alderperson Jennings asked for additional information on this item, and Administrator Delo advised that IT Director, Steve Massey, was unable to attend the meeting, but attempted to answer questions in his memo. City's current IT service access bandwidth is too low, and the City is experiencing problems receiving data throughout the organization. Examples include: stalling of footage being reviewed from police body cams and training videos which are displayed audio only due to lack of sufficient bandwidth, although there is video footage as well, which is ultimately prohibiting staff from working in an efficient manner. WiscNet is recommended as the service provider and has an advantage over the lowest cost estimate, as TDS would not have the ability to increase the bandwidth if the threshold is reached again. Most government entities use WiscNet, and it appears to be the best long-term option. Alderperson Crevier added that WiscNet's pricing model is different from other providers based upon a membership fee being their main income source and that bandwidth can be added in the future without significant renegotiation. Mayor Walsh made a Motion to approve the staff recommendation to proceed with WiscNet, seconded by Alderperson Crevier. Alderperson Lueck announced he would abstain from voting. Alderperson Jennings expressed concern with a front-loading of payment and whether TDS might be in a position to provide additional bandwidth if and when the City would reach a position to need it; Administrator Delo advised that IT Director Massey specifically asked and was

advised that TDS would not be able to provide additional bandwidth beyond what they offer currently and could not confirm that they could do so in the future. Alderperson Crevier advised the Committee that there is a difference between a gigabit and gigabyte.

RESULT:	ADOPTED [3 TO 1]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Scott Crevier, Casey Nelson, Michael J. Walsh
NAYS:	Ryan Jennings
ABSTAIN:	Larry Lueck

11. Consideration of Proposal from Schenck SC for Sewer Utility Rate Study.*

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

12. Assignment and Consent to Assignment 701 Millenium Court.

Alderperson Crevier asked for additional explanation on this item, and City Attorney, Judith Schmidt-Lehman, advised that this property was sold in 2006; small development occurred initially and progress has been stagnant since then. There is current interest in buying the property and fulfilling the development, but more time has been requested as relief from the current agreement. This Assignment is being presented, and Planning staff is currently working with the new owner to finish Phase I and acquire approvals for Phases II and III of the project. No incentives were offered by the City at the time of the original sale, and this item is a request for defaults to be forgiven and to move forward with a clean slate and adjusted timelines. Staff is working with the new property owner in hopes to get development moving forward.

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

13. Review Garrity's Glen South Residential Infrastructure and TID Request, submitted by TLKM Development.*

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

14. Future agenda items. Alderperson Crevier asked whether Item #12 moves forward to Council, and City Attorney, Judith Schmidt-Lehman, confirmed that it does; the asterisk had been inadvertently omitted from the Agenda item.

15. Adjournment. Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 7:47 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 11, 2018

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of November 2018 Police Overtime

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

Miscellaneous OT of 18.75 total hours is comprised of 7.25 hours of Patrol fraction allotments, 7.50 hours for Field Training reporting, and 4 hours for daylight savings time.

Reimbursable Miscellaneous OT of 29.25 total hours is comprised of 5.5 hours for OWI Task Force deployments and 16.5 hours for the agent we have assigned to the 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)
- November 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

Attachment: 2016 PD OT Report Summary (7698 : Police November 2018 Overtime)

**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 (7698 : Police November 2018 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		322.50
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		540.25
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		179.00
OFFICER TRAINING	82.00	122.00	71.75	140.00	277.00	164.75	104.50	73.50	179.75	224.25	66.50		1506.00
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			59.00
STAFFING LEVEL	68.00	51.25	97.75	61.50	87.50	92.00	83.00	73.75	140.50	175.50	99.50		1030.25
INVESTIGATION	50.75	77.00	82.25	87.50	40.75	27.50	39.00	55.50	15.00	83.00	57.25		615.50
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		252.75
COMMUNITY RELATIONS						1.50		2.00	3.00	14.50			21.00
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		221.00
MISCELLANEOUS REIMBURSED	33.00	41.50	79.00	20.00	32.50	23.50	25.00	34.00	32.00	43.00	22.00		385.50
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	0.00	5518.75
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)	0.00	(948.75)
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	0.00	4570.00

Total Overtime Budget: \$150,000.00
Expenditures through 12/05/2018 \$177,303.58
Percent of Total Budget: 118.20%

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 11, 2018

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Billing Report for November, 2018.

ATTACHMENTS:

- FIRE DEPT NOV 2018 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.	TOTAL
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	1,548.7
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	786.50
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	628.00
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	135.25
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	30.50
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	334.50
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	495.25
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	43.50
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	136.50
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	398.00
# 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	396.00
# 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	2,102.0
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	41.00
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	4,536.7

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 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		1,404.2
EMS TRAINING	79.50	31.50	98.00	67.00	61.50	17.75	0.00	0.00	98.50	117.50	121.50		692.75
FIRE TRAINING	21.75	31.50	24.00	18.00	94.25	16.00	18.50	15.75	0.00	55.00	66.50		361.25
RESCUE CALLS	17.00	6.75	16.50	10.50	4.00	10.75	4.50	0.00	0.00	24.25	13.00		107.25
FIRE CALLS	1.00	4.00	0.50	1.25	0.00	0.00	0.00	1.75	0.00	1.50	0.75		10.75
MEETINGS	30.25	41.25	10.50	12.75	3.75	5.50	4.25	31.50	17.25	5.25	0.00		162.25
STAFFING REP.	0.00	0.00	77.25	109.00	93.75	36.00	83.00	69.75	85.50	6.00	49.50		609.75
MAINTENANCE	26.50	6.75	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		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		332.25
# FIRE RUNS	39.00	35.00	31.00	47.00	38.00	39.00	46.00	48.00	50.00	30.00	38.00		441.00
# EMS RUNS	193.00	168.00	164.00	196.00	179.00	179.00	169.00	194.00	202.00	178.00	177.00		1,999.0
DISPATCH ERRORS	6.00	1.00	2.00	4.00	5.00	4.00	6.00	4.00	1.00	3.00	10.00		46.00
TOTAL HRS.	401.25	238.75	441.00	409.50	618.00	221.00	164.50	299.75	365.75	371.00	339.75	0.00	3,870.2

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through December 5, 2018 \$83,484, 88%

*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:

Attachment: FIRE DEPT NOV 2018 OT RPT (7702 : Fire Department Overtime and LifeQuest Billing Report for November, 2018.)

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

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
11/30/18	24	36
TOTALS	24	36

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

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR NOVEMBER, 2018



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
11/01/2018	1259 Washington Street (Wrightstown)	Building fire	C102, L111	Extinguishment by fire service personnel, salvage & overhaul	N/A
11/06/2018	1380 Scheuring Road	Cooking fire, confined to container	E121	Investigate, fire out on arrival	N/A
11/07/2018	1658 Windsor Drive (Village of Bellevue)	Building fire	C101, L111	Dispatched & canceled en route	N/A
11/08/2018	1973 Horseshoe Lane	Carbon monoxide detector activation, no CO	E111	Investigate, place batteries	N/A
11/09/2018	914 Third Street	Carbon monoxide incident	E121	Investigate, ventilate	N/A
11/09/2018	1630 Commanche Avenue (Village of Ashwaubenon)	Overheated motor	C102, L111	Investigate	N/A
11/09/2018	831 Sunrise Court	Building fire	C102, A111, E111, E121	Extinguishment by fire service personnel, search, ventilate, salvage & overhaul	County Resc Lawrence, Ashwaubenc Hobart
11/11/2018	4770 Dickinson Road (Town of Ledgeview)	Chimney fire	C101, L111	Standby	N/A
11/13/2018	1808 Ridgeway Drive	Cooking fire, confined to container	C101, A111	Investigate, fire out on arrival	Dispatched & Canceled
11/13/2018	385 Cross Gate Lane	Alarm system activation, no fire, unintentional	E111, E121	Investigate	N/A
11/14/2018	645 Trumpeter Trail (Town of Ledgeview)	Chimney fire	C102, L111	Standby	N/A
11/14/2018	2001 American Blvd.	Commercial compactor fire	C101, A111, E111, E121, L111	Investigate	Lawrence, Ashwaubenc Hobart
11/15/2018	233 N. Broadway	Cooking fire, confined to container	E111, E121	Investigate, ventilate	N/A
11/15/2018	117 Fort Howard Avenue	Gas leak	E121	Investigate	N/A
11/17/2018	2031 Rushway Circle	Alarm sounded due to malfunction	E111	Investigate	N/A
11/18/2018	1415 Quinnette Lane	Carbon monoxide incident	E111	Investigate, remove hazard	N/A
11/19/2018	111 S. Ninth Street	Gas leak	E121	Investigate	N/A

Attachment: FIRE DEPT NOV 2018 OT RPT (7702 : Fire Department Overtime and LifeQuest Billing Report for November, 2018.)

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
11/20/2018	1580 Bellevue Street (Village of Bellevue)	Building fire	C101, L111	Dispatched & canceled en route	N/A
11/22/2018	1501 Main Avenue	Smoke or odor removal	E121	Investigate	N/A
11/22/2018	1380 Scheuring Road	Alarm system sounded due to malfunction	E111, E121	Investigate	N/A
11/24/2018	1501 Mid Valley Drive	Passenger vehicle fire	A121, E111, E121	Investigate	N/A
11/25/2018	2123 Potter Drive (Town of Lawrence)	Building fire	C102, L111	Provide apparatus	N/A
11/25/2018	2381 Talladega Speedway	Smoke or odor removal	E121	Investigate	N/A
11/25/2018	2038 Tunis Road (Village of Bellevue)	Building fire	L111	Dispatched & canceled en route	N/A
11/27/2018	1180 Grant Street	Smoke detector activation, no fire - unintentional	N/A	Investigate, burnt food	N/A
11/27/2018	847 Cedar Street	Smoke or odor removal	E121	Investigate	N/A
11/29/2018	2105 River Point Court (Town of Ledgeview)	Cooking fire, confined to container	L111	Standby	N/A
11/29/2018	1017 Veronica Lane	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
11/29/2018	525 N. 10th Street	Smoke detector activation, due to malfunction	C102	Investigate	N/A

Attachment: FIRE DEPT NOV 2018 OT RPT (7702 : Fire Department Overtime and LifeQuest Billing Report for November, 2018.)

**LIFEQUEST MEDICAL BILLING - 2018
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	163,001	141,019	158,773	158,639	108,551	146,882
PAYMENTS	52,987	64,975	69,435	71,073	84,800	53,162
CREDIT ADJUSTMENTS	56,314	62,390	63,653	60,363	70,069	59,250

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	121,266	133,260	137,712	131,823	120,641	
PAYMENTS	67,954	45,566	62,667	65,610	54,498	
CREDIT ADJUSTMENTS	53,160	49,190	45,971	51,556	58,576	

Payments to LifeQuest	
Jan. 2018	2,588
Feb. 2018	2,935
March 2018	3,449
April 2018	3,896
May 2018	4,199
June 2018	2,444
July 2018	3,409
Aug. 2018	2,162
Sept. 2018	3,165
Oct. 2018	2,979
Nov. 2018	3,012
Dec. 2018	
Total Paid	\$34,238

**See attached details

Attachment: FIRE DEPT NOV 2018 OT RPT (7702 : Fire Department Overtime and LifeQuest Billing Report for November, 2018.)

City Of De Pere
Income and Expenditures
November 2018
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$92,141.20	\$28,500.16	\$120,641.36
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$92,141.20	\$28,500.16	\$120,641.36
Account Transfers		\$22,823.98	\$5,676.18	\$28,500.16
Credit Summary				
Total Credits		\$109,134.44	\$2,978.09	\$112,112.53
Less Adjustments	-	\$57,837.24	\$738.68	\$58,575.92
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$(961.02)	\$(961.02)
Less Overpayments	-	\$(982.02)	\$0.00	\$(982.02)
Gross Payments Received		\$52,279.22	\$3,200.43	\$55,479.65
Plus Overpayment Returns	+	\$(51.18)	\$0.00	\$(51.18)
Net Payments Received		\$52,228.04	\$3,200.43	\$55,428.47
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$52,228.04	\$3,200.43	\$55,428.47
Summary of Disbursement				
Total Deposits & Payments Kept By		\$52,228.04	\$3,200.43	\$55,428.47
Plus Overpayment Refunds	+	\$(930.84)	\$0.00	\$(930.84)
Gross Revenue		\$51,297.20	\$3,200.43	\$54,497.63
LifeQuest Fee		\$2,308.37	\$704.09	\$3,012.46
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$2,308.37	\$704.09	\$3,012.46
Service Revenue		\$48,988.83	\$2,496.34	\$51,485.17
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	\$48,988.83	\$2,496.34	\$51,485.17

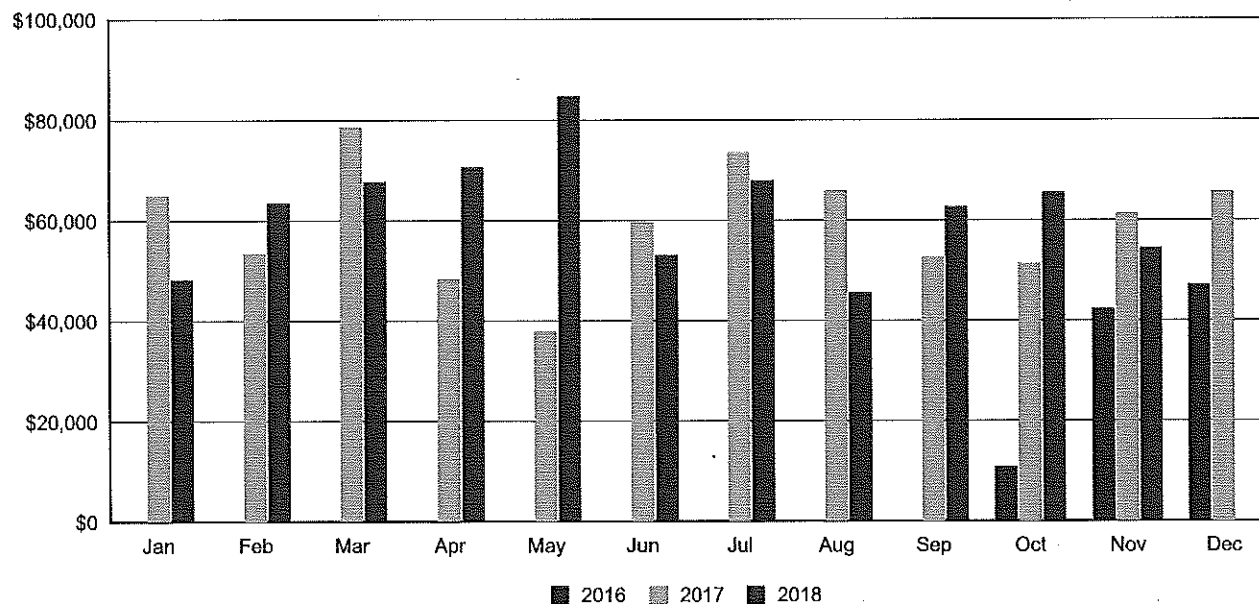
Messages:

Total Deposits EOM differ from bank statement by \$75.27 due to 11.16 \$24.09 duplicate ach posting, and 11.6 \$51.18 ach return blt 12.2.18

Attachment: FIRE DEPT NOV 2018 OT RPT (7702 : Fire Department Overtime and LifeQuest Billing Report for November, 2018.)

All Phases Gross Revenue

City of De Pere
January 2016 to November 2018



	2016	2017	2018
January	\$0	\$65,035	\$48,362
February	\$0	\$53,532	\$63,538
March	\$0	\$78,566	\$67,787
April	\$0	\$48,367	\$70,664
May	\$0	\$38,017	\$84,800
June	\$0	\$59,532	\$53,162
July	\$0	\$73,500	\$67,954
August	\$0	\$65,845	\$45,566
September	\$0	\$52,557	\$62,667
October	\$10,906	\$51,374	\$65,610
November	\$42,469	\$61,219	\$54,498
December	\$47,293	\$65,635	\$0
Total Gross Revenue	\$100,667	\$713,180	\$684,608

City Of De Pere

Billing Summary

November 2018

Phase 1

Charges

Billing Charges		\$92,141.20	
Other	+	\$0.00	
Subtotal of Charges			\$92,141.20

Account Transfers

Billing to Collections Transfer Total			\$22,823.98
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Credit Summary

Total Credits		\$109,134.44	
Less Adjustments	-	\$57,837.24	
Less Overpayments	-	\$(982.02)	
Gross Payments Received			\$52,279.22
Plus Overpayment Returns	-	\$(51.18)	
Net Payments Received			\$52,228.04
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$52,228.04

Summary of Disbursement

Total Deposits & Payments Kept By		\$52,228.04	
Plus Overpayment Refunds	+	\$(930.84)	
Gross Revenue			\$51,297.20
LifeQuest Fee		\$2,308.37	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$2,308.37
Service Revenue		\$48,988.83	
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		\$48,988.83

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 November 2018

Beginning Balance of Accounts Receivables			\$242,412.36
Total Charges entered for the Month		+	\$92,141.20
Adjustments			
Intercept	\$0		
Per Contract	\$0		
Account Transfer Total	\$22,823.98		
Other	\$35,013.26		
Total Adjustments for the Month	\$57,837.24	-	\$57,837.24
Payments			
Cash	\$9,399.21		
Contract Payments	\$126.33		
Credit Card	\$0		
Direct Deposit	\$34,869.11		
Hospital	\$0		
Insurance	\$7,884.57		
Payment Kept By	\$0		
Other	\$0		
	\$52,279.22	-	\$52,279.22
Overpayment			
Recoupment	\$0		
Refunds	\$(930.84)		
Returns	\$(51.18)		
Service Payable	\$0		
Other	\$0		
	\$(982.02)	-	\$(982.02)
Total for Reconciliation Summary			\$225,419.12
Ending Balance of Accounts Receivables			\$225,419.12

Attachment: FIRE DEPT NOV 2018 OT RPT (7702 : Fire Department Overtime and LifeQuest Billing Report for November, 2018.)

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Total
Dec 2017	69	21625	21392	7998	5086	2150	1571	1068	118	506	121	21 \$	61
123951	0.1	17.4	17.3	6.5	4.1	1.7	1.3	0.9	0.1	0.4	0.1	0 %	
Jan 2018		2039	21972	19979	8938	7815	658	1125	-105	833	589	145 \$	63
128091		1.6	17.2	15.6	7	6.1	0.5	0.9	-0.1	0.7	0.5	0.1 %	
Feb 2018			3686	22577	13786	4931	4998	3485	-6	2534	68	68 \$	56
111110			3.3	20.3	12.4	4.4	4.5	3.1	0	2.3	0.1	0.1 %	
Mar 2018				4055	26786	17543	6347	5065	-6	419	170	10 \$	60
118582				3.4	22.6	14.8	5.4	4.3	0	0.4	0.1	0 %	
Apr 2018					3445	36786	11277	7499	2399	733	206	764 \$	63
125326					2.7	29.4	9	6	1.9	0.6	0.2	0.6 %	
May 2018						7957	24645	15251	4391	2068	2018	873 \$	57
113240						7	21.8	13.5	3.9	1.8	1.8	0.8 %	
Jun 2018							4207	25686	14433	8076	4116	900 \$	57
114068							3.7	22.5	12.7	7.1	3.6	0.8 %	
Jul 2018								5253	16866	18074	7409	3174 \$	50
106754								4.9	15.8	16.9	6.9	3 %	
Aug 2018									6334	25569	15117	8189 \$	55
122254									5.2	20.9	12.4	6.7 %	
Sep 2018										1902	31023	13383 \$	46
121433										1.6	25.5	11 %	
Oct 2018											2562	23538 \$	26
114333											2.2	20.6 %	
Nov 2018												223 \$	
46887												0.5 %	
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	3.1	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	3.1	21.3	13.5	6	3.7	1.2	0.6	0.7	0.2	0.3	0.1	0	

Attachment: FIRE DEPT NOV 2018 OT RPT (7702 : Fire Department Overtime and LifeQuest Billing Report for November, 2018.)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: December 11, 2018

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Consideration of 2018 Short-Term Note Terms.

ATTACHMENTS:

- 2018Short-TermNoteBorrowingMemo (PDF)
- 2018 Short-Term Note Term Sheet from Associated Bank (PDF)
- 2018-2019 DETAIL SHORT TERM NOTE BORROWING (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: December 5, 2018
Subject: 2018 Short-Term Note

I have attached the interest rate quote from Associated Bank for the City's short-term note borrowing of \$570,000 authorized in the Adopted 2019 budget in November 2018. The repayment of the note was included in the City's 2019 debt service fund expenditures and covers five items included in the 2019 budget as noted in the attachment. These amounts were included on pages 316-319 of the 2019 Executive Budget. The interest rate quote of 3.6% for 60 days on the note is very comparable to the latest municipal borrowings of our similar bond rating upon reviewing Springsted's November & December's 2018 bond sales results.

I recommend the Finance Committee approve the terms of this note. Should you have any questions on this feel free to contact me or I will be present at the Finance Committee meeting on December 11th.



December 4, 2018

Mr. Joseph G. Zegers
Finance Director
City of De Pere
335 S. Broadway Street
De Pere, WI 54115

RE: Term sheet

Dear Joe:

The proposed terms and conditions are provided for discussion purposes only and do not constitute an offer, agreement, or commitment to lend by Associated Bank ("Bank"). The actual terms and conditions upon which Bank might extend credit to the Borrower are subject to final credit approval.

<u>Borrower:</u>	City of De Pere
<u>Purpose:</u>	Purchases as outlined in attachment
<u>Amount:</u>	\$570,000 General Obligation Loan
<u>Interest Rate:</u>	3.60% fixed – taxable Calculated on the basis of the actual number of days over a 365 day year
<u>Repayment:</u>	Principal and interest due at maturity
<u>Maturity:</u>	60 Days
<u>Legal Fees:</u>	\$425.00
<u>Prepayment Costs:</u>	None

If you have any questions, please contact me at (920) 433-3091.

Sincerely,

By: 
Joseph G. Hockers
Vice President, Government Banking

Attachment: 2018 Short-Term Note Term Sheet from Associated Bank (7701 : Consideration of 2018 Short-Term Note Terms.)

2019 to purchase the following equipment and services:

1. \$72,200 for Police Department squad lease continuations(4);
2. \$66,000 for Police Department squad replacements(4);
3. \$42,000 for Fire Department administrative vehicle;
4. \$69,800 for Municipal Service Center roof repair; and
5. \$320,000 for City Hall generator

CITY OF DE PERE
2018 – 2019 SHORT-TERM NOTE BORROWING

<u>PURPOSE</u>	<u>AMOUNT</u>
Police: Four Squad Lease Continuations	\$ 72,200
Police: Four Squad Replacements	66,000
Fire: Administrative Vehicle	42,000
MSC: Building Roof Repairs	69,800
City Hall: Generator	<u>320,000</u>
TOTAL	<u>\$570,000</u>

Attachment: 2018-2019 DETAIL SHORT TERM NOTE BORROWING (7701 : Consideration of 2018 Short-Term Note Terms.)