



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, October 8, 2019

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 8, 2019** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Call to Order

1. Roll Call
2. Approval of the Minutes of the September 10, 2019 Regular Meeting of the Finance/Personnel Committee.
3. Public Comment Period and other announcements.
4. Fire Department Overtime and LifeQuest Services Billing Reports for September, 2019.
5. Approval of the September 2019 Police Overtime
6. Consideration and Possible Action to Accept Brown County Crime Prevention Funding Board Grant to Police Department*
7. Consideration of 2020 Benefit Renewal and Plan Design Changes*
8. Consideration of Recommended Changes to 2020 Seasonal Wage Schedule*
9. Review and possible action on City of De Pere Investments and Cash Detail for August 31, 2019.
10. Future agenda items.
11. Discussion and Review of Participation in Opioid Litigation.*

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

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

12. Adjournment

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

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: October 8, 2019

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the September 10, 2019 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- September 10, 2019 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, September 10, 2019

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on Tuesday, September 10, 2019, at the De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Ryan Jennings	Aldersperson	Present	
Amy Chandik Kundinger	Aldersperson	Present	
Casey Nelson	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Lawrence Delo, Development Services Director Kimberly T. Flom, Finance Director-Treasurer Joe Zegers, City Clerk Carey Danen, Police Chief Derek Beiderwieden, Fire Chief Alan Matzke, Members of Boy Scout Troop 1043, David Maccoux of CliftonLarsonAllen, LLP and Members of the Public.

2. Approval of the Minutes of the August 13, 2019 Regular Meeting of the Finance/Personnel Committee.

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

3. Public Comment Period and other announcements.

No announcements were made. The Mayor offered the audience the opportunity to speak on any item not on the agenda; no one came forward.

4. Fire Department Overtime and LifeQuest Services Billing Report, August, 2019.

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

5. Approval of Police Overtime Report for August 2019

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

6. Consideration and acceptance of proposed Eagle Scout Project for Fire Department classroom, Station #1.*

Mayor Walsh made a Motion to open the meeting at 7:32 PM; seconded by Aldersperson Jennings. Upon vote, Motion carried unanimously. Isaac Hermans was introduced and advised the Committee regarding his proposal to install new cabinets and countertop in the training room at Fire Station #1. The area he proposes to improve has been used by

his troop for meetings, Cub Scout meetings, fire department training and other community functions. Updated cabinets will serve department needs by providing storage and a display area for department antiques, making the room more user-friendly. Through design and pricing research, along with consultation of the Fire Department, it was determined that Cabinet Connections would provide the highest quality materials at the best price. Funds were raised through brat fry's, with the support of the De Pere Sportsmen's Club and Piggly Wiggly. The cabinets will be installed as a joint project with troop members, their parents and firefighters; plumbing services will be donated by Benzschawel Plumbing. The total cost of the project is anticipated to be \$2,500 and Isaac Hermans has raised \$1,200; Fire Chief Matzke added that \$1,300 is requested to be utilized from the Fire Department donation account to complete the project. In response to Alderperson Crevier, Isaac Hermans advised that installation should be completed within a couple of days, and the project will not involve the need of any electrical services.

Mayor Walsh thanked Isaac for this donation and his presentation to the Committee and indicated that he looks forward to completed project; he then made a Motion to return to regular order at 7:36 PM; seconded by Alderperson Crevier. Upon vote, Motion carried unanimously. Mayor Walsh made a further Motion to accept the project/donation and to approve the requested balance to be taken from the Fire Department donation fund; seconded by Alderperson Chandik Kunding.

Upon further discussion, in response to Alderperson Crevier, Chief Matzke indicated that there are no set plans for the Fire Department donation account funds, but the department does wish to support boy scout/eagle scout options when possible. This particular project will update an old kitchen that was not part of previous budget proposals and will save tax payer dollars. Alderperson Crevier indicated that he would like to see an accounting of the donation account budget and the kinds of items it is used for, to which Chief Matzke replied he could make a strategic plan for uses of the money. In response to Mayor Walsh, Finance Director Zegers indicated that he wasn't aware of the balance offhand.

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

7. Consideration and acceptance of \$1,100 donation from Green Bay Packers to the Fire Department.*

In response to Alderperson Crevier regarding proposed uses for this money, Chief Matzke advised that this was an unexpected donation. The department participated in a flag football community event involving public safety, which was not done with anticipation of any donation.

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

8. Consideration and acceptance of \$500 donation from Casey Cuene to the Fire Department.*

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

9. Consider Fire Department's request to apply for Georgia Pacific Bucket Brigade Grant.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Crevier, Jennings, Kunding, Nelson, Walsh

10. Consider Fire Department's request to apply for 2019 Wisconsin Forest Fire Protection Grant.*

In response to Alderperson Crevier, Chief Matzke explained that dry fire hydrants do not use city water and are buried with the expectation they can be used year round. The dry hydrants will allow use of river water, not treated water, and will allow the department to obtain river water faster and easier than it is currently able.

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

11. Approve \$250 sponsorship from the Kress Inn and Bemis Conference Center in support of De Pere TV.*

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

12. Consideration of and possible action on selection of a new property management company for 2186 Lost Dauphin.*

Alderperson Jennings made a motion to approve the selection of Blue Frog as suggested by the City Clerk; seconded by Alderperson Nelson.

Upon further discussion, Alderperson Nelson asked for background information regarding City's ownership of this property, which Administrator Delo advised that the property was bought long ago when it was identified as an obstacle for a preliminary route proposed for the southern bridge. As a result of a lawsuit filed by the homeowner, the Council elected to acquire the property and lease the home until it would be razed for the bridge corridor (or sold if the bridge route moved to another location). In response to Alderperson Crevier, Administrator Delo indicated that the City has owned the property for over 10 years, and it has been maintained by the same management firm; during this time, the City has done some extensive repairs in order to maintain the home. In response to Alderperson Nelson, both Administrator Delo and Mayor Walsh advised that this is the only leased home owned by the City.

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

13. Consideration and possible action regarding purchase/sale agreement terms for Parcel WD-1137-2. *

Alderperson Nelson asked Development Services Director Flom to explain project term #7 regarding possible sidewalk or trail expansion, which she indicated that point was included to make the future property owner aware of a possible pedestrian walkway connecting the Samantha Park neighborhood to the De Pere Dog Park; currently residents must drive all the way around the industrial area to get to the dog park. This proposal is in the Capital Improvement Projects (CIP) for the future and would likely utilize TID funds; details would need to be worked out regarding maintenance and snow removal. In response to Alderperson Crevier, Development Services Director Flom explained that there are wet areas on the property that would need to be worked through and that a path in the middle no longer makes sense due to the development property having a shared driveway and loading area with the neighboring property. In response to Alderperson Nelson, Development Services Director Flom indicated that sidewalks in the Biotech Way area would need to be determined later as a policy decision, because generally sidewalks in the industrial areas are on large properties that would require snow removal on sidewalks that do not generate significant foot traffic.

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

14. Review and possible action on City of De Pere Investments and Cash Detail for July 31, 2019.

Finance Director-Treasurer Zegers indicated that the Summary on page 63 of the packet indicates that Investments total approximately 25 million and Cash Accounts total roughly 3 million as of July 31. Totals for this reporting reflect the receipt of the school tax credit, which is held for a month and then distributed to school districts in August; the tax settlement from the county is expected in August; and the Revolving Loan Fund is now in a money market under city control for a better rate of return and segregated interest. In response to Alderperson Jennings, Finance Director-Treasurer Zegers indicated that Charles Schwab communicates very well with staff, City's investments are currently doing very well and the City is on a five year revolving ladder to cushion the ups-and-downs. He further explained to Alderperson Nelson how market rates can impact investment appreciation depending on time of purchase. Mayor Walsh made a Motion to accept the report and place on file; seconded by Alderperson Jennings. Upon vote, Motion carried unanimously.

No further action was taken on this item as it was for discussion purposes.

RESULT:	DISCUSSED
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15. Presentation of 2018 Preliminary Audit Management Letter and Financial Statements.*

Finance Director-Treasurer Zegers introduced Dave Maccoux from CliftonLarsonAllen, f/k/a Schenck, who has 28 years of experience in governmental accounting. Mr. Maccoux shared the Management Communications Report, highlighting financial information for the Committee and indicated that the unmodified opinion accurately reflects the City's financial condition and is a clean report.

He then reviewed and highlighted the report for the Committee: Pages 1-4 provide an introduction of the audit process and government auditing standards for compliance, management and recommendation. The report notes two deficiencies for the preparation of the annual financial statements and adjustments to financial records, which are common for an audit firm to do and are nothing significant; the audit went well and staff was cooperative.

Pages 5 and 6 provide financial information and a two-year comparison. City's fund balance is within the higher end of City's general fund policy and reflects that the City is in stable and good financial position for 2019. In response to Alderperson Crevier, Mr. Maccoux explained that all deficiencies must be noted, and the deficiency means that the City didn't prepare the report itself, and while the financial statements belong to the City, the preparation was assisted by the auditors, which is common in governmental entities. Finance Director-Treasurer Zegers added that the City is going to market for bonds next Tuesday and City's rating of Aa2 (the third best rating) has been reaffirmed by Moody's. Mr. Maccoux added that volatility is also considered, and the City is stable in terms of adhering to its policy.

Page 7 provides a synopsis of City's TID districts and how increment compares from year to year. Finance Director-Treasurer Zegers added that TIDs 5 and 6 are nearing termination and both will receive the advances from the net of those funds; TID #6 may remain open for one additional year for the housing rehabilitation option. Administrator Delo clarified that an additional year extension of TID #6 is a proposal at this time and would need Council approval. Mr. Maccoux and Finance Director-Treasurer Zegers added that the City's TID districts are comfortable under the percentage set by the state for the limit on valuation in response to Alderperson Crevier.

Pages 8-10 highlight City's operating activities: self-insurance funds (medical/dental), water utility, wastewater and stormwater utility; these categories are reviewed for consistency and trends over time.

Mr. Maccoux indicated that no new recommendations were made as a result of the audit and previous recommendations have been implemented by the City. Additional questions from Alderperson Crevier were answered by Mr. Maccoux and Finance Director-Treasurer Zeger regarding a two-year comparison of information, evaluation of trends and uses of City's general fund dollars outside of the regular budget. In response to Alderperson Nelson, Mr. Maccoux indicated that City's audit is consistent and comparable to other cities, but that the overall process has become more complex over time, with new objectives continuously being added.

Mayor Walsh thanked Mr. Maccoux for completing the audit and for his presentation; he then made a Motion to accept the audit report and place on file; seconded by Alderperson Crevier.

Upon further discussion, Alderperson Crevier indicated that he is pleased that things are going smoothly and no red flags were noted. Finance Director-Treasurer Zegers added that a good rating can make a significant difference. Mayor Walsh thanked Finance Director-Treasurer Zegers and Administrator Delo for keeping the City on track, keeping the fund balance stable and on the high percentage end of the general fund policy. In response to Alderperson Nelson, Administrator Delo indicated in discussions with Moody's and Fitch, the City would have to have a substantially larger tax base in order to significantly increase its rating, and a rating is also impacted by state levy limits. Mayor Walsh revised his Motion to forward this item to Council; seconded by Alderperson Crevier.

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

16. Future agenda items.

None.

17. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Nelson, the Finance/Personnel Committee unanimously adjourned at 8:35 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: October 8, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Services Billing Reports for September, 2019.

ATTACHMENTS:

- FIRE DEPT SEPT OT RPT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2018

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	153.00	117.00	196.50	190.25	135.00	129.00	48.25	129.00	135.25	90.00	81.00	66.25	1,470.50
EMS TRAINING	79.50	31.50	98.00	67.00	61.50	17.75	0.00	0.00	98.50	117.50	121.50	99.00	791.75
FIRE TRAINING	21.75	31.50	24.00	18.00	94.25	16.00	18.50	15.75	0.00	55.00	66.50	34.50	395.75
RESCUE CALLS	17.00	6.75	16.50	10.50	4.00	10.75	4.50	0.00	0.00	24.25	13.00	9.75	117.00
FIRE CALLS	1.00	4.00	0.50	1.25	0.00	0.00	0.00	1.75	0.00	1.50	0.75	2.50	13.25
MEETINGS	30.25	41.25	10.50	12.75	3.75	5.50	4.25	31.50	17.25	5.25	0.00	14.50	176.75
STAFFING REP.	0.00	0.00	77.25	109.00	93.75	36.00	83.00	69.75	85.50	6.00	49.50	309.75	919.50
MAINTENANCE	26.50	6.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.25
PUB. ED.	13.50	0.00	17.75	0.75	14.25	6.00	6.00	19.50	29.25	48.00	1.50	0.00	156.50
SPECIAL EVENTS	58.75	0.00	0.00	0.00	211.50	0.00	0.00	32.50	0.00	23.50	6.00	21.00	353.25
# FIRE RUNS	39	35	31	47	38	39	46	48	50	30	38	36	477
# EMS RUNS	193	168	164	196	179	179	169	194	202	178	177	184	2,183
DISPATCH ERRORS	6	1	2	4	5	4	6	4	1	3	10	9	55
TOTAL HRS.	401.25	238.75	441.00	409.50	618.00	221.00	164.50	299.75	365.75	371.00	339.75	557.25	4,427.50

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through January 2, 2019, \$93,505, 98%

*Period: 12/30/17-01/26/18 +Period: 03/24/18-04/20/18 ^Period: 06/30/18-07/27/18 #Period: 09/22/18-11/02/18
 **Period: 01/27/18-02/23/18 ++Period: 04/21/18-06/01/18 ^^Period: 07/28/18-08/24/18 ##Period: 11/03/18-11/30/18
 ***Period: 02/24/18-03/23/18 +++Period: 06/02/18-06/29/18 ^^^Period: 08/25/18-09/21/18 ###Period: 12/01/18-12/28/18

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2019

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	72.75	54.00	22.50	69.00	3.00	12.00	30.00	39.00	52.00				354.25
EMS TRAINING	40.75	129.25	108.25	107.25	8.00	3.75	8.75	0.00	77.00				483.00
FIRE TRAINING	3.50	43.50	15.50	86.75	56.50	9.00	0.00	13.75	5.25				233.75
RESCUE CALLS	13.00	2.25	11.25	2.00	0.00	9.50	4.75	7.00	2.25				52.00
FIRE CALLS	13.50	4.50	23.50	9.75	7.50	0.00	1.75	0.00	0.00				60.50
MEETINGS	3.00	33.00	22.25	8.50	19.00	2.25	11.25	12.00	21.75				133.00
STAFFING REP.	89.25	15.50	0.00	153.00	152.25	171.75	665.00	561.75	190.50				1,999.00
MAINTENANCE	0.00	0.00	0.00	3.25	8.25	0.75	0.00	0.00	0.00				12.25
PUB. ED.	2.25	0.00	4.50	34.00	0.00	7.50	0.00	2.50	0.00				50.75
SPECIAL EVENTS	0.00	0.00	0.00	0.00	210.00	0.00	10.50	56.50	0.00				277.00
# FIRE RUNS	56	31	50	52	40	32	44	33	46				384
# EMS RUNS	191	178	167	223	191	186	196	196	204				1,732
DISPATCH ERRORS	6	6	8	2	4	4	6	8	5				49
TOTAL HRS.	238.00	282.00	207.75	473.50	464.50	216.50	732.00	692.50	348.75	0.00	0.00	0.00	3,655.50

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through September 3, 2019, \$71,213, 75%

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

Attachment: FIRE DEPT SEPT OT RPT (8828 : Fire Department Overtime and LifeQuest Services Billing Reports for September, 2019.)

**DE PERE FIRE RESCUE
SEPTEMBER, 2019
*OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
08/24/2019	24	36
08/25/2019	24	36
08/30/2019	13	19.5
08/31/2019	4	6
09/02/2019	24	36
09/03/2019	14	21
09/06/2019	24	36
TOTAL	127	190.5

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

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR SEPTEMBER, 2019



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
09/02/2019	2040 Airport Drive (Village of Ashwaubenon)	Possible structure fire	BC104, L111	Dispatched/Canceled en route	N/A
09/03/2019	525 N. Tenth Street	Smoke detector activation, no fire, unintentional	BC105, E111, E121	Investigate	N/A
09/05/2019	2822 Ramada Way (Village of Ashwaubenon)	Structure fire	L111	Dispatched/Canceled en route	N/A
09/06/2019	1839 S. Sunkist Circle	Building fire	C102, E111, E121, A112	Extinguishment by fire service personnel, search, forcible entry, investigate, ventilate	Ashwaubenon, Bellevue, Ledgeview
09/10/2019	302 George Street	Water or steam leak	E111	Investigate	N/A
09/10/2019	764 Fernando Drive (Village of Hobart)	Building fire	BC104, L111	Standby	N/A
09/10/2019	George Street	Hazmat release inv with no hazmat	BC105, E111	Provide manpower	N/A
09/11/2019	845 Prosper Street	Alarm system activation, no fire - unintentional	BC105, A111, E111, E121	Investigate	N/A
09/12/2019	812 East River Drive	Alarm system activation, no fire - unintentional	BC103, A121, E111	Investigate	N/A
09/12/2019	1775 E. Matthew Drive	Sprinkler activation, no fire, unintentional	E111, E121	Investigate	N/A
09/13/2019	810 Parkview Road (Village of Ashwaubenon)	Passenger vehicle fire	BC104, E111	Standby	N/A
09/13/2019	1639 Commanche Avenue (Village of Ashwaubenon)	Building fire	BC104, L111	Dispatched/Canceled en route	N/A
09/14/2019	825 East River Drive	Building fire	BC105, E111, E121	Ventilate	Ashwaubenon, Bellevue, County Rescue, Ledgeview
09/18/2019	904 S. Ninth Street	Hazmat release inv with no hazmat	BC103, E121	Investigate	N/A
09/18/2019	1514 Fox Ridge Court	Smoke detector activation	BC105, E111, E121	Dispatched/Canceled en route	N/A

Attachment: FIRE DEPT SEPT OT RPT (8828 : Fire Department Overtime and LifeQuest Services Billing Reports for September, 2019.)

09/19/2019	233 N. Broadway	Overheated motor	BC104, E111, E121, L111	Ventilate	Ashwauben Bellevue, Ledgeview
09/22/2019	939 Urbandale Avenue	Smoke detector activation, no fire, unintentional	BC105, E111, E121	Investigate	N/A
09/22/2019	1901 Ridgeway Drive	Malicious false alarm	BC105, A111, E111, E121	Investigate	N/A
09/22/2019	535 Brule Road	Carbon monoxide incident	E111	Investigate	N/A
09/23/2019	1726 Jonathan Court	CO detector activation, due to malfunction	E122	Investigate	N/A
09/25/2019	1540 S. Huron Road (Village of Bellevue)	Building fire	BC104, L111	Dispatched/Canceled en route	N/A
09/26/2019	703 Ridgeway Blvd.	Building fire	C102, BC103, BC104, A112, E111, E121	Extinguishment by fire service personnel, IC, EMS, provide manpower, apparatus, equipment, media info	Ashwauben Bellevue, Green Bay, Hobart, Lawrence, Ledgeview
09/27/2019	201 James Street	Alarm system sounded due to malfunction	BC104, E111, E121	Investigate	N/A
09/27/2019	126 S. Broadway	Hazmat release inv with no hazmat	E111, E121	Investigate	N/A
09/27/2019	1850 Dickinson Road (Town of Ledgeview)	Building fire	C102, BC103, E111, E121	Investigate, IC, ventilate, evacuate, provide apparatus, equipment and manpower	N/A
09/29/2019	950 Main Avenue	Smoke scare, odor of smoke	E121	Investigate	N/A
09/29/2019	605 N. Webster Avenue	Smoke detector activation, no fire, unintentional	BC104, E111, E121	Investigate	N/A
09/30/2019	985 N. Broadway	Alarm system activation, no fire - unintentional	BC103, A111, A121, E111	Investigate, Incident Command	N/A
09/30/2019	1781 Highview Street	Gasoline or other flammable liquid spill	BC103, E111	Hazardous materials leak control and containment	N/A

Attachment: FIRE DEPT SEPT OT RPT (8828 : Fire Department Overtime and LifeQuest Services Billing Reports for September, 2019.)

**LIFEQUEST MEDICAL BILLING - 2019
MONTHLY REPORT**

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

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	211,284	123,787	143,496			
PAYMENTS	74,156	68,797	60,290			
CREDIT ADJUSTMENTS	102,100	80,649	58,494			

Payments to LifeQuest	
January	3,057
February	3,823
March	4,791
April	3,407
May	3,661
June	3,277
July	4,079
August	4,314
September	3,554
October	
November	
December	
Total Paid	\$33,963

**See attached details

City Of De Pere
Income and Expenditures
September 2019
All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$110,759.20	\$32,737.19	\$143,496.39
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$110,759.20	\$32,737.19	\$143,496.39
Account Transfers		\$8,208.92	\$24,528.27	\$32,737.19
Credit Summary				
Total Credits		\$113,978.78	\$6,646.08	\$120,624.86
Less Adjustments	-	\$58,494.45	\$0.00	\$58,494.45
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$1,840.72	\$1,840.72
Less Overpayments	-	\$(192.79)	\$(555.24)	\$(748.03)
Gross Payments Received		\$55,677.12	\$5,360.60	\$61,037.72
Plus Overpayment Returns	+	\$(97.30)	\$0.00	\$(97.30)
Net Payments Received		\$55,579.82	\$5,360.60	\$60,940.42
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$55,579.82	\$5,360.60	\$60,940.42
Summary of Disbursement				
Total Deposits & Payments Kept By		\$55,579.82	\$5,360.60	\$60,940.42
Plus Overpayment Refunds	+	\$(95.49)	\$(555.24)	\$(650.73)
Gross Revenue		\$55,484.33	\$4,805.36	\$60,289.69
LifeQuest Fee		\$2,496.79	\$1,057.18	\$3,553.97
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$2,496.79	\$1,057.18	\$3,553.97
Service Revenue		\$52,987.54	\$3,748.18	\$56,735.72
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$52,987.54	\$3,748.18	\$56,735.72

Messages:

Total Deposits EOM differ from bank statement by \$1175.06 due to 8/9 \$207.29 UHC, 8/19 \$97.00 CIGNA, 8/30 \$965.20 NHIC now posted. 9/11 \$94.43 WPS-Wisconsin not posted. 10.1.19 BJ



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Please Handle Accordingly.

10/1/2019

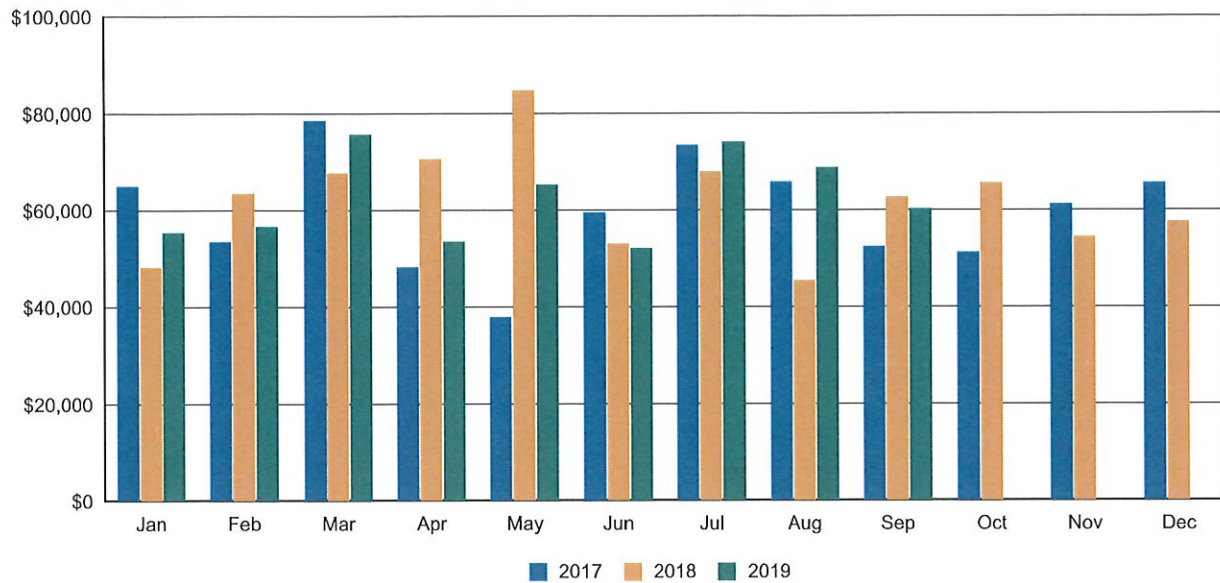
Page 1 of 4

252.9.2019.M001

Attachment: FIRE DEPT SEPT OT RPT (8828 : Fire Department Overtime and LifeQuest Services Billing Reports for September, 2019.)

All Phases Gross Revenue

City of De Pere
January 2017 to September 2019



	2017	2018	2019
January	\$65,035	\$48,362	\$55,433
February	\$53,532	\$63,538	\$56,668
March	\$78,566	\$67,787	\$75,702
April	\$48,367	\$70,664	\$53,535
May	\$38,017	\$84,800	\$65,318
June	\$59,532	\$53,162	\$52,157
July	\$73,500	\$67,954	\$74,156
August	\$65,845	\$45,566	\$68,797
September	\$52,557	\$62,667	\$60,290
October	\$51,374	\$65,610	\$0
November	\$61,219	\$54,498	\$0
December	\$65,635	\$57,599	\$0
Total Gross Revenue	\$713,180	\$742,207	\$562,057

City Of De Pere

Billing Summary

September 2019

Phase 1

Charges

Billing Charges		\$110,759.20	
Other	+	\$0.00	
Subtotal of Charges			\$110,759.20

Account Transfers

Billing to Collections Transfer Total			\$8,208.92
---------------------------------------	--	--	------------

Credit Summary

Total Credits		\$113,978.78	
Less Adjustments	-	\$58,494.45	
Less Overpayments	-	\$(192.79)	
Gross Payments Received			\$55,677.12
Plus Overpayment Returns	-	\$(97.30)	
Net Payments Received			\$55,579.82
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$55,579.82

Summary of Disbursement

Total Deposits & Payments Kept By		\$55,579.82	
Plus Overpayment Refunds	+	\$(95.49)	
Gross Revenue			\$55,484.33
LifeQuest Fee		\$2,496.79	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$2,496.79
Service Revenue		\$52,987.54	
Less Payment Kept By Service	-	\$0.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$52,987.54

Messages:**Legend:****Charges - Other:** Includes insurance interest, transaction fees, probate fees**Credit Summary - Less Overpayments:** Includes recoupments, refunds, returns, service payables**Credit Summary - Plus Overpayment Returns:** Includes NSF/bank returned type payments

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10/1/2019
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252.9.2019.M001

Billing Reconciliation Summary

City of De Pere

For the month of September 2019

Beginning Balance of Accounts Receivables			\$203,667.17
Total Charges entered for the Month		+	\$110,759.20
Adjustments			
Intercept	\$0		
Per Contract	\$0		
Account Transfer Total	\$8,208.92		
Other	\$50,285.53		
Total Adjustments for the Month	\$58,494.45	-	\$58,494.45
Payments			
Cash	\$11,763.92		
Contract Payments	\$798.60		
Credit Card	\$0		
Direct Deposit	\$39,576.46		
Hospital	\$0		
Insurance	\$3,538.14		
Payment Kept By	\$0		
Other	\$0		
	\$55,677.12	-	\$55,677.12
Overpayment			
Recoupment	\$0		
Refunds	\$(95.49)		
Returns	\$(97.30)		
Service Payable	\$0		
Other	\$0		
	\$(192.79)	-	\$(192.79)
Total for Reconciliation Summary			\$200,447.59
Ending Balance of Accounts Receivables			\$200,447.59



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9/30/2019
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252.9.2019.M105

Attachment: FIRE DEPT SEPT OT RPT (8828 : Fire Department Overtime and LifeQuest Services Billing Reports for September, 2019.)

Total Page : 1 of 1
 Page : 1 of 1
 Date : 10/01/2019
 Time : 13:22:21

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Totals
Oct 2018	2562	26437	15902	6530	2176	3331	3794	382	189	570	0	0 \$	61874
115714	2.2	22.8	13.7	5.6	1.9	2.9	3.3	0.3	0.2	0.5	0	0 %	53.5
Nov 2018		223	24640	14380	9451	2818	232	0	-157	0	0	0 \$	51586
106478		0.2	23.1	13.5	8.9	2.6	0.2	0	-0.1	0	0	0 %	48.4
Dec 2018			831	22268	14799	8020	2832	3152	1863	-649	66	150 \$	53333
107646			0.8	20.7	13.7	7.5	2.6	2.9	1.7	-0.6	0.1	0.1 %	49.5
Jan 2019				0	17895	24350	7265	2742	2194	392	626	251 \$	55714
121031				0	14.8	20.1	6	2.3	1.8	0.3	0.5	0.2 %	46
Feb 2019					360	27858	15532	7822	6557	795	0	0 \$	58923
109224					0.3	25.5	14.2	7.2	6	0.7	0	0 %	53.9
Mar 2019						0	18625	14767	2190	2220	1205	1097 \$	40104
96217						0	19.4	15.3	2.3	2.3	1.3	1.1 %	41.7
Apr 2019							2228	30061	21238	4950	2988	1268 \$	62733
116914							1.9	25.7	18.2	4.2	2.6	1.1 %	53.7
May 2019								186	17726	23851	5330	3230 \$	50324
108279								0.2	16.4	22	4.9	3 %	46.5
Jun 2019									0	27853	14633	4964 \$	47449
107254									0	26	13.6	4.6 %	44.2
Jul 2019										5997	33097	10788 \$	49882
128342										4.7	25.8	8.4 %	38.9
Aug 2019											3616	29399 \$	33015
116546											3.1	25.2 %	28.3
Sep 2019												3589 \$	3589
78995												4.5 %	4.5
Averages	1st Mo	2nd Mo	3rd Mo	4th Mo	5th Mo	6th Mo	7th Mo	8th Mo	9th Mo	10th Mo	11th Mo	12th Mo	
Extended	1.5	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	1.5	22.4	15.2	5.7	2.9	1.6	1.1	0	0.1	0.2	0	0	

Attachment: FIRE DEPT SEPT OT RPT (8828 : Fire Department Overtime and LifeQuest Services Billing Reports for September, 2019.)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: October 8, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of the September 2019 Police Overtime

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

Miscellaneous OT of 25.75 total hours is comprised of 11.75 hours of patrol fraction allotments, 1.5 hours for field training Daily Observation Reports, 5 hours for SWAT call out, 5.5 hours for travel time for training and 2 hours for on-shift field sobriety training for new officer.

Reimbursable Miscellaneous OT of 10.5 total hours for the Drug Task Force assigned officer.

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

ATTACHMENTS:

- 2017 PD OT Report Summary (PDF)
- 2018 PD OT Report Summary (PDF)
- September 2019 P OT Report (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2017**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	12.00	64.75	39.50	24.75	23.50	15.00	38.00	37.00	18.00	32.75	4.00	23.00	332.25
OFFICER WORKED ON HOLIDAY	97.00	13.75		31.00	97.00	21.75	54.75	8.00	121.75	16.00	66.00	87.00	614.00
OFFICER FOR COURT	9.00	10.00	6.00	1.75	21.00	10.00	4.00	25.00	4.00	22.00	15.00	4.00	131.75
OFFICER TRAINING	207.00	65.50	36.00	39.00	241.75	60.25	16.50	46.75	259.25	203.00	51.25	97.00	1323.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	5.50	27.25	10.50	16.00	17.50	9.50	16.50	3.00	2.00	12.00	2.00	14.00	135.75
STAFFING LEVEL	63.00	22.50	39.25	39.50	199.50	74.00	66.50	97.50	130.50	209.50	98.00	69.00	1108.75
INVESTIGATION	37.50	44.50	43.50	36.50	73.75	24.50	47.00	26.25	23.50	108.50	28.50	57.50	551.50
HONOR GUARD FOR FUNERAL		2.00		11.00									13.00
SCHOOL LIAISON REIMBURSED	18.00	23.50	25.00	7.00	31.50	15.00		5.00	41.00	61.00	10.00	16.00	253.00
COMMUNITY RELATIONS					2.00			3.50	3.50	3.00			12.00
SPECIAL ASSIGNMENT		6.25					9.00						15.25
SPECIAL ASSIGNMENT REIMBURSED		6.25		18.50	219.50	13.00			8.00	29.50	29.00		323.75
MISCELLANEOUS	27.50	13.50	42.75	20.25	26.25	17.75	10.75	11.50	9.75	35.50	17.00	20.25	252.75
MISCELLANEOUS REIMBURSED	66.00	130.00	45.00	60.00	104.00	67.50	57.50	51.00	30.50	42.50	26.00	19.00	699.00
Gross OFFICER OVERTIME	542.50	429.75	287.50	305.25	1057.25	328.25	320.50	314.50	651.75	775.25	346.75	406.75	5766.00
SUBTOTAL REIMBURSED OVERTIME	(84.00)	(159.75)	(70.00)	(85.50)	(355.00)	(95.50)	(57.50)	(56.00)	(79.50)	(133.00)	(65.00)	(35.00)	(1275.75)
NET OFFICER OVERTIME	458.50	270.00	217.50	219.75	702.25	232.75	263.00	258.50	572.25	642.25	281.75	371.75	4490.25

Total Overtime Budget: **\$145,000.00**
Expenditures through 1/02/2018 **\$182,422.00**
Percent of Total Budget: **125.81%**

01/02/2018
Report Date

NOTES:

* Period 12/31/2016 - 1/27/2017
**Period 1/28/2017 - 2/24/2017
***Period 02/25/2017 - 3/24/2017

+Period 03/25/2017 - 4/21/2017
++Period 4/22/2017 - 6/02/2017
^Period 6/03/2017 - 6/30/2017

#Period 7/1/2017 - 7/28/2017
##Period 7/29/2017 - 8/25/2017
^^Period 8/26/2017 - 9/22/2017

^^^Period 9/23/2017 - 11/3/2017
*+Period 11/4/2017 - 12/1/2017
**+Period 12/2/2017 - 12/29/2017

Attachment: 2017 PD OT Report Summary (8817 : Police September 2019 Overtime)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2018**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	41.50	19.50	10.00	15.50	23.00	14.00	20.00	97.50	33.00	29.00	19.50	8.50	331.00
OFFICER WORKED ON HOLIDAY	105.75	8.00	12.00	42.00	98.25	22.00	70.50	4.00	114.00	12.00	51.75	98.75	639.00
OFFICER FOR COURT	4.00	14.00	13.00	12.00	18.00	12.00	23.50	6.00	14.00	53.50	9.00	26.00	205.00
OFFICER TRAINING	82.00	122.00	71.75	140.00	277.00	164.75	104.50	73.50	179.75	224.25	66.50	28.00	1534.00
OFFICER RELIEF FOR FUNERAL			4.50										4.50
OFFICER ATTEND MEETING	10.50		3.50	15.00	0.50		7.50		10.00	12.00		21.00	80.00
STAFFING LEVEL	68.00	51.25	97.75	61.50	87.50	92.00	83.00	73.75	140.50	175.50	99.50	85.25	1115.50
INVESTIGATION	50.75	77.00	82.25	87.50	40.75	27.50	39.00	55.50	15.00	83.00	57.25	74.50	690.00
HONOR GUARD FOR FUNERAL						15.50		3.00					18.50
SCHOOL LIAISON REIMBURSED	12.50	25.50	10.00	19.00	33.75	27.50		15.00	61.00	41.50	7.00	22.00	274.75
COMMUNITY RELATIONS						1.50		2.00	3.00	14.50		4.00	25.00
SPECIAL ASSIGNMENT						6.50				46.00			52.50
SPECIAL ASSIGNMENT REIMBURSED		17.50	9.50		212.75		26.50		13.50		30.75		310.50
MISCELLANEOUS	16.00	19.00	10.75	25.75	35.00	10.75	9.00	18.50	19.75	37.75	18.75	19.00	240.00
MISCELLANEOUS REIMBURSED	33.00	41.50	79.00	20.00	32.50	23.50	25.00	34.00	32.00	43.00	22.00	19.00	404.50
Gross OFFICER OVERTIME	424.00	395.25	404.00	438.25	859.00	417.50	408.50	382.75	635.50	772.00	382.00	406.00	5924.75
SUBTOTAL REIMBURSED OVERTIME	(45.50)	(84.50)	(98.50)	(39.00)	(279.00)	(51.00)	(51.50)	(49.00)	(106.50)	(84.50)	(59.75)	(41.00)	(989.75)
NET OFFICER OVERTIME	378.50	310.75	305.50	399.25	580.00	366.50	357.00	333.75	529.00	687.50	322.25	365.00	4935.00

Total Overtime Budget: \$150,000.00
Expenditures through 3/1/2019 \$190,045.02
Percent of Total Budget: 126.70%

NOTES:

* Period 12/30/2017 - 1/26/2018

**Period 1/27/2018 - 2/23/2018

***Period 2/24/2018 - 3/23/2018

+Period 3/24/2018 - 4/20/2018

++Period 4/21/2018 - 6/1/2018

^Period 6/2/2018 - 6/29/2018

#Period 6/30/2018 - 7/27/18

##Period 7/28/2018 - 8/24/2018

^^Period 8/25/2018 - 09/21/2018

^^^Period 9/22/2018 - 11/2/2018

*+Period 11/3/2018 - 11/30/2018

*+*Period 12/01/2018 - 12/28/2018

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2019**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC**	TOTAL
OFFICER SICK RELIEF	20.50	16.50	15.00	48.50	9.50	23.00	47.75	12.00	21.00				213.75
OFFICER WORKED ON HOLIDAY	105.00	22.25	4.00	30.00	91.75	12.00	61.00	10.00	121.25				457.25
OFFICER FOR COURT	22.50	10.00	18.50	10.50	14.00	8.00	10.00	6.00	8.00				107.50
OFFICER TRAINING	29.50	89.00	124.00	160.75	82.75	77.25	69.75	50.25	154.25				837.50
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	3.00	2.00	12.00	13.00		2.00	7.50	2.00					41.50
STAFFING LEVEL	39.00	60.00	124.50	85.50	169.25	131.25	157.00	263.75	305.00				1335.25
INVESTIGATION	33.00	38.50	16.00	58.50	29.00	27.00	58.00	17.00	12.75				289.75
HONOR GUARD FOR FUNERAL		10.00											10.00
SCHOOL LIAISON REIMBURSED	25.50	30.50	14.00	30.00	8.00	25.00		3.50	35.50				172.00
COMMUNITY RELATIONS					2.00								2.00
SPECIAL ASSIGNMENT				8.25	32.00	6.00			4.50				50.75
SPECIAL ASSIGNMENT REIMBURSED		14.00					14.00	10.00					38.00
MISCELLANEOUS	8.00	31.25	22.75	41.50	14.50	22.75	29.25	20.50	25.75				216.25
MISCELLANEOUS REIMBURSED	14.50	16.50	13.00	30.50	75.00	50.00	1.50	3.50	10.50				215.00
Gross OFFICER OVERTIME	300.50	340.50	363.75	517.00	527.75	384.25	455.75	398.50	698.50	0.00	0.00	0.00	3986.50
SUBTOTAL REIMBURSED OVERTIME	(40.00)	(61.00)	(27.00)	(60.50)	(83.00)	(75.00)	(15.50)	(17.00)	(46.00)	0.00	0.00	0.00	(425.00)
NET OFFICER OVERTIME	260.50	279.50	336.75	456.50	444.75	309.25	440.25	381.50	652.50	0.00	0.00	0.00	3561.50

Total Overtime Budget: **\$160,000.00**
Expenditures through 9/27/2019 **\$192,960.79**
Percent of Total Budget: **120.60%**

NOTES:

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

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

***Period 02/23/2019 - 3/22/2019

+Period 3/23/2019 - 5/03/2019

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

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

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

##Period 07/27/2019 - 08/23/2019

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

^^^Period

*+Period

**+Period

Attachment: September 2019 P OT Report (8817 : Police September 2019 Overtime)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: October 8, 2019

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Action to Accept Brown County Crime Prevention Funding Board Grant to Police Department*

The Brown County Crime Prevention Funding Board is a state legislation created county board that collects certain funds from convicted criminals and annually distributes those funds to groups or agencies that have a crime prevention purpose or use. This year the De Pere Police Department applied to the board for the purpose of purchasing two thermal imaging cameras for \$2,375.00. The board approved the application and awarded the funds in September.

The cameras will be used on the occasions of missing persons, crime detection and for fleeing suspects as it detects heat and displays it on a screen. The camera can be used during the day but it is especially effective at night or in low light conditions.

The department requests the approval of the grant and accept the funds in the amount of \$2,375.00.

Thank you for your consideration 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 8, 2019

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration of 2020 Benefit Renewal and Plan Design Changes*

ATTACHMENTS:

- 2020 Council Memo City of De Pere (DOCX)

CITY OF DE PERE

MEMO



To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 Date: October 8, 2019
 RE: Consideration of 2020 Benefit Renewal and Plan Design Changes

We continue to monitor the benefit plans provided to the employees to maintain high value, financially stable design and costs. As we plan into 2020, we continually evaluate the fixed costs of the plan. We are recommending minor changes to the medical plan language this year.

Each year we have moved our plan more in line with industry standards. Below are the last few changes we are recommending to have our plan match with UMR's industry standards.

MEDICAL PLAN LANGUAGE RECOMMENDATIONS

CURRENT PLAN LANGUAGE

Abortions: If a physician states in writing that the mother's life would be in danger if the fetus were to be carried to term or if the pregnancy was the result of incest or rape, or if the fetus has been diagnosed with a lethal or otherwise significant abnormality.

Home Health Care Visit Maximum: 60 per calendar year with additional visits allowed if medically necessary.

Augmentation Communication Devices: Allow augmentation communication devices only after surgical removal of the larynx or a diagnosis of permanent lack of function of the larynx.

Waive of Newborn Deductible: Waive the deductible of the newborn.

Air ambulance – no trip maximum

Prior Authorization: No preauthorization required for Specialty Injectables

2020 PROPOSED LANGUAGE CHANGES

Abortions: If a physician states in writing that the mother's life would be in danger if the fetus were to be carried to term or if the pregnancy was the result of incest or rape.

Change to 60 visits per calendar year and deny anything after regardless of medically necessary.

Cover augmentation communication devices, subject to medical necessity, as long as a covered diagnosis.

Not waive the deductible for the newborn.

\$25,000 per trip maximum

Preauthorization required with no penalty

In addition to the above, we are recommending the following programs which are UMR's norms for their book of business:

CRS Benchmark Program: The program enables UMR to apply cost management strategies on out-of-network claims to limit balance billing of members. It also protects the plan from egregious provider billing. The standard access fee for this program is 22% of savings with a savings cap of \$50,000 per claim. The maximum access fee paid on any one claim will be \$11,000 (which is 22% of \$50,000). Today, the current CRS program that the City of De Pere has in place is 30% of savings with a savings cap of \$50,000 per claim.

Advanced Claims Review: The review provides additional claim review for professional coding accuracy and increased savings. Fee is 30% of savings.

RENEWAL RATES

Our plan continues to perform well. Based on the plan performance, we are recommending a 3% decrease for 2020 plan year. The rates would as follows:

	CURRENT	RENEWAL
Single:	\$757.10	\$734.39
EE+1:	\$1,409.12	\$1,366.85
Family:	\$2,311.18	\$2,241.84
Retiree Single under 65:	\$999.37	\$969.39
Retiree EE+1 under 65:	\$1,860.04	\$1,804.24
Retiree Family under 65:	\$3,050.76	\$2,959.23
Medicare Single over 65:	\$681.39	\$660.95
Medicare Two over 65:	\$1,362.78	\$1,321.90
Medicare one over one under 65:	\$1,680.76	\$1,630.34

DENTAL PLAN

No changes to the plan.

RENEWAL RATES

Based on the plan performance, we are recommending a 0% increase to our Humana self-funded plan. The Dental Associates rates, which is a fully-insured plan where we do not have control over the pricing, will increase 4% for 2020.

HUMANA		DENTAL ASSOCIATES	
CURRENT	RENEWAL	CURRENT	RENEWAL
Single - \$48.44	Single - \$48.44	Single - \$34.94	Single - \$36.34
Family - \$147.25	Family - \$147.25	Family - \$99.71	Family - \$103.70

VOLUNTARY VISION PLAN

No Changes to the plan.

RENEWAL RATES

The United Healthcare fully-insured voluntary vision plan rates will increase 2.5% for 2020.

UNITED HEALTHCARE

CURRENT	RENEWAL
Single - \$6.16	Single - \$6.31
Employee/Spouse: \$11.68	Employee/Spouse: \$11.97
Employee/Child(ren): \$13.70	Employee/Child(ren): \$14.04
Family - \$19.27	Family - \$19.75

OTHER BENEFITS

The market analysis for our other benefit plan offerings shows that our plans are comprehensive and competitive and we are not recommending any plan design changes.

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: October 8, 2019

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration of Recommended Changes to 2020 Seasonal Wage Schedule*

ATTACHMENTS:

- Memo to Finance and Council on 2020 Seasonal rates (DOC)
- DRAFT 2020 Seasonal Part-time-Non-Benefit Eligible- Employee Wage Schedule (rev 09.09.19) (XLSX)

Memo

City of De Pere

To: Members of the Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Re: Recommended changes to 2020 Seasonal/Part-time Employee Wages
Date: October 8, 2019

Attached please find the 2020 pay recommendations for part-time and seasonal employees.

There are two positions, based on market data and/or difficulty filling positions, we are recommending moving to a higher level effective January 1, 2020. The departments have funds in their 2020 budget to cover the cost of the increases. The recommendations are as follows:

- GIS Intern – from Level 5 to Level 6
- Engineering Aide – from Level 7 to Level 9

There are two new positions that we will be adding to the salary schedule. The departments have funds in their 2020 budget to cover the cost of the new positions. The recommendations are as follows:

- Development Services Intern – Level 6
 - The Development Services Intern was approved as part of the 2019 budget with a rate of \$12.00 - \$14.00/hour. Seasonal pay level 6 is within the rate approved in the 2019 budget.
- Water Department Intern – Level 6

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

Thank you.

DRAFT

2020 Seasonal/Part Time (Non-Benefit Eligible) Employee Wage Scale

Wages Effective January 1, 2020

Updated 09/09/2019

Position	Step 1	Step 2	Step 3	Step 4
Level 1 - Pool - Concession Staff - Pool - Basket/Maintenance	\$9.25	\$9.50	\$9.75	\$10.00
Level 2 - Assistant Instructor - Recreation Office Assistant - Recreation Intern - Community Center Facility Attendant - Playground Leader - Election Inspector - Event Server^^	\$10.00	\$10.25	\$10.50	\$10.75
Level 3 - Kidz Zone & Camp Counselors - Youth Recreation Supervisor	\$10.50	\$10.75	\$11.00	\$11.25
Level 4 - Community Center Maintenance - Basketball Supervisor - Lifeguard*** - Chief Election Inspector - Park, Street & Water Maintenance Laborer - Sign Maintenance Aide - Shop Assistant - Building Maintenance Assistant - Community Services Officer	\$11.00	\$11.25	\$11.50	\$11.75
Level 5 - Tennis Instructor - Park Maintenance Lead GIS Intern	\$12.00	\$12.25	\$12.50	\$12.75
Level 6 - Art/Theatre Instructor - Fitness Instructor - Tae Kwon Do Instructor/Tai Chi Instructor - Water Aerobics Instructor - Youth Activity Instructor - Economic Development Intern - Election Specialist - Development Services Intern - GIS Intern - Water Department Intern	\$13.00	\$13.25	\$13.50	\$13.75
Level 7 - Dance, Pom, Twirling & Tumbling Instructor - Enrichment Instructor - Pool Manager Engineering Aide - Event Manager^^	\$14.00	\$14.25	\$14.50	\$14.75
Level 8 - Paid On Call Firefighter**** - Paid On Premise Firefighter**** / *****	\$15.00	\$15.25	\$15.50	\$15.75

- Training & Safety Officer (Fire)**** / ***** - Weed Commissioner				
Level 9 - Band Director - Yoga/Pilates/Zumba with basic certification * - Video Production Assistant^ - Engineering Aide	\$16.50	\$16.75	\$17.00	\$17.25
Level 10 - Crossing Guard***** - Rubbish Site Attendant	\$17.00	\$17.25	\$17.50	\$17.75
Level 11 - Yoga/Pilates/Zumba with advance certification after 1 yr. employment unless approved by Mgr. (ACE, AFAA, E-RYT 500 hrs) * - Snow Plow Driver - Seasonal Maintenance Worker - Accountant	\$20.00	\$20.25	\$20.50	\$20.75
Non-Classified Wage Rates - Scorekeeper - Kickball Official** - Flag Football Official - Slow/Co-ed Softball Umpire** - Basketball Official** - WIAA Certified Basketball Official**	\$9.50/ga \$14.00/ga \$14.00/ga \$17.00/ga \$22.00/ga \$25.00/ga	\$9.75/ga \$14.25/ga \$14.25/ga \$17.25/ga \$22.25/ga \$25.25/ga	\$10.00/ga \$14.50/ga \$14.50/ga \$17.50/ga \$22.50/ga \$25.50/ga	\$10.25/ga \$14.75/ga \$14.75/ga \$17.75/ga \$22.75/ga \$25.75/ga

Misc. Wage Rates	
- Medical Advisor	\$1,500/yr
- Electrical Inspector	\$30.00/hr

The step scale is designed to reward employees for good work performance and continual years of service. Employees are given a step increase with supervisor approval, for each year they return to same employment or each January 1st with satisfactory work performance. (New hires hired after June 30th will receive an increase the second January 1st after start date or when returning for a second season, whichever happens first.)
- First year employees in any classified level shall start at Step 1, unless approved otherwise approved by the department head.

The City of De Pere has an incentive program established for seasonal Park and Recreation employees. The program includes: admission to one program per season (up to 3 per year). The incentive program is administered at the discretion of the supervisor of the department.

* Eligible to earn incentive pay based upon number of participants enrolled. Incentive pay ranges an additional .25 hours to 1.25 hours per class.

** Umpires or officials that are scheduled with a partner and work a game alone will be paid at 1.5 times the game rate.

*** The City will pay for lifeguard certification for new lifeguards, and WSI certified lifeguards, contingent on staff successfully completing one season of employment as a full time staff member. Substitute guards are not eligible for reimbursement of their lifeguard certification.

**** Receives \$50/month on-call pay if meet minimum response requirements for emergency incidents and duty crew. Responses will be reviewed annually by department.

***** Receives \$20/month gas stipend for regular assigned guards. This benefit is discontinued for guards assigned to a regular position on or after April 1, 2019.

***** Receives \$0.25/hour for each of the following certifications: Firefighter II, Fire Inspector, Driver Operator Pumper, Driver Operator Aerial, Emergency Services Instructor, Fire Officer I, Fire Officer II;
Receives \$1.00/hour for EMT-P Licensure

^ Paid at least a minimum of 2 hours each day worked

^^ Bartenders License required and shall be reimbursed by the City upon successful attendance of at least three events



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: October 8, 2019

DEPARTMENT: City Clerk

FROM: Ann Ledvina

SUBJECT: Review and possible action on City of De Pere Investments and Cash Detail for August 31, 2019.

ATTACHMENTS:

- August Investments (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: October 3, 2019
Subject: Cash and Investments Report for August 31, 2019

I have attached a summary of the City's Cash and Investments for your information and review as of August 31, 2019. I have also attached a monthly summary of the accounts from January 1 to August 31, 2019 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments are performing well compared to the 2019 budget. The 2019 investment income budget was conservatively estimated based on 2018 results at the time the budget was prepared. As mentioned in last month's memo, the City is no longer required to have a separate bank account for the revolving loan fund since the program is now under City control. As a result, the revolving loan account has been closed and been moved into the money market account at the beginning of September 2019 which will allow for a higher rate of return going forward.

Feel free to contact me should you have any questions on this.

Attachment: August Investments (8830 : Investment Summary)

DE PERE CASH AND INVESTMENTS SUMMARY

August 31, 2019

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 426,041.63
HEALTH CHECKING	\$ 1,490,067.36
DENTAL CHECKING	\$ 30,520.16
SUBTOTAL	\$ 1,946,629.15
RESTRICTED	BALANCE
REVOLVING LOAN	\$ 813,473.53
WATER BOND MM	\$ 211,914.56
SUBTOTAL	\$ 1,025,388.09
TOTAL CASH	\$ 2,972,017.24

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 12,354,986.31	\$ 180,265.20	2.41%
ASSOCIATED BANK TRUST	\$ 4,954,939.21	\$ 108,470.17	3.36%
CHARLES SCHWAB INVESTMENTS	\$ 6,173,193.84	\$ 212,193.56	5.34%
MONEY MARKET	\$ 2,062,134.87	\$ 30,588.99	2.26%
TOTAL INVESTMENTS	\$ 25,545,254.23	\$ 531,517.92	
TOTAL CASH AND INVESTMENTS	\$ 28,517,271.47		

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

Attachment: August Investments (8830 : Investment Summary)

DE PERE CASH AND INVESTMENT YEARLY SUMMARY

10/3/2019

9.a

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

	31-Jul-2019	31-Aug-2019	30-Sep-2019	31-Oct-2019	30-Nov-2019	31-Dec-2019
CHECKING ACCOUNTS						
CITY CHECKING	905,026.81	426,041.63	-	-	-	-
HEALTH CHECKING	1,353,881.40	1,490,067.36	-	-	-	-
DENTAL CHECKING	29,314.13	30,520.16	-	-	-	-
SUBTOTAL	\$ 2,288,222.34	\$ 1,946,629.15	\$ -	\$ -	\$ -	\$ -
RESTRICTED						
REVOLVING LOAN	813,162.75	813,473.53	-	-	-	-
WATER BOND MM	211,833.60	211,914.56	-	-	-	-
SUBTOTAL	\$ 1,024,996.35	\$ 1,025,388.09	\$ -	\$ -	\$ -	\$ -
TOTAL CASH	\$ 3,313,218.69	\$ 2,972,017.24	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	\$ 12,354,986.31	\$ 12,354,986.31				
ASSOCIATED BANK TRUST	\$ 4,931,169.73	\$ 4,954,939.21				
CHARLES SCHWAB INVESTMENTS	\$ 6,141,231.12	\$ 6,173,193.84				
MONEY MARKET	\$ 2,057,940.06	\$ 2,062,134.87				
TOTAL INVESTMENTS	\$ 25,485,327.22	\$ 25,545,254.23	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 28,798,545.91	\$ 28,517,271.47	\$ -	\$ -	\$ -	\$ -

Attachment: August Investments (8830 : Investment Summary)



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: October 8, 2019

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Discussion and Review of Participation in Opioid Litigation.*
