



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, February 11, 2020

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 **February 11, 2020** 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 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 January 14, 2020 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment Period and other announcements.
4. Fire Department Overtime and LifeQuest Billing Services Reports for January, 2020.
5. Consideration and Approval of the January 2020 Police Overtime Report
6. Consideration and Acceptance of Three K-9 Tactical EMS Field Kits from the Bark and Blue Foundation to the Fire Department.*
7. Consideration and Possible Action Regarding a \$4,000 BOTS Grant to Police Department*
8. Consideration and Possible Action to Approve Changes to the City Policy Manual.*
9. Consideration and Possible Action to Establish Pay Rate for New Park Maintenance Leadperson*
10. Review and possible action on City of De Pere Investments and Cash Detail for December 2019.
11. Future agenda items.
12. Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day so that arrangements can be made.

***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: February 11, 2020

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the January 14, 2020 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- January 14, 2020 Minutes -DRAFT (DOCX)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, January 14, 2020

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. Angela Zills, the Minutes Taker for the Finance/Personnel Committee, called the meeting to order at 7:30 PM on January 14, 2020, at the De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115 and took roll call (noted below). A Motion was then requested for a Chair pro tem to serve in the absence of Mayor Walsh. Alderperson Chandik Kundingner made a Motion to nominate Alderperson Crevier to serve as Chair pro tem, seconded by Alderperson Nelson. Upon vote, Motion carried unanimously.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderperson	Present	
Ryan Jennings	Alderperson	Late	7:33 PM
Amy Chandik Kundingner	Alderperson	Present	
Casey Nelson	Alderperson	Present	
Michael J. Walsh	Mayor	Excused	

Also Present: Fire Chief Alan Matzke, City Administrator Larry Delo, City Attorney Judith Schmidt-Lehman, Finance Director-Treasurer Joe Zegers, Police Chief Derek Beiderwieden and Jason Tadych of TIP, LLC.

2. Approval of the Minutes of the December 10, 2019 Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment Period and other announcements.

Alderperson Crevier offered the audience the opportunity to make announcements; no one came forward. No individuals were present for public comment.

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

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

5. Approval of the December 2019 Police Overtime Report.

In response to Alderperson Chandik Kundingner, Administrator Delo explained that police overtime is not planned to increase by 10% year-after-year, although an increase was planned in this year's budget due to overtime being recently higher than normal due to retirements, vacancies and newer staff not successful in completing the training program.

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

6. Consideration of Donation to the Police Department from De Pere Christian Outreach for \$3,000.*

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

7. Consideration and acceptance of donation from De Pere Christian Outreach Corp in the amount of \$300 to the Fire Department.*

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

8. Consideration and acceptance of a donation in the amount of \$4,000 from the William Cuene Memorial Fund to the Fire Department.*

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

9. Consideration and possible action on proposed Purchase/Sale Agreement Terms with Tadych Investment Partners, LLC for a proposed Redevelopment at 123 N. Broadway (Parcel ED-769). *

City Attorney Judith Schmidt-Lehman advised that this item is before the Committee to approve terms for development of the City-owned parking lot at 123 North Broadway, which the Council received a sneak peek of the proposal a few months ago. TID #16 is in the process of being created to assist in the development of this parcel. Staff did explore the possibility of expanding the TID boundary to allow for additional facade grants to be available, but since this TID is being created for a blighted area, it will require at least 50% of properties to be in a blighted condition, therefore the TID boundary will encompass only this property. City Attorney Schmidt-Lehman then reviewed the development incentive terms which include: a \$126,000 site assembly grant (determined from an appraisal of the property) and 1.1 million in grants to fund project cost reimbursement. Discussions have been had with Developer for grants to be awarded as loans for a period of time to assist with cash flow, with the loans then being forgiven at a later time; the Consultants assisting with TID creation did not have concerns regarding this approach. A \$250,000 Community Development Grant has also been pursued through the state and an award seems promising. In addition, staff proposed to hire

Robert E. Lee & Associates to conclude work on the Phase I site assessment and move forward with Phase II and geotechnical surveys of the site. City Attorney Schmidt-Lehman then confirmed in response to Alderperson Crevier that tonight's action is considering terms the terms of the development and the hiring of Robert E. Lee for the environmental analysis as mentioned in "Other steps/reviews required" in the Memo.

Upon further discussion, Alderperson Nelson confirmed that the TID creation will be before the Plan Commission on January 27 and City Council for the second meeting in February, with a retroactive creation date of January 1, 2020. In response to Alderperson Chandik Kunding, City Attorney Schmidt-Lehman advised that the rendering shown in the packet is the same as the one that the Council saw earlier and additional approvals will follow on the project, i.e., the Plan Commission will approve the site plan and the development agreement will come to Council for approval at a later date. Discussion continued among Alderperson Nelson, City Administrator Delo and City Attorney Schmidt-Lehman regarding the incentive of 30.7%; downtown TIDs generally having higher incentives due to higher costs, small sites and environmental issues; and the same incentive range for similar earlier developments such as 102 North Broadway, Irwin School and the apartments on Main Avenue on the west side of downtown.

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

10. Consideration of 2019 Audit Extension with CLA (CliftonLarsenAllen, LLP).*

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

11. Consideration of 2020 Budget Amendment Requests.*

Alderperson Crevier confirmed with Finance Director Zegers that the three amendments requested are: \$40,620 for electronic poll books, \$50,000 for City Hall exterior security cameras and security cameras for Nicolet Alley. In response to Alderperson Crevier, Administrator Delo explained that the poll books would more likely be received for use in the April and November elections as staff was not aware of a primary election being necessary at the time the request was made. Administrator Delo further explained that security cameras would be purchased for the City Hall complex, including the Police Department, Fire Station #1 and City Hall; cameras would be added to the Community Center and Municipal Service Center in Phase II of this project. The cameras can connect to and run through City's existing wiring, per the IT Director.

Administrator Delo explained that the request for cameras in Nicolet Alley is a recent request that was made by an alderperson as a result of vandalism in the alley, and while staff has not yet had an opportunity to investigate how the cameras would be hardwired in the alley and the dollar amount that would be necessary, it may be possible for an estimate to be provided by the next Common Council meeting. He added that similar requests made in the past for security cameras in places such as parks and the Riverwalk

were not installed due to cost. In addition, the easements with property owners adjacent to the alley would need to be revised to include the addition of cameras to their buildings; staff hasn't yet had an opportunity to flesh out options with the property owners and develop an implementation plan. In response to Alderperson Crevier, Administrator Delo explained that the Nicolet Alley portion of this item would move forward as a recommendation from this Committee as to whether cameras are suggested for the alley.

Alderperson Jennings clarified Alderperson Chandik Kunding's Motion to approve, which she explained was with the intent of the dollar amount for the Nicolet Alley cameras being disclosed later. Administrator Delo indicated that the Committee could choose not to take action on that piece, and staff could bring the item back at a later time as a budget amendment. Both Alderpersons Crevier and Jennings indicated their preference to hold off for further investigation regarding cost and how many cameras would be proposed. Alderperson Jennings also expressed concern with the quality of the footage in order to track a suspect and whether cameras could be used only as a deterrent. Alderperson Jennings made a Motion to Amend the earlier Motion to Approve, to refer the Nicolet Alley security camera portion of this item back to staff and move forward with approval of the other two items, which was seconded by Alderperson Crevier. Upon vote, the Motion to Amend was approved unanimously.

In response to Alderperson Crevier, Administrator Delo explained that a budget amendment is needed if the amount comes from unassigned funds, but wasn't adopted at the time of the original budget. Further, staff has not yet had an opportunity to discuss with the alley building owners to determine the possibility of any cost-sharing options.

Upon further discussion, Alderperson Nelson asked if any state funding was available to improve the election process, to which Finance Director Zegers indicated he was not aware of any.

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Scott Crevier, Ryan Jennings, Amy Chandik Kunding, Casey Nelson
EXCUSED:	Michael J. Walsh

12. Review and possible action on City of De Pere Investments and Cash Detail for November 2019.

Finance Director-Treasurer Zegers provided an overview of the monthly Cash and Investment Summary ending November 30, 2019: 2.9 million (cash accounts) and 18.5 million (investments) for a total of nearly 21.8 million. Investments have done well this year with appreciation of over \$600,000, which is one of the positive variances for results to help maintain the unassigned reserve percentage and perhaps pay for the items mentioned in the previous agenda item. November is typically a higher spending month, with the bulk of debt payments due, as well as payroll and capital improvement projects, which will go up slightly in December due to tax collections.

Upon further discussion, Alderperson Jennings mentioned that while the cash account sounds like a large sum of money, it is utilized to support the health plan, some of it is in the water bond restricted account and some is working cash to pay invoices resulting from city council approvals. Finance Director-Treasurer Zegers added that liquidity of

2.5 to 3 million is necessary from month-to-month. In response to Alderperson Nelson, Finance Director-Treasurer Zegers indicated that the unassigned reserves policy looks at the general fund, and the general fund budget is roughly 18 million and variances go to the total general fund and are then designated.

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

13. Future agenda items.

None.

14. Adjournment.

Upon Motion of Alderperson Nelson, seconded by Alderperson Jennings, the Finance/Personnel Committee unanimously adjourned at 7:58 p.m.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 11, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Billing Services Reports for January, 2020.

ATTACHMENTS:

- FIRE DEPT JAN OT RPT (PDF)

DE PERE FIRE RESCUEOVERTIME 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	3.00	12.00	30.00	39.00	52.00	46.75	27.00	30.00	458.00
EMS TRAINING	40.75	129.25	108.25	107.25	8.00	3.75	8.75	0.00	77.00	139.50	103.50	79.50	805.50
FIRE TRAINING	3.50	43.50	15.50	86.75	56.50	9.00	0.00	13.75	5.25	18.50	0.00	0.00	252.25
RESCUE CALLS	13.00	2.25	11.25	2.00	0.00	9.50	4.75	7.00	2.25	13.00	4.50	17.75	87.25
FIRE CALLS	13.50	4.50	23.50	9.75	7.50	0.00	1.75	0.00	0.00	0.00	0.00	0.00	60.50
MEETINGS	3.00	33.00	22.25	8.50	19.00	2.25	11.25	12.00	21.75	9.50	16.25	26.25	185.00
STAFFING REP.	89.25	15.50	0.00	153.00	152.25	171.75	665.00	561.75	190.50	169.25	162.00	104.25	2,434.50
MAINTENANCE	0.00	0.00	0.00	3.25	8.25	0.75	0.00	0.00	0.00	0.00	0.00	0.00	12.25
PUB. ED.	2.25	0.00	4.50	34.00	0.00	7.50	0.00	2.50	0.00	59.50	0.00	0.00	110.25
SPECIAL EVENTS	0.00	0.00	0.00	0.00	210.00	0.00	10.50	56.50	0.00	28.50	7.50	0.00	313.00
# FIRE RUNS	56	31	50	52	40	32	44	33	46	37	23	42	486
# EMS RUNS	191	178	167	223	191	186	196	196	204	217	204	219	2,372
DISPATCH ERRORS	6	6	8	2	4	4	6	8	5	4	3	1	57
TOTAL HRS.	238.00	282.00	207.75	473.50	464.50	216.50	732.00	692.50	348.75	484.50	320.75	257.75	4,718.50

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through January 2, 2020, \$94,280, 99%

*Period: 12/29/18-01/25/19 +Period: 03/23/19-05/03/19 ^Period: 06/29/19-07/26/19 #Period: 09/21/19-11/01/19
 **Period: 01/26/19-02/22/19 ++Period: 05/04/19-05/31/19 ^^Period: 07/27/19-08/23/19 ##Period: 11/02/19-11/29/19
 ***Period: 02/23/19-03/22/19 +++Period: 06/01/19-06/28/19 ^^^Period: 08/24/19-09/20/19 ###Period: 11/30/19-12/27/19

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2020

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	48.00												48.00
EMS TRAINING	97.25												97.25
FIRE TRAINING	4.50												4.50
RESCUE CALLS	4.25												4.25
FIRE CALLS	0.00												0.00
MEETINGS	4.75												4.75
STAFFING REP.	49.50												49.50
MAINTENANCE	0.00												0.00
PUB. ED.	13.00												13.00
SPECIAL EVENTS	0.00												0.00
# FIRE RUNS	25												25
# EMS RUNS	179												179
DISPATCH ERRORS	2												2
TOTAL HRS.	221.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	221.25

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through February 3, 2020, \$3,914, 4%

*Period: 12/28/19-01/24/2020 +Period: ^Period: #Period:
 **Period: ++Period: ^^Period: ##Period:
 ***Period: +++Period: ^^^Period: ###Period:

**DE PERE FIRE RESCUE
OVERTIME CAUSED BY SICK LEAVE
JANUARY, 2020**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
12/29/2019	24	36
1/18/2020	9	13.5
TOTAL	33	49.5

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

Pay Periods: 12/28/19-01/24/2020

DE PERE FIRE RESCUE

STRUCTURAL FIRE "STILL" ALARMS FOR JANUARY, 2020



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
01/01/2020	N. Ashland/Parkview	Smoke or odor removal	E121	Investigate	N/A
01/04/2020	2284 Red Tail Glen	Smoke detector activation, due to malfunction	E121	Investigate	N/A
01/05/2020	2020 Airport Drive (Village of Ashwaubenon)	Smoke scare, odor of smoke	BC103, L111	Assist	N/A
01/08/2020	1932 Terry Lane	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A
01/09/2020	S. 9th/9th Streets	Smoke or odor removal	C102, E121	Investigate	N/A
01/09/2020	2419 Tullig Place	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A
01/09/2020	1180 Grant Street	Smoke detector activation, no fire, unintentional	E121	Ventilate, restore fire alarm system	N/A
01/13/2020	SB USH 41/S of Main Ave	Passenger vehicle fire	C102, E121	Extinguishment by fire service personnel, control traffic	N/A
01/13/2020	1015 Trailwood Drive	Cooking fire, confined to container	C102, A121, E111, E121	Investigate, ventilate	Dispatched & canceled en route
01/13/2020	2107 Ryan Road	Smoke or odor removal	C102, E111	Incident command, investigate	N/A
01/15/2020	107 S. Webster Avenue	Excessive heat, scorch burns with no ignition	C102, BC104, E111, L111	Investigate	Dispatched & canceled en route
01/17/2020	450 N. Wisconsin Street	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
01/24/2020	1951 Scheuring Road (Town of Lawrence)	Possible structure fire	BC104, L111	Dispatched & canceled en route	N/A
01/25/2020	801 S. Erie Street	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A
01/27/2020	1380 Scheuring Road	Cooking fire, confined to container	BC104, E121	Investigate, fire out on arrival	N/A

Attachment: FIRE DEPT JAN OT RPT (9196 : Fire Department Overtime and LifeQuest Billing Services Reports for January, 2020.)

LIFEQUEST MEDICAL BILLING - 2020
MONTHLY REPORT

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	154,012					
PAYMENTS	74,735					
CREDIT ADJUSTMENTS	67,527					

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

Payments to LifeQuest	
January	4,164
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total Paid	\$4,164

**See attached details

Attachment: FIRE DEPT JAN OT RPT (9196 : Fire Department Overtime and LifeQuest Billing Services Reports for January, 2020.)

LIFEQUEST MEDICAL BILLING - 2019
MONTHLY REPORT

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	143,655	104,733	155,785	152,178	84,427	163,643
PAYMENTS	55,433	56,668	75,702	53,535	65,318	52,157
CREDIT ADJUSTMENTS	63,699	48,843	69,520	52,183	52,374	33,099

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	211,284	123,787	143,496	145,006	183,259	150,460
PAYMENTS	74,156	68,797	60,290	69,765	68,470	62,371
CREDIT ADJUSTMENTS	102,100	80,649	58,494	67,188	76,652	55,205

Payments to LifeQuest	
January	3,057
February	3,823
March	4,791
April	3,407
May	3,661
June	3,277
July	4,079
August	4,314
September	3,554
October	4,178
November	3,804
December	4,551
Total Paid	\$46,497

City Of De Pere
Income and Expenditures
January 2020
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$129,780.00	\$24,232.12	\$154,012.12
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$129,780.00	\$24,232.12	\$154,012.12
Account Transfers		\$8,931.85	\$15,300.27	\$24,232.12
Credit Summary				
Total Credits		\$137,066.07	\$5,735.72	\$142,801.79
Less Adjustments	-	\$66,908.80	\$618.22	\$67,527.02
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$540.00	\$540.00
Less Overpayments	-	\$(168.23)	\$(50.00)	\$(218.23)
Gross Payments Received		\$70,325.50	\$4,627.50	\$74,953.00
Plus Overpayment Returns	+	\$(168.23)	\$(50.00)	\$(218.23)
Net Payments Received		\$70,157.27	\$4,577.50	\$74,734.77
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$70,157.27	\$4,577.50	\$74,734.77
Summary of Disbursement				
Total Deposits & Payments Kept By		\$70,157.27	\$4,577.50	\$74,734.77
Plus Overpayment Refunds	+	\$0.00	\$0.00	\$0.00
Gross Revenue		\$70,157.27	\$4,577.50	\$74,734.77
LifeQuest Fee		\$3,157.08	\$1,007.05	\$4,164.13
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$3,157.08	\$1,007.05	\$4,164.13
Service Revenue		\$67,000.19	\$3,570.45	\$70,570.64
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	\$67,000.19	\$3,570.45	\$70,570.64

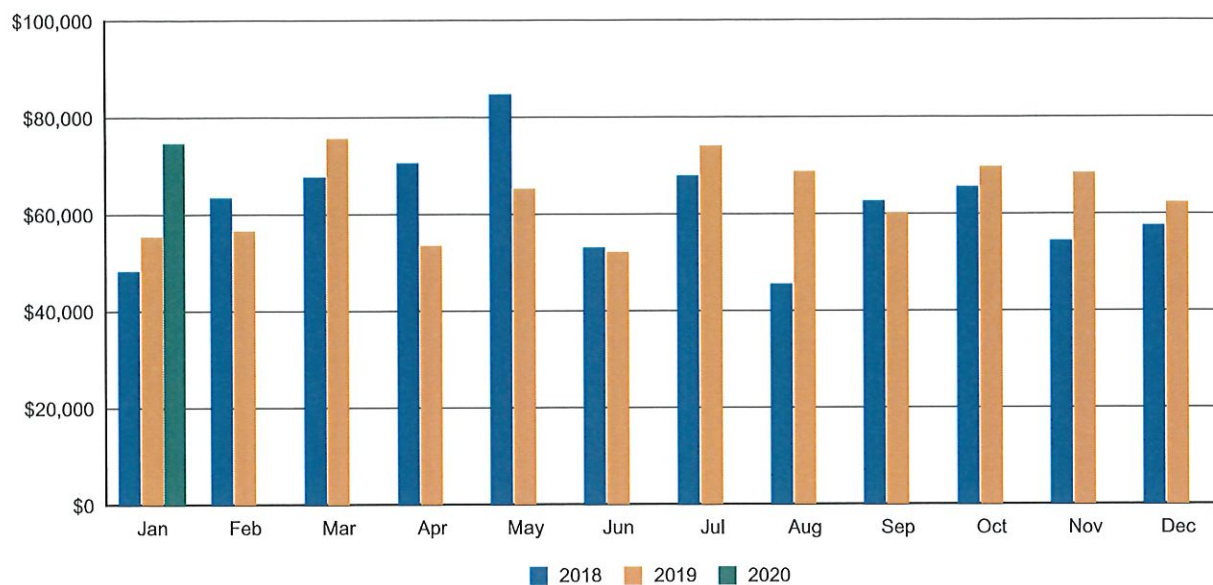
Messages:

Total Deposits EOM differ from bank statement by \$1552.91 due to 1/7 \$50.00 ACH RETURN, 1/31 \$1502.91 NHIC US BANK NOT POSTED. 2.3.20 BJ

All Phases Gross Revenue

City of De Pere

January 2018 to January 2020



	2018	2019	2020
January	\$48,362	\$55,433	\$74,735
February	\$63,538	\$56,668	\$0
March	\$67,787	\$75,702	\$0
April	\$70,664	\$53,535	\$0
May	\$84,800	\$65,318	\$0
June	\$53,162	\$52,157	\$0
July	\$67,954	\$74,156	\$0
August	\$45,566	\$68,797	\$0
September	\$62,667	\$60,290	\$0
October	\$65,610	\$69,765	\$0
November	\$54,498	\$68,470	\$0
December	\$57,599	\$62,371	\$0
Total Gross Revenue	\$742,207	\$762,663	\$74,735

City Of De Pere

Billing Summary

January 2020

Phase 1

Charges

Billing Charges		\$129,780.00	
Other	+	\$0.00	
Subtotal of Charges			\$129,780.00

Account Transfers

Billing to Collections Transfer Total			\$8,931.85
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Credit Summary

Total Credits		\$137,066.07	
Less Adjustments	-	\$66,908.80	
Less Overpayments	-	\$(168.23)	
Gross Payments Received			\$70,325.50
Plus Overpayment Returns	-	\$(168.23)	
Net Payments Received			\$70,157.27
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$70,157.27

Summary of Disbursement

Total Deposits & Payments Kept By		\$70,157.27	
Plus Overpayment Refunds	+	\$0.00	
Gross Revenue			\$70,157.27
LifeQuest Fee		\$3,157.08	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$3,157.08
Service Revenue		\$67,000.19	
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		\$67,000.19

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

(888) 777-4911

This Report May Contain Confidential Information or Protected Health Information.
Please Handle Accordingly.

2/3/2020

Page 2 of 4

252.1.2020.M001

Attachment: FIRE DEPT JAN OT RPT (9196 : Fire Department Overtime and LifeQuest Billing Services Reports for January, 2020.)

Billing Reconciliation Summary

City of De Pere

For the month of January 2020

Beginning Balance of Accounts Receivables			\$220,359.38
Total Charges entered for the Month	+		\$129,780.00
Adjustments			
Intercept		\$0	
Per Contract		\$0	
Account Transfer Total		\$8,931.85	
Other		\$57,976.95	
Total Adjustments for the Month		\$66,908.80	
	-		\$66,908.80
Payments			
Cash		\$12,445.27	
Contract Payments		\$0	
Credit Card		\$0	
Direct Deposit		\$50,353.49	
Hospital		\$0	
Insurance		\$7,526.74	
Payment Kept By		\$0	
Other		\$0	
		\$70,325.50	
	-		\$70,325.50
Overpayment			
Recoupment		\$0	
Refunds		\$0	
Returns		\$(168.23)	
Service Payable		\$0	
Other		\$0	
		\$(168.23)	
	-		\$(168.23)
Total for Reconciliation Summary			\$213,073.31
Ending Balance of Accounts Receivables			\$213,073.31

Receivables Distribution Report**Receivables Cash****All Companies****All Directories**

<u>Charges</u>	<u>Feb 2019</u>	<u>Mar 2019</u>	<u>Apr 2019</u>	<u>May 2019</u>	<u>Jun 2019</u>	<u>Jul 2019</u>	<u>Aug 2019</u>	<u>Sep 2019</u>	<u>Oct 2019</u>	<u>Nov 2019</u>	<u>Dec 2019</u>	<u>Jan 2020</u>	<u>Totals</u>
Feb 2019	360	27858	15532	7822	6557	795	0	0	498	1090	0	13 \$	60523
109224	0.3	25.5	14.2	7.2	6	0.7	0	0	0.5	1	0	0 %	55.4
Mar 2019		0	18625	14767	2190	2220	1205	1097	1350	121	80	80 \$	41735
96217		0	19.4	15.3	2.3	2.3	1.3	1.1	1.4	0.1	0.1	0.1 %	43.4
Apr 2019			2228	30061	21238	4950	2988	1268	276	298	-831	0 \$	62475
116914			1.9	25.7	18.2	4.2	2.6	1.1	0.2	0.3	-0.7	0 %	53.4
May 2019				186	17726	23851	5330	3230	1200	0	0	3 \$	51526
108279				0.2	16.4	22	4.9	3	1.1	0	0	0 %	47.6
Jun 2019					0	27853	14633	4964	3377	761	0	265 \$	51852
107254					0	26	13.6	4.6	3.1	0.7	0	0.2 %	48.3
Jul 2019						5997	33097	10788	2603	213	1593	1633 \$	55925
128342						4.7	25.8	8.4	2	0.2	1.2	1.3 %	43.6
Aug 2019							3616	29399	17250	6533	4	325 \$	57126
117136							3.1	25.1	14.7	5.6	0	0.3 %	48.8
Sep 2019								3589	34751	11707	5345	3317 \$	58709
129705								2.8	26.8	9	4.1	2.6 %	45.3
Oct 2019									5464	36523	18248	4673 \$	64908
134146									4.1	27.2	13.6	3.5 %	48.4
Nov 2019										2136	26706	18625 \$	47467
117607										1.8	22.7	15.8 %	40.4
Dec 2019											6157	34915 \$	41072
136363											4.5	25.6 %	30.1
Jan 2020												1342 \$	1342
83241												1.6 %	1.6
Averages	<u>1st Mo</u>	<u>2nd Mo</u>	<u>3rd Mo</u>	<u>4th Mo</u>	<u>5th Mo</u>	<u>6th Mo</u>	<u>7th Mo</u>	<u>8th Mo</u>	<u>9th Mo</u>	<u>10th Mo</u>	<u>11th Mo</u>	<u>12th Mo</u>	
Extended	2.2	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	2.2	24.4	14.3	4.2	2.4	0.9	0.5	0.4	0	0.4	0	0	

Attachment: FIRE DEPT JAN OT RPT (9196 : Fire Department Overtime and LifeQuest Billing Services Reports for January, 2020.)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 11, 2020

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Approval of the January 2020 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 15.25 total hours is comprised of 10.25 hours of patrol fraction allotments, 4 hours for personnel background checks and 1 hour for Field Training daily observation reporting.

Reimbursable Miscellaneous OT of 11.5 total hours for the Drug Task Force assigned officer.

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

ATTACHMENTS:

- 2018 PD OT Summary (PDF)
- 2019 PD OT Summary (PDF)
- January 2020 PD OT Report (PDF)

**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 Summary (9207 : Police January 2010 Overtime Report)

**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	9.50	23.00	47.75	12.00	21.00	76.75	13.50	15.50	319.50
OFFICER WORKED ON HOLIDAY	105.00	22.25	4.00	30.00	91.75	12.00	61.00	10.00	121.25	15.25	69.00	80.00	621.50
OFFICER FOR COURT	22.50	10.00	18.50	10.50	14.00	8.00	10.00	6.00	8.00	2.00	90.75	8.00	208.25
OFFICER TRAINING	29.50	89.00	124.00	160.75	82.75	77.25	69.75	50.25	154.25	200.25	33.00		1070.75
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	3.00	2.00	12.00	13.00		2.00	7.50	2.00		20.00			61.50
STAFFING LEVEL	39.00	60.00	124.50	85.50	169.25	131.25	157.00	263.75	305.00	406.50	317.50	272.75	2332.00
INVESTIGATION	33.00	38.50	16.00	58.50	29.00	27.00	58.00	17.00	12.75	44.00	41.75	21.50	397.00
HONOR GUARD FOR FUNERAL		10.00											10.00
SCHOOL LIAISON REIMBURSED	25.50	30.50	14.00	30.00	8.00	25.00		3.50	35.50	78.00	16.00	22.00	288.00
COMMUNITY RELATIONS					2.00								2.00
SPECIAL ASSIGNMENT				8.25	32.00	6.00			4.50			4.00	54.75
SPECIAL ASSIGNMENT REIMBURSED		14.00					14.00	10.00		15.00	10.00		63.00
MISCELLANEOUS	8.00	31.25	22.75	41.50	14.50	22.75	29.25	20.50	25.75	43.75	19.00	11.00	290.00
MISCELLANEOUS REIMBURSED	14.50	16.50	13.00	30.50	75.00	50.00	1.50	3.50	10.50	3.50	33.00	5.50	257.00
GROSS OFFICER OVERTIME	300.50	340.50	363.75	517.00	527.75	384.25	455.75	398.50	698.50	905.00	643.50	440.25	5975.25
SUBTOTAL REIMBURSED OVERTIME	(40.00)	(61.00)	(27.00)	(60.50)	(83.00)	(75.00)	(15.50)	(17.00)	(46.00)	(96.50)	(59.00)	(27.50)	(608.00)
NET OFFICER OVERTIME	260.50	279.50	336.75	456.50	444.75	309.25	440.25	381.50	652.50	808.50	584.50	412.75	5367.25

TOTAL OVERTIME BUDGET: \$ 160,000.00

EXPENDITURES THROUGH 12/31/2019 \$ 279,916.04

PERCENT OF TOTAL BUDGET: 174.95%

NOTES:

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

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

***Period 2/23/2019 - 3/22/2019

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

++Period 5/4/2019 - 5/31/2019

^Period 6/1/2019 - 6/28/2019

#Period 6/29/2019 - 7/26/2019

##Period 7/27/2019 - 8/23/2019

^^Period 8/24/2019 - 9/20/2019

^^^Period 9/21/2019 - 11/1/2019

*+Period 11/2/2019 - 11/20/2019

*+*Period 11/30/2019 - 12/27/2019

Attachment: 2019 PD OT Summary (9207 : Police January 2010 Overtime Report)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2020**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN^	JUL#	AUG##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	90.75												90.75
OFFICER WORKED ON HOLIDAY	92.75												92.75
OFFICER FOR COURT	60.00												60.00
OFFICER TRAINING	38.50												38.50
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING													0.00
STAFFING LEVEL	285.50												285.50
INVESTIGATION	22.50												22.50
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	27.75												27.75
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED	4.50												4.50
MISCELLANEOUS	15.25												15.25
MISCELLANEOUS REIMBURSED	11.50												11.50
GROSS OFFICER OVERTIME	649.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	649.00
SUBTOTAL REIMBURSED OVERTIME	(43.75)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(43.75)
NET OFFICER OVERTIME	605.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	605.25

TOTAL OVERTIME BUDGET: \$ 175,000.00

EXPENDITURES THROUGH 1/31/2020 \$ 23,720.06

PERCENT OF TOTAL BUDGET: 14%

NOTES:

*Period 12/28/2019 - 1/24/2020

**Period

***Period

+Period

++Period

^Period

#Period

##Period

^^Period

^^^Period

*+Period

*+*Period

Attachment: January 2020 PD OT Report (9207 : Police January 2010 Overtime Report)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 11, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consideration and Acceptance of Three K-9 Tactical EMS Field Kits from the Bark and Blue Foundation to the Fire Department.*

ATTACHMENTS:

- K9 TACTICAL EMS TACTICAL KIT DONATION (PDF)

Memo



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

From: Alan Matzke, Fire Chief *ALM*

Date: February 4, 2020

Re: Consider Donation of Three K-9 Tactical EMS Field Kits from the Bark and Blue Foundation

The Fire Department would like to respectfully request permission to retroactively accept three K-9 Tactical EMS Field Kits from the Bark and Blue Foundation (Green Bay, WI).

In spring, 2019, area paramedics began K-9 EMS training to better prepare for K-9 involved incidents. The training costs were funded, but the equipment needed was not; therefore, the Bark and Blue Foundation stepped forward to help in raising funds to purchase the needed kits. The cost of each kit is approximately \$300.

On Saturday, February 1, 2020, the De Pere Fire Department, De Pere Police Department, Ashwaubenon Public Safety and the Brown County Sheriff's Department, in collaboration with the Bark and Blue Foundation, hosted a Police K-9 meet and greet at De Pere Fire Station #1. At that time, the Bark and Blue Foundation graciously donated three K-9 Tactical EMS Field Kits to the De Pere Fire Department.

The Fire Department would like to place one K-9 Tactical EMS Field Kit in each of our three ambulances.

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 11, 2020

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Action Regarding a \$4,000 BOTS Grant to Police Department*

The De Pere Police Department participated in the Click It or Ticket national mobilization from May 20 to June 2, 2019. During this two-week mobilization period, our traffic officer focused enforcement on seat belt use and impaired driving. This enforcement effort combined with local and national media coverage allowed us to engage our community on topics of traffic safety. No overtime was necessary to participate in this mobilization, and by participating we became eligible for (a chance to win) a \$4,000 equipment grant from the Wisconsin Bureau of Transportation Safety (BOTS). In September 2019, our department was selected to receive this equipment grant. BOTS requires the equipment to be enforcement-based, and purchased from a pre approved equipment list. Our department requests permission to accept this \$4,000 grant, allowing us to purchase a portable speed display board from All Traffic Solutions and hand-held directional radar unit from Decatur Electronics.

If you have any questions please contact me at your convenience. Thank you.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 11, 2020

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration and Possible Action to Approve Changes to the City Policy Manual.*

ATTACHMENTS:

- 2020 Policy Updates Memo to Finance and Council (DOCX)
- Policy Manual Changes - Track Changes for Finance-Personnel(DOCX)

CITY OF DE PERE MEMO



To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 Date: February 11, 2020
 RE: Policy Manual Changes

The new *Employee Policy Manual* was created and adopted by the Common Council in 2013. To remain competitive and current with the workforce and needs of the employees, we periodically recommend changes. There are a number of changes we will be making to clarify language, however; the below recommendations change the intent of the language and therefore requires formal approval. Listed below is a summary of the changes. The attached document has track changes excerpts of the policy manual.

2.2 Work Schedule

- Expanded the work from home policy to allow employees to work from home up to 80 hours per calendar year with approval of their supervisor.

2.7 Recruitment Policy

- Added that all job offers for benefit eligible positions will be made by the Human Resources Office.
- Allow City Administrator to authorize exceptions to the interview expenses policy.
- Updated relocation expenses to be relocation expenses instead of cost of actual relocation of household goods.
- When a new position is created, Finance/Council shall approve the salary range for the position instead of the job description.

2.8 Employment of Relative

- Added what happens if a relationship develops within the same work group during the course of employment.

3.4 Expressions of Sympathy

- Added ability to send an expression of sympathy for the death of an immediate family member of an elected official.
- Increased amount allowed for an expression of sympathy to \$75 plus cost of delivery.

4.9 Dress Code/Appearance and Demeanor

- Changed policy to allow employees to dress for their day.
- Added Battalion Chiefs will receive an initial clothing allowance then follow the clothing allowance outlines in the Firefighter collective bargaining agreement.

4.24 Recording of Conversations

- Added a new section that secret recordings are strictly prohibited unless authorized in writing by legal counsel.

5.3 Technology Use

- Added that non-exempt employees may receive a reimbursement for business use of a personal cell phone, up to the amount of a salaried employee.

6.3 Overtime

- Allow exempt employees who are performing services outside of their regular work schedule for another employer on behalf of the City of De Pere to receive additional compensation, above their regular salary, up to the amount the City is reimbursed from the other employer.

6.10 Compensation Policy

- Remove the requirement that an employee must be employed at least one full year to receive a performance award.

7.1 Sick Leave

- Credit new hire, non-represented employees with 12-days (one year) of sick leave. Employees will earn the sick leave over the course of their first year of employment.
- Added Battalion Chiefs will accrue sick leave as outlined in the Firefighter collective bargaining agreement.

7.2 Vacation

- Added Battalion Chiefs follow the vacation schedule as outlined in Firefighter collective bargaining agreement.

7.3 Vacation Donation

- Employees hired under the MEA and Engineering collective bargaining agreement and receive their vacation accrual on January 1 of each year based upon the number of months worked in the prior year will have access to and must also exhaust the current year's accrual. The employee will then continue accruing vacation based on the current year accrual method.
- Allow a leave recipient who returns to work with more than 6 months remaining in the year may use up to 2 weeks of donated time as vacation.
- Upon return to work, allow employees to use remaining donated vacation time to pay back overused paid time off accruals.

7.4 Floating Holidays

- Added Battalion Chiefs follow the Firefighter collective bargaining agreement for holidays therefore are not granted floating holidays.

7.6 Holidays

- Added Battalion Chiefs follow the Firefighter collective bargaining agreement for holidays.

7.7 Voluntary Unpaid Leave Program

- Allow employees to use unpaid time when they have 40 hours or less of eligible leave time remaining.

9.1 Retirement/Resignation

- Added the Human Resources Director or Human Resources Generalist must approve a termination prior to the termination taking place and be present at all benefit eligible termination meetings.
- Added retirement/resignation recognition policy.

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

2.2 Work Schedule

e. Work from Home. Occasionally ~~it may be in the best interest of the City, the employee and the department to have an employee perform work duties from home. These instances are rare and only utilized when the interests of the City necessitate such an arrangement. The department head of each individual department is responsible for administrating this program as needed and with the approval of the City Administrator. The work from home program is typically for exempt employees only.~~ there may be times when it may be beneficial for the employee to work from home. This would typically be allowed for exempt level positions. In rare cases, and when it is in the best interest of the City, non-exempt employees may receive approval from their supervisor and Human Resources to work from home.

i. Examples of when employees may request working from home:

- If attending an appointment or seminar near the beginning or end of the day and it is not efficient to report in, or come back to work
- Car won't start
- Hazardous weather
- Caretaking for an ill family member

ii. Approval Process.

- Department Heads

Partial Day: Inform City Administrator of the reason you are working from home and for what amount of time

Full day or more: Obtain approval from the City Administrator in advance. If emergent issue, ensure approval is obtained early in the day.

- Non department head employees

Partial Day: May or may not need supervisory approval in advance. See your supervisor to determine their expectation.

One Full Day: Approval from supervisor in advance. If emergent issue, ensure approval is obtained early in the day.

Working from home is limited to 80 hours during a calendar year unless the City Administrator approves exceeding 80 hours in advance. Employees must track hours worked from home by adding a flag to the hours worked in Incode and noting the amount of time worked from home. Employees and their supervisor are responsible for tracking the time and ensuring the correct approval is provided.

2.7 Recruitment, Promotions, Transfers and Assignments

The hiring process is determined in the following manner:

- Police and Fire subordinates: Appointed to office by the Chief and approved by the Police and Fire Commission. The Police and Fire Chiefs shall be appointed by the Police and Fire Commission. Non-subordinate police and fire department employees are hired as all other positions below.
- City Officers: Appointed by the Mayor (except for the Police and Fire Chiefs, who are appointed by the Police and Fire Commission) and confirmed by the City Council.
- City Administrator: Appointed by the Common Council.
- All other positions: Hired by the recruiting department head and the Human Resources Director or designee.
- All job offers for benefit eligible positions will be made by the Human Resources Department.

Formal appointment of supervisory personnel by the City Administrator to a higher classification on a temporary basis in order to fill a vacancy is considered an “acting appointment.”

Regular part-time and full-time employees shall be given a new-hire gift purchased by the Human Resources Department and charged to the sundry account.

Relocation ExpensesInterview Expenses: Applicants who are qualified for department head or supervisory positions and who travel to De Pere for an employment interview may be reimbursed for expenses under the following conditions:

- A. Interview expenses will normally be limited to no more than three candidates for each position.
- B. Expenses for interviews shall be limited to travel expenses such as hotel, mileage and food as identified in City policy. Automobile travel will be reimbursed at the same rate allowed for City employees for use of their personal automobile. Air travel will be reimbursed from the airport nearest the candidate’s address to Austin Straubel International Airport.
- C. Payment of expenses must be approved in advance by the City Administrator.

Exceptions to this policy, including the number of candidates authorized for interview, must be sufficiently justified in writing and presented in advance to the City Administrator, ~~who will submit such request to the Finance/Personnel Committee for approval.~~

Relocation Expenses: When an applicant is selected for a supervisory position with the City, the City may pay ~~the actual, reasonable costs for the relocation of household goods, relocation expenses up to a maximum of \$5,000.~~

II. CREATING, FILLING AND ELIMINATING POSITIONS

New Position: The Finance/Personnel Committee shall approve the creation of and ~~job description~~salary range for any new position added to the City's table of organization.

2.8 Employment of Relatives

The City of De Pere wants to ensure that its employment practices including employee hiring, promotion and transfer do not create the potential for conflict of interest or favoritism. Immediate family members will not be employed in the same work group. Ordinarily, a work group will be defined as a department; in some instances a division within a division may be considered a work group. If employees within the same work group begin a dating relationship or become relatives, partners, or members of the same household, both employees are required to inform their supervisor and Human Resources of the relationship. All potential conflicts of interest will be determined on a case by case basis by Human Resources in a manner that protects that City's interests.

3.4 Expressions of Sympathy

In the event of a death of an active regular part or full-time employee, elected official, his or her immediate family (child, spouse, parent, step-parent, parent-in-law, guardian, step-child, domestic partner, sibling or grandchild), ~~an elected official~~, or a former regular employee that worked for the City within the past 3 years, the department may send an expression of compassion (e.g., flowers, plant, etc.) In the event of extended hospitalization of an active regular part or full-time employee the department may send an expression of compassion. The gift will be paid for by the City and will be signed from the City of De Pere in general. Departments should order the item from De Pere Greenhouse (or a greenhouse closest to the delivery location) for up to \$5075, ~~which includes plus~~ the delivery amount. The bill should be sent to the Human Resources Department and will be paid out of the sundry account.

4.9 Dress Code/Appearance and Demeanor

The purpose of this policy is to provide guidelines for employees and management as to what is and what is not appropriate work attire. This policy is not an all-inclusive list of what is and is not acceptable and employees must use sound judgment in their choice of clothing worn to work.

This policy shall apply when employees are on City business or otherwise representing the City. Each department head has the authority to formally set additional dress code expectations to meet department needs that are consistent with those noted in this policy.

To support our culture to attract and retain the best employees, and in the spirit of flexibility, the dress code is “Dress for Your Day”. Employees should use good judgment when deciding what to wear to work. Employees wear attire appropriate to their work day and anticipated interaction with customers. If an employee is expected to be meeting with external customers they would typically dress up that day. For example, a big day might call for something like a dress or a suit, or maybe even khakis and a blazer. For a low-key day, nice jeans and a polo might be the answer.

~~Visitors, citizens and customers can form a long lasting impression about the City of De Pere on the basis of appearance of staff. Although the City recognizes a general business casual working environment for administrative professionals, appropriate attire depends on the degree of public contact, nature of work and safety issues concerns. The dress code for Monday through Thursday is normally business casual. The dress code for Friday is normally casual.~~

PURPOSE

~~City employees present the first impression of the City of De Pere to members of the public and, therefore, must present a professional image at all times. Professional attire complements an environment that reflects an efficient, orderly and professionally operated organization.~~

~~The purpose of this policy is to provide guidelines for employees and management as to what does and does not constitute appropriate professional attire. This policy is not an all-inclusive list of what is and is not acceptable and employees must use sound judgment in their choice of clothing worn to work.~~

~~This policy shall apply when employees are on City business or otherwise representing the City. Each department head has the authority to formally set additional dress code expectations to meet department needs that are consistent with those noted in this policy.~~

POLICY

~~Appropriate attire depends upon the degree of public contact, nature of work, and safety issues concerns. While each employee is responsible for utilizing these guidelines to decide what is appropriate to wear for work, management reserves the right to determine the appropriateness of any disputed attire.~~

~~ADMINISTRATIVE AND OFFICE EMPLOYEES~~

~~A business casual dress code is appropriate for City employees Monday through Thursday.~~

~~Appropriate business casual dress:~~

~~Clothing that projects a professional image. All clothing shall be clean, pressed and without tears, patches, rips or holes.~~

~~Slacks, dress pants, or pants similar in style to Dockers or other makers of cotton, synthetic, wool or flannel pants.~~

~~Casual shirts, dress shirts, sweaters, vests, sleeveless sweaters and shirts, golf type shirts, and turtlenecks.~~

~~Suit jackets and sport jackets.~~

~~Dress shoes, dress boots, and open toe shoes (including sandals)~~

~~Non-blue denim jeans, if approved by the department head.~~

~~Leggings are allowed as long as the top garment covers the individual's buttocks.~~

~~A casual dress code is appropriate for City employees on Fridays. Employees are expected to present a neat appearance and shall not wear items classified as "Unacceptable Attire."~~

~~Appropriate casual Friday dress:~~

~~Jeans/denim skirts in good condition / (i.e., not ripped or tattered);~~

~~Sweatshirts/denim shirts/ t-shirts;~~

~~Casual dresses and skirts;~~

~~Green Bay Packers/football team attire will be allowed on the day of, or the Friday prior to, Packers games. Jeans are allowed on the day of a Packers game (non-Friday) as long as football team attire is worn.~~

Unacceptable Attire: The following is not acceptable attire for all City employees:

- a. Sweatpants
- b. Overly casual/distressed or worn-out pants
- c. Clothes with holes or frays

- d. Revealing clothing such as clothing that is too low-cut or short, tank tops (worn alone), and spaghetti strap tops/dresses (worn alone);
- e. Shorts, except Street Division, Park, and Forestry Departments, and Recreation Division as outlined below.
- f. Exercise wear, except Recreation Division as outlined below.
- g. Baseball hats, unless approved by your supervisor
- h. Leggings with short tops
- i. Rubber soled flip-flops or Crocs
- ~~a. Clothing that is tight, sheer or otherwise reveals the midriff, buttocks or cleavage.~~
- ~~b. Clothing that is so loose/ baggy that undergarments or skin are visible when moving around, bending or reaching.~~
- ~~c. Clothing that contains offensive words, cartoons, images or that references drugs, alcohol, weapons, violence, adult style commentary or promotes specific products.~~
- ~~d.~~j. Clothing that contains political statements, slogans, or campaign-related information, ~~offensive words, images or that references drugs, alcohol, weapons, violence, or adult style commentary.~~
- e.k. If an employee may influence the determination of a contract with a vendor, the employee shall not wear any type of clothing, footwear or headgear that contains the name of a company or corporation that the City contracts with or uses as a vendor.
- ~~f. Blue denim jeans (with the exception of Fridays and Packers game days), bib overalls, sweatpants, exercise pants, warm-up suits, and any spandex-like material pants.~~
- ~~g. Shorts/culottes/skorts, tight skirts, mini-skirts, strapless dresses, and spaghetti strap shirts/dresses, midriff tops, halter tops and tube tops.~~
- ~~h. Shower footwear, beach flip-flops, or slippers.~~
- i.l. Any tattoos that are or may be interpreted as offensive (profanity, weapons, violence, nudity, blood, etc.) are to be covered by clothing or a bandage.

j. ~~Hats~~

2. ~~Seasonal Attire:~~

~~The following is acceptable attire during warm weather months:~~

a. ~~Capri pants may be worn as general attire Monday through Friday. Capris must be at least two inches below the knee, with no excessive cargo pockets. Denim Capris will only be allowed on casual Fridays.~~

b. ~~Dress sandals will be allowed as appropriate footwear; however, beach attire, flip flops or casual sandals are unacceptable.~~

III. NON-OFFICE EMPLOYEES

The specific attire requirements ~~of Section VVVVV of this policy above~~ do not apply to City employees who wear uniforms or in situations where the employee's clothing is addressed through a collective bargaining agreement.

~~Employees working in the field or who are performing manual duties may wear attire such as jeans or similar attire that is appropriate to the type of work being performed by the employee. This exception must be approved in advance by the department head.~~

Employees are responsible for keeping their uniforms neat, clean and in good repair. Uniforms shall be worn only during work hours, or for conducting official City business outside working hours.

All clothing and safety equipment must be worn as necessary for the type of work being conducted. Failure to wear protective gear and safety clothing may result in discipline. All employees who perform physical manual labor shall also be required to wear protective gear and safety clothing and remove any loose or dangling jewelry that may present a safety hazard.

Safety Shoes. For those positions that require safety shoes/boots, the employee will be reimbursed up to ~~\$100-125~~ annually for approved ANSI Standard Safety Shoes or Boots. ~~Effective January 1, 2019, employees will be reimbursed up to \$125 annually for approved ANSI Standard Safety Shoes or Boots.~~ Employees who desire more expensive shoes/boots, will pay the additional costs. Employees may choose footwear styles and vendors of their choice provided they comply with OSHA standards. Footwear purchased with the assistance of this reimbursement is expected to be worn at all times during working hours. The City reserves the right to deny the shoe/boot reimbursement for any employee for any reason with good cause. Itemized receipts must be submitted within 30 days of purchase for reimbursement. ▸

Safety Eyewear. The City of De Pere will provide suitable non-prescription protective eyewear to employees without cost depending upon the assessed need. The City will reimburse up to \$125 every two years toward the lenses and frames for prescription

safety eyewear for employees who are in a position where exposure to eye injuries is high. Prescription safety eyewear must have side shields. The employee will be required to pay for the eye examination. The City will provide reimbursement for replacement corrective prescription glasses that were damaged while performing City duties up to a maximum of \$100 every two rolling years. Itemized receipts must be submitted within 30 days of purchase for reimbursement. All employees reimbursed for safety items will be expected to wear them at all times during working hours.

Water Division. The Water Division uniform consists of shirts, pants and jacket. An annual uniform allowance of Two Hundred Fifty (\$250.00) Dollars is credited to the account of each employee to be used for the purchase and maintenance of shirts, pants and jacket. The City may permit the employee to carry over from one year to the next year, the unused portion for the jacket purchase. The City will provide to the employee a City logo for the jacket. The employee is responsible to ensure the logo is properly attached to the jacket.

Street Division, Park, and Forestry Departments. The uniform for employees in the Street Division, Park, and Forestry Departments is provided by the City. The uniform consists of up to six T-shirts or three safety T-shirts. One safety T-shirt is considered the equivalent of two T-shirts. The City may provide replacement T-shirts annually or as needed when existing shirts are worn out. If the City deems shirts need to be replaced, then the employee shall exchange with the City the worn out shirts for new shirts. T-shirts or safety T-shirts shall be worn by the employee from May 1 to November 1 each year. The employee shall be responsible for laundering the T-shirts. If the weather requires, a coat or other outerwear may be worn over the T-shirt.

In-the-field Parks and Public Works employees may wear shorts during the summer months. Shorts shall be subject to the following minimum specifications:

- a. Shorts should be of knee length or of a length not more than four inches above the knee.
- b. All shorts shall be hemmed and cutoffs are prohibited.
- c. Shorts should be solid in color, made of denim, cotton or similar material.
- d. Shorts may not be permitted for all activities and are only permitted as authorized by a supervisor.

Mechanics Division. The City provides equipment mechanics with two pairs of coveralls. Coveralls provided by the City will be replaced by the City upon return of the worn or otherwise unusable pair. Disposable coveralls will be made available to employees filling the duties of equipment mechanic on a temporary basis. All other employees of the Mechanics Division will be provided with T-shirts as set forth in the Street Division, Park, and Forestry Departments uniform requirements above.

Recreation Division. All seasonal staff are required to wear department issued T-shirts for Summer Day Camp, Playgrounds, and Aquatics. As a general rule, program

instructors should dress appropriately for the physical nature of their class. Athletic shoes and sandals are acceptable; appropriate shoes should be worn based on the type of activity involved. Capri pants and yoga pants are acceptable provided they are not excessively worn, torn or tattered. Shorts, including running shorts, may be worn as long as they are at least 3 inches below the buttocks. Any tattoos that are or may be interpreted as offensive (profanity, weapons, violence, nudity, blood, etc.) are to be covered by clothing or a bandage.

Battalion Chief. Battalion Chiefs will receive an initial clothing issue as outlined in Firefighter collective bargaining agreement (CBA) as well as a dress uniform. Battalion Chiefs receive future years clothing allowance as outlined in the CBA.

4.24 Recording of Conversations

Secret recordings of employees are strictly prohibited unless authorized in writing by the City Attorney's Office. A violation of this provision may result in disciplinary action, including termination. The Police Department, while actively investigating a criminal matter, or with a warrant for recording phone lines, is exempt from this policy.

5.3 Technology Use

VIII. WIRELESS DEVICES

2. The City may issue a wireless device to certain employees for conducting City business. Department Heads may authorize Fair Labor Standards Act (FLSA) exempt employee(s), whose use of an electronic device for phone and data access is determined to be necessary to carry out job responsibilities, to use their personal electronic device and service for city business in place of a city issued device and service. For certain situations, non-exempt employees may be issued a wireless device.

- a. Requests for Wireless Data Telecommunications Service. A written request for approval to use one's personal wireless device and service must be approved by the employee's department head and forwarded to the IT Department and the payroll department.

Approval of use of a personal wireless device will be rescinded when no longer justified by business requirements or when the employee has failed to comply with City policies or expectations of acceptable use as determined by the user's department head. Rescission of this approval may occur at any time at the discretion of the City.

- b. Equipment, Service and Accountability. All personal wireless devices used by employees must be approved by the IT Director. All personal wireless devices

shall be purchased by the employee at the employee's expense. The City will not be responsible for initiating or terminating personal cellular service. Devices are the sole responsibility of the wireless users, and the City assumes no responsibility for personal devices.

Non-exempt employees are paid for all hours worked in accordance with applicable law. Non-exempt employees must have a business reason for accessing the city network, including city e-mail, after working time and must receive advance authorization, except in event of an emergency. Working off the clock, in any form, is prohibited. Any non-exempt employee who works after hours without advance authorization will be paid. Non-exempt employees will actually record all time work in accordance with payroll policy.

b.c. Loss, Theft or Damage. The City assumes no responsibility for the loss, theft or damage of a personal wireless device. Repair and replacement of the personal device is at the sole expense and discretion of the employee.

d. Monthly Stipend. The monthly stipend for exempt employees shall be approximately 50% of the City's average cost for a full cell phone and data plan service available on City-issued phones. Such stipend shall be set on a yearly basis by the City Administrator. ~~In 2012, the stipend was~~ is \$40 per month.

Non-exempt employees may receive reimbursement up to the amount an exempt/salaried employee is reimbursed. The supervisor will determine the appropriate monthly reimbursable with consultation of the HR Director. The level of stipend will be determined by a person's job duties as it relates to cell phone use and access.

The monthly stipend may be taxable income to the employee and will be reported annually on the employee's W-2 form. The stipend is intended to reimburse employees for use of their personal equipment and service for City business only.

Stipend payment will be prorated for all months when service is not continued for the full month. The employee agrees to reimburse through payroll deduction any stipend paid that was not earned.

6.3 Overtime

When City operating requirements or other needs cannot be met during regular working hours, then a supervisor may decide it is necessary for employees to work overtime. All overtime work will be based on the department supervisor's authorization. Designation of an employee to work overtime may be based on factors such as skills, experience, qualifications and ability to respond in a timely fashion. No overtime shall be performed without prior supervisory authorization. Typically ~~Only~~ non-exempt employees will be

paid overtime. Exempt employees may be eligible to receive additional compensation above their regular salary up to the amount the City is reimbursed for the employee performing work for another employer. Employees will only be eligible for the time they are not working for the City. If employees flexes the additional time then no payment shall be allowed for that time. The employee's supervisor or department head must notify payroll prior to the end of the pay period of the amount of hours and at what rate (i.e. straight time, 1.5 x or double time).

6.10 Compensation Policy

iii. Pay for Performance.

Employee Eligibility. Regular full time non-represented employees and part time employees ~~who have been employed for at least one full year~~ are eligible for performance awards. Employees who have had a written warning or higher during the 12 months prior to the recommendation deadline are not eligible for a performance award. Employees must be actively employed at the time of the performance disbursement. Employees who are on paid or unpaid leave due to disciplinary action by the City are not considered actively employed for purposes of eligibility. The City Administrator has the ability to withhold performance awards for employees that are under investigation.

7.1 Sick Leave

All full-time employees and part-time employees on a prorated basis shall accrue one day per month of sick leave. Battalion Chiefs will accrue sick leave as outlined in the Firefighter collective bargaining agreement. The maximum sick leave accrual is 120 days, except as provided in bargaining agreements. Employees who have accumulated sick days in excess of 120 days (not to exceed 150 days) as of January 1, 2009, shall have such balance as their maximum accumulated sick leave balance. New hires will be credited with 12 days of sick leave, which will be earned over the employee's first year of employment. In the event an employee ends employment and has used more sick leave 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.

7.2 Vacation

Battalion Chiefs follow the vacation schedule as outlined in Firefighter collective bargaining agreement.~~Non-union sworn public safety employees follow the public safety union vacation schedule.~~

7.3 Vacation Donation

When an employee or his or her family member has a serious health condition requiring excessive amounts of time off work, other co-workers may wish to donate their unused vacation. The benefit of this policy is that it creates a family-like, team environment and mutually benefits the donor and the recipient.

- b. The employee must have exhausted all of his or her own available paid time off, not be receiving any other City-paid benefits during this period of time and not be eligible for other voluntary or other disability benefits during this time (except health and dental benefits while on FMLA, if applicable). If the employee receives a new allotment of paid time off (i.e. the start of a new calendar year) then the employee must exhaust the new allotment of paid time off before using donated time.
- i. Employees hired prior to December 31, 2013 who were hired under the MEA and Engineering collective bargaining agreement and receive their vacation accrual on January 1 of each year based upon the number of months worked in the prior year will have access to and must also exhaust the current year's accrual. The employee will then continue accruing vacation based on the current year accrual method.
- j. A leave recipient who returns to work full-time with more than 6 months remaining in the year may use up to 2 weeks of donated time as vacation. Donated time that may be used for vacation is not eligible to carry forward into the next year.
- l. Any unused donations will be credited back to the donor if the recipient returns to work prior to using the donated time, which is based on a first-donated, first-used basis. Vacation time that is donated that the leave recipient has the ability to use as vacation time, as stated in j above, will be considered used for the purposes of this item; any unused donated time designated as vacation for the leave recipient at the end of the year will be returned to the donating employee.
- p. Upon return to work, any remaining donated time may be used to payback overused accruals.

7.4 Floating Holidays

Employees have four floating holidays to use throughout the year which are earned in a pro rata manner across the year. No payment will be made for accrued but unused floating holidays upon dismissal of employment (voluntary or involuntary). Battalion Chiefs follow the Firefighter collective bargaining agreement for holidays therefore are not granted floating holidays.

7.6 Holidays

Employees are afforded the following holidays as paid holidays: January 1, Memorial Day, July 4, Labor Day, Thanksgiving Day, Day after Thanksgiving, December 24 and December 25. Battalion Chiefs follow the Firefighter collective bargaining agreement for holidays

7.7 Voluntary Unpaid Leave Program

In order to reduce City expenses, a voluntary unpaid leave program for regular full-time and part-time employees exists. The maximum amount of authorized voluntary unpaid leave is five days per year for full-time employees and a prorated amount for part-time employees. ~~For those employees who work 24 hour shifts, the maximum amount of authorized leave is two workdays.~~ The days do not need to be taken at one time and can be requested to be taken intermittently throughout the year. The Voluntary Unpaid Leave Program is in addition to and not related to the Unpaid/~~Paid~~ Leave of Absence program in Section **Error! Reference source not found.**

10. An employee's ~~may request voluntary unpaid time once they have accrued benefits, such as administrative time, vacation and floating holidays 40 hours (pro-rated for part-time employees) or less of eligible leave time remaining, have to be exhausted before voluntary unpaid leave is requested.~~

9.1 Retirement/Resignation

PURPOSE

An employee's employment with the City may end by termination, resignation or retirement. As used in this policy, the terms retire or retirement have special meaning compared to termination or resignation.

In the event of an involuntary termination of a regular or non-benefit eligible employee, the Human Resources Director or Human Resources Generalist must approve the termination prior to the termination taking place. The Human Resources Director or Human Resources Generalist must be present at all termination meetings for benefit eligible employees.

II. RETIREMENT/RESIGNATION RECOGNITION

The retirement/resignation recognition policy has been created to provide formal recognition to employees who have served the City of De Pere, either through regular full-time or part-time employment.

When an employee retires or resigns, the department may arrange appropriate recognition for this significant event in an employee's career. The department is authorized to purchase a cake for employees who have less than 5 years of service, a one-time expenditure of up to \$100 for employees who have 5-14 years of service, and up to \$250 for employees who have 15 or more years of service for this purpose.

payable from the sundry account. For employee with 5 or more years of service, the money may be used for food/drinks (excludes alcoholic beverages) and other expenses in connection for a city wide party, either at a City building or off-site. For City wide parties, an invitation should be emailed to all City employees and a notice hung at locations for employees without access to email. The form of recognition may be tailored to the individual's needs, interest, and desires. However, it must be in good taste and not something that would bring discredit or embarrassment to the City. Additional gifts, luncheons, and parties given in honor of the employee, on an individual or departmental basis will not be paid for by the department or City.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 11, 2020

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration and Possible Action to Establish Pay Rate for New Park Maintenance Leadperson*

ATTACHMENTS:

- memo to finance and Council create Park Maintenance Leadperson (DOCX)

MemoCity of De Pere

To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 RE: Consideration and Possible Action to Establish Pay Rate for New Park
 Maintenance Leadperson
 Date: February 12, 2020

In the 2020 Park Recreation & Forestry budget, a Park Maintenance Leadperson position was approved. The purpose of this memo is to establish the appropriate wage rate for the position.

The Park's department currently has a Park Maintenance Worker position at pay grade level G. A few years ago we created a DPW Equipment Operator Leadperson. The position was evaluated by our compensation consultant and slotted at the same pay grade as the DPW Equipment Operators, but paid an additional \$1.00 per hour. Therefore, I'm recommending a \$1.00 be added to pay grade G for this position.

Grade G (\$1.00 added) Salary Range: \$21.43-\$29.03 (\$24.35 Control Point)

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

Attachment: memo to finance and Council create Park Maintenance Leadperson (9176 : Consideration and Possible Action to Establish Pay



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 11, 2020

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Review and possible action on City of De Pere Investments and Cash Detail for December 2019.

ATTACHMENTS:

- December 2019 Cash and Investments Memo (PDF)
- Dec. Cash & Inv. Summary (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: February 6th, 2020
Subject: Cash and Investments Report for December 31, 2019

I have attached a summary of the City's Cash and Investments for your information and review as of December 31, 2019. I have also attached a monthly summary of the accounts from January 1 to December 31, 2019 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments have performed well compared to the 2019 budget. The 2019 investment income budget was conservatively estimated based on 2018 results at the time the budget was prepared. The LGIP investment amount increased roughly \$2,300,000 in **December 2019** due to tax collections of over \$5.1 million offset by transfers for bill payments of \$2,800,000. The LGIP investment account will increase by roughly \$8 million in **January 2020** primarily due to tax collections of over \$7.7 million and an additional \$330,000 for quarterly state transportation aids. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2019

	31-Jan-2019	28-Feb-2019	31-Mar-2019	30-Apr-2019	31-May-2019	30-Jun-2019
CHECKING ACCOUNTS						
CITY CHECKING	\$ 825,289.48	\$ 553,303.45	\$ 204,276.91	\$ 1,016,068.70	\$ 655,555.09	\$ 727,308.78
HEALTH CHECKING	\$ 951,100.75	\$ 963,398.81	\$ 1,054,752.12	\$ 1,130,092.06	\$ 1,222,398.04	\$ 1,288,692.56
DENTAL CHECKING	\$ 25,718.97	\$ 27,095.40	\$ 28,528.22	\$ 29,472.36	\$ 31,203.17	\$ 32,415.90
SUBTOTAL	\$ 1,802,109.20	\$ 1,543,797.66	\$ 1,287,557.25	\$ 2,175,633.12	\$ 1,909,156.30	\$ 2,048,417.24
RESTRICTED						
REVOLVING LOAN	\$ 811,350.56	\$ 811,630.64	\$ 811,940.83	\$ 812,241.13	\$ 812,551.56	\$ 812,852.09
WATER BOND MM	\$ 211,361.51	\$ 211,434.47	\$ 211,515.28	\$ 211,593.51	\$ 211,674.38	\$ 211,752.67
SUBTOTAL	\$ 1,022,712.07	\$ 1,023,065.11	\$ 1,023,456.11	\$ 1,023,834.64	\$ 1,024,225.94	\$ 1,024,604.76
TOTAL CASH	\$ 2,824,821.27	\$ 2,566,862.77	\$ 2,311,013.36	\$ 3,199,467.76	\$ 2,933,382.24	\$ 3,073,022.00
INVESTMENTS						
LGIP	\$ 14,391,367.90	\$ 12,008,510.91	\$ 11,933,482.05	\$ 10,670,625.37	\$ 9,064,527.52	\$ 6,943,714.70
ASSOCIATED BANK TRUST	\$ 4,852,594.23	\$ 4,858,078.63	\$ 4,876,516.60	\$ 4,886,737.64	\$ 4,922,508.25	\$ 4,933,830.69
CHARLES SCHWAB INVESTMENTS	\$ 6,000,316.76	\$ 6,015,896.39	\$ 6,043,494.20	\$ 6,076,140.99	\$ 6,087,574.21	\$ 6,119,076.89
MONEY MARKET	\$ 2,034,996.72	\$ 2,038,118.90	\$ 2,041,580.90	\$ 2,045,541.00	\$ 2,049,710.53	\$ 2,053,753.79
TOTAL INVESTMENTS	\$ 27,279,275.61	\$ 24,920,604.83	\$ 24,895,073.75	\$ 23,679,045.00	\$ 22,124,320.51	\$ 20,050,376.07
TOTAL CASH AND INVESTMENTS	\$ 30,104,096.88	\$ 27,487,467.60	\$ 27,206,087.11	\$ 26,878,512.76	\$ 25,057,702.75	\$ 23,123,398.07

	31-Jul-2019	31-Aug-2019	30-Sep-2019	31-Oct-2019	30-Nov-2019	31-Dec-2019
CHECKING ACCOUNTS						
CITY CHECKING	905,026.81	426,041.63	735,827.64	974,406.51	882,803.46	209,460.95
HEALTH CHECKING	1,353,881.40	1,490,067.36	1,568,755.39	1,683,453.48	1,790,686.96	1,840,644.41
DENTAL CHECKING	29,314.13	30,520.16	36,811.43	38,962.71	39,864.83	41,737.06
SUBTOTAL	\$ 2,288,222.34	\$ 1,946,629.15	\$ 2,341,394.46	\$ 2,696,822.70	\$ 2,713,355.25	\$ 2,091,842.42
RESTRICTED						
REVOLVING LOAN	813,162.75	813,473.53	-	-	-	-
WATER BOND MM	211,833.60	211,914.56	211,992.94	212,073.96	212,152.40	212,233.48
SUBTOTAL	\$ 1,024,996.35	\$ 1,025,388.09	\$ 211,992.94	\$ 212,073.96	\$ 212,152.40	\$ 212,233.48
TOTAL CASH	\$ 3,313,218.69	\$ 2,972,017.24	\$ 2,553,387.40	\$ 2,908,896.66	\$ 2,925,507.65	\$ 2,304,075.90
INVESTMENTS						
LGIP	\$ 12,354,986.31	\$ 6,769,355.45	\$ 3,568,424.04	\$ 11,312,727.68	\$ 4,769,504.45	\$ 7,125,033.29
ASSOCIATED BANK TRUST	\$ 4,931,169.73	\$ 4,954,939.21	\$ 4,955,580.76	\$ 4,967,345.66	\$ 4,975,965.67	\$ 4,981,495.66
CHARLES SCHWAB INVESTMENTS	\$ 6,141,231.12	\$ 6,173,193.84	\$ 6,186,727.81	\$ 6,213,084.19	\$ 6,217,302.10	\$ 6,217,440.02
MONEY MARKET	\$ 2,057,940.06	\$ 2,062,134.87	\$ 2,880,835.35	\$ 2,885,484.14	\$ 2,889,199.69	\$ 2,892,880.44
TOTAL INVESTMENTS	\$ 25,485,327.22	\$ 19,959,623.37	\$ 17,591,567.96	\$ 25,378,641.67	\$ 18,851,971.91	\$ 21,216,849.41
TOTAL CASH AND INVESTMENTS	\$ 28,798,545.91	\$ 22,931,640.61	\$ 20,144,955.36	\$ 28,287,538.33	\$ 21,777,479.56	\$ 23,520,925.31

Attachment: Dec. Cash & Inv. Summary (9209 : Review and possible action on City of De Pere Investments and Cash Detail for December 2019.)

DE PERE CASH AND INVESTMENTS SUMMARY

December 31, 2019

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 209,460.95
HEALTH CHECKING	\$ 1,840,644.41
DENTAL CHECKING	\$ 41,737.06
SUBTOTAL	\$ 2,091,842.42
RESTRICTED	BALANCE
REVOLVING LOAN	
WATER BOND MM	\$ 212,233.48
SUBTOTAL	\$ 212,233.48
TOTAL CASH	\$ 2,304,075.90

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 7,125,033.29	\$ 218,807.26	2.23%
ASSOCIATED BANK TRUST	\$ 4,981,495.66	\$ 135,026.62	2.79%
CHARLES SCHWAB INVESTMENTS	\$ 6,217,440.02	\$ 256,439.74	4.30%
MONEY MARKET	\$ 2,892,880.44	\$ 47,830.95	1.51%
TOTAL INVESTMENTS	\$ 21,216,849.41	\$ 658,104.57	
TOTAL CASH AND INVESTMENTS	\$ 23,520,925.31		

NOTE: The City budgeted \$262,000 for general fund revenues in the 2019 Adopted Budget

Attachment: Dec. Cash & Inv. Summary (9209 : Review and possible action on City of De Pere Investments and Cash Detail for December 2019.)