

AGENDA
FINANCE AND PERSONNEL COMMITTEE
MONONA PUBLIC LIBRARY, MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, SEPTEMBER 16, 2019
5:30 P.M.

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from September 3, 2019.
4. Appearances.
5. Unfinished Business. (None)
6. New Business.
 - A. Consideration of Resolution 19-9-2372 Approval to Apply for a Wisconsin Department of Natural Resources Urban Forestry Grant.
 - B. Consideration of Ordinance 9-19-721 Amending Section 152-1 A. (1) of the Fees, Fines, and Penalties Schedule Regarding Ambulance Transport Fees.
 - C. Monthly Financial Report.
7. Acceptance of General Fund Accounts Payable Checks Dated August 30–September 12, 2019. (Documentation of invoices paid is available in the City Clerk’s office.)
8. Adjournment.

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

FINANCE AND PERSONNEL COMMITTEE MINUTES
September 3, 2019

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:31 p.m.

Present: Mayor Mary K. O'Connor and Alderpersons Doug Wood and Andrew Kitslaar

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Library Director Ryan Claringbole, Fire Chief Scott Sullivan, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Wood, seconded by Alder Kitslaar to approve the Minutes of the August 19, 2019 Finance & Personnel Committee meeting, was carried.

APPEARANCES & UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

Finance Director Houtakker distributed the fiscal note for the Library carpet project, which is in the 2019 Capital Budget. The low bid came in under budget but a company needs to be hired to move shelves and equipment. Library Director Claringbole reported the project is for the entire upper level, including staff areas. Three bids were received. He is working with a moving company to stay within the budget; that part of the project will not need to be bid out as it is under \$25,000. Work will start in early December and is estimated to take 2 weeks to complete. The Library will be closed but there will be a "Mini-Library" set up in the lower level with books, staff, computers, etc. available on a smaller scale.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-9-2370 Approving a Bid for the Purchase and Installation of Library Carpet. On a roll call vote, all members voted in favor of the motion.

City Administrator Gadow reported the Park Shelter Lease Agreement was drafted, with input from the City Attorney and staff, as part of the Developer Agreement for the Riverfront park space. Alder Kitslaar had several questions, including what would happen to the Agreement if the building were sold, what the City's financial burden is for the required insurance, and whether that requirement was common and usual for this type of Agreement. Alder Wood agreed, and requests the City Attorney's input. City Administrator Gadow will clarify these issues for the Council.

A motion by Alder Wood, seconded by Alder Kitslaar to approve Resolution 19-9-2371 Approving a Park Shelter Lease Agreement between the City of Monona and Yahara RFP Phase 1, LLC, contingent upon staff providing answers at the next Council meeting to the questions raised, including those regarding building sale and insurance, was carried.

Fire Chief Sullivan provided a Report on Budget Status of Fire Department Paid-On-Premise Program. Participation has almost doubled in this program and call volume has increased. There is a stipend for each 24-hour shift: \$52 for firefighters and \$90 for officers and drivers. Officers keep the car, only when he is not available, and respond to all calls. The Paid-On-Call program will be \$5,000 under budget, Paid-On-Premise is over \$10,000, so the budget shortfall overall is \$5,000.

All volunteers are not EMTs. There is still not always 3 people available. Only 10% are driver qualified, which includes pumping and operating all equipment. He is training 3 more this fall; training is paid for by the state and the City pays for the test. There are sometimes 2 Paid-On-Premise staff on at a time.

Alder Wood stated that this program being over-budget starts the 2020 Budget \$10,000 in the hole. Finance Director Houtakker stated there should be a budget amendment. Fire Chief Sullivan reported he is looking at new ways of funding this year's shortfall and the program for next year. Alder Kitslaar asks for more frequent updates to keep the Committee apprised.

Finance Director Houtakker reviewed recent Accounts Payables and answered member's questions. He distributed a report showing the reductions in the Recycle Rebate and Recycle Revenue accounts. He will work on a way to cover these budget shortages from other funds, such as the Legal Retainer account.

A motion by Alder Wood, seconded by Alder Kitslaar to Accept General Fund Accounts Payable Checks Dated August 16 through August 29, 2019, was carried.

A motion by Alder Kitslaar, seconded by Alder Wood to adjourn, was carried. (7:00 p.m.)

Joan Andrusz
City Clerk

DRAFT

**Resolution No. 19-9-2372
Monona Common Council**

**APPROVAL TO APPLY FOR A WISCONSIN DEPARTMENT OF NATURAL
RESOURCES URBAN FORESTRY GRANT**

WHEREAS, the City of Monona is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects specified in s. 23.097(1g) and (1r), Wis. Stats.; and,

WHEREAS, the City of Monona attests to the validity and veracity of the statements and representations contained in the grant application; and,

WHEREAS, the City of Monona requests a grant agreement to carry out the project.

NOW, THEREFORE, BE IT RESOLVED that the City of Monona will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

BE IT FURTHER RESOLVED that the City of Monona will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the City Administrator, its official or employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

Adopted this _____ day of _____, 2019.

BY ORDER OF THE CITY COUNCIL CITY
OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: City Administrator

Council Action:

Date Introduced: 9-16-19

Date Approved: _____

Date Disapproved: _____

**Ordinance No. 9-19-721
Monona Common Council**

**AN ORDINANCE AMENDING SECTION 152-1 A. (1)
OF THE FEES, FINES, AND PENALTIES SCHEDULE
REGARDING AMBULANCE TRANSPORT FEES**

WHEREAS, the Common Council finds that it is reasonable and necessary to charge for services provided by the City of Monona; and,

WHEREAS, the Common Council finds that from time to time, it is necessary to increase the fees for service with the cost of inflation.

NOW, THEREFORE, the Common Council of the City of Monona, Dane County, Wisconsin, do ordain as follows:

SECTION 1: The Fees, Fines and Penalties Schedule is hereby amended as follows:

Section	Description	Dollar Amount
152-1 A. (1)	Base transport fee- Resident	625.00 \$1,000.00
	Base transport fee – Non-Resident	1,000.00 \$1,400.00

SECTION 2: This ordinance shall take effect upon passage and publication as provided by law.

Adopted this _____ day of _____, 2019.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Fire Chief Scott Sullivan
Approval Recommended By: Staff

Council Action:

Date Introduced: 9-16-19

Date Approved: _____

Date Disapproved: _____

	<u>Resident Fee</u>	<u>Non Resident</u>	<u>On Scene Care</u>	<u>No Transport Mileage</u>	
Monona current base rate	\$625.00	\$1000.00	\$175.00	\$125.00	\$19
Monona Proposed base rate	\$1000.00	\$1400.00	\$250.00	\$200.00	\$22

Other Dane County Paramedic Services Rates

Middleton EMS	\$1350.00	\$1350.00	\$450.00	\$450.00	\$23
Deer-Grove EMS	\$1300.00	\$1400.00	\$350.00	\$350.00	\$22
Madison Fire	\$1200.00	\$1200.00			
Fitch-Rona EMS	\$1100.00	\$1200.00	\$150.00	\$150.0	\$22
Sun Prairie EMS	\$1500.00	\$1700.00	\$400.00	\$400.00	\$22
Town of Madison	\$900.00	\$1000.00	\$200.00	\$200.00	\$19

Other Basic/Advanced Services Rates

Cambridge EMS	\$1360.00	\$1460.00	\$150.00	\$150.00	\$22
Marshall EMS	\$1000.00	\$1000.00	\$300.00	\$300.00	\$25
Wauakee EMS	\$1050.00	\$1100.00	\$300.00	\$300.00	\$18
Sauk Prairie EMS	\$900.00	\$1000.00	\$300.00	\$300.00	\$18
District One EMS	\$800.00	\$900.00	\$100.00	\$100.00	\$19
Lodi EMS	\$900.00	\$1000.00	\$300.00	\$300.00	\$22

Hello Chief,

Allow me to address the billing-related questions from your public safety commission, and then to provide the potential additional revenue from the rate increase you requested.

1. What does Medicare pay?
 - *Medicare only considers two ambulance service categories for payment: the Base Rate charge and the Loaded Mileage charge; all other supplies/drugs/procedures are not separately payable from Medicare.*
 - *As to how much Medicare pays, Medicare does not pay what is charged. Medicare “allows” a pre-determined dollar value for every medical procedure code that could be billed to Medicare, and then covered services are paid at 80% of that amount. For example, the Medicare allowable amount for procedure code A0427 (advanced life support level 1 emergency ambulance transport) is \$432.15 for an urban ambulance supplier. Medicare will then pay 80% of that amount (\$345.72) and the remaining 20% (\$86.43) is billed to the patient or the patient’s secondary insurance. Any charged amount above the Medicare allowable amount must be written off by federal Medicare law.*
2. When was the last time we increased transport and non-transport fees?
 - *Transport fees were last increased on 1/15/2015. Non-transport fees have not changed since 2010.*
3. Is there a formula departments use to calculate transport rates? If not how do we determine a fair price?
 - *Each department uses their own criteria in determining ambulance fees. Factors such as costs of providing the service, regional comparisons, and insurance reimbursement are often considered.*

Per your instructions, I have determined what potential additional annual revenue could be generated with increases to your transport base rate charges and loaded mileage charge. I have provided three different fee options for each category (ALS base rate, BLS base rate, Loaded Mileage) so you may determine what level of increase (if any) is appropriate for your department.

It is important to note that there is no additional revenue that can be generated from a rate increase from either Medicare or Medicaid; your department already charges higher than the Medicare allowable amounts, and Medicaid payment amounts, on your base rates and loaded mileage. Therefore, patients with Medicare or Medicaid (those over 65, disabled, etc) will not see any increased out-of-pocket costs with a rate increase. All potential additional annual revenue would come from commercial insurance, patient co-pays associated with commercial insurance, and from patients without insurance.

Allow me to emphasize that these projections are estimates based on the historical run volume, payer mix, collection rates, and services provided to patients with 2018 dates of service. If any of those factors change, revenue projections would also likely change. Unforeseen factors such as changes in reimbursement from insurance, or changes in state and federal health care laws, may also affect overall revenue.

In order to provide a conservative estimate of potential additional annual revenue, all BLS base rate revenue projections are based off the resident BLS base rate, and all ALS base rate revenue projections are based off the resident ALS1 base rate. Currently, both rates are the same: \$625.00.

In summary, depending on where you choose to increase rates, you can potentially generate between \$20,000 and \$75,000 in additional annual revenue using the rate increases displayed in the graph below. Please contact me if you have any questions or concerns.

BLS Base Rates		<i>Current BLS Resident Base Rate: \$625.00</i>			
	New Rate	Potential Additional Annual Revenue			
	\$725.00	\$8,908.00			
	\$825.00	\$17,818.00			
	\$1,000.00	\$33,408.00			
ALS Base Rates		<i>Current ALS1 Resident Base Rate: \$625.00</i>			
	New Rate	Potential Additional Annual Revenue			
	\$725.00	\$10,236.00			
	\$825.00	\$20,473.00			
	\$1,000.00	\$38,386.00			
Loaded Mileage Rates		<i>Current Loaded Mileage Rate: \$18.00 / loaded mile</i>			
	New Rate	Potential Additional Annual Revenue			
	\$19.00	\$1,022.00			
	\$20.00	\$2,046.00			
	\$22.00	\$4,094.00			

Sincerely,

Eric Kiefer

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