



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Agenda

Tuesday, October 13, 2015

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 13, 2015** 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 8, 2015 regular meeting of the Finance/Personnel Committee.
3. Fire Department Overtime Report for the month of September, 2015.
4. Approval of Police Overtime September 2015
5. Consider donation of a Lucas Device to the Fire Department.*
6. Consider Fire Department's Request for a Part-Time Training & Safety Officer Position.*
7. Police Request to Participate on Brown County Mobile Field Force (Crowd Control) Team
8. Proposed Change to City Ordinance for Selection of City Officers *
9. Consider creating §106-4(c) De Pere Municipal Code regarding Food Trucks (request of Alderperson Raasch). *
10. Approve addition to wage scale to accommodate WIAA Certified Basketball officials at a rate of \$22 per game.
11. Consideration of Contract Extension with Robert Gerbers for Commercial Electrical Inspections. *
12. Consideration of Bid from Schenck SC for Sewer Utility Rate Study.*
13. Consideration of 2016 Health and Dental Renewal and Plan Design Changes*
14. Recommendation to Approve Changes to Compensation Policy. *
15. Discussion Regarding Status of 2016 Budget Development.
16. Public Comment and announcements.
17. Future agenda items.
18. 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 13, 2015

DEPARTMENT: City Attorney

FROM: Jeni Dupont

SUBJECT: Approval of the minutes of the September 8, 2015 regular meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- September 8, 2015 DRAFT Minutes (DOC)



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Tuesday, September 8, 2015

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 8, 2015 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	Excused	7:35 PM
Larry Lueck	Aldersperson	Present	
Lisa Rafferty	Aldersperson	Excused	
Michael J. Walsh	Mayor	Present	

Also present: City Administrator Lawrence Delo, Fire Chief Dennis Rubin, Finance Director Joe Zegers, Human Resources Director Shannon Metzler, IT Director Steve Massey, Public Works Director Scott Thoresen and Police Captain Chad Opicka.

- Approval of the minutes of the August 11, 2015 regular meeting of the Finance/Personnel Committee.

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

- Approval of Police Overtime August 2015

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

- Fire Department Overtime Report for the month of August 2015.

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

- Consideration of request of Liska Enterprises (MetalStorm) for extension of Option to Purchase. *

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

Attachment: September 8, 2015 DRAFT Minutes (4025 : Approval of Minutes)

6. Consideration of Assumption of Farm Lease by Philip Robertson. *

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

7. Consider request to purchase approximately 9 acres on American Boulevard (Part of WD-L492-B). *

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

8. Approval of Schenck Proposal for Review of Water Meter Salvage Proceeds and Procedures.

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

9. Consider Request by City IT Administrator to Transfer Funds from Unassigned Reserves.*

IT Director Massey reported to the Committee that he received the final quote for fiber optic consulting/splicing and it came in \$930 less than the \$2,500 estimate. The transfer request is now \$1,697 instead of \$2,150. Upon discussion, Mayor Walsh moved, seconded by Alderperson Crevier to transfer \$1,697 from unassigned reserves.

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

10. Consider Definitely De Pere Request for Bike Rack Installation*

Discussion followed motion with Public Works Director Thoresen responding to questions regarding the installation cost/donation misunderstanding. Alderperson Donovan arrived at 7:35.

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

11. Request for Participation in 2015/2016 OWI Task Force Grant*

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

12. Consider Ordinance Regarding Crossing Guards. *

Mayor Walsh thanked the crossing guards for the work they do every day.

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

13. Discussion Regarding Status of 2016 Budget Development.

City Administrator Delo provided an update on the progress of the 2016 budget. No changes have been made to the budget schedule. Budget review meetings with the departments have been completed and the draft executive budget is currently being worked on. The draft will be sent to council on September 25, 2015.

14. Public Comment and announcements.

None.

15. Future agenda items.

None.

16. Discussion concerning collective bargaining strategies for police and fire union contract negotiations.

Mayor Walsh moved, seconded by Alderperson Lueck to convene in closed session at 7:41 PM. Upon roll call vote, the motion carried unanimously.

Mayor Walsh moved, seconded by Alderperson Lueck to reconvene in open session at 8:05 PM. Upon roll call vote, the motion carried unanimously.

Mayor Walsh moved, seconded by Alderperson Donovan to authorize the fire and police negotiating teams to commence negotiations. Upon vote, motion was unanimously approved.

17. Adjournment

Upon motion by Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:06 PM.

Respectfully submitted,
Jennifer Dupont

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: October 13, 2015

DEPARTMENT: Fire Department

FROM: Dennis Rubin

SUBJECT: Fire Department Overtime Report for the month of September, 2015.

ATTACHMENTS:

- FIRE DEPT SEPT 2015 OT REPORT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2014

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOT.
DUTY CREW	73.5	147	98.75	48	112.5	85.25	59.75	39	83	56.25	143	48	994
EMS TRAINING	70.5	83	81	53.5	35.5	3	12	18.5	12	168.25	76.5	67.5	681.5
FIRE TRAINING	11	5.5	6	48.75	0	8	2.25	0	0	35.25	46	216.75	379
RESCUE CALLS	15.5	17	3.5	8.5	15.5	0	11.25	1	5.25	16	22.5	5.5	121
FIRE CALLS	0	0	0	0	0	0	5.25	0	0	39.75	19	0	64
MEETINGS	15	16.5	18	26.25	21	11.25	15	20.25	18.5	21.25	27.25	36.75	241
STAFFING REP.	0	41.25	3	0	6.75	51	288	45.75	17	40.5	219.75	108	821
MAINTENANCE	0	3.5	0	0	31	23	0	24	29.5	0	0	0	111
PUB. ED.	0	0	5.25	0	0	3	0	0	18.75	12.75	71.75	12	123
SPECIAL EVENTS	0	20	0	21	36	119.5	0	21	7.5	0	0	0	224
# FIRE RUNS	30	31	22	25	30	25	27	27	27	41	27	167	471
# of EMS RUNS	147	145	136	139	160	174	142	161	154	164	144	30	169
DISPATCH ERRORS	6	1	3	3	9	1	4	1	5	0	1	2	36
TOTAL HRS.	185.5	333.75	215.5	206	258.25	304	393.5	169.5	191.5	390	625.75	661.5	3767

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2015

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOT.
DUTY CREW	120	87	165	154.25	177	112.25	110.25	62.5	242.25				1230
EMS TRAINING	63	301.5	91	89.5	59	12	4.75	4.5	78				703.5
FIRE TRAINING	0	6.75	30.75	0	16.5	147.75	57	39.75	14.5				311
RESCUE CALLS	11.5	8.5	23.25	7	14.25	11	13.75	2	7.75				99
FIRE CALLS	0	0	3.75	0.75	0	0	0.75	0	0				5.25
MEETINGS	141.5	132.75	65.5	90.5	56	56.5	147	20.75	12.5				721
STAFFING REP.	216	43.5	65.25	36	105.5	72.5	118.25	276	85.5				1011
MAINTENANCE	4.5	1	5.25	3	16.5	0	0	0	0				30.25
PUB. ED.	0	19.25	37.5	14	24.5	38.25	14.25	3.5	7				158
SPECIAL EVENTS	0	0	0	0	0	168.5	101	0	97.25				366.75
# FIRE RUNS	28	25	14	28	22	32	37	30	25				241
# of EMS RUNS	170	156	184	165	173	197	138	161	166				1511
DISPATCH ERRORS	4	0	5	5	6	7	5	12	10				54
TOTAL HRS.	556.5	600.25	487.25	395	469.25	618.75	567	409	544.75	0	0	0	4647

Special Events included in Overtime

Total Overtime Budget \$80,000 Expenditures through September 25, 2015 \$76,558 96%

Attachment: FIRE DEPT SEPT 2015 OT REPORT (4029 : Fire Department Overtime Report for the month of September, 2015.)

Incident Type Report (Summary)
From 01/01/15 To 09/30/15
Report Printed On: 10/05/2015

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Fire, other (100)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Building fire (111)	14	0.78%	\$231,500.00	\$312,000.00	\$543,500.00	88.72%
Fires in structure other than in a building (112)	1	0.06%	\$2,000.00	\$10,000.00	\$12,000.00	1.96%
Cooking fire, confined to container (113)	3	0.17%	\$0.00	\$0.00	\$0.00	0.00%
Chimney or flue fire, confined to chimney or flue (114)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Road freight or transport vehicle fire (132)	1	0.06%	\$5,000.00	\$0.00	\$5,000.00	0.82%
Natural vegetation fire, other (140)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Forest, woods or wildland fire (141)	2	0.11%	\$0.00	\$0.00	\$0.00	0.00%
Brush or brush-and-grass mixture fire (142)	2	0.11%	\$0.00	\$0.00	\$0.00	0.00%
Outside rubbish fire, other (150)	2	0.11%	\$0.00	\$200.00	\$200.00	0.03%
Outside rubbish, trash or waste fire (151)	2	0.11%	\$0.00	\$0.00	\$0.00	0.00%
Special outside fire, other (160)	2	0.11%	\$100.00	\$30.00	\$130.00	0.02%
Outside storage fire (161)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
	33	1.86%	\$238,600.00	\$322,230.00	\$560,830.00	91.55%
2 Overpressure Rupture, Explosion, Overheat(no fire)						
Overpressure rupture, explosion, overheat other (200)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Excessive heat, scorch burns with no ignition (251)	3	0.17%	\$300.00	\$0.00	\$300.00	0.05%
	4	0.23%	\$300.00	\$0.00	\$300.00	0.05%
3 Rescue & Emergency Medical Service Incident						
Rescue, EMS incident, other (300)	8	0.44%	\$0.00	\$0.00	\$0.00	0.00%
Medical assist, assist EMS crew (311)	3	0.17%	\$0.00	\$0.00	\$0.00	0.00%
Emergency medical service, other (320)	20	1.11%	\$0.00	\$0.00	\$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	1363	75.47%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	53	2.93%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	9	0.50%	\$0.00	\$0.00	\$0.00	0.00%
Extrication of victim(s) from vehicle (352)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Water & ice-related rescue, other (360)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Swimming/recreational water areas rescue (361)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Watercraft rescue (365)	2	0.11%	\$0.00	\$0.00	\$0.00	0.00%
	1461	80.91%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Hazardous condition, other (400)	2	0.11%	\$0.00	\$0.00	\$0.00	0.00%
Combustible/flammable gas/liquid condition, other (410)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Gasoline or other flammable liquid spill (411)	4	0.22%	\$0.00	\$0.00	\$0.00	0.00%
Gas leak (natural gas or LPG) (412)	7	0.39%	\$0.00	\$0.00	\$0.00	0.00%
Toxic condition, other (420)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide incident (424)	8	0.44%	\$0.00	\$0.00	\$0.00	0.00%
Electrical wiring/equipment problem, other (440)	3	0.17%	\$0.00	\$0.00	\$0.00	0.00%
Overheated motor (442)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	10	0.55%	\$0.00	\$0.00	\$0.00	0.00%
Arcing, shorted electrical equipment (445)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Building or structure weakened or collapsed (461)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
	39	2.18%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	6	0.33%	\$1,500.00	\$10,000.00	\$11,500.00	1.88%
Person in distress, other (510)	3	0.17%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	6	0.33%	\$0.00	\$0.00	\$0.00	0.00%
Water problem, other (520)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Water or steam leak (522)	1	0.06%	\$0.00	\$40,000.00	\$40,000.00	6.53%
Smoke or odor removal (531)	4	0.22%	\$0.00	\$0.00	\$0.00	0.00%
Animal rescue (542)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Public service assistance, other (550)	2	0.11%	\$0.00	\$0.00	\$0.00	0.00%
Assist police or other governmental agency (551)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Assist invalid (554)	50	2.77%	\$0.00	\$0.00	\$0.00	0.00%
Unauthorized burning (561)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
	76	4.23%	\$1,500.00	\$50,000.00	\$51,500.00	8.41%
6 Good Intent Call						
Good intent call, other (600)	6	0.33%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	47	2.60%	\$0.00	\$0.00	\$0.00	0.00%
Wrong location (621)	42	2.33%	\$0.00	\$0.00	\$0.00	0.00%
No incident found on arrival at dispatch address (622)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Authorized controlled burning (631)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Smoke scare, odor of smoke (651)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Smoke from barbecue, tar kettle (653)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
HazMat release investigation w/no HazMat (671)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
	100	5.56%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
False alarm or false call, other (700)	15	0.83%	\$0.00	\$0.00	\$0.00	0.00%
Malicious, mischievous false call, other (710)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Municipal alarm system, malicious false alarm (711)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
System malfunction, other (730)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%

Attachment: FIRE DEPT SEPT 2015 OT REPORT (4029 : Fire Department Overtime Report for the month of September, 2015.)

Sprinkler activation due to malfunction (731)	1	0.06%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation due to malfunction (733)	7	0.39%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	11	0.61%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	14	0.78%	\$0.00	\$0.00	\$0.00	0.00%
Unintentional transmission of alarm, other (740)	6	0.33%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation, no fire - unintentional (741)	4	0.22%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	5	0.28%	\$0.00	\$0.00	\$0.00	0.00%
Detector activation, no fire - unintentional (744)	6	0.33%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	17	0.94%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	2	0.11%	\$0.00	\$0.00	\$0.00	0.00%
	91	5.06%	\$0.00	\$0.00	\$0.00	0.00%
9 Special Incident Type						
Special type of incident, other (900)	2	0.11%	\$0.00	\$0.00	\$0.00	0.00%
	2	0.11%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	1806			Total Est. Loss:	\$612,630.00	

**DE PERE FIRE RESCUE
MUTUAL AID REPORT
SEPTEMBER, 2015**

MUTUAL AID GIVEN

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
1645	ASHWAUBENON	EMS
1687	ASHWAUBENON	EMS
1708	ASHWAUBENON	EMS
1756	ASHWAUBENON	EMS
1796	BRILLION	EMS

MUTUAL AID RECEIVED

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
1670	ASHWAUBENON	EMS
1738	GREEN BAY	EMS

SEPTEMBER, 2015

*OVERTIME CAUSED BY SICK LEAVE

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
8/18/15	23.5	35.25
8/20/15	12	18
TOTAL	35.5	53.25

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

EMS BILLING MONTHLY BILLING FIGURES

	JAN. '15	FEB. '15	MAR. '15	APR. '15	MAY '15	JUNE '15
CHARGES	105,520	49,779	54,831	218,747	115,506	92,784
PAYMENTS	66,188	54,929	51,556	41,264	79,674	75,580
ADJUSTMENTS	40,252	20,631	26,791	72,784	45,705	39,287
WRITE OFFS	15	226	10	11,364	10,698	8,639

	JULY '15	AUG. '15	SEPT. '15	OCT. '15	NOV. '15	DEC. '15
CHARGES	102,555	126,620				
PAYMENTS	69,051	65,019				
ADJUSTMENTS	41,554	43,732				
WRITE OFFS	17,084	5,584				

Payments to EMS	
Jan. 2015	4,786
Feb. 2015	4,054
March 2015	3,863
April 2015	3,013
May 2015	6,411
June 2015	5,940
July 2015	5,750
Aug. 2015	4,742
Sept. 2015	
Oct. 2015	
Nov. 2015	
Dec. 2015	
Total Paid	\$38,560

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 13, 2015

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Police Overtime September 2015

Training overtime hours for September were for Defense and Arrest Tactics/Ground Fighting training for all officers.

Miscellaneous overtime hours are comprised of patrol 1.5 fraction allotments and officers for SWAT and Crisis Negotiator callouts/training.

The Reimbursed Miscellaneous of 44 hours is comprised of 27.5 Drug Task Force investigation hours, 16.5 OWI Task Force hours.

The department has expended approximately 51% of the allotted 2015 budgeted overtime amount.

Please let me know if you have any questions.

ATTACHMENTS:

- September 2015 PD OT Report (PDF)
- 2014 PD OT Report Summary (PDF)
- 2013 PD OT Report Summary (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2015**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC**	TOTAL
OFFICER SICK RELIEF	32.00	77.50	59.50	59.50	54.50	23.50	23.00	70.50	29.00				429.00
OFFICER WORKED ON HOLIDAY	8.00	18.00	4.00	26.00	12.00	97.50	63.00	13.00	129.25				370.75
OFFICER FOR COURT	14.00	22.00	18.50	8.00	6.00	16.00	12.00	10.00	11.00				117.50
OFFICER TRAINING	19.00	144.50	132.50	73.75	78.00	54.50	17.00	65.50	179.50				764.25
OFFICER RELIEF FOR FUNERAL			7.50										7.50
OFFICER ATTEND MEETING	12.00		12.00	7.50	0.50	16.00	4.00	22.50					74.50
STAFFING LEVEL	45.00	47.50	49.50	67.00	103.00	105.00	112.00	102.25	98.00				729.25
INVESTIGATION	20.25	78.00	43.25	34.50	35.00	48.00	49.00	25.00	26.00				359.00
HONOR GUARD FOR FUNERAL				22.00	8.00	2.00							32.00
SCHOOL LIAISON REIMBURSED	17.00	35.00	19.00	21.50	8.50	21.50		14.00	30.50				167.00
COMMUNITY RELATIONS	1.00		2.00										3.00
SPECIAL ASSIGNMENT									22.50				22.50
SPECIAL ASSIGNMENT REIMBURSED		10.00		10.50	26.00	178.00	6.00		10.00				240.50
MISCELLANEOUS	6.00	14.25	7.75	8.75	35.00	18.50	9.75	8.75	53.25				162.00
MISCELLANEOUS REIMBURSED	59.50	33.50	24.00	39.00	20.50	28.50	33.25	30.00	44.00				312.25
Gross OFFICER OVERTIME	233.75	480.25	379.50	378.00	387.00	609.00	329.00	361.50	633.00	0.00	0.00	0.00	3791.00
SUBTOTAL REIMBURSED OVERTIME	(76.50)	(78.50)	(43.00)	(71.00)	(55.00)	(228.00)	(39.25)	(44.00)	(84.50)	0.00	0.00	0.00	(719.75)
NET OFFICER OVERTIME	157.25	401.75	336.50	307.00	332.00	381.00	289.75	317.50	548.50	0.00	0.00	0.00	3071.25
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: \$150,000.00

Est. Expenditures through 09/28/2015 \$76,120.90

Percent of Total Budget: 50.75%

NOTES:

* Period 1/3/2015 - 1/30/2015

+Period 3/28/2015 - 4/24/2015

#Period 7/4/2015 - 7/31/2015

^^Period

**Period 1/31/2015 - 2/27/2015

++Period 4/25/2015 - 5/22/2015

##Period 8/1/2015 - 8/28/2015

*+Period

***Period 2/28/2015 - 3/27/2015

^Period 5/23/2015 - 7/03/2015

^^Period 8/29/2015 - 9/25/2015

*+*Period

Attachment: September 2015 PD OT Report (4018 : Police Overtime September 2015)

**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	159.00	39.75	51.75	800.25
OFFICER WORKED ON HOLIDAY	4.00	4.00	8.00	41.25	18.50	54.25	60.50	16.00	116.00	22.00	8.00	227.00	579.50
OFFICER FOR COURT	36.00	12.00	15.00	9.00	18.50	21.00	27.00	18.75	3.00	9.00	14.25	6.00	189.50
OFFICER TRAINING		13.00	32.25	90.50	19.75	59.75	42.25	12.50	59.00	64.75	141.50	29.50	564.75
OFFICER RELIEF FOR FUNERAL							29.25		16.50		30.00		75.75
OFFICER ATTEND MEETING	40.50		6.00	9.75	11.25			17.25		2.25	38.75		125.75
STAFFING LEVEL	27.75	16.50	35.50	51.75	142.00	221.25	341.50	199.50	208.50	211.50	255.50	319.00	2030.25
INVESTIGATION	34.75	22.25	8.25	37.50	64.75	18.75	85.25	56.00	53.25	22.75	34.25	87.75	525.50
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	79.50	22.50	27.75	383.25
COMMUNITY RELATIONS									3.00	8.25			11.25
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		15.00			34.00	255.25	6.75		36.75	9.00		55.50	412.25
MISCELLANEOUS	14.00	25.25	28.50	5.50	26.50	62.75	25.75	17.25	26.25	34.50	17.75	31.75	315.75
MISCELLANEOUS REIMBURSED	107.25	102.00	119.25	107.00	93.00	141.75	203.25	96.00	110.25	97.50	66.75	104.25	1348.25
Gross OFFICER OVERTIME	323.50	342.00	357.75	440.00	515.25	919.50	885.25	506.75	742.75	720.00	669.00	940.25	7362.00
SUBTOTAL REIMBURSED OVERTIME	(131.25)	(166.50)	(141.00)	(141.50)	(151.75)	(429.25)	(210.00)	(114.75)	(195.00)	(186.00)	(89.25)	(187.50)	(2143.75)
NET OFFICER OVERTIME	192.25	175.50	216.75	298.50	363.50	490.25	675.25	392.00	547.75	534.00	579.75	752.75	5218.25
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 1/02/2015 \$145,016.00

Percent of Total Budget: 108.74%

NOTES:

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

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

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

^^Period 9/27/2014 - 10/24/2014

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

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

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

*+Period 10/25/2014 - 11/21/2014

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

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

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

*+*Period 11/22/2014 - 1/2/2015 (6 weeks)

**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

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: October 13, 2015

DEPARTMENT: Fire Department

FROM: Dennis Rubin

SUBJECT: Consider donation of a Lucas Device to the Fire Department.*

ATTACHMENTS:

- LUCAS DEVICE DONATION (PDF)

Memo



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

From: Dennis L. Rubin, Fire Chief *DLR*

Office of the Fire Chief

Date: September 9, 2015

Re: Consider Donation of a Lucas Device

The Bay Care Clinic Foundation located at 164 N. Broadway in Green Bay, Wisconsin has offered the Fire Department a cash donation of \$14,562 (donation offer letter is attached to this staff report) for the exclusive purchase of a Lucas Device for the De Pere Fire Rescue Department. This generous offer by the Bay Care Clinic Foundation will cover the entire cost of the Lucas Device. No expenditures are requested or needed on behalf of the City of De Pere.

The Lucas Device is an automatic cardio resuscitation device that replaced manual chest compressions delivered by a pre-hospital care provider. This device, if approved for acceptance, will be of great assistance to our emergency medical staff by preventing injury and fatigue. Much more importantly, the Lucas Device is the best and most consistent field applied resuscitation device for the patients that are in cardiac arrest. Manual CPR compressions are believed to be about 30% efficient under ideal circumstances (if performed correctly by trained emergency medical services providers) in delivering life sustaining blood flow to the brain. The Lucas Device dramatically improves the delivery of blood to the brain and other vital life sustaining organs with each mechanical chest compression. This addition will greatly improve De Pere Fire Rescue Department's ability to deliver the most urgent advance life support cardiac care to our citizens and visitors in need. If this donation is recommended by the Finance/Personnel Committee and approved by the Common Council, the Department will expeditiously make this purchase. In fact, there is only one sole source supplier of this device for all of Northeast Wisconsin. A sole source certification letter is attached to this staff report from the product vendor.

Finally, the Fire Department is already trained and is currently using a Lucas Resuscitation Device at the East Side Fire Station on Ambulance 111. So, no additional training or operational protocols will be necessary, once the device is placed aboard our Ambulance. This device will be assigned to Ambulance 121 on Grant Street.

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



August 28, 2015

De Pere Fire Rescue
LT Brian Thomson
400 Lewis Street
De Pere, WI 54115

Dear Sir or Madam:

Please accept this donation of \$14,562.00 for the purchase of a Lucas device from the BayCare Clinic Foundation, the philanthropic arm of BayCare Clinic, LLP. This donation is made on behalf of Chris Augustian, Dr. Jeffrey Blink, Dr. Joe Hodgson, Dr. Ryan Murphy, Dr. Christopher Sorrells, Dr. Steven Stroman, Dr. Cory Vogel, Dr. Lynn Wagner, Dr. and Mrs. Gregory Welsh, Dr. Scott Westlow, Dr. Scott Westenberg, and BayCare Clinic Physicians.

The BayCare Clinic Foundation's mission is to promote the health and well-being of Northeast Wisconsin residents. Annually, the Foundation contributes over \$250,000 to community organizations.

We are grateful to partner with likeminded organizations. Our Foundation resonates with your mission to better our community and we are pleased to contribute to your efforts.

If you have any questions, please do not hesitate to call the number listed below.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Wegner'.

Brianna Wegner
Junior Accountant
BayCare Clinic Foundation
(920) 405-5390 x1251
bwegner@baycare.net

Attachment: LUCAS DEVICE DONATION (3979 : Consider donation of a Lucas Device to the Fire Department.*)



Physio-Control, Inc.
11811 Willows Road NE, P.O. Box 97006, Redmond, WA 98052
Tel 425.857.4000 Toll-free 800.442.1142

www.physio-control.com

September 7, 2015

LT. Brian Thompson
City of De Pere Fire Rescue
400 Lewis Street
De Pere WI 54115

Brian,

In response to your recent request, I am writing to verify that Physio-Control, Inc. is the only source from which to obtain the LUCAS™ Chest Compression System. LUCAS is designed and manufactured by JOLIFE AB in Sweden and distributed exclusively worldwide by Physio-Control.

Sincerely,

A handwritten signature in black ink, appearing to read "Gorman Wong", is written over a light blue horizontal line.

Gorman Wong
Customer Services Director

Attachment: LUCAS DEVICE DONATION (3979 : Consider donation of a Lucas Device to the Fire Department.*)

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

MEETING DATE: October 13, 2015

DEPARTMENT: Fire Department

FROM: Dennis Rubin

SUBJECT: Consider Fire Department's Request for a Part-Time Training & Safety Officer Position.*

ATTACHMENTS:

- REQUEST FOR PT TRAINING & SAFETY OFFICER (PDF)

Memo



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

From: Dennis L. Rubin, Fire Chief *DL Rubin*

Date: October 7, 2015

Re: Request for a Part-Time Training & Safety Officer Position

The Fire Department would like to request the support and approval of the Finance & Personnel Committee to hire a part-time, Fire Training & Safety Officer for the Fire Rescue Department. After careful consideration and with much discussion, the Fire Department believes that the implementation of a part-time position to handle these two mission critical responsibilities is urgent and necessary at this time.

About fifteen (15) years ago, the full-time training chief's position was abolished during financially stressful times for our City. Since the termination of the Chief Training Officer's position, the department has fallen behind in fire, rescue and hazardous materials training requirements. There is no overall training plan or even an enterprise vision at this point in time without having a staff training officer focusing on this requirement.

Further, there are several major safety concerns (i.e. compliance analysis review and an implementation plan for NFPA Standard 1500 – Fire Fighter Safety & Survival Guidelines) that have not been addressed by the Department. It is our belief that we can reconstitute this responsibility as a part-time position at a fraction of the cost of a full-time position. Several Wisconsin fire departments have chosen the part-time path for senior staff positions to save taxpayer dollars, thereby being as efficient as possible. Further, the department can be reasonably efficient in completing the required work to keep our agency operating properly, while preventing harm to our members.

The request is for a Fire Training & Safety Officer to be hired for four (4) - ten (10) hour days per month (480 hours per year). The work assignments will include conducting both day time and night time training evolutions and classes for all of our members. Next, this position will be tasked with ensuring compliance with various required fire fighter health & safety regulations. Finally, I will be asking our part-time Training & Safety Officer to complete and maintain all of De Pere Fire Rescue training and certification records. Proper training

documentation is a requirement for a variety of reasons. The current status of this data collection process can be described as sketchy at best. As the Committee and City Council can see, there is a wide range of duties and responsibilities that are not being properly handled at this time.

The projected cost for this position would be \$10,000 per year, plus any associated emergency duty crew responses that might occur, requesting this officer to return to work for an actual emergency. To arrive at this pre-determined cost, the Training Officer will be paid \$15 per hour (which is the current Paid On Call Employee pay rate) for 40 hours per month. Also, the current Paid On Call staff receives a \$50 per month base payment to maintain certifications, personal fitness and availability to respond when requested by the Department. Four thousand dollars has been identified for emergency response work (as the Safety Officer) required of the incumbent.

Based on the above mentioned new position cost analysis, we are respectfully requesting that \$2,500 be added to the *2015 Approved Budget* from the Unassigned Reserve Fund Balance and credited the line item described as "Hourly Wages POCFF #100-5200-129". The amount of \$10,000 will be added and requested for the ensuing years moving forward. By comparison, a full-time employee would cost approximately \$130,000 per year for salary, benefits and all associated equipment. Like any other salary item, a personnel cost reoccurs from year to year and escalates based on salary increases and other benefits that might be added. To hire this position under these conditions is a very good investment and value to the citizens of the City of De Pere.

This small addition to the Fire Department's salary expenditures will go a very long way in closing the training, preparation and employee safety gap that has been created by the removal of the Chief Training Officer's position. To ensure a high value to the City, if we are allowed to add this new designed position, the training void for De Pere's Paid On Call Fire Fighter training program will be resolved as well. Finally, some of the mandated fire fighter safety issues can be addressed by this newly selected part-time position.

Thank you for your consideration. If I can answer any questions, please just ask. This request is respectfully submitted for your consideration.

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: October 13, 2015

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Police Request to Participate on Brown County Mobile Field Force (Crowd Control) Team

The Brown County Sheriff's Office is looking to expand their crowd control team (Mobile Field Force or MFF) to include some municipal agencies within Brown County. I would like to add a squad of four officers from De Pere PD to be trained in crowd control tactics that would work under command of, and as part of, the MFF. Ashwaubenon Public Safety is also adding four or five officers to the larger team. The current size of MFF team is 27 officers, which includes three squads and command staff. The size of the current MFF is not large enough to handle a larger-scale civil disturbance, and thus the request.

The benefits of having DPPD as part of the MFF are multiple: having some in the agency trained in crowd control for local purposes; being attached to BCSO ensures training between agencies is already taking place before a civil disturbance occurs; the capabilities of a larger county-wide team; and the ability of a team our size being trained under the same model as other agencies such as Madison and Dane County.

Our agencies are fortunate enough to already participate in other joint operations, such as drug task force and SWAT. The model of cooperation for an expansion of the crowd management team already exists. De Pere PD, as part of the MFF, will operate under a Memorandum of Understanding (MOU) with the Sheriff Office. Since the MOU is not complete at this time, I would ask the council to approve this request with the requirement that the City Attorney must approve the language in the MOU, which is similar to the De Pere PD participation MOU for the SWAT team and Drug Task Force. The first training is set for October 27, and 28, 2015. Before the De Pere PD personnel are permitted to attend any training, the MOU would have to be authorized and signed. I will expedite the MOU process.

MFF members receive training in team tactics, chemical agents, less-lethal munitions, specialized vehicle training (Bear Cat/MRAP), and protester devices. The team usually trains about four times a year. We would commit to the training as necessary.

There is some additional equipment the officers assigned would need IE: a bag, gas mask and carrier, elbow and leg pads, and a specified helmet. The estimated cost for all the gear is about \$509 per officer. This gear is transferrable to new members in the event of a resignation, etc. The department budget would be able absorb the equipment costs in 2015. Officers will buy their own set of specific uniforms for the team.

I ask that you approve this request to place four De Pere PD officers on the Mobile Field Force Team

contingent upon the City Attorney approving the Memorandum of Understanding from the Sheriff Office. I am also asking that I be permitted to sign the agreement on behalf of the City.

Thank you for considering this request and if you have any questions please contact me at your convenience.

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: October 13, 2015

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Proposed Change to City Ordinance for Selection of City Officers *

ATTACHMENTS:

- Change to hiring ordinance (DOC)

Memo

City of De Pere

To: Members of the Finance/Personnel Committee

From: Shannon Metzler, Human Resources Director

RE: Proposed Change to City Ordinance for Selection of City Officers

Date: October 13, 2015

Section 10-5 (b) of City Ordinance outlines the process for selection of City officers. City officers include all department heads (except the Police and Fire Chief which are governed under State Statute 62.13) in addition to the Assistant City Engineer and Street Superintendent. The ordinance states the following:

The Finance/Personnel Committee shall establish the procedures to be utilized in the selection of all city officers referenced in this section, including the Clerk and City Administrator, upon the recommendation of the Human Resources Director and/or the City Administrator. In determining the process for selection the Finance/Personnel Committee may establish, among other things

1. The method for publishing the position (i.e. where to advertise and for how long)
2. The selection process to be used (i.e. number and types of interviews, tests used, etc.)
3. The composition of any selection committee to be utilized (i.e. who will be on the interview panel)
4. Reviewing the job description for the position and all qualifications for the office

I am recommending that the ordinance be changed to only include coming for approval when recruiting for the City Administrator position. When positions become vacant, the supervisor and I review all of the four items listed above. Requiring formal approval before we start advertising for the position can extend the time to fill a position by up to one month.

If you have any questions, I would ask that you contact me in advance of the meeting. I can be reached at 339-4045.

Thank you.

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: October 13, 2015

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consider creating §106-4(c) De Pere Municipal Code regarding Food Trucks (request of Alderperson Raasch). *

ATTACHMENTS:

- Food Truck Memo (PDF)
- Ord15-food trucks (PDF)

CITY OF DE PEREMEMO

To: Michael J. Walsh, Mayor
 Members of the Finance/Personnel Committee
 From: Judith Schmidt-Lehman, City Attorney
 RE: Request for Food Truck Ordinance
 Date: October 6, 2015

Alderperson Raasch requested that staff look into a food truck ordinance for the City of De Pere. City staff waited for the City of Green Bay to adopt its food truck ordinance in order to present to the De Pere Council an ordinance with consistent regulations to promote food truck mobility among jurisdictions.

Currently, the City's zoning code is interpreted to allow food trucks on private property in zoning districts which allow restaurant and other food sales and upon the issuance of a conditional use permit in other such zoning districts.

The attached draft ordinance incorporates the same regulations and requirements as the recently adopted Green Bay ordinance. The amount to charge for the permit has been left blank for the Committee and Council to determine. Green Bay charges \$500 per year per food truck unless the food truck is run by a licensed restaurant, in which case the permit fee is \$300 per year.

Sarah Wallace put together a summary of the ordinance and maps (copies attached) and provided them to restaurant owners in the Main Street District for comment. She will have results for the Committee at the meeting.

If you have any questions regarding this ordinance, please feel free to call me at 339-4042.

JSL:jld

Attachment

c: Sarah Wallace, Associate Planner

H:\jdupont\Memos\2015\Mayor & F-P-food trucks 10-6-15-148-005-15.docx

Attachment: Food Truck Memo (4038 : Consider Creating ?106-4(c) DPMC Regarding Food Trucks)

CITY OF DE PERE

335 South Broadway
De Pere, WI 54115
Fax No.: 920/339-4049
Web: <http://www.de-pere.org>



September 14, 2015

To: Business within Downtown De Pere

From: Sarah Wallace, Associate Planner

RE: Initial discussion regarding the allowance of food trucks within the City of De Pere

Food trucks have received substantial coverage lately, and the City of Green Bay has recently adopted an ordinance to allow and regulate the use of food trucks within their municipality. The City of De Pere is reaching out to business in Downtown with established food service to provide you with a copy of the City of Green Bay's ordinance and to start the conversation here within De Pere.

As we review Green Bay's ordinance, please think about what and how this could be best used within the City of De Pere, address any concerns, ideas, or comments that you have.

A basic breakdown of the attached City of Green Bay approved Ordinance:

- All mobile food businesses (food trucks) are required to meet requirements of WI Food Code
- No more than two (2) mobile food establishment allowed on private property
- No mobile food establishment shall conduct business within five hundred feet of a fair, festival or special event without written permission from event sponsor
- No mobile food establishment shall conduct business within one hundred-fifty (150) feet of a public entrance of any business which is license or permitted restaurant – see attached maps for a visual on where they would not be allowed.
- Mobile food establishments are allowed within in all zoning districts EXCEPT within any residential zone. (this does not apply to ice-cream trucks)

As we start up this conversation we are asking for your feedback, comments, and questions as it relates to the attached ordinance and food trucks in general. Please contact me at swallace@mail.de-pere.org or (920) 339-4072 Ext 1349. Comments due to use by October 13, 2015.

Once we compiled the information received, we will be bring the collected information as a discussion item to the City's Finance and Personnel Committee. This Committee meets on the second Tuesday of each month. All agendas will be posted on the City's agenda <http://www.de-pere.org/> click on the agenda tab on the top.

Attachment: Food Truck Memo (4038 : Consider Creating ?106-4(c) DPMC Regarding Food Trucks)

Westside Lunch Hour



- Lunch Hour Buffer
- Sidewalk Intersection Buffer
- Restricted Areas
- Main Street District
- Residential Zoning**
- GENERAL RESIDENCE
- SINGLE & TWO FAMILY RESIDENCE
- SINGLE & TWO FAMILY RESIDNECE
- SINGLE FAMILY RESIDENCE

0 500 1,000 Feet

Westside Evening Hours



- Evening Hour Buffer
- Sidewalk Intersection Buffer
- Restricted Areas
- Main Street District
- Residential Zoning**
- GENERAL RESIDENCE
- SINGLE & TWO FAMILY RESIDENCE
- SINGLE & TWO FAMILY RESIDNECE
- SINGLE FAMILY RESIDENCE

0 500 1,000 Feet

Eastside Lunch Hour

9.a



- Lunch Hour Buffer
 - Sidewalk Intersection Buffer
 - Restricted Areas
 - Main Street District
- Residential Zoning**
- GENERAL RESIDENCE
 - SINGLE & TWO FAMILY RESIDENCE
 - SINGLE & TWO FAMILY RESIDENCE
 - SINGLE FAMILY RESIDENCE

0 500

Eastside Evening Hours

9.a



- Evening Hour Buffer
 - Sidewalk Intersection Buffer
 - Restricted Areas
 - Main Street District
- Residential Zoning**
- GENERAL RESIDENCE
 - SINGLE & TWO FAMILY RESIDENCE
 - SINGLE & TWO FAMILY RESIDNECE
 - SINGLE FAMILY RESIDENCE

Attachment: Food Truck Memo (4038 : Consider Creating ?106-4(c) DPMC Regarding Food Trucks)

ORDINANCE #15-

CREATING §106-4(c) DE PERE MUNICIPAL CODE
RELATING TO MOBILE FOOD ESTABLISHMENTS

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

SECTION 1: §106-4(c) De Pere Municipal Code, is hereby created as follows:

(1) DEFINITIONS

- (a) “Mobile Food Establishment” means a restaurant or retail food establishment where food is served or sold from a movable vehicle, trailer or cart which periodically or continuously changes location and requires a service base to accommodate the unit for servicing, cleaning, inspection and maintenance or except as specified in the Wisconsin Food Code.
- (b) “Mobile” shall mean the state of being in active, but not necessarily continuous movement.
- (c) “Mobile Food Vendor” means the registered owner of a mobile food establishment or the owner’s agent or employee, or any business which sells edible goods from a mobile food establishment within the City of De Pere.
- (d) “Edible Goods” shall include but are not limited to:
 1. Prepackaged and Prepared food including, but not limited to ice cream, hot dogs, deserts, and pizza.
 2. On-site prepared food including, but not limited to shaved ice, sandwiches, and tacos.
- (e) “Sell” shall mean the act of exchanging a good for profit or in return for a donation.
- (f) “Service Base” means an establishment operated under license or permit of an appropriate regulatory authority where food is manufactured, stored, prepared, portioned or packaged, or any combination of these, where such food is intended for consumption at another establishment or place, and where such units are serviced, cleaned, supplied, maintained, and where the equipment, utensils and facilities are serviced, cleaned and sanitized.
- (g) “Vehicle” shall mean any motor vehicle as defined by Wis. Stats. §340.01(35) or trailer as defined by Wis. Stats. §340.01(71). Vehicle shall also include any bicycle or other self-propelled device.

- (h) "Vend" shall mean to sell or to transfer the ownership of an article to another for a price in money.

(2) LICENSE REQUIRED

- (a) No mobile food vendor and/or mobile food establishment shall vend, sell or dispose of or offer to vend, sell or dispose of goods, wares or merchandise, produce or any other thing at any place whatsoever in the City of De Pere, without having obtained an approved license from the City Clerk-Treasurer.
- (b) All mobile food establishments used for vending food shall be licensed for such use by the City of De Pere Health Department and all other applicable agencies (hereinafter referred to as City Health Department). Mobile food establishments shall acquire the appropriate licenses and permits for any additional food items not required under this subchapter if deemed necessary by the City Health Department.
- (c) LICENSE. Every mobile food vendor shall have a license issued by the City Clerk-Treasurer to conduct business in the City of De Pere. Each mobile food establishment shall be licensed separately. A mobile food establishment license shall expire on June 30 each year.
- (d) LICENSE FEE. The license to operate a mobile food establishment shall be \$_____. If an applicant requests a license under this subchapter from an existing City of De Pere based business that sells food based products, the license fee shall be \$_____.
- (e) LICENSE RENEWAL. Upon renewal of license, each applicant must provide a new application, a renewal fee of \$_____, and any new permitting documentation upon the license renewal. License renewal from an existing City of De Pere based businesses shall be \$_____. If the applicant fails to submit the application and renewal fee within thirty (30) calendar days after the expiration of the license, the applicant shall reapply as a new applicant.
- (f) TRANSFER OF LICENSE. A license issued under this subchapter shall be not transferable from person to person. A license is valid for one vehicle only and shall not be transferrable between vehicles.
- (g) SURRENDER OF LICENSE; ALTERATION OF LICENSE; FAILURE TO DISPLAY LICENSE. On the expiration of a license issued under this subchapter, the license holder shall surrender the license to the City Clerk-Treasurer. No person shall alter or change in any manner any license issued under the provisions of this subchapter, and such alteration or the failure of the holder of the license to display the license in a conspicuous place on the mobile unit or his or her person or to exhibit the license upon demand of any officer or customer or prospective vendee shall be cause for revocation of such license.

(3) LICENSE APPLICATION PROCESS.

(a) **APPLICATION.** Any person desiring to operate a mobile food establishment shall apply for a license on a form provided by the City Clerk-Treasurer and pay the proper license fee for each mobile food establishment managed by the person. The application shall be forward the to the police department for review. If the police department approves the application and all other requirements of §106-2 are met, the Clerk-Treasurer shall issue the license to the applicant.

(b) **APPLICATION DENIAL.** An applicant of a mobile food establishment may be denied where:

1. The circumstances of a pending criminal charge against the applicant substantially relate to the licensed activity.
2. The applicant has been convicted of any felony, misdemeanor or other offense, the circumstances of which substantially relate to the circumstances of the particular job or licensed activity.
3. The applicant made a false statement on the application.
4. The applicant is under eighteen (18) years old.
5. Any other reason provided under §106-2 of this Chapter.

(c) **APPEAL.** If the license is denied, the applicant may appeal as provided in §106-2(g).

(4) **LICENSE SUSPENSION OR REVOCATION.** A license issued under this paragraph may be suspended or revoked as provided in §106-2(l).

(5) INSURANCE

(a) **LIABILITY INSURANCE.** The license holder under this subchapter shall have in force liability insurance for each mobile food establishment.

(b) **PROOF OF INSURANCE.** As evidence of liability insurance, the licensee shall furnish a Certificate of Insurance, on a form acceptable to the City, evidencing the existence of adequate liability insurance naming the City of De Pere, its employees and agents as additionally insured in an amount not less than one million dollars (\$1,000,000.00). Whenever such policy is cancelled, not renewed, or materially changed, the insurer and the licensee shall notify the City of De Pere by 1st class mail.

(6) SANITATION REQUIREMENTS

(a) Mobile food establishments shall comply with all regulations of the Wisconsin Food Code and the City Health Department including, but not limited to the time, temperature, plumbing, operation and maintenance for mobile food establishments.

- (b) Mobile food establishments shall comply with all regulations of the Wisconsin Food Code and City Health Department regarding preparation facilities, serving areas and operation areas.
- (c) The licensees of the mobile food establishment or employee(s) thereof shall abide by the request of the City Health Department for annual inspections of the establishment at a location designated by the health department.
- (d) Authorities of the City Health Department may require that mobile food establishments found to violate sanitation and health requirements to have follow-up inspections to verify compliance.
- (e) Service Base Required.
 - 1. All mobile food establishments shall have a mobile service base to store and prepare food and all supplies. No food items are allowed to be stored or prepared in a private residence or garage unless approved by the City Health Department.
 - 2. Any food item desired to be cooked or prepared on the mobile food establishment shall first be inspected by the City Health Department.
 - 3. All mobile food units shall be cleaned and serviced as often as necessary from the service base.
 - 4. The service base shall be inspected and approved by the City Health Department prior to operating the mobile food establishment.
 - 5. All mobile food establishments shall return to its service base at least once every twenty-four (24) hours for service and maintenance.

(7) CONDUCT OF BUSINESS

(a) REGULATIONS GENERALLY

The following regulations shall apply to mobile food establishments during the regular order of business:

- 1. A licensee shall not falsely or fraudulently misrepresent the quantity, character or quality of any article offered for sale or offer for sale any unwholesome or tainted edible goods, nor intentionally misrepresent to any prospective customer the purpose of his or her solicitation, the name of the business of his or her principal, if any, the source of supply of the goods, ware or merchandise which he or she sells or offers for sale or the disposition of the proceeds of his or her sales.
- 2. A licensee shall not use the license provided by the City after expiration or revocation of the license.

3. A licensee shall keep the premises in a clean and sanitary condition and the edible goods offered for sale well covered and protected from dirt, dust and insects. All food vendors shall comply with requirements of state and local authorities.
4. A licensee may vend, sell or dispose of, or offer to sell, vend, or dispose of goods, wares, or merchandise in the City of De Pere between the hours of 6:00 a.m. and 9:00 p.m. All sales within the portion of the Main Street district of De Pere, as defined and displayed in Exhibit A under this subchapter, shall be allowed between the hours of 6:00 a.m. and 3:00 a.m.
5. No mobile food establishment shall conduct business at a stationary location for a duration exceeding four (4) hours per location per day.
6. All persons conducting business on a sidewalk or terrace must maintain within twenty-five (25) feet of their sales location, a clean, sanitary and hazard-free condition, and shall not discharge any material onto the street, sidewalk, gutters or storm drain. Each person conducting business on a sidewalk or terrace under the provisions of this chapter shall carry a minimum thirty (30) gallon container for placement of such litter by customers or other persons.
7. A vehicle or other on-street unit which is operated for the purpose of selling food from the unit shall be operated only by a person who has obtained a license or by the employee of the person who obtained a license under this subchapter.
8. No person may sell or vend any item upon any premise(s) if there is placed signage prohibiting the activity.
9. All business activity relating to the mobile food establishments in the public right-of-way shall be conducted from the curbside of the vehicle at all times. No sales shall be made from a vehicle except from the curbside of said vehicle, unless otherwise authorized by the owner of private property.
10. No food service shall be prepared, sold, or displayed outside of the mobile food establishment.
11. No person shall provide or allow any dining area to the mobile food establishment, including but not limited to tables and chairs, booths, stools, benches or stand up counters.
12. Signage may only be permitted when placed on the mobile food establishment. No separate free-standing signs are permitted.
13. Any special or civic event organizer desiring to hold five (5) or more mobile food establishments on the property where the event will be held shall notify the City Health Department at least seven (7) business days prior to the event.

(b) VEHICLE REGULATIONS

1. Any vehicle or other on-street units used for vending food in any public street must be designed and constructed specifically for the purpose of vending the product or products to be vended.
2. Amplified music or other sounds from any vehicle or unit used for the purpose of vending products in the public streets shall comply with Chapter 146 of this Code.
3. All mobile food establishments shall be entirely self-contained in regards to gas, water, electricity, and equipment(s) required for operation of the unit.
4. All mobile food vehicles must have valid license plates and registration as provided by Chapter 341 of the Wisconsin Statutes.
5. No vehicle or unit may violate any traffic or parking statute or ordinance when stopping to make sales.
6. No flashing or blinking lights, or strobe lights are allowed on a mobile food establishment or related signage when the establishment is parked and engaged in serving customers. All lighting is subject to review by the City Engineer and shall be removed if deemed to be in conflict with safe travel.
7. All mobile food establishments shall comply with all Federal, State, and local regulations regarding vehicle size requirements.

(c) ZONING RESTRICTIONS.

1. The vendor of the mobile food establishment shall not operate in a congested area where such operation impedes or inconveniences public use. No vendor shall engage in the licensed business on any public park, playground, school, library or other public premises.
2. No mobile food establishment or pedestrian desiring to conduct business at the mobile food establishment shall obstruct an adjacent path or lane of travel. A path or lane of travel includes, but is not limited to sidewalks, motor vehicle lanes, bicycle lanes and other designated parking areas.
3. No more than two (2) mobile food establishments shall be allowed to conduct business on private property.
4. No mobile food vendor shall be located on any private property without written permission from the property owner. A copy of the written permission shall be kept in the mobile food unit at all times. The mobile food vendor shall comply if asked to leave the private property by the property owner or a city official.

5. No mobile food establishment shall conduct business within five hundred (500) feet of any fair, festival, special event or civic event that is permitted by the City of De Pere unless the licensee has obtained written permission from the event sponsor.
 6. A mobile food establishment shall be located on a paved surface at all times unless it is part of a City sanctioned special event.
 7. No person may conduct business on a sidewalk or curbside in any of the following places:
 - a. Within twenty (20) feet of the intersection of the sidewalk with any other sidewalk.
 - b. Within ten (10) feet of the extension of any building entrance or doorway to the curb line.
 - c. Within one hundred-fifty (150) feet of a public entrance of any business which is a licensed or permitted restaurant by the City Health Department, during the hours the particular business is open for sale, unless written permission is granted by the business.
 - d. Within one hundred-fifty (150) feet of a City park where food concessions are sold, during the hours that concessions are being sold, unless written permission is granted by the Parks Department.
 8. A mobile food establishment may be permitted in all zoning districts except within any residential zoning district, unless authorized by a conditional use permit issued under Chapter 13 of this Code. The subsection shall not apply to ice-cream trucks.
- (d) EXEMPTIONS.

1. Upon application and approval from the Board of Public Works, the licensee may periodically and infrequently extend the hours of service of the mobile food establishment outside the designated zone displayed in Exhibit A from 6:00 a.m. to 3:00 a.m. for business purposes only. This exemption shall not be applicable in any residential zoning district.
2. Upon application and approval from the Board of Public Works, the owner of private property may allow more than two (2) mobile food establishments to conduct business on said property during the normal hours of operation.
3. For events holding a special event permit, a mobile food establishment may conduct business on publicly owned property as allowed by the event permit holder.

- (8) PENALTIES. A licensee or vendor who violates any provision of this subchapter or any regulation, rule, or order made hereunder shall be subject to a forfeiture of not less than \$1 nor more than \$1,000.00 for each offense.

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

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this _____ day of _____, 2015.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

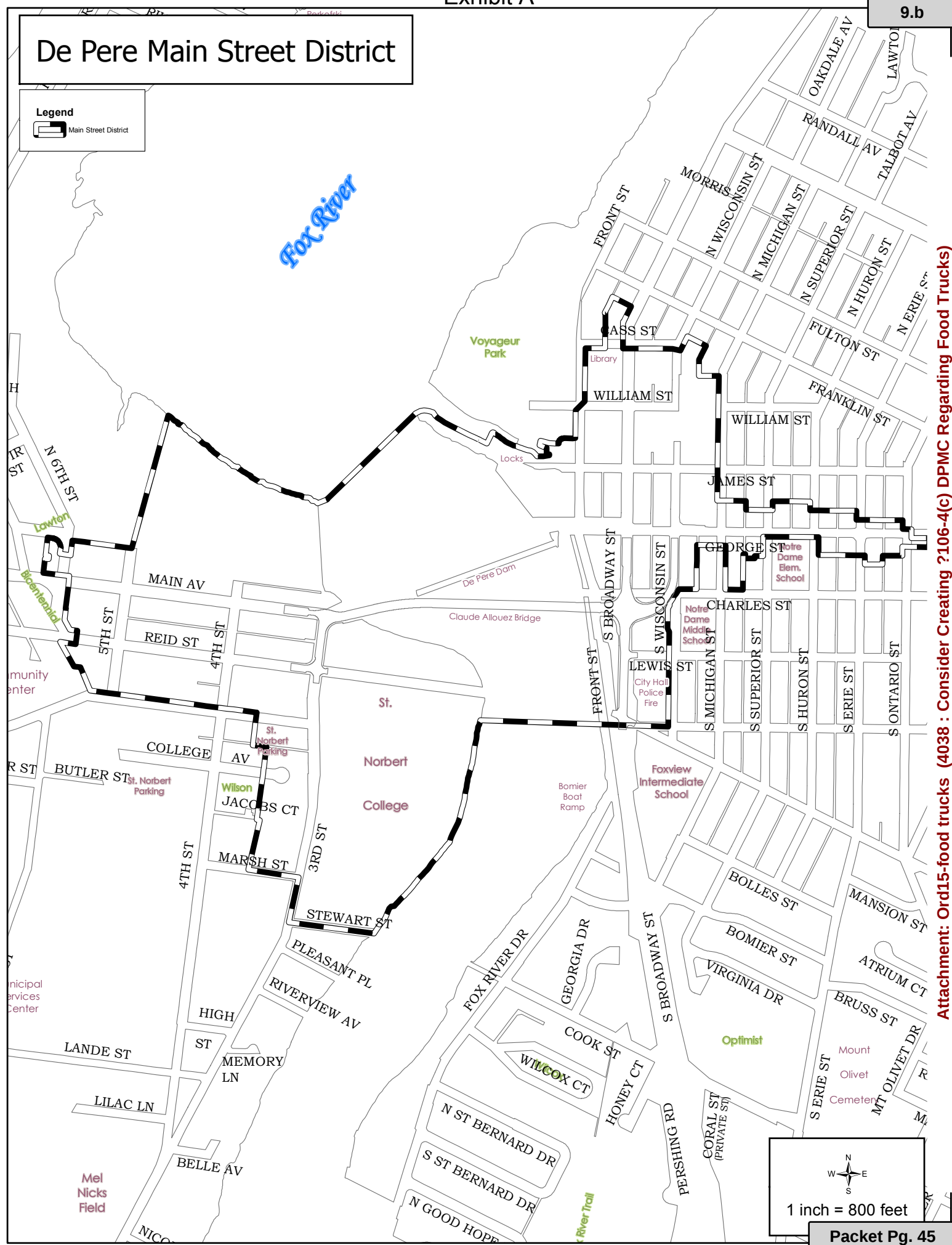
Recommended by Board/Committee: _____

Publication Date: _____

Effective Date: _____

Legend

 Main Street District



Attachment: Ord15-food trucks (4038 : Consider Creating ?106-4(c) DPMC Regarding Food Trucks)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 13, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve addition to wage scale to accommodate WIAA Certified Basketball officials at a rate of \$22 per game.

ATTACHMENTS:

- Wage Scale (DOC)



Memorandum

To: Finance/Personnel Committee

From: Shannon Metzler,
Human Resource Director

Re: Wage scale to accommodate WIAA Certified Basketball Officials

Date: October 8, 2015

Staff is seeking approval to add a Non-Classified wage rate of \$22.00 per game for WIAA certified basketball officials. Currently we are facing an extreme shortage of officials and have found through our research that WIAA certified officials are being paid \$22-\$40 per game. At \$22.00 per game we will be able to cost recover all league expenses. With this new wage rate we are hoping to attract a different market of officials in order to fully staff our adult basketball league program. Currently our wage rate for adult basketball officials is \$18.75 per game and there is no certification requirement.

Due to the timing of the league and hiring of officials the item has not gone to the Park Board for approval, however will be on their agenda for October 15.

Attachment: Wage Scale (4019 : Approve addition to wage scale for WIAA Basketball officials)

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

MEETING DATE: October 13, 2015

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration of Contract Extension with Robert Gerbers for
Commercial Electrical Inspections. *

ATTACHMENTS:

- gerbers memo to finance October 2015(DOC)
- gerber contract October 2015 (DOC)

MEMO

CITY OF DE PERE

To: Members of the Finance/Personnel Committee

From: Shannon Metzler, De Pere Human Resources Director
Dave Hongisto, Building Inspector

Date: October 13, 2015

Re: Consideration of Contract Extension with Robert Gerbers for Commercial Electrical Inspections

As you may recall, Bob Gerbers has been performing commercial electrical inspections for the City's Building Inspection Department on a part-time basis since 1996. The current employment agreement that we have with Mr. Gerbers is set to expire on December 31, 2015. I discussed this matter with Building Inspector Dave Hongisto, and he indicated that there is still a need for Mr. Gerber's assistance. Mr. Gerbers is a master electrician with all the certifications necessary for commercial wiring inspections and he has the technical expertise and background for commercial inspecting.

Accordingly, attached please find a proposed employment agreement that we prepared for Mr. Gerber's services. The agreement will continue Mr. Gerber's employment with the City for a period of approximately three years beginning on January 1, 2016 and ending December 31, 2018. Please note the rate of pay has not change and there are no benefits associated with this position.

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

Thank you for your consideration of this matter.

Master Commercial Electrical Inspector Employment Agreement

THE CITY OF DE PERE, a Wisconsin municipal corporation ("City") hereby agrees to employ Robert B. Gerbers in the part-time position of Master Commercial Electrical Inspector of the City of De Pere ("Inspector") and Inspector hereby agrees to accept such employment subject to the following terms and conditions:

Section I. Effective Date. Such employment shall commence as of January 1, 2015, and, subject to the termination provisions of Section II. (e), shall continue until December 31, 2018.

Section II. Nature of Position and Duties.

(a) Part-Time Employment. Inspector shall be employed to work on an average of between 8 and 10 hours per week, not to exceed an annual maximum of 599 hours. The specific scheduling of such work shall be subject to the direction and approval of the City Building Inspector or, in the Building Inspector's absence, the Assistant Building/Plumbing Inspector ("Designee"). Inspector shall maintain a daily log specifying hours and duties performed under this Agreement. Such log shall be submitted to the City Building Inspector or Designee on a biweekly basis.

(b) Compensation. Inspector shall be compensated at an hourly rate of \$30.00. The hourly rate, in accordance with the approved daily log, will be paid on a biweekly basis in accordance with normal City employee payroll policies. Inspector shall not accumulate vacation, holiday, or sick leave, nor shall Inspector be eligible for coverage under the City's Health and Dental Plans.

(c) Job Duties. Inspector shall perform all commercial electrical inspections in the City upon assignment and direction by the City Building Inspector or Designee. Inspector shall not

have authority to act on behalf of the City of De Pere under this Agreement or otherwise except upon prior direction and assignment under this section. To ensure ability to perform these services, Inspector shall maintain certification as a Commercial Electrical Inspector within the State of Wisconsin at no cost to the City, and shall maintain with the City a valid current certificate demonstrating such certification.

(d) Conflicts Prohibited.

1. Inspector shall not inspect under this Agreement any facility in or upon which Inspector has performed electrical work in a private capacity.
2. Inspector shall not engage in any other employment which interferes with the full and faithful discharge of duties to the City or any other breach of the City's Code of Ethics, § 10-16, De Pere Municipal Code.

(e) Termination. Inspector's position with the City may be terminated by either party at will upon sixty (60) days written notice to the other party.

Section III. City Records. All files and records concerning inspections undertaken by Inspector under this Agreement shall belong to, and remain the property of, the City. The City shall furnish such clerical supplies as may be necessary in the discretion of the Building Inspector for the Inspector to perform the duties required under this Agreement.

Section IV. Standard of Care. Inspector agrees to, at all times, faithfully, industriously, and, to the best of his/her ability, experience, and talents, perform the duties that are required pursuant to the express and implied terms of this Agreement to the satisfaction of the City.

Section V. Insurance Coverage.

(a) Workers Compensation. As an employee of the City, Inspector shall be insured under the City's workers compensation coverage.

(b) Automobile Insurance. Inasmuch as Inspector will be using a privately owned automobile in carrying out the responsibilities of this Agreement, Inspector shall be required to maintain adequate insurance on such automobile and file with the City certificates demonstrating the maintenance of such insurance.

Section VI. Miscellaneous.

(a) Construction of Agreement. This Agreement is intended to constitute a full and complete understanding of the Employment Agreement between the City and Inspector.

(b) Law Governing. This Agreement shall be governed by, and construed and interpreted in accordance with, the laws of the State of Wisconsin.

(c) Interpretation. Headings used in this Agreement are for convenience of reference only and do not constitute a part of the Agreement unless the context clearly requires. If any section of this Agreement is held to be invalid by operation of law or tribunal of competent jurisdiction

or enforcement of any part should be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby.

Dated in De Pere, Wisconsin, this _____ day of October, 2015.

Master Commercial Electrician

City of De Pere

Robert B. Gerbers

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Attachment: gerber contract October 2015 (4040 : Consideration of Contract Extension with Robert Gerbers for Commercial *)

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

MEETING DATE: October 13, 2015

DEPARTMENT: City Clerk-Treasurer

FROM: Vicki Scray

SUBJECT: Consideration of Bid from Schenck SC for Sewer Utility Rate Study.*

ATTACHMENTS:

- Consideration of Bid from Schenck SC for Sewer Utility Rate Study.pdf (PDF)

To: Honorable Michael J. Walsh, Mayor
Members of the Finance/Personnel Committee
From: Joe Zegers, Finance Director
RE: Consideration of Bid from Schenck SC for Sewer Utility Rate Study
Date: October 7, 2015

NEW Water (formerly known as the Green Bay Metropolitan Sewerage District) just completed their preliminary draft 2016 budget. I have included their schedule of budgetary dates and events as well as their rate comparisons from 2015 to 2016 from their preliminary draft document. NEW Water plans to formally adopt their budget it on December 2nd. Since we now have their preliminary draft of the 2016 budget, we can now proceed to include this in our 2016 Sewer Rate Study. In prior years we have retained our auditing firm Schenck SC to prepare the sewer rate study because of their expertise and familiarity with both the City's and NEW Water's operations and their fees appear lower than other firms that have bid in the past. I have attached Schenck's bid for your consideration and review and it should also be noted that their cost of \$5,200 to \$6,000 is just \$200 more than the last two year's bid amounts of \$5,000 to \$5,800.

We are expecting them to start preparing their report during the second half of October and present it to the Public Works Committee on December 7th, 2015. With this timeline we can fully implement the new rates for the general City customers quarterly billed for the 1st quarter at the end of March 2016 and for our monthly industrial customers for their January 2016 billing. I would ask you to approve the attached so we can timely proceed with determining and implementing the 2016 sewer rate structure.

If you have any questions feel free to contact me prior to the meeting.



Schenck

CFAs AND SO MUCH MORE.

September 29, 2015

Joe Zegers, Finance Director
City of De Pere
335 S. Broadway
De Pere, WI 54115

Dear Joe:

In accordance with your request, outlined below is a proposal to provide assistance to the City of De Pere in regard to cash flows and user charges of the wastewater collection utility enterprise fund.

Engagement Scope and Objectives

The scope of our engagement will be to prepare an analysis of current operating costs, capital expenditures, debt service payments and the present customer rate structure. As part of the analysis, we will project future cash inflows and outflows of the wastewater collection utility and provide recommendations for rate changes. We will also present our report and rate recommendations to the Public Works Committee and City Council as directed by the City. Specifically, we will complete the following:

- Allocate costs of the wastewater utility between fixed and variable; including determining all costs applicable to treatment of high strength dischargers
- Assist the City in determining future capital expenditures of the wastewater utility for the years 2016 through 2019, including proposed methods of financing
- Preparation of a projection of wastewater utility operating cash flows for the years 2016 through 2019
- Preparation of a recommendation for 2016 wastewater user charges including developing projections of future rate increases to achieve a higher rate of return and, accordingly, an increase in resources available for wastewater replacement outlays

Fees

The assistance will be provided by experienced Schenck Government & Not-for-Profit staff. It is expected that Mike Konecny and Ginny Hinz will provide the majority of the hours in regard to this proposal. Mike has over 30 years of experience in consulting and auditing of Wisconsin utility operations. Ginny Hinz completes utility rate analyzes for many utilities each year. Fees for services will be based on the number of hours worked at our standard rates. We estimate the cost of the proposed services will range from \$5,200 to \$6,000.

Acceptance

If the foregoing is acceptable to you, please return a signed copy of this proposal to me to confirm the engagement. We appreciate the opportunity to present our proposal for your consideration.

Sincerely,

Michael W. Konecny, CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of De Pere.

Signature

Title

Date



NEW Water
Green Bay Metropolitan Sewerage District
2016 Budget - Second Budget Workshop 09-30-2015 - Preliminary Draft

Municipal Rate Comparison

Parameter	2015 COS Rate (FRF Adjusted)	2016 COS Rate (FRF Adjusted)
Volume (1,000 GALS)	\$0.80448	\$0.78976
Biochemical Oxygen Demand (LBS)	\$0.39331	\$0.43185
Suspended Solids (LBS)	\$0.34822	\$0.41538
Phosphorus (LBS)	\$0.56768	\$0.60563
Total Kjeldahl Nitrogen (LBS)	\$0.65358	\$0.64007
Fixed Charge	\$0.52659	\$0.54620
Total Combined Rate (1,000 GALS)	\$2.89731	\$3.07667

Procter & Gamble Rate Comparison

Parameter	2015 COS Rate (FRF Adjusted)	2016 COS Rate
Volume (1,000 GALS)	\$0.52549	\$0.53077
Biochemical Oxygen Demand (LBS)	\$0.26270	\$0.25835
Suspended Solids (LBS)	\$0.19420	\$0.18496
Phosphorus (LBS)	\$0.40750	\$0.38784
Total Kjeldahl Nitrogen (LBS)	\$0.50956	\$0.49769

Fox River Fiber Rate Comparison - Excluding Fixed Charge

Parameter	2015 COS Rate New 2015 (FRF Adjusted)	2016 COS Rate (FRF Adjusted)
Volume (1,000 GALS)	0.59821	\$0.62941
Biochemical Oxygen Demand (LBS)	0.38082	\$0.41918
Suspended Solids (LBS)	0.33967	\$0.40637
Phosphorus (LBS)	0.55008	\$0.58658
Total Kjeldahl Nitrogen (LBS)	0.63145	\$0.61567

Note: The Fixed Charge to be billed by City of De Pere.

NEW Water
GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2016 Budget - Second Budget Workshop 09-30-2015 - Preliminary Draft
DATES AND EVENTS

Wednesday, July 22, 2015 First Discussion of 2016 Budget with Commission

Wednesday, August 26, 2015 2016 Budget First Budget Workshop

September 2, 2015 2016 Budget Meeting with Customers

Wednesday, September 30, 2015	2016 Tax Abatement Schedule and Second Budget Workshop
-------------------------------	--

September & October 2015 Elected Officials Board Meetings

Wednesday, October 28, 2015 2016 Budget Third Budget Workshop as needed

Wednesday, December 2, 2015 2016 Budget Public Hearing and Adoption

Thursday, December 3, 2015 2016 Adopted Budget Distributed to Customers

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

MEETING DATE: October 13, 2015

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration of 2016 Health and Dental Renewal and Plan Design Changes*

ATTACHMENTS:

- 2016 council recommendation (3) (DOCX)
- Cyber Fraud - Travelers Employee Benefit (PDF)

Memo

City of De Pere

To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 RE: Consideration of 2016 Health and Dental Renewal and Plan Design Changes
 Date: October 13, 2015

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 2016.

As we approach 2016 we are facing increased utilization in our health plan with 9 high cost claimants reaching 50% or better of our \$90,000 specific stop loss deductible, along with medical and pharmacy trend (inflation) that is calling for a 12% rate increase. Our plan costs are at \$20,186 per employee per year as compared to public sector benchmark of \$16,733. We have reviewed the plan design with M3, our insurance broker, and are recommending some plan design changes that will help us to continue to manage our plan while keeping the plan compliant with health care reform, minimize the renewal increase, and control costs as we prepare for 2018 and impending Cadillac tax issues.

Medical Plan Design Changes

- Deductibles;
 - The 2016 recommendation is to increase the Single Plan Deductible by \$500, and the Family Plan Deductible by \$1,000.
 - 2016 Deductible; \$2,000 Single/ \$4,000 Family in-network
 - The increased deductibles allow for the initial forecasted increase of 12% to be reduced to a forecasted increase of 7.0%.
- Prescription drug;
 - Change to Rx4 Program
 - Prescriptions will now be placed into four levels of copayments based on medication cost rather than brand/generic status. A separate copayment level is provided for specialty medications.
 - Prior Authorization on drugs that have a potential for off-label or experimental uses
 - Quantity Limits helps ensure right dose for the right period of time (prevent fraud/waste/abuse)
- Removal of Carry-over-credit;
 - This is an outdated benefit that allows members who incur claim expense during October, November and December to apply that to the new year deductible. We are recommending this carry-over-credit be eliminated from plan year 2016 to plan year 2017.

Medical Renewal Rates

The overall recommended increase to our medical funding is approximately 7.0%. Using this increase, the new monthly rates will be as follows:

	Current	2016 Renewal
Single	\$723.15	\$773.74
EE+1	\$1,345.87	\$1,440.08
Family	\$2,207.44	\$2,361.96
Retiree Single under 65	\$954.52	\$1,021.34
Retiree EE+1 under 65	\$1,776.55	\$1,900.91
Retiree Family under 65	\$2,913.82	\$3,117.79
Medicare Single over 65	\$650.81	\$696.37
Medicare Two over 65	\$1,301.61	\$1,392.74
Medicare one over one under 65	\$1,605.33	\$1,717.71

Dental Insurance

- The recommendation is to add Dental Associates as a second option for the employees to choose from in 2016. Dental Associates is a DMO (Dental Maintenance Organization) and has two locations in Green Bay and multiple locations in the Fox Valley. This is a fully insured option with 24 members currently utilizing services through this organization. This option is at a lesser cost and an increase in coverage. Members who choose this plan can only use Dental Associate providers for coverage.
- We are recommending with the addition of this plan option, that dental have an “open enrollment” in 2016, then every 5 years following. Covered members would have the option of moving from one dental plan to the other each year during plan enrollment. For those members that do not join the plan during open enrollment or when first eligible, would need a qualifying event to join thereafter.
- Removal of Carry-over-credit
 - Similar to the Medical coverage, this is an outdated benefit offering and recommended to be eliminated from plan year 2016 to plan year 2017

Dental Renewal Rates

Our dental plan has also experienced increase utilization over the past year. Our consultant, M3, recommends we increase our dental rates by 9.0% beginning January 1, 2016. You may recall in November of 2013 it was recommended and approved that we increase the City’s portion of 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. Those increases were provided to our public safety unions without negotiating that for the years 2014 and 2015. The labor contracts were already settled when this change was approved so we didn’t require that this additional benefit be negotiated at the time. The final increase in the City’s family premium in 2016 will be provided to all employees with the exception of the public safety unions. We are currently bargaining with the public safety unions and feel the final increase in family premium should be bargained. The City pays 67% of the premium for a family plan and will increase to 85% in 2016. The employee will then pay 15% of the premium in 2016. Using this increase, the new monthly rates will be as follows:

Current	2016 Renewal	Dental Associates
Single - \$ 37.85	Single - \$ 41.26	Single - \$33.92
Family - \$115.08	Family - \$125.44	Family - \$96.81

New Benefit Offering

Identity Fraud is the fastest growing white-collar crime in America impacting one in every 20 consumers. M3 has identified Travelers as a carrier to us to cover employees for a cost of \$5.00 per employee per year. Travelers Identity Fraud expense reimbursement coverage pays for expenses associated with resolving an identity fraud event and provides tools and information to reduce their risk. This would hopefully offset the amount of time an employee may need to take off from work to correct the fraud. This is a very low cost benefit (less than \$800 per year for all employees) intended to counterbalance some of the plan design changes we are forced to make. If approved, we would recommend that this benefit be negotiated as part of collective bargaining with our public safety unions. See attachment for more information

Member Communication

Employee meetings are scheduled for November 9 and 10, 2015. We will also be providing written communication and working with M3 to create “brain shark” – voice animated power point as well. Several meeting times are scheduled with an evening meeting to allow for spouses to attend.

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



Identity Fraud Expense Reimbursement

COVERAGE HIGHLIGHTS

Identity fraud is the fastest-growing white-collar crime in America, impacting one in every 20 consumers.*

Why you need protection

Becoming a victim of identity fraud is a frightening, frustrating experience. It can happen to anyone at any time in a variety of ways, ranging from a stolen wallet or home burglary to online theft of your personal information.

Recovering from identity fraud means more than just canceling credit cards. Not only can it be a complicated and stressful experience, but it can cost your employee or member of your organization hours of time and out-of-pocket expenses to re-establish their credit and clear their name. The hard reality is that victims must painstakingly prove, often to disbelieving creditors, that the debts are not their own. Purchasing identity fraud expense reimbursement coverage for your employees or members can be an affordable and compelling addition to your benefits suite.

Coverage highlights

Travelers Identity Fraud Expense Reimbursement coverage pays for expenses associated with resolving an identity fraud event and perhaps most importantly, gives people tools and information to reduce their risk of future additional fraud.

Each year, the number of identity fraud cases rises; most recently 12.6 million adults in the United States were victims. On average, it takes an individual more than 37 hours and \$535 in out-of-pocket expenses* to clean up the mess caused by an identity thief.

In addition to expense reimbursement, Travelers also offers Identity Fraud Resolution Service through Identity Theft 911, which includes:

- Exclusive online education resources providing tips and information to help avoid becoming a victim
- 24/7 personal access to an expert fraud specialist
- Document replacement help (i.e., Social Security card, birth certificate, passport, etc.)

In the event of an actual identity fraud, services include:

- Step-by-step guidance through the resolution process, including unlimited assistance to restore a victim's identity
- 3-in-1 credit reporting
- One year of free credit, cyber and fraud monitoring

*Javelin Strategy & Research, February 2013 Report

Claim scenarios

Bogus charge accounts while on business travel

An executive was on business in Brazil when his identity was stolen and significant charges were made to his corporate card. In order to file an affidavit of loss with the local Brazilian authorities, he was required to provide a sworn statement in person. Total expenses for time off work, travel expenses, phone charges and the cost to replace the executive's passport were \$4,500.

Medical identity fraud

A woman from Illinois discovered a number of questionable billings on her medical insurance annual summary of benefits. Someone had stolen her and her children's identities to secure medical services in their names.

After struggling with the health care institution to release the personal medical information, she hired an attorney to help. The attorney was able to contest the services and clean up her medical history. It took more than six months to resolve the identity fraud and cost nearly \$6,000 in attorney's fees, lost wages and fees for copies of X-rays and other medical records.

Why Travelers?

- We've provided effective insurance solutions for more than 150 years and address the needs of a wide range of industries.
- We consistently receive high marks from independent ratings agencies for our financial strength and claims-paying ability.
- With offices nationwide, we possess national strength and local presence.
- Our dedicated underwriters, and claim professionals offer extensive industry and product knowledge.

Travelers knows ID Fraud.

To learn more, talk to your independent agent or visit travelersbond.com.



Available through the Travelers Wrap+®, SelectOne+® and Executive Choice+® suite of products.

travelersbond.com

Travelers Casualty and Surety Company of America and its property casualty affiliates. One Tower Square, Hartford, CT 06183

This material does not amend, or otherwise affect, the provisions or coverages of any insurance policy or bond issued by Travelers. It is not a representation that coverage does or does not exist for any particular claim or loss under any such policy or bond. Coverage depends on the facts and circumstances involved in the claim or loss, all applicable policy or bond provisions, and any applicable law. Availability of coverage referenced in this document can depend on underwriting qualifications and state regulations.

© 2014 The Travelers Indemnity Company. All rights reserved. Travelers and the Travelers Umbrella logo are registered trademarks of The Travelers Indemnity Company in the U.S. and other countries. 59434 Rev. 10-14

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 13, 2015

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommendation to Approve Changes to Compensation Policy. *

ATTACHMENTS:

- Changes to perf appraisals-compensation policy (DOC)
- Updated Compensation Policy (strikeout) (DOCX)

Memo**City of De Pere**

To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 RE: Updates to Compensation Policy
 Date: October 13, 2015

As you may recall, we have a performance management employee team comprised of employees from various departments. This team has been meeting for the last 1.5 years to help develop our new pay for performance compensation plan as well as to provide suggestions regarding the new online performance appraisal. Earlier this year all permanent employees, with the exception of police and fire represented employees, were evaluated using the online performance appraisal system. Given it was the first year we conducted the process, overall it worked very well.

The performance management employee team met again after the process was completed to discuss what could be improved moving forward. The team was encouraged, as they always are, to obtain feedback from their respective co-workers. The following are changes the team is suggesting to the process. The changes are reflected in the attached policy manual.

- **Decrease number of competencies employees in which employees are evaluated**
Due to some redundancy and to try and streamline the process
- **Amount of merit pay per competency updated**
The amount of merit pay per competency is pro-rated based on the number of competencies. Being that the number of competencies decreased, the amount of merit pay per competency was pro-rated appropriately. This ensures the maximum amount any employee could receive would stay at \$600 if they received a perfect score in all the ratings.
- **Ability to obtain merit pay if receives below meets expectations score in any rating**
Previously employees were not eligible for merit pay if they received a below average rating for any competency. The team did not feel that should be continued as there could be an employee that received a lower rating for a competency for not being able to respond to emergencies for personal reasons, yet they were an exceptional employee when they were at work. This was not changed for performance awards. To be eligible for a performance award, employees must continue meet or exceed expectations for all ratings.
- **Top 10% employees evaluated automatically nominated for performance award**
The group believed that if a supervisor felt that strong about an employee's performance and gave them very high ratings that put them in the top 10%, the employee should automatically be nominated for a performance award.
- **Other language changes**
Made to clarify current practices

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

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.

- 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 ~~evaluated reviewed~~—utilizing determined competencies ~~on their performance appraisal and are eligible to receive merit pay for each competency score.~~—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—10~~ competencies. If a performance appraisal has more or less than ~~15-10~~ competencies, the total amount for each competency will be pro-rated, with the max remaining at \$600.

- ~~\$40—60~~ for each competency in which the employee receives a rating of 5
- ~~\$30-45~~ 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. ~~Employees that receive an appraisal score that rank in the top 10% of all employee employees appraisal scores will automatically be nominated for a performance award. by their Department Head. 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 or stepping)
- 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)

- b. 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 for the full appraisal year to receive pay for performance. ~~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~~ performance award; however they are eligible for Merit Pay.

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, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: October 13, 2015

DEPARTMENT: Finance/Personnel Committee

FROM: Lawrence Delo

SUBJECT: Discussion Regarding Status of 2016 Budget Development.
