



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Tuesday, October 14, 2014

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 **October 14, 2014** 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 September 9, 2014 regular meeting of the Finance/Personnel Committee.
3. Approval of Police Overtime for September 2014
4. Fire Department Overtime and EMS Billing Report for the Month of September.
5. Consideration of donation for purchase of power cots. *
6. Consideration of Anonymous Donation of \$1,000 designated for Police Body Cameras. *
7. WPS Foundation Public Safety Grant Acceptance. *
8. Consider Request by City Attorney to Transfer Funds from Unassigned Reserves. *
9. Consideration of 2015 Health and Dental Renewal and Plan Design Changes. *
10. Approval of Performance Management-Annual Performance Appraisal Policy and updated Compensation Policy. *
11. Determine Salaries for Mayor and City Council for 2016 and 2017. *
12. Public comment and announcements.
13. Future agenda items.
14. Consider Request of West De Pere School District to Cancel Reimbursement.
PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(e), the Committee may convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

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

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(g), the Committee may convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to

be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

15. Adjournment.

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

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

Agenda Sent To:

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: October 14, 2014

DEPARTMENT: City Attorney

FROM: Jeni Dupont

SUBJECT: Approval of the minutes of the September 9, 2014 regular meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- September 9, 2014 DRAFT Minutes (DOC)



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Tuesday, September 9, 2014

7:30 PM

De Pere City Hall Council Chambers

Call to order.

Mayor Michael J. Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on September 9, 2014 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

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

Also present: City Administrator Lawrence Delo, Police Chief Derek Beiderwieden, Interim Fire Chief Jeff Roemer, Director of Planning & Economic Development Ken Pabich, Finance Director Joe Zegers and members of the public.

2. Approval of the minutes of the August 12, 2014 regular meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Lisa Rafferty, Aldersperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

3. Approval of Police Overtime Report August 2014

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Aldersperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

4. Fire Department Overtime Report for the month of August.
Discussion followed motion regarding De Pere ambulance v. EMS billings information provided in report. Interim Fire Chief Roemer stated collections are about a year behind and a collection agreement is needed in place before collections can be pursued.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Aldersperson
SECONDER:	Scott Crevier, Aldersperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

5. Consideration of Reserve Class B License Economic Development Grant Application submitted by GSO, LLC (d/b/a Julie's Café/ Brickhouse.)*
Discussion followed motion regarding information provided in the application and number of licenses allowed per business/building.

Aldersperson Crevier moved, seconded by Aldersperson Donovan to open the meeting.
Upon vote, motion carried unanimously.

Troy Metzler of GSO LLC, responded to committee member questions regarding number of businesses in the building and intended use of the liquor license.

Attachment: September 9, 2014 DRAFT Minutes (2706 : Approval of minutes)

Mayor Walsh moved, seconded by Alderperson Crevier to return to regular order. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

6. Review Agricultural Property Lease Bids for west side business park. *

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

7. Consideration of Police Participation in OWI Task Force and Grant

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

8. Public comment and announcements.

None.

9. Future agenda items.

None.

10. Adjournment.

Upon motion by Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 7:44 p.m.

Respectfully submitted,
Jennifer Dupont

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 14, 2014

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Police Overtime for September 2014

September 2014 report is attached along with previous two years for comparison.

The September reimbursed miscellaneous overtime is comprised of hours for Drug Task Force investigations and OWI saturation grants hours. The holiday hours were for working on Labor Day and September 11th, a collective bargaining agreement specified holiday.

ATTACHMENTS:

- 2012 PD OT Summary (PDF)
- 2013 PD OT Report Summary (PDF)
- PD OT September 2014 (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2012**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	111.00	69.00	49.50	59.25	89.25	36.00	87.00	57.75	70.50	46.50	81.00	55.50	812.25
OFFICER WORKED ON HOLIDAY	169.75	10.00	12.00	32.50	4.00	81.00	63.75	26.50	121.00	12.00	58.00		590.50
OFFICER FOR COURT	15.00	18.00	6.00	20.25	7.50	14.00	9.00	15.00	25.50	6.00	10.50	9.50	156.25
OFFICER TRAINING	31.00	13.00	40.25	120.50	50.00	50.00	8.00	107.00	13.75	70.25	73.75	29.00	606.50
OFFICER RELIEF FOR FUNERAL							13.50						13.50
OFFICER ATTEND MEETING		8.25						15.00				1.25	24.50
STAFFING LEVEL	133.50	79.50	23.25	53.25	136.75	162.00	189.00	243.00	192.75	183.75	252.00	73.50	1722.25
INVESTIGATION	142.25	68.75	38.25	56.50	77.50	36.75	61.50	135.00	90.00	61.00	42.75	60.75	871.00
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	31.50	43.00	56.25	27.00	31.25	25.50		33.00	48.75	78.00	28.50	27.00	429.75
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		11.25		10.50	11.25	301.00	49.75	7.50	9.00	33.50	69.00	11.75	514.50
MISCELLANEOUS	5.75	16.50	4.00	11.50	9.50	4.25	7.50	7.00	7.00	4.50	11.25	20.75	109.50
MISCELLANEOUS REIMBURSED	72.75	95.50	63.25	127.50	77.25	143.75	93.00	110.25	113.25	58.50	60.00	108.25	1123.25
Gross OFFICER OVERTIME	712.50	432.75	292.75	518.75	494.25	854.25	582.00	757.00	691.50	554.00	686.75	397.25	6973.75
SUBTOTAL REIMBURSED OVERTIME	(104.25)	(149.75)	(119.50)	(165.00)	(119.75)	(470.25)	(142.75)	(150.75)	(171.00)	(170.00)	(157.50)	(147.00)	(2067.50)
NET OFFICER OVERTIME	608.25	283.00	173.25	353.75	374.50	384.00	439.25	606.25	520.50	384.00	529.25	250.25	4906.25
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: \$130,000.00
Expenditures through 01/03/2013 \$137,720.00
Percent of Total Budget: 105.94%

NOTES:

* Period 12/24/2011 - 2/3/2012
**Period 2/4/2012 - 3/2/2012
***Period 3/3/2012 - 3/30/2012

+Period 3/31/2012 - 4/27/2012
++Period 4/28/2012 - 5/25/2012
^Period 5/26/2012 - 6/22/2012

#Period 6/23/2012 - 8/3/2012
##Period 8/04/2012 - 8/31/2012
^^Period 9/1/2012 - 9/28/2012

^^Period 9/29/2012 - 10/26/2012
*+Period 10/27/2012 - 11/23/2012
*+*Period 11/24/2012 - 12/21/2012

S:MONTHLY/Overtime by reason.xlsx

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2013**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC**	TOTAL
OFFICER SICK RELIEF	102.00	75.00	69.75	106.50	178.00	26.25	90.00	25.50	77.25	53.25	22.50	65.25	891.25
OFFICER WORKED ON HOLIDAY	178.00	12.00	34.25	13.50	10.50	65.00	65.00	4.00	118.50	12.00	4.00	244.00	760.75
OFFICER FOR COURT	15.00	15.00	21.00	3.00	15.00	12.00	28.50	10.50	45.50	18.00	12.00	18.00	213.50
OFFICER TRAINING	10.00	62.50	36.00	75.75	221.00	63.25	111.50	3.00	77.50	175.25	156.75	14.75	1007.25
OFFICER RELIEF FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			27.75		27.75
OFFICER ATTEND MEETING	1.50	6.25	0.00	0.00	0.00	7.50	16.50	3.00	15.00	22.50	15.00	14.00	101.25
STAFFING LEVEL	166.50	57.75	157.50	118.50	210.00	186.00	400.75	375.25	215.75	136.50	106.50	195.75	2326.75
INVESTIGATION	50.25	54.00	51.75	27.75	123.50	59.75	87.00	51.75	105.25	41.75	54.25	58.00	765.00
HONOR GUARD FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SCHOOL LIAISON REIMBURSED	26.25	74.25	40.50	22.50	47.00	25.50	0.00	18.75	58.50	48.00	18.00	33.00	412.25
COMMUNITY RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT REIMBURSED	0.00	15.25	0.00	10.50	9.00	299.75	6.00	20.25	15.75	11.50		69.50	457.50
MISCELLANEOUS	41.25	23.00	87.00	21.75	16.00	29.25	31.75	39.75	30.75	25.50	25.25	36.75	408.00
MISCELLANEOUS REIMBURSED	156.00	98.25	113.25	117.25	183.75	168.00	68.25	67.50	55.50	94.50	72.75	105.75	1300.75
Gross OFFICER OVERTIME	746.75	493.25	611.00	517.00	1013.75	942.25	905.25	619.25	815.25	638.75	514.75	854.75	8672.00
SUBTOTAL REIMBURSED OVERTIME	(182.25)	(187.75)	(153.75)	(150.25)	(239.75)	(493.25)	(74.25)	(106.50)	(129.75)	(154.00)	(90.75)	(208.25)	(2170.50)
NET OFFICER OVERTIME	564.50	305.50	457.25	366.75	774.00	449.00	831.00	512.75	685.50	484.75	424.00	646.50	6501.50
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: \$130,000.00
Expenditures through 09/27/2013 \$167,529.00
Percent of Total Budget: 128.87%

NOTES:

* Period 12/22/2012 - 02/01/2013
**Period 2/2/2013 - 3/1/2013
***Period 3/2/2013 - 3/29/2013

+Period 3/30/2013 - 4/26/2013
++Period 4/27/2013 - 5/24/2013
^Period 5/25/2013 - 6/21/2013

#Period 6/22/2013 - 8/2/2013
##Period 8/3/2013 - 8/30/2013
^^Period 8/31/2013 - 9/27/2013

^^^Period 9/28/2013 - 10/25/2013
*+Period 10/26/2013 - 11/22/2013
**+Period 11/23/2013 - 1/3/2014

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2014**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC**	TOTAL
OFFICER SICK RELIEF	35.25	82.50	83.25	53.25	62.25	52.50	63.75	54.75	62.25				549.75
OFFICER WORKED ON HOLIDAY	4.00	4.00	8.00	41.25	18.50	54.25	60.50	16.00	116.00				322.50
OFFICER FOR COURT	36.00	12.00	15.00	9.00	18.50	21.00	27.00	18.75	3.00				160.25
OFFICER TRAINING		13.00	32.25	90.50	19.75	59.75	42.25	12.50	59.00				329.00
OFFICER RELIEF FOR FUNERAL							29.25		16.50				45.75
OFFICER ATTEND MEETING	40.50		6.00	9.75	11.25			17.25					84.75
STAFFING LEVEL	27.75	16.50	35.50	51.75	142.00	221.25	341.50	199.50	208.50				1244.25
INVESTIGATION	34.75	22.25	8.25	37.50	64.75	18.75	85.25	56.00	53.25				380.75
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	24.00	49.50	21.75	34.50	24.75	32.25		18.75	48.00				253.50
COMMUNITY RELATIONS									3.00				3.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		15.00			34.00	255.25	6.75		36.75				347.75
MISCELLANEOUS	14.00	25.25	28.50	5.50	26.50	62.75	25.75	17.25	26.25				231.75
MISCELLANEOUS REIMBURSED	107.25	102.00	119.25	107.00	93.00	141.75	203.25	96.00	110.25				1079.75
Gross OFFICER OVERTIME	323.50	342.00	357.75	440.00	515.25	919.50	885.25	506.75	742.75	0.00	0.00	0.00	5032.75
SUBTOTAL REIMBURSED OVERTIME	(131.25)	(166.50)	(141.00)	(141.50)	(151.75)	(429.25)	(210.00)	(114.75)	(195.00)	0.00	0.00	0.00	(1681.00)
NET OFFICER OVERTIME	192.25	175.50	216.75	298.50	363.50	490.25	675.25	392.00	547.75	0.00	0.00	0.00	3351.75
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$133,357.00

Expenditures through 10/03/2014 \$69,708.00

Percent of Total Budget: 52.27%

NOTES:

* Period 1/4/2014 - 1/31/2014

+Period 3/29/2014 - 4/25/2014

#Period 6/21/2014 - 08/01/2014

^^Period

**Period 2/1/2014 - 2/28/2014

++Period 4/26/2014 - 5/23/2014

###Period 8/2/2014 - 8/29/2014

*+Period

***Period 03/01/2014 - 03/28/2014

^Period 5/24/2014 - 6/20/2014

^^Period 8/30/2014 - 9/26/2014

*+*Period

Attachment: PD OT September 2014 (2689 : Police Overtime for September 2014)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: October 14, 2014

DEPARTMENT: Fire Department

FROM: Diane Yashinsky

SUBJECT: Fire Department Overtime and EMS Billing Report for the Month of September.

ATTACHMENTS:

- sept (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2013

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
STBYS/DUTY CREW	54	55.25	27	33	24.25	36	51	90	139.5	153	105.75	144.5	913.2
EMS TRAINING	292.25	81	93	69.75	9	9.75	10.25	8.75	131.75	79.5	67.5	64.5	917
FIRE TRAINING	20.5	42.25	78	20.25	30	4.5	9	0	22	7.5	26.5	19	279.
RESCUE CALLS	7.5	7	5	9.5	38.5	14.75	4.75	19.5	3.5	23	6.25	14	153.2
FIRE CALLS	2.25	3.75	9.75	1	41.25	12.5	7.75	0.75	0	0.75	0	3.25	83
OFFICER MTGS.	9	9	9	21	18	8.25	18	24	18	5.5	12	4.5	156.2
STAFFING REP.	0	40.5	57	566.75	117	317	86.25	47.25	83.75	147.75	108	36	1607.
MAINTENANCE	0	0	0	0	10.5	0	8.5	0	0	169.5	51.75	2.5	242.7
PUB. ED.	0	0	0	0	0	0	0	1.25	0	73.75	6	0	81
SPECIAL EVENTS	0	0	0	0	0	25	0	27	0	0	0	0	52
# FIRE RUNS	28	31	18	13	42	32	26	28	27	30	25	40	340
# of EMS RUNS	146	153	160	132	139	143	123	170	142	147	152	152	1759
TOTAL HRS.	385.5	238.75	278.75	721.25	288.5	402.75	195.5	191.5	398.5	660.25	383.75	288.25	4485.5

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2014

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	73.5	147	98.75	48	112.5	85.25	59.75	39	83				746.7
EMS TRAINING	70.5	83	81	53.5	35.5	3	12	18.5	12				369
FIRE TRAINING	11	5.5	6	48.75	0	8	2.25	0	0				81.5
RESCUE CALLS	15.5	17	3.5	8.5	15.5	0	11.25	1	5.25				77.5
FIRE CALLS	0	0	0	0	0	0	5.25	0	0				5.25
OFFICER MTGS.	15	16.5	18	26.25	21	11.25	15	20.25	18.5				161.7
STAFFING REP.	0	41.25	3	0	6.75	51	288	45.75	17				452.7
MAINTENANCE	0	3.5	0	0	31	23	0	24	29.5				111
PUB. ED.	0	0	5.25	0	0	3	0	0	18.75				27
SPECIAL EVENTS	0	20	0	21	36	119.5	0	21	7.5				225
# FIRE RUNS	30	31	22	25	30	25	27	27	27				244
# of EMS RUNS	147	145	136	139	160	174	142	161	154				1358
DISPATCH ERRORS	6	1	3	3	9	1	4	1	5				33
TOTAL HRS.	185.5	333.75	215.5	206	258.25	304	393.5	169.5	191.5	0	0	0	2257.

Special Events included in Overtime - Demo Derby and Rodeo at Brown County Fair

Total Overtime Budget \$97,012 Expenditures through September 12 \$42,483 43.8%

Attachment: sept (2691 : Fire Department Overtime and EMS Billing Report for the Month of September.)

Incident Type Report (Summary)
From 01/01/14 To 09/30/14
Report Printed On: 10/01/2014

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Fire, other (100)	3	0.22%	\$200.00	\$3,000.00	\$3,200.00	4.02%
Building fire (111)	14	1.02%	\$58,500.00	\$12,500.00	\$71,000.00	89.13%
Fires in structure other than in a building (112)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Cooking fire, confined to container (113)	6	0.44%	\$100.00	\$1,000.00	\$1,100.00	1.38%
Mobile property (vehicle) fire, other (130)	1	0.07%	\$800.00	\$0.00	\$800.00	1.00%
Passenger vehicle fire (131)	2	0.15%	\$1,500.00	\$300.00	\$1,800.00	2.26%
Brush or brush-and-grass mixture fire (142)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Outside rubbish, trash or waste fire (151)	2	0.15%	\$10.00	\$0.00	\$10.00	0.01%
Garbage dump or sanitary landfill fire (152)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Dumpster or other outside trash receptacle fire (154)	2	0.15%	\$1,500.00	\$0.00	\$1,500.00	1.88%
Outside equipment fire (162)	1	0.07%	\$100.00	\$100.00	\$200.00	0.25%
	34	2.48%	\$62,710.00	\$16,900.00	\$79,610.00	99.93%
2 Overpressure Rupture, Explosion, Overheat(no fire)						
Overpressure rupture, explosion, overheat other (200)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Excessive heat, scorch burns with no ignition (251)	3	0.22%	\$0.00	\$0.00	\$0.00	0.00%
	4	0.29%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
Rescue, EMS incident, other (300)	75	5.46%	\$0.00	\$0.00	\$0.00	0.00%
Medical assist, assist EMS crew (311)	3	0.22%	\$0.00	\$0.00	\$0.00	0.00%
Emergency medical service, other (320)	38	2.77%	\$0.00	\$0.00	\$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	904	65.84%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	33	2.40%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle/pedestrian accident (MV Ped) (323)	5	0.36%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	4	0.29%	\$0.00	\$0.00	\$0.00	0.00%
Search for person on land (341)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Extrication of victim(s) from vehicle (352)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Removal of victim(s) from stalled elevator (353)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
High-angle rescue (356)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Swimming/recreational water areas rescue (361)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Ice rescue (362)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
	1068	77.76%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Combustible/flammable gas/liquid condition, other (410)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Gasoline or other flammable liquid spill (411)	3	0.22%	\$0.00	\$0.00	\$0.00	0.00%
Gas leak (natural gas or LPG) (412)	5	0.36%	\$0.00	\$0.00	\$0.00	0.00%
Toxic condition, other (420)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide incident (424)	16	1.17%	\$50.00	\$0.00	\$50.00	0.06%
Electrical wiring/equipment problem, other (440)	3	0.22%	\$0.00	\$0.00	\$0.00	0.00%
Overheated motor (442)	3	0.22%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	7	0.51%	\$0.00	\$0.00	\$0.00	0.00%
Vehicle accident, general cleanup (463)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
	40	2.91%	\$50.00	\$0.00	\$50.00	0.06%
5 Service Call						
Service Call, other (500)	8	0.58%	\$0.00	\$0.00	\$0.00	0.00%
Person in distress, other (510)	2	0.15%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	6	0.44%	\$0.00	\$0.00	\$0.00	0.00%
Water problem, other (520)	6	0.44%	\$0.00	\$0.00	\$0.00	0.00%
Water or steam leak (522)	3	0.22%	\$0.00	\$0.00	\$0.00	0.00%
Smoke or odor removal (531)	4	0.29%	\$0.00	\$0.00	\$0.00	0.00%
Animal rescue (542)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Public service assistance, other (550)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Assist police or other governmental agency (551)	2	0.15%	\$0.00	\$0.00	\$0.00	0.00%
Public service (553)	2	0.15%	\$0.00	\$0.00	\$0.00	0.00%
Assist invalid (554)	39	2.84%	\$0.00	\$0.00	\$0.00	0.00%
	74	5.40%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Good intent call, other (600)	3	0.22%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	31	2.26%	\$0.00	\$0.00	\$0.00	0.00%
Wrong location (621)	23	1.68%	\$0.00	\$0.00	\$0.00	0.00%
No incident found on arrival at dispatch address (622)	4	0.29%	\$0.00	\$0.00	\$0.00	0.00%
Steam, other gas mistaken for smoke, other (650)	2	0.15%	\$0.00	\$0.00	\$0.00	0.00%
Smoke scare, odor of smoke (651)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
HazMat release investigation w/no HazMat (671)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
	65	4.74%	\$0.00	\$0.00	\$0.00	0.00%

Attachment: sept (2691 : Fire Department Overtime and EMS Billing Report for the Month of September.)

7 False Alarm & False Call

False alarm or false call, other (700)	15	1.09%	\$0.00	\$0.00	\$0.00	0.00%
Malicious, mischievous false call, other (710)	2	0.15%	\$0.00	\$0.00	\$0.00	0.00%
Local alarm system, malicious false alarm (715)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Extinguishing system activation due to malfunction (732)	2	0.15%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation due to malfunction (733)	4	0.29%	\$0.00	\$0.00	\$0.00	0.00%
Heat detector activation due to malfunction (734)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	9	0.66%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	19	1.38%	\$0.00	\$0.00	\$0.00	0.00%
Unintentional transmission of alarm, other (740)	5	0.36%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation, no fire - unintentional (741)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	9	0.66%	\$0.00	\$0.00	\$0.00	0.00%
Detector activation, no fire - unintentional (744)	4	0.29%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	11	0.80%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	2	0.15%	\$0.00	\$0.00	\$0.00	0.00%
	85	6.19%	\$0.00	\$0.00	\$0.00	0.00%

9 Special Incident Type

Special type of incident, other (900)	2	0.15%	\$0.00	\$0.00	\$0.00	0.00%
Citizen complaint (911)	1	0.07%	\$0.00	\$0.00	\$0.00	0.00%
	3	0.22%	\$0.00	\$0.00	\$0.00	0.00%

Total Incident Count: 1373

Total Est. Loss: \$79,660.00

Search Criteria

Dates From 01/01/2014 To 09/30/2014 (mm/dd/yyyy)
Service De Pere Fire Rescue
Staff All
Apparatus All
Station All
Alarm Type All
Zone/District All

****Additional report numbers will be showing up due to late entry with the CAD system change in the beginning of 2014.**

Attachment: sept (2691 : Fire Department Overtime and EMS Billing Report for the Month of September.)

**DE PERE FIRE RESCUE
MUTUAL AID REPORT
SEPTEMBER, 2014**

MUTUAL AID GIVEN

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
1452	GREEN BAY	RESCUE
1461	ASHWAUBENON	FIRE
1474	ASHWAUBENON	RESCUE
1536	ASHWAUBENON	RESCUE
1554	ASHWAUBENON	RESCUE
1559	GREEN BAY	FIRE
1582	ASHWAUBENON	FIRE
1589	ASHWAUBENON	RESCUE
1610	ASHWAUBENON	RESCUE

MUTUAL AID RECEIVED

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
1442	ASHWAUBENON	RESCUE
1500	ASHWAUBENON	RESCUE
1603	ASHWAUBENON	RESCUE

SEPTEMBER, 2014

*OVERTIME CAUSED BY SICK LEAVE

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
19-Sep	24	36

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

DE PERE AMBULANCE VS. EMS BILLING

	DE PERE	EMS BILLING	DE PERE	EMS BILLING	DE PERE	EMS BILLING	DE PERE	EMS BILLING
	SEPT. '12	SEPT. '13	OCT. '12	OCT. '13	NOV. '12	NOV. '13	DEC. '12	DEC. '13
CHARGES	101,994	92,267	103,599	91,014	84,739	70,395	104,816	102,557
PAYMENTS	36,054	0	40,424	19,889	80,362	47,269	58,582	75,414
ADJUSTMENTS	15,987	26,098	23,906	29,586	46,990	24,018	30,474	31,739
WRITE OFFS	5,461	0	3,279	160	1,797	5	3,476	33
	JAN. '13	JAN. '14	FEB. '13	FEB. '14	MAR. '13	MAR. '14	APR. '13	APR. '14
CHARGES	94,084	88,627	106,987	75,043	117,304	100,284	89,582	87,748
PAYMENTS	63,285	77,461	57,432	50,484	84,596	44,840	88,305	53,295
ADJUSTMENTS	30,496	31,499	26,136	23,106	45,632	32,787	50,304	29,914
WRITE OFFS	8,441	373	2,568	0	3,278	11	616	9
	MAY '13	MAY '14	JUNE '13	JUNE '14	JULY '13	JULY '14	AUG. '13	AUG. '14
CHARGES	92,696	108,198	81,726	54,770	0	143,280	0	86,331
PAYMENTS	47,440	52,628	52,844	53,816	37,237	42,347	55,541	55,228
ADJUSTMENTS	19,605	35,437	30,071	16,149	24,703	34,597	20,565	34,546
WRITE OFFS	5,983	4	2,371	280	6,130	0	4,473	0

Payments to EMS	
Jan. 2014	5,422
Feb. 2014	3,534
March 2014	3,139
April 2014	3,731
May 2014	3,684
June 2014	3,767
Jul-14	2,964
Aug. 2014	4,036
Total Paid	\$30,276

	DP Collections 2013	EMS Collections 2014
Jan.	63,285	77,461
Feb.	57,432	50,484
Mar.	84,596	44,840
April	88,305	53,295
May	47,440	52,628
June	52,844	53,816
July	37,237	42,347
Aug	55,541	55,228
TOTAL	\$486,680	\$430,098

	DP Charges 2013	EMS Charges 2014
Jan.	94,084	88,627
Feb.	106,987	75,043
Mar.	101,015	100,284
Apr.	89,582	87,748
May	92,696	108,198
June	81,726	54,770
July	***	143,280
Aug.	***	86,331
TOTAL	\$566,089	\$744,282

***Effective July 1, 2013 De Pere no longer did their own billing for EMS services.

Attachment: sept (2691 : Fire Department Overtime and EMS Billing Report for the Month of September.)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: **October 14, 2014**

DEPARTMENT: **Fire Department**

FROM: **Jeffrey Roemer**

SUBJECT: **Consideration of donation for purchase of power cots. ***

I am requesting approval of a donation of \$15,000 from Donna Gilson to be used towards the purchase of a Power Cot for the Ambulance in remembrance of her husband.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 14, 2014

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration of Anonymous Donation of \$1,000 designated for Police Body Cameras. *

A donor, who specifically asked to remain anonymous, has graciously presented the police department with a check for \$1,000 and earmarked the donation for the purchase of body cameras to be worn by officers in the field.

The department has been discussing in-car cameras and body worn cameras for use by officers and has researched different vendors, but has not concluded the research or made a decision. However, so far our research indicates the use of body worn cameras will capture far more of an incident than in-car cameras would and for that reason the department has been leaning toward body worn devices.

The donation would be placed in the department donation account and earmarked appropriately. Should the department decide on in-car cameras, the donator would be contacted for a return of the donation or a change in the use of the donation.

Please accept this donation. If you should have any questions about this designation or the research so far on camera systems, then please contact me at your convenience. Thank you.

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

MEETING DATE: **October 14, 2014**

DEPARTMENT: **Fire Department**

FROM: **Jeffrey Roemer**

SUBJECT: **WPS Foundation Public Safety Grant Acceptance. ***

We have received notification that our grant request for \$2,000 for the purchase of spot and flood lights for the boat has been approved by the Wisconsin Public Service Foundation. I am requesting approval to accept this grant.

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

MEETING DATE: **October 14, 2014**

DEPARTMENT: **City Attorney**

FROM: **Judith Schmidt-Lehman**

SUBJECT: **Consider Request by City Attorney to Transfer Funds from
Unassigned Reserves. ***

ATTACHMENTS:

- Mayor & F-P - fund transfer request 10-8-14 (DOCX)
- 2014 Concorde expenses (PDF)

MEMORANDUM

TO: Mayor Michael J. Walsh
Finance/Personnel Committee Members

FROM: Judith Schmidt-Lehman, City Attorney

DATE: October 9, 2014

RE: Request to Transfer Funds from Unassigned Reserves

The consulting account (#100-51300-215) in the city attorney budget is used for payment of miscellaneous and contracted professional services provided to the department in connection with legal actions or requirements. In 2014, the department anticipated these expenses at around \$45,000, which was intended to cover municipal prosecutor contract costs, outside labor costs associated with the labor negotiations and arbitration appeal, and various other miscellaneous costs, such as register of deeds, title insurance and like expenses.

To date, two legal matters, unforeseen at budget time, have impacted the department consulting account; namely the Police & Fire Commission hearing on charges filed against the assistant chief and the condemning and razing of three Concorde Custom Homes properties. The Police & Fire Commission matter involved hiring independent legal counsel to advise the Commission. These proceedings, more involved and longer in resolution than anticipated, resulted in \$18,113 expended for costs and legal fees.

In the early part of 2014, the building inspection department instituted the legal process required to condemn and raze three abandoned partially constructed single family homes which had deteriorated to the extent that they were unusable and had become a public nuisance. Building inspection did not budget any monies in 2014 for this type of proceeding, therefore the law department utilized its consulting account to pay for necessary services in anticipation of and to initiate the condemnation. Those costs included letter reports on each property, hiring an architect to provide an opinion on structural integrity of the three partial structures, and service of process costs totaling \$1,053.75. Attached is a breakdown of these expenses.

Additionally, building inspection bid out the razing of these structures, with the low bid of \$6,600 per structure (\$19,800 total) being accepted. The structures have been razed and sites returned to a dust and erosion free condition. The invoice for this work however has not been received by the building inspection department.

With a current budget balance of approximately \$5,154, the law department consulting account does not have sufficient funds to pay this invoice. We anticipate municipal prosecutor invoices totaling approximately \$4,500 through the end of the year and approximately \$500 in miscellaneous expenses, which would leave an approximate balance of \$154. In order to pay the

\$19,800 invoice for the razing of the three Concorde Custom Homes properties from the law department consulting account, a transfer of \$19,700 from unassigned reserves is necessary. As an alternative, the \$19,800 invoice could be funded from unassigned reserves to the building inspection consulting account #100-52400-215.

All condemnation costs will be placed upon the tax roll of the various properties and returned to the City, either by payment of the charges by the property owner (unlikely) or when the property is sold.

If you have any questions or concerns, please let me know.

JSL:jld

Attachment

H:\jdupont\Memos\2014\Mayor & F-P - fund transfer request 10-8-14.docx

Attachment: Mayor & F-P - fund transfer request 10-8-14 (2699 : Consider Request by City Attorney to Transfer Funds from Unassigned

CONCORDE CUSTOM HOMES

For invoices received as of 10/9/14

Date	Description	Amount
2013 EXPENSES		
12/20/2013	GREEN BAY TITLE COMPANY INC	\$ 195.00
12/31/2013	BROWN COUNTY REGISTER OF DEEDS	\$ 3.50
	TOTAL 2013 EXPENSES	\$ 198.50
2014 EXPENSES		
05/06/2014	BRANDER CONST TECHNOLOGY INC.	\$ 618.75
05/20/2014	GREEN BAY TITLE COMPANY INC	\$ 75.00
05/20/2014	GREEN BAY TITLE COMPANY INC	\$ 75.00
05/20/2014	GREEN BAY TITLE COMPANY INC	\$ 75.00
06/17/2014	BROWN COUNTY REGISTER OF DEEDS	\$ 90.00
06/17/2014	PATRICK ZELZER AND ASSOCIATES	\$ 75.00
06/17/2014	PATRICK ZELZER AND ASSOCIATES	\$ 25.00
06/17/2014	PATRICK ZELZER AND ASSOCIATES	\$ 20.00
	CURRENT 2014 EXPENSES	\$ 1,053.75
Pending	REDS EXCAVATING - demolition expense	\$ 19,800.00
	TOTAL 2014 EXPENSES	\$ 20,853.75
TOTAL EXPENSES FOR MATTER		\$ 21,052.25

Attachment: 2014 Concorde expenses (2699 : Consider Request by City Attorney to Transfer Funds from Unassigned Reserves)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: October 14, 2014

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration of 2015 Health and Dental Renewal and Plan Design Changes. *

Employee Benefits

As we approach the New Year, it is time to set our funding levels and premiums for our health/dental insurance plans for 2015. In July of 2014 we did a full RFP for a benefit consultant and selected M3. In the short amount of time that we have been working with M3, we have been able to leverage and market some of our insurance products for best in class and cost going into 2015.

We have reviewed the plan design with M3 and are recommending some plan design changes that will keep the plan compliant with health care reform, help to control costs as we prepare for 2018 and an impending Cadillac tax issues, and guide employees in being better consumers. In 2015 the ACA requires an annual offering of insurance to all employees who work 30+ hours, and that we have on file any employees who waive coverage.

Medical Plan Design Changes

- Change in Maximum Out of Pocket; \$2,500 Single/ \$5,000 Family in-network
 - \$3,500 single / \$7,000 family out of network
- Prescription drug;
 - Add a 4th tier for specialty medication at a co-insurance of 10% - not to exceed \$100
 - Forced generic program
 - when a generic is available, plan will only pay generic equivalent reimbursement
 - Prior Authorization on any compound medications over \$250
 - Mail order 90 day supply for 2 co pays
 - Retail supply - co pay per 30 day fill
- Cover routine / preventative care “Out of Network” subject to deductible and coinsurance
- Add a Mental Health gateway incentive; all members who access mental health services through our existing relationship with Employee Resource Center (ERC) and work to have an annual treatment plan in place will have deductible waived on mental health services. (see attached sheet for details)
- Add a retail clinic \$5 co pay, then 100%
 - Fast Care in Shopko, Quick Care in Wal-Mart and Always Care at Walgreens.
- Patient Care advocacy services; recommendation is to terminate these services. Low utilization within the employee population and all of the advocacy services are available through our relationship with Humana. M3 will help to facilitate member navigation when/if necessary.

Medical Renewal Rates

The overall recommended increase to our overall medical funding is approximately 6.99%. Using this increase, the new rates will be as follows:

	Current	Renewal
Single	\$675.88	\$723.12
EE+1	\$1,257.94	\$1,345.87
Family	\$2,063.22	\$2,207.44
*Retiree Single under 65	\$689.40	\$737.59
*Retiree EE+1 under 65	\$1,283.10	\$1372.79
*Retiree Family under 65	\$2,104.48	\$2,251.59
Medicare Single over 65	\$608.29	\$650.81
Medicare Two over 65	\$1216.58	\$1,301.61
Medicare one over one under 65	\$1283.88	\$1,373.93

*Rates listed do not include the recommended 30% increase.

Dental Insurance

The City's dental plan has been in place, and with the exception of last year, had remained mostly unchanged for many years. We are recommending providing an open enrollment for 2015 as we have never offered open enrollment for our dental insurance. To comply with the ACA, we are required to offer open enrollment in 2015 for the medical plan.

- There are currently 21 individuals who have waived coverage to date that would be eligible for dental insurance.

Dental Renewal Rates

Our consultant, M3, recommends we increase our dental rates by 2.35% beginning January 1, 2015. You may recall in November of 2013 it was recommended and approved that we increase the family premium in increments over a 3 year period to get them in alignment with an 85/15 contribution strategy to match that of the single covered employee. The City pays 48% of the premium for a family plan and that will increase to 67% in 2015. The employee will pay 33% of the premium in 2015. Rates will be as follows;

Current Monthly Rates	2015 Recommended
Single - \$ 36.98	Single - \$ 37.85
Family - \$112.44	Family - \$115.08

Ancillary Services

M3 marketed our current LTD services and is recommending a change to Aetna for January 1, 2015. This is an exact plan design match with savings of 42.59% or \$18,924.66 annually. Aetna is an A+ rated company. The contract will come back for approval at the next meeting. The contract will be ready for approval at the City Council meeting.

HRA/FSA/COBRA administration

As part of working with M3 we are able to take advantage of an RFP for these services combined with City of Green Bay, Brown County and Moraine Park Technical College. The final decisions of this RFP should be made on Monday October 13th and we will verbally update you at the meeting. The potential savings by participating in this process will be approximately 30% from the current rate or about \$3,000 annually.

Retiree Health Insurance Rates

At the April 15th City Council meeting, the rates retirees were paying for health insurance was discussed. Numerous options were identified for how to proceed with the rates. The Council made the decision to increase rates for those eligible for Medicare from 50% to 90% and for any employees that retired after October would no longer be eligible to stay on the City's insurance once eligible for Medicare (65+). The Council did not make any decisions on retiree health insurance and had asked the health insurance review

team (now called Benefit/Wellness Advisory Team) to make a recommendation to bring back to the Council. This team is made up employees from the various departments. The intent of the team is to provide input and feedback regarding the benefits offered by the City.

After discussion with the team, the team recommended retiree rates be increased 30% of the active employee in 2015. If you recall, if we were to increase the retiree rates based the average subsidized by the city from 2007-2012, the increase was 103%. It was previously discussed doing a 30% increase for the next three years. The team felt comfortable making a recommendation for one year at this time and plans to review it again next year.

Please contact me at 339-4045 if you have questions prior to the meeting.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 14, 2014

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Approval of Performance Management-Annual Performance Appraisal Policy and updated Compensation Policy. *

In June, the City Council approved the compensation policy which outlines the parameters of the new compensation plan which includes a pay for performance component. The performance management employee team (a team comprised of a cross section of City employees from the various work groups) worked together on the compensation policy but also has been working to establish the annual performance appraisal process and how employees should be rated on their performance.

Attached is the recommended performance management policy which addresses annual performance appraisals. Also attached is an updated version of the compensation policy. The policy has been updated in two areas:

1. The performance appraisal has a different amount of competencies (rating criteria) that employees will be rated on. Therefore, the merit pay section in the compensation policy was adjusted to reflect this change. The total amount of merit pay that each employee is eligible for remains that same.
2. Addendum Q is a new section added to the compensation policy. This addendum identifies how employees may be nominated for a performance award.

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

Thank you.

ATTACHMENTS:

- Comp Policy 5 2014 (DOCX)
- Addendum Q- Pay for Performance Nomination Form (DOCX)
- Performance Management Policy-Annual Performance Appraisal Policy (DOCX)

6.9 Compensation Policy

The City of De Pere believes in providing fair and equitable compensation for its employees, such that it will be highly competitive with comparable municipal organizations in the State of Wisconsin.

- a. Objectives. The City has adopted this compensation policy to:
 - i. attract and retain well-qualified employees;
 - ii. provide incentives and motivate employees toward higher performance to achieve the City's short and long-term goals;
 - iii. communicate the organization's expectations regarding different rates of pay;
 - iv. maintain competitive pay levels within the City's limited resources and state-imposed expenditure caps; and
 - v. ensure the consistent administration and application of its compensation policy.
- b. Program. Newly hired employees may be placed administratively anywhere in the assigned range. In determining an appropriate starting rate, consideration shall be given to the experience, education, previous earnings of the candidate and other job-related factors. Hiring above the range minimum requires the approval of the Human Resources Director and City Administrator.
- c. Review of Pay Plan. Pay grade ranges, classifications, and internal pay compensation issues will be reviewed on an as needed basis, but at least every 5 years, in order to properly reflect both the external municipal job market and internal pay equity. A yearly summary of the plan's performance shall be completed by City Administration and report given to the Council.
- d. Changes in Pay Grade. Considerations for change in pay grade can be initiated by the employee, department head or Finance/Personnel Committee. If initiated by an employee, the department head will be requested to submit documentation for presentation to the Finance/Personnel Committee as to whether the request of the employee for change in pay grade is warranted. A change in pay grade will only be considered if the employee's duties have changed sufficiently to warrant a reevaluation.
- e. Pay Increases.
 - i. Step Movement. Employees below the range Control Point shall advance the equivalent of one step a year until they reach the Control Point. These increments shall be based upon measured performance that at least meets expectations and shall be in addition to any other approved general yearly cost of living wage adjustments.

- ii. Yearly Adjustments. Yearly cost of living wage adjustments (based on Midwest consumer price index) may be provided as approved by the Common Council during the budget process unless not warranted based on individual performance as determined by the City Administrator with supervisory input. All employees, except those red-circled (above 120% of market) are eligible for a COLA increase.
- iii. Pay for Performance. An incentive program to reward employees for exceptional work exceeding expectations. The City rewards exceptional performance two ways: (1) merit pay and (2) performance award.

1. Merit Pay

a. Merit Pay Award.

The employee must meet or exceed expectations in all areas of the performance appraisal for the year on which the merit pay is based.

Employees are reviewed utilizing determined competencies. The maximum amount of merit pay an employee is eligible for is \$600 per year. The dollar value per competency identified below is based on the performance appraisal having 15 competencies. If a performance appraisal has more or less than 15 competencies, the total amount for each competency will be pro-rated, with the max remaining at \$600.

- \$40 for each competency in which the employee receives a rating of 5
- \$30 for each competency in which the employee receives a rating of 4

2. Performance Award.

Employees may be nominated for a performance award by themselves, anonymously by a co-worker, or by a department head (done in consideration of feedback from immediate supervisor). All nominations must be approved by the employee's department head to be considered. See **Addendum Q** for procedures on how to submit a nomination.

a. Award Options.

- Salary increase - percentage increase added to annual salary (applicable to those not red-circled)
- Bonus - paid out as a set dollar amount or a percentage of salary (applicable to all employees including those red-circled)

- Paid time off (applicable to all employees including those red-circled)

Combination of two of the above (ex. salary increase, bonus or paid time off)

- Review Team. A Performance Award Review Team will review all employees recommended for a performance award.

The Performance Award Review Team will consist of the City Administrator along with two supervisors from an outside organization. After reviewing all nominations, the Performance Award Review Team will decide which employees warrant a performance award when rated against all City employees nominated for a performance award.

The Performance Award Review Team will decide how performance awards will be distributed.

Funding of Pay for Performance Program. The total funds to be used for employees will be recommended by the Mayor annually as part of the proposed executive budget. Total funds to be used for the pay for performance program will be determined by the Common Council annually as part of the annual budget approval process.

Total pay disbursement to employees cannot exceed the total funding available for pay for performance pay in the adopted budget. If total pay expenditures are below available funds, excess funds are returned to the general fund balance at the end of the calendar year.

The pay for performance funds will be determined each year by taking 1% of the prior year's payroll. Merit pay disbursements will be first determined and the remaining funds may be used for performance awards. 5% of the remaining funds will be put aside for departments to provide immediate recognition to employees throughout the year for exemplary performance. (i.e. bringing in lunch for staff after working together cohesively on a big project, working very long hours to complete a task, etc.)

Employee Eligibility. Regular full-time non-represented employees and part-time employees.

Employees must be employed with the City a minimum of 12 consecutive months and for the full year to receive pay for performance. Pay will be prorated as a percentage of a 2,080-hour annual work schedule for part-time employees.

An annual performance appraisal must be completed for the year in which the merit pay is based.

Employees who do not meet expectations in any area of the performance appraisal for the year are not eligible for pay for performance.

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.

Disbursement of Merit Pay and Performance Awards. All payments (merit pay and performance awards) will be disbursed to eligible employees in the second payroll in May of each year or the first payroll following the completion and tabulation of all appraisal of eligible employees.

CITY OF DE PERE	
Title: PERFORMANCE AWARD PROCESS/FORM	Last revised: OCTOBER 6, 2014

ADDENDUM Q

PERFORMANCE AWARD NOMINATION PROCESS/FORM

PURPOSE

To allow employees to be nominated for a performance award.

INSTRUCTIONS

The nomination form should be completed for anyone being recommended for a performance award. Employees may be nominated for a performance award by themselves, anonymously by a co-worker, or by a department head (done in consideration of feedback from immediate supervisor). The name of any co-worker nominations will not be shared with the employee. All nominations must be approved by the employee's department head to be considered.

All nomination forms should be submitted to Human Resources to be considered. All self-nominations and co-worker nominations must be sent into the employee's department head. The department head will then either approve or deny the request and send the form to Human Resources. Employees will be made aware they were nominated but will not be told who they were nominated by unless it is the employee's department head that nominated them. Employees will then need to sign the Performance Award Awareness Form and submit it to Human Resources.

CITY OF DE PERE

Title: PERFORMANCE AWARD PROCESS/FORM
--

Last revised: **OCTOBER 6, 2014**

PERFORMANCE AWARD NOMINATION FORM

Name of employee being recommended for a Performance Award: _____

Why do you feel you (or the employee named above) should be considered for a performance award? Please describe in detail. Reasons for consideration should be work related. Examples include: an innovative idea or suggestion to save significant amount money, drastically improve operations, completion of a major task/project, overall exceptional performance, etc.

Submitted By: _____
Name Signature (initial for electronic signature) Date

Department Head: Do you agree the employee should be considered? **Yes**___ **No**___

Name	Signature (initial for electronic signature)	Date
------	--	------

CITY OF DE PERE	
Title: PERFORMANCE AWARD PROCESS/FORM	Last revised: OCTOBER 6, 2014

PERFORMANCE AWARD NOMINATION AWARENESS FORM

Date: _____

To: _____

From: Human Resources

You have been nominated for pay for performance reward by:

_____ Employee (s)

_____ Your department head (done with consideration of feedback from the immediate supervisor, if applicable)

A Performance Award Review Team consisting of the City Administrator and two other outside supervisory personnel will review all City nominations and decide which employees should be rewarded with the award. In the event you are recommended for a performance award, please identify your preference for the award. (The City will try to accommodate your preference; however, there is no guarantee.)

(1 = first preference, 2 = second preference, etc.)

_____ Bonus or Salary Increase

_____ Vacation

_____ Combination (Please specify) _____

I am aware that the performance award review team (comprised of the City Administrator and two supervisors from outside the organization) will need to review my performance evaluation as part of the process. I consent to having my performance evaluation reviewed by all members of the performance award review team.

Employee Signature

Date

6.10 Performance Management – Annual Performance Appraisal

The performance appraisal provides a means for discussing, planning and reviewing the performance of each employee. Regular performance appraisals:

- Help employees clearly define and understand their responsibilities.
- Provide criteria by which employees' performance will be evaluated.
- Suggest ways in which employees can improve performance.
- Identify employees with potential for advancement within the City of De Pere.
- Establish goals and a work plan for the coming year.
- Provide a fair basis for merit pay and performance awards.

I. Annual Performance Components

a. Rated criteria:

- i. Evaluation of general annual performance competencies. Competencies are rated by the supervisor for all non-represented positions throughout the City.
- ii. Competencies will be rated on a 5-point scale.

b. Not rated criteria:

- i. Associate/Direct Report 360 Feedback.
- ii. Performance Goals for evaluation year.

II. Rating Options

Competencies are rated on a 5-point scale. The definitions below give a general description of each rating.

- 5 - Exceptional – Distinguished performance (approximately top 10% of performers in the City)
- 4 - Exceeds Expectations – Superior performance (approximately top 25% of performers in the City)
- 3 - Successfully Meets Expectations – Satisfactory performance
- 2 - Requires Development – New in position and/or less than satisfactory performance
- 1 - Does Not Meet Expectations – Unacceptable performance (used for non-performance)

Total scores should resemble a bell curve where the majority of employees will fall into the middle as meeting expectations and a small percentage will be at the top and bottom.

III. Annual Appraisal Process

Human Resources manages the overall annual appraisal process and calendar for annual performance appraisals.

The following steps take place to complete an annual performance appraisal. Once each step is completed, the next step may take place.

1. **Human Resources**

Notifies employees to complete a self-appraisal and due date. Employees without email will be notified by their supervisor.

2. **Employees**

Complete a self-appraisal, selecting a rating for each competency. If a rating that is above or below “Successfully Meets Expectations” is selected the employee is required to add supporting comments for their rating. (Supervisors will be able to see the employee’s ratings and comments for each competency.) Employees may add goals and/or development plans if desired. A minimum of one goal will be required prior to finalizing the appraisal. Once completed, they will submit their self-appraisal to their immediate supervisor. As part of the performance evaluation process, employees may also be requested to provide a 360 evaluation for another employee(s).

3. **Immediate Supervisor**

Identifies and sends invitations to associates and/or direct reports (typically 2-4 City employees at any level that often work with the employee) to provide 360 feedback on the employee. After the 360 feedback has been received and reviewed by the immediate supervisor, the immediate supervisor rates the employee in each competency, providing supporting comments and examples for any rating that is above or below “Successfully Meets Expectations”. The immediate supervisor may add goals and/or development plans or wait to complete the goals and/or development plan sections with the employee. A minimum of one goal will be required prior to finalizing the appraisal. The immediate supervisor sends the appraisal to the department head for review, if applicable. The department head has the option to approve the appraisal or send it back to the immediate supervisor for additional comments/consideration. The department head submits the appraisal to Human Resources.

4. **Human Resources**

Reviews and approves the appraisal and sends it back to the immediate supervisor to review with the employee. Human Resources has the option to approve the appraisal or send it back to the immediate supervisor and/or department head for additional comments/consideration.

5. **Immediate Supervisor**

Meet with each employee individually in a private setting to cover the appraisal and create specific performance goals for the upcoming year. (Performance goals need to be measurable and directly related to expectations associated with the role and responsibilities of the employee’s position.) May verbally discuss associate/direct report comments with employee while reviewing the performance appraisal with the employee; however specific comments should not be shared, just general feedback.

6. **Employee**

Sign-off on the appraisal, adding any final comments.

7. **Supervisor/Department Head**

Sign-off on the appraisal.

8. **Human Resources**

Determine merit pay amounts based on the supervisor's rating on the performance appraisal and inform employees of any merit pay and/or performance awards through the pay for performance program.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 14, 2014

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Determine Salaries for Mayor and City Council for 2016 and 2017. *

As you know, salaries for the positions of Mayor and Council are reviewed every odd year and set forward for the next two term years. As 2015 is approaching, it is time to decide on salaries for 2016 and 2017.

Attached is a survey of Mayor/Alderspersons salaries from other communities.

For your information, listed below are the salaries approved for 2014 through 2015.

Mayor	May 1, 2014	\$22,299
	May 1, 2015	\$22,745
Council	May 1, 2014	\$6,392
	May 1, 2015	\$6,520

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

Thank you.

ATTACHMENTS:

- Copy of Copy of Copy of 2015-2016 mayor alderperson comps (XLSX)
- Copy of Summary of past year salaries (XLSX)

Mayor / Alderperson Comparables

Municipality	Population	Position	2014 - 2015 Salary	Full Time City Administrator
De Pere	24,047	Village President / Mayor Trustee/Council Member	\$22,299 \$6,392	Yes
Allouez	13,932	Village President / Mayor Trustee/Council Member	\$8,364 \$6,732	Yes
Ashwaubenon	16,973	Village President / Mayor Trustee/Council Member	\$28,000 \$7,500	Yes
Menasha	17,454	Village President / Mayor Trustee/Council Member	\$64,000 (Full-time) \$5,190	No
WI Rapids	18,559	Village President / Mayor Trustee/Council Member	\$63,750 (Full-time) \$5,880	No
Marshfield	19,413	Village President / Mayor Trustee/Council Member	\$24,300 \$4,580	Yes
Mequon	23,225	Village President / Mayor Trustee/Council Member	\$9,600 \$4,800	Yes
Neenah	25,750	Village President / Mayor Trustee/Council Member	\$79,250 (Full-time) \$4,075 - \$4,800	No
Sun Prairie	31,213	Village President / Mayor Trustee/Council Member	\$20,000 \$6,500	Yes
West Bend	32,500	Village President / Mayor Trustee/Council Member	\$9,418 \$4,236	Yes
Manitowoc	33,649	Village President / Mayor Trustee/Council Member	\$73,043 (Full-time) \$3,120	No
Germantown	19,811	Village President / Mayor Trustee/Council Member	\$8,000 \$5,500	Yes

Summary of position salaries

	<u>Mayor</u>	<u>Alderspersons</u>
2000	\$18,658	\$5,511
% Increase	0.0%	0.0%
2001	\$18,658	\$5,511
% Increase	3.0%	3.0%
2002	\$19,218	\$5,676
% Increase	3.0%	3.0%
2003	\$19,795	\$5,846
% Increase	1.5%	1.5%
2004	\$20,092	\$5,934
% Increase	1.5%	1.5%
2005	\$20,393	\$6,023
% Increase	1.5%	1.5%
2006	\$20,699	\$6,113
% Increase	1.5%	1.5%
2007	\$21,009	\$6,205
% Increase	1.5%	1.5%
2008	\$21,324	\$6,298
% Increase	1.5%	1.5%
2009	\$21,644	\$6,392
% Increase	1.5%	0.0%
2010	\$21,969	\$6,392
% Increase	1.5%	0.0%
2011	\$22,299	\$6,392
% Increase	0.0%	0.0%
2012	\$22,299	\$6,392
% Increase	0.0%	0.0%
2013	\$22,299	\$6,392
% Increase	0.0%	0.0%
2014	22,299	6,392
% Increase	2.0%	2.0%
2015	22,745	6,520

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

MEETING DATE: October 14, 2014

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consider Request of West De Pere School District to Cancel Reimbursement.
