

NOTICE OF PUBLIC MEETING

Pursuant to Wisconsin Statutes Section 19.84, notice is hereby given to the public that a regular meeting of the **FINANCE/PERSONNEL COMMITTEE** will be held **DECEMBER 11, 2012 AT 7:30 P.M.** in the **CITY HALL COUNCIL CHAMBERS, SECOND FLOOR OF DE PERE CITY HALL, 335 SOUTH BROADWAY STREET, DE PERE, WISCONSIN.**

This meeting is rebroadcast on Time Warner Cable Channel 4 and Channel 99 U-verse throughout the week.

***Agenda item requires City Council action.**

AGENDA FOR SAID MEETING

1. Roll call.
2. Approval of the minutes of the November 13, 2012 regular meeting of the Finance/Personnel Committee.
3. Overtime report of the Fire Department for the month of November.
4. Overtime report of the Police Department for the month of November.
5. Overtime report of the Engineering Department for the month of November.
6. Consider 2013 pay recommendations for Part-Time and Seasonal Employees.
7. Consider 2013 cost of living adjustment and step changes for Non-represented Employees.
8. Review salaries for Mayor and City Council. *
9. Consider an ordinance revising §7-2(e) De Pere Municipal Code regarding operator's license fees. *
10. Consider revisions to Chapter 58, Fire Prevention, De Pere Municipal Code. *
11. Consider renewal quote for Polycom Video Conference System in the Fire Department. *
12. Consider De Pere Area Fiber Network fiber purchase from St. Norbert College. *
13. Consider request to create and fill the Video Production and Marketing Coordinator position. *
14. Consider resolution authorizing certain expenditures from unassigned reserve account. *
15. Consider funding for Main Street Program – Definitely De Pere. *
16. Public comment and announcements.
17. Future agenda items.

18. Adjournment.

Lawrence Delo
City Administrator

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 who, because of disability, requires special accommodation should contact the City Administrator's Office at 339-4044 by 4:30 p.m., December 10, 2012 so that arrangements can be made.

Agenda Sent To:

Alderspersons

Mayor

City Administrator

Department Heads

Brown County Library, De Pere Branch

De Pere Journal

Green Bay Press-Gazette

De Pere Chamber of Commerce

TV & Radio

Camera Corner, P.O. Box 248, Green Bay, WI 54305-0248

**FINANCE/PERSONNEL COMMITTEE
CITY OF DE PERE, WISCONSIN – November 13, 2012**

The Finance/Personnel Committee of the City of De Pere, Wisconsin, met in regular session at the Council Chambers in City Hall, on Tuesday, November 13, 2012.

Aldersperson Kathleen Van Vonderen called the meeting to order at 7:33 p.m. Roll call was taken and the following members were present: Alderspersons Michael Donovan, Daniel Robinson and Larry Lueck. Mayor Walsh arrived at 7:46 p.m. Also present: City Administrator Lawrence Delo, Human Resources Director Shannon Metzler, Fire Chief Robert Kiser, Police Chief Derek Beiderwieden, Planning and Economic Development Director Ken Pabich, Finance Director Joe Zegers, Parks, Recreation & Forestry Director Marty Kosobucki and members of the public.

Aldersperson Robinson moved, seconded by Aldersperson Lueck, to approve the minutes of the October 9, 2012 regular meeting. Upon vote, the minutes were approved unanimously.

3. Overtime report of the Fire Department for the month of October 2012. Aldersperson Donovan moved, seconded by Aldersperson Robinson to approve the overtime report. Aldersperson Van Vonderen questioned the increase in staffing replacement and Chief Kiser explained the increase was caused by sick leave. Upon discussion and vote, motion was approved unanimously.

4. Overtime report of the Police Department for the month of October 2012. Aldersperson Robinson moved, seconded by Aldersperson Donovan, to approve the overtime report. Aldersperson Van Vonderen questioned the increase in staffing level and Chief Beiderwieden explained the increase was due to new officer training. Chief Beiderwieden noted staffing level will remain high until the department is fully staffed and fully trained. Aldersperson Van Vonderen also questioned the officer training increase and Chief Beiderwieden explained was due to firearms training. Upon discussion and vote, motion was approved unanimously.

5. Overtime report of the Engineering Department for the month of October 2012. Aldersperson Van Vonderen moved, seconded by Aldersperson Donovan, to approve the overtime report. Upon vote, motion was approved unanimously.

6. Review Facade Grant request for 327 Main Avenue. Aldersperson Donovan moved, seconded by Aldersperson Lueck to approve the facade grant payment. Upon discussion and vote, motion was approved unanimously.

7. Consider request to extend Option on Parcel WD-1377 for Frigo Enterprises, LLC. Aldersperson Lueck moved, seconded by Aldersperson Van Vonderen to extend the option. Planning and Economic Development Director Pabich provided an overview and responded to committee member questions regarding the extension. Upon discussion and vote, motion was approved unanimously.

8. Consider donation request from Celebrate De Pere for the 2013 festival for 50% of the De Pere Police Departments invoice costs. Aldersperson Van Vonderen moved, seconded by Aldersperson Robinson to approve the donation. Upon vote, motion was approved unanimously.

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9. Consider \$500 donation from the De Pere Christian Outreach Corporation to be used toward the Police Department canine program. Alderperson Robinson moved, seconded by Alderperson Lueck to accept the donation. Upon vote, motion was approved unanimously.

10. Consider filling Public Works Secretary position vacancy. Alderperson Donovan moved, seconded by Mayor Walsh to approve filling the secretary vacancy and any subsequent vacancies. Upon vote, motion was approved unanimously.

11. Consider health insurance funding actuarial analysis for retiree health insurance premiums. Alderperson Lueck moved, seconded by Alderperson Van Vonderen to approve funding the actuarial study. Human Resources Director Metzler introduced insurance consultant Jeff Prickette from the McClone Insurance Group. Jeff Prickette explained the actuarial analysis options and responded to committee member questions. Upon discussion, motion was amended by Alderperson Lueck and seconded by Alderperson Van Vonderen to have McClone provide an analysis and also have an actuarial study completed. Upon vote, motion was approved unanimously.

12. Consider 2013 health insurance funding recommendation. Human Resources Director Metzler provided an overview of the recommendation and Jeff Prickette responded to committee member questions. Upon discussion, Mayor Walsh moved, seconded by Alderperson Lueck, to approve the 3% premium increase. Upon vote, motion was approved unanimously.

13. Consider utilizing \$2,980 from the Contingency Fund for repairs made in October to the Municipal Service Center boiler. Alderperson Robinson moved, seconded by Alderperson Van Vonderen to approve the funds for payment. Upon vote, motion was approved unanimously.

14. Consider utilizing \$1,800 from Sustainability Fund for the purchase of recycling/garbage containers. Alderperson Donovan moved, seconded by Alderperson Van Vonderen to approve the purchase. Upon vote, motion was approved unanimously.

15. Investment Results for 3rd Quarter 2012. Overview of spreadsheet was provided by Finance Director Zegers. Item was for discussion purposes only, no action was taken.

16. Public Comment or other Announcements. Mayor Walsh asked if there was anyone present who wished to speak during public comment and there was no one present who wished to speak so public comment was closed.

17. Future Agenda Items. None.

Upon motion by Alderperson Donovan, seconded by Alderperson Van Vonderen, the Finance/Personnel Committee unanimously adjourned at 8:24 p.m.

Respectfully submitted,

Jennifer Dupont
Recording Secretary

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2011

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
STANDBYS	347.25	362.25	458	305.25	275.5	345.75	455	354.5	363.5	378.25	428	391.5	4464.75
EMS TRAINING	283	92.25	84.75	159.25	36.5	4.75	0	0	140.25	89.75	53.75	160.25	1104.5
FIRE TRAINING	19.5	92.25	100.25	285.25	93.5	10.75	10.5	13.5	18	48.5	6.5	3	701.5
RESCUE CALLS	10	14.5	12.5	14.5	3.25	152.75	16.75	18	19	10.5	4.25	10.25	286.25
FIRE CALLS	6	0.75	0	0	0	0	0	0	0	0	1.5	34.5	42.75
OFFICER MTGS.	9	11.25	3	9	6.75	13	4.5	12	5	12	9	28.75	123.25
STAFFING REP.	210	118.5	202.5	0	3	0	144.5	0	18	132.75	132.5	4.5	966.25
MAINTENANCE	0	0	8	6	0	40.5	0	0	0	22.25	0	0	76.75
PUB. ED.	0	0	13.5	6	1.5	0	0	0	6.75	37.5	0.5	0	65.75
# FIRE RUNS	32	20	35	35	39	20	47	39	46	32	24	39	408
# of EMS RUNS	136	127	154	148	177	132	165	139	136	176	129	142	1765
TOTAL HRS.	884.75	691.75	882.5	785.25	420	567.5	631.25	398	570.5	731.5	636	632.75	7831.75

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2012

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
STANDBYS	75.25	84	57.75	66	99.5	27	20	45	76.5	54	15		620
EMS TRAINING	52.5	96	69	92.75	28	2.5	16.5	21.5	75.75	59.5	77.75		591.75
FIRE TRAINING	3	16	67.5	55	55.75	0	10.75	13	51.5	26.25	29.25		328
RESCUE CALLS	24.75	18.5	3.5	9	15.75	7	25.75	5.5	17.25	18	0		145
FIRE CALLS	32	24	0	11.25	3	14.25	27.75	25.25	3	34.75	0		175.25
OFFICER MTGS.	3	16	11.5	14	9	4	0	4.5	16	9.5	9.75		97.25
STAFFING REP.	75.75	3.75	50.25	4.5	42.75	0	108	132	90	265.5	112.5		885
MAINTENANCE	11.5	27	8	0	38.25	5.25	0	0	15	0	0		105
PUB. ED.	0	0	2.5	13.5	0	0	0	0	6.75	45.25	0		68
# FIRE RUNS	20	21	24	35	28	29	43	29	29	42	27		327
# of EMS RUNS	147	130	127	152	161	127	143	143	159	169	116		1574
TOTAL HRS.	277.75	285.25	270	266	292	60	208.75	246.75	351.75	512.75	244.25	0	3015.25

ANNUAL PERCENTAGE OF OVERTIME USED THROUGH 11/23/2012 64.95% \$61,420 used, balance left \$33,150

DE PERE FIRE RESCUE
STANDBY OVERTIME BREAKDOWN BY AREA
FOR THE YEAR OF 2012

AREA	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
LEDGEVIEW	9.5	10.5	4.5	8.4	14.49	3.4	2.5	5.1	7	5.8	2.5		73.69
LAWRENCE	9	18.9	7.5	6	10.08	3.7	1.8	5.4	7	8	1.5		78.88
ALLOUEZ	0	0	0	0	0	0.0	0	0	0	0	0		0
ASHWAUBENON	0.5	3.5	0	2.8	8.19	1.4	0.7	1.9	6.5	2.6	0.4		28.49
CTY RESCUE	0	0	0	0	0.63	0.0	0	0	0.5	0	0		1.13
OTHER	0	0	0.5	0	1.26	0.0	0	0	0	0	0		1.76
TOTAL HRS.	19	32.9	12.5	17.2	34.65	8.5	5	12.4	21	16.4	4.4	0	183.95

DE PERE FIRE/RESCUE MONTHLY LOG 2012

<u>RUN</u>	<u>DATE</u>	<u>TIME</u>	<u>AREA</u>	<u>TYPE</u>	<u>UNITS</u>	<u>ALS</u>	<u>BLS</u>	<u>DEST</u>	<u>MAG</u>	<u>MAR</u>	<u>STBY</u>
1656	11/1/2012	13:18	LE	M	A111		X	B			0
1657	11/1/2012	20:02	LE	F	E111,A111,A121						0
1658	11/1/2012	20:34	CD	M	A121,A111		X	N			0
1659	11/2/2012	02:26	CD	M	A111		X	B			0
1660	11/2/2012	10:12	CD	M	A121,E111,A111	X		V			0
1661	11/2/2012	10:41	LE	M	A111,E111		X	B			2
1662	11/2/2012	11:54	CD	M	A121		X	N			0
1663	11/2/2012	16:47	CD	M	A111	X		V			0
1664	11/2/2012	18:25	CD	F	E111,E121						0
1665	11/4/2012	01:42	AS	M	A121	X		B	3		0
1666	11/4/2012	09:44	CD	M	A111,U111		X	N			0
1667	11/4/2012	17:08	CD	M	A111		X	B			0
1668	11/5/2012	00:05	CD	F	E121,E111						1
1669	11/5/2012	11:31	CD	M	A121		X	B			0
1670	11/5/2012	11:39	CD	M	A111	X		B			1
1671	11/6/2012	02:53	LA	M	A121	X		V			0
1672	11/6/2012	09:56	CD	F	E121,E122,A121,C102						0
1673	11/6/2012	15:13	CD	F	?,E121,A121,L111,C101,C						0
1674	11/6/2012	15:59	CD	F	E111						0
1675	11/6/2012	19:57	CD	M	A121	X		B			0
1676	11/7/2012	03:43	CD	F	E111						0
1677	11/7/2012	09:31	LA	M	A121	X		V			0
1678	11/7/2012	18:40	CD	M	A121	X		B			0
1679	11/7/2012	20:45	CD	M	A121		X	V			0
1680	11/8/2012	00:08	CD	M	A121		X	N			0
1681	11/8/2012	00:49	CD	M	A111	X		B			0
1682	11/8/2012	01:05	CD	M	A121	X		M			0
1683	11/8/2012	03:52	CD	M	A121		X	M			0
1684	11/8/2012	13:17	LA	M	A121		X	B			0
1685	11/8/2012	13:45	CD	M	A111,E111		X	B			0
1686	11/8/2012	16:58	CD	F	E111						0
1686	11/8/2012	16:58	CD	M	A121		X	N			0
1687	11/8/2012	17:01	LA	M	A111		X	V			0
1688	11/8/2012	17:19	CD	M	A121		X	B			0
1689	11/9/2012	09:16	CD	M	A121	X		B			0
1690	11/9/2012	11:39	LA	M	A121	X		A			0
1691	11/9/2012	13:04	LE	M	A111	X		B			0

<u>RUN</u>	<u>DATE</u>	<u>TIME</u>	<u>AREA</u>	<u>TYPE</u>	<u>UNITS</u>	<u>ALS</u>	<u>BLS</u>	<u>DEST</u>	<u>MAG</u>	<u>MAR</u>	<u>STBY</u>
1692	11/9/2012	14:00	LE	M	A111		X	V			0
1693	11/9/2012	19:21	CD	M	A121		X	V			0
1694	11/10/2012	00:02	LE	M	A111		X	V			0
1695	11/10/2012	07:49	LA	M	A121		X	M			0
1696	11/10/2012	16:03	AS	M	A121	X		V	3		0
1697	11/10/2012	17:54	LE	M	A111		X	N			0
1698	11/11/2012	01:38	CD	M	A121		X	N			0
1699	11/11/2012	03:36	CD	M	A121	X		V			0
1700	11/11/2012	04:04	CD	F	E111						0
1701	11/11/2012	20:35	CD	M	A121	X		M			0
1702	11/12/2012	02:21	CD	M	A121	X		B			0
1703	11/12/2012	08:20	CD	M	A121		X	B			0
1704	11/12/2012	14:27	CD	M	A111	X		B			0
1705	11/12/2012	15:27	LE	M	A111	X		M			0
1706	11/12/2012	16:29	CD	M	A111	X		B			0
1707	11/12/2012	17:18	CD	M	A122	X		B			0
1708	11/12/2012	18:03	CD	M	A122	X		B			0
1709	11/13/2012	07:15	LA	M	A122		X	V			0
1710	11/13/2012	11:21	CD	F	E111,E122,A111,A122						0
1711	11/13/2012	16:54	LE	M	A111		X	N			0
1712	11/13/2012	23:52	CD	M	A122	X		V			0
1713	11/14/2012	16:29	LE	M	A111	X		M			0
1714	11/14/2012	19:58	CD	F	E111,E122,L111,A122						0
1715	11/14/2012	20:32	CD	M	A122	X		V			0
1716	11/15/2012	01:54	CD	M	A111		X	N			0
1717	11/15/2012	04:30	CD	M	A122		X	B			0
1718	11/15/2012	07:45	CD	M	A111		X	B			0
1718	11/15/2012	07:45	CD	M	A111		X	B			0
1719	11/15/2012	15:04	LE	M	A111, E111		X	B			0
1720	11/15/2012	15:31	CD	M	A122		X	N			0
1721	11/16/2012	07:09	AS	M	A122	X		B			0
1722	11/16/2012	09:49	CD	F	E111						0
1723	11/16/2012	14:24	LE	M	A111	X		V			0
1724	11/16/2012	19:52	CD	M	A111	X		V			0
1725	11/16/2012	21:10	CD	M	A122	X		V			0
1726	11/16/2012	22:19	LA	M	A122	X		V			0
1727	11/16/2012	22:28	LA	M	A111	X		B			0
1728	11/17/2012	08:45	CD	F	E111,E121,A122						0
1729	11/17/2012	09:37	CD	M	A111		X	B			0
1730	11/17/2012	16:38	CD	M	A122	X		B			0

<u>RUN</u>	<u>DATE</u>	<u>TIME</u>	<u>AREA</u>	<u>TYPE</u>	<u>UNITS</u>	<u>ALS</u>	<u>BLS</u>	<u>DEST</u>	<u>MAG</u>	<u>MAR</u>	<u>STBY</u>
1731	11/17/2012	23:17	LE	M	A111		X	N			0
1732	11/18/2012	01:44	CD	F	E111						0
1733	11/18/2012	03:27	CD	M	A111	X		B			0
1734	11/18/2012	09:18	CD	M	A122		X	M			0
1735	11/18/2012	13:31	AS	M	A122	X		V	3		0
1736	11/19/2012	09:08	CD	F	E111						0
1737	11/19/2012	12:21	LA	M	A122		X	M			0
1738	11/19/2012	16:56	LE	M	A111		X	V			0
1739	11/19/2012	17:01	CD	M	A122		X	N			0
1740	11/19/2012	17:26	CD	M	A122	X		A			0
1741	11/19/2012	22:59	CD	M	A122	X		M			0
1742	11/20/2012	07:57	LE	M	A111		X	V			0
1743	11/20/2012	08:21	LA	M	A122	X		B			0
1744	11/20/2012	11:23	CD	M	A111		X	A			0
1745	11/20/2012	12:05	CD	M	A121	X		A			0
1746	11/20/2012	15:16	LE	M	A111	X		B			0
1747	11/20/2012	16:24	CD	M	A121		X	V			0
1748	11/20/2012	18:05	CD	M	A121	X		V			0
1749	11/20/2012	18:24	CD	F	E111,L111						0
1750	11/20/2012	19:06	CD	M	A111	X		A			0
1751	11/20/2012	20:30	LE	M	A111	X		A			0
1752	11/21/2012	12:13	CD	M	A121		X	V			0
1753	11/21/2012	13:17	CD	M	A111	X		V			0
1754	11/21/2012	13:46	CD	F	E121						0
1755	11/21/2012	14:25	CD	F	E121						0
1756	11/21/2012	22:56	CD	F	E121						0
1757	11/21/2012	23:33	LA	M	A121	X		B			0
1758	11/22/2012	05:46	CD	M	A111		X	N			0
1759	11/22/2012	09:36	CD	M	A111	X		B			0
1760	11/23/2012	09:39	CD	F	E121						0
1761	11/23/2012	13:04	CD	M	A111		X	N			0
1762	11/23/2012	15:57	CD	M	A121		X	M			0
1763	11/23/2012	19:11	CD	M	A121		X	V			0
1764	11/24/2012	16:54	CD	M	A121		X	V			0
1765	11/24/2012	19:10	CD	M	A121		X	M			0
1766	11/24/2012	21:12	CD	M	A121	X		V			0
1767	11/25/2012	01:11	LA	F	E111						0
1767	11/25/2012	01:11	LA	M	A121		X	N			0
1768	11/25/2012	01:56	LE	F	E111						0
1768	11/25/2012	01:56	LE	M	A121		X	N			0

<u>RUN</u>	<u>DATE</u>	<u>TIME</u>	<u>AREA</u>	<u>TYPE</u>	<u>UNITS</u>	<u>ALS</u>	<u>BLS</u>	<u>DEST</u>	<u>MAG</u>	<u>MAR</u>	<u>STBY</u>
1768	11/25/2012	01:56	LE	M	A121		X	N			0
1769	11/25/2012	07:03	CD	M	A111		X	V			0
1770	11/25/2012	11:26	CD	M	A111	X		V			0
1771	11/25/2012	11:56	LE	M	A121		X	B			0
1772	11/25/2012	23:51	LA	F	E111,C101						0
1772	11/25/2012	23:51	LA	M	A121	X		V			0
1773	11/26/2012	05:38	CD	M	A121	X		V			0
1774	11/26/2012	12:03	CD	M	A111	X		A			0
1775	11/26/2012	12:18	CD	M	A121		X	A			1
1776	11/26/2012	20:25	LE	M	A111	X		B			0
1777	11/27/2012	04:31	CD	M	A121	X		B			0
1778	11/27/2012	12:54	CD	F	E122						0
1779	11/27/2012	16:15	CD	M	A121		X	V			0
1780	11/28/2012	09:44	LE	M	A111		X	A			0
1781	11/28/2012	16:09	CD	F	122,E121,A121,C101,C10						0
1782	11/28/2012	21:00	CD	F	122,E121,A121,L111,C10						0
1783	11/28/2012	23:30	CD	M	A121	X		A			0
1784	11/29/2012	08:21	CD	M	A111	X		M			0
1785	11/29/2012	09:34	LE	M	A111	X		B			0
1786	11/29/2012	12:46	CD	M	A121	X		V			0
1787	11/29/2012	18:18	CD	F	E121,E122,L111						0
1788	11/29/2012	19:08	CD	M	A121		X	M			0
1789	11/30/2012	09:28	CD	M	A121	X		A			0
1790	11/30/2012	17:00	CD	M	A111		X	B			0
1791	11/30/2012	23:05	CD	M	A121	X		M			0
1792	11/30/2012	23:47	LE	M	A111			N			0
				143		58	57	116	3	0	

DE PERE FIRE/RESCUE				
OVERTIME REPORT				
MONTH OF NOVEMBER, 2012				
PERSONNEL	DATE	ACTUAL HOURS	O.T. HOURS	REASON
PUETZ	2-Nov	1.00	3.00	EMS STANDBY
WITT	2-Nov	1.00	3.00	EMS STANDBY
BALCER	5-Nov	1.00	3.00	FIRE STANDBY
WITT	5-Nov	1.00	3.00	EMS STANDBY
PANSIER	5-Nov	0.67	1.00	EMS TRAINING
HERMANS, D.	7-Nov	1.50	1.50	FIRE TRAINING
HENDRICKS, TM.	7-Nov	1.50	1.50	FIRE TRAINING
NELSON	7-Nov	1.50	1.50	FIRE TRAINING
SINKLER	7-Nov	1.50	1.50	FIRE TRAINING
HERMANS, D.	9-Nov	3.00	3.00	FIRE TRAINING
HENDRICKS, TM.	9-Nov	3.00	3.00	FIRE TRAINING
HENDRICKS, TD.	9-Nov	3.00	3.00	FIRE TRAINING
NELSON	9-Nov	3.00	3.00	FIRE TRAINING
SINKLER	9-Nov	3.00	3.00	FIRE TRAINING
ANNEN	12-Nov	3.00	4.50	FIRE TRAINING
ANNEN	13-Nov	2.17	3.25	OFFICERS MEETING
BALCER	13-Nov	2.17	3.25	OFFICERS MEETING
HENDRICKS, TD.	13-Nov	2.17	3.25	OFFICERS MEETING
JANSEN	15-Nov	0.83	1.25	EMS TRAINING
PANSIER	17-Nov	3.00	4.50	STAFFING REPLACEMENT
BROWN	17-Nov	12.00	18.00	STAFFING REPLACEMENT
HERMANS, D.	18-Nov	12.00	18.00	STAFFING REPLACEMENT
PANSIER	19-Nov	1.67	2.50	EMS TRAINING
WEYERS	19-Nov	1.67	2.50	EMS TRAINING
WITT	19-Nov	1.67	2.50	EMS TRAINING
JANSEN	19-Nov	12.00	18.00	STAFFING REPLACEMENT
BROWN	19-Nov	0.50	0.75	EMS TRAINING
WITT	19-Nov	12.00	18.00	STAFFING REPLACEMENT
HENDRICKS, TM.	20-Nov	3.00	4.50	PARAMEDIC CME
WEYERS	20-Nov	3.00	4.50	PARAMEDIC CME
PANSIER	20-Nov	3.00	4.50	PARAMEDIC CME
PANSIER	21-Nov	1.50	2.25	EMS TRAINING
PANSIER	23-Nov	12.00	18.00	STAFFING REPLACEMENT
HENDRICKS, TM.	23-Nov	12.00	18.00	STAFFING REPLACEMENT
WESSLEY	26-Nov	1.25	3.00	EMS STANDBY
ANNEN	26-Nov	3.00	4.50	PARAMEDIC CME
BALCER	26-Nov	3.00	4.50	PARAMEDIC CME
JANSEN	26-Nov	3.00	4.50	PARAMEDIC CME
DEVILEY	26-Nov	3.00	4.50	PARAMEDIC CME
PUETZ	26-Nov	3.00	4.50	PARAMEDIC CME
BROWN	26-Nov	3.00	4.50	PARAMEDIC CME
CODY	27-Nov	3.00	4.50	PARAMEDIC CME
NELSON	27-Nov	3.00	4.50	PARAMEDIC CME
SINKLER	27-Nov	3.00	4.50	PARAMEDIC CME
CODY	27-Nov	2.00	2.00	EMS TRAINING
HENDRICKS, TD.	28-Nov	3.00	4.50	PARAMEDIC CME
WEYERS	28-Nov	1.00	1.50	EMS TRAINING
WEYERS	29-Nov	2.00	3.00	EMS TRAINING
BALCER	29-Nov	2.50	3.75	FIRE TRAINING
		165.77	244.25	

Number of Standbys

5

DE PERE FIRE RESCUE REPORT

FOR THE MONTH OF NOVEMBER 2012

RUN LOCATION	CITY OF DE PERE	TOWN OF LEDGEVIEW	TOWN OF LAWRENCE	VILLAGE OF ASHWAUBENON	MUTUAL AID RESPONSES	TOTALS
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	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD
TOTAL RUNS	75	1108	23	193	14	200	1	8	3	65	116	1574
RUNS TRANSPORTED	64	864	17	150	13	154	1	7	3	44	98	1218
ALS RUNS	38	568	8	103	8	93	1	4	3	20	58	788
%ALS OF RUNS TRANS.	59%	66%	47%	69%	62%	60%	100%	57%	100%	45%	59%	65%
%ALS/ALL RUNS	51%	51%	35%	53%	57%	47%	100%	50%	100%	31%	50%	50%

RUN DESTINATION

AURORA
BELLIN
ST. MARYS
ST. VINCENT
NO TRANSPORT
TOTAL

MONTH	YTD
11	204
39	285
14	151
34	573
18	361
116	1574

TOTALS ARE CORRECT

MUTUAL AID GIVEN

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE</u>
1665	ASHWAUBENON	FULL SQD.
1696	ALLOUEZ	FULL SQD.
1735	ASHWAUBENON	FULL SQD.

MUTUAL AID RECEIVED

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE</u>

MONTHLY REPORT

NOVEMBER, 2012

	CITY OF DE PERE	TOWN OF LAWRENCE	TOWN OF LEDGEVIEW	VILLAGE OF ASHWAUBENON	MUTUAL AID	TOTAL RESPONSES
FIRE INCIDENTS (other)	13	1	2	0	0	16
ACTUAL FIRE INCIDENTS	1	0	0	0	0	1
EXTRICATION	0	0	0	0	0	0
RESCUE CALLS	75	14	23	1	3	116
PUBLIC SERVICE	10	0	0	0	0	10
TOTALS	99	15	25	1	3	143

ESTIMATED TOTAL FIRE LOSS FOR MONTH \$300

NUMBER OF FF'S ON DUTY	PER DAY
8 FF'S ON DUTY	7
7 FF'S ON DUTY	12
6 FF'S ON DUTY	11

NUMBER OF PARAMEDICS ON DUTY	PER DAY
4 PARAMEDICS ON DUTY	3
5 PARAMEDICS ON DUTY	25
6 PARAMEDICS ON DUTY	2

RESPONSE BY UNITS	
ENGINE 111	21
ENGINE 121	12
ENGINE 122	8
LADDER 111	5
AMBULANCE 111	52
AMBULANCE 121	55
AMBULANCE 122	21
CHIEF 101	4
CHIEF 102	3
UTILITY 111	1
BOAT	0

**DE PERE FIRE RESCUE
NOVEMBER, 2012**

***OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS SICK LEAVE	OVERTIME
11-17	24	36
11-19	24	36
TOTAL	120	180

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

Fire Department, City of De Pere, WI

Monthly No Standby's Responded Report

Date Between {11/01/2012} And {11/30/2012}

Activity Code	Number of Incidents	Total Hrs	Pct Hrs
3-0 Called 3, got 0	3	03:15	22.90 %
4-0 Called 4, got 0	5	05:34	39.25 %
4-1 Called 4, got 1	3	03:22	23.74 %
4-2 Called 4, got 2	2	02:00	14.09 %
	<u>13</u>	<u>14:11</u>	

Fire Department, City of De Pere, WI

Monthly Standby Activity Report

Date Between {11/01/2012} And {11/30/2012}

Date:	Activity Code	Activities Performed	Total Hrs	Pct Hrs
11/05/2012	4-1 Called 4, got 1	Other Activities	01:00	29.67 %
11/05/2012	4-1 Called 4, got 1	Inventory Checks	01:10	34.71 %
11/26/2012	4-1 Called 4, got 1	Station Decontamination	01:12	35.60 %
		<u>3</u>	<u>03:22</u>	

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

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV+^	DEC+*	TOTAL
OFFICER SICK RELIEF	111.00	69.00	49.50	59.25	89.25	36.00	87.00	57.75	70.50	46.50	81.00		756.75
OFFICER WORKED ON HOLIDAY	169.75	10.00	12.00	32.50	4.00	81.00	63.75	26.50	121.00	12.00	58.00		590.50
OFFICER FOR COURT	15.00	18.00	6.00	20.25	7.50	14.00	9.00	15.00	25.50	6.00	10.50		146.75
OFFICER TRAINING	31.00	13.00	40.25	120.50	50.00	50.00	8.00	107.00	13.75	70.25	73.75		577.50
OFFICER RELIEF FOR FUNERAL							13.50						13.50
OFFICER ATTEND MEETING		8.25						15.00					23.25
STAFFING LEVEL	133.50	79.50	23.25	53.25	136.75	162.00	189.00	243.00	192.75	183.75	252.00		1648.75
INVESTIGATION	142.25	68.75	38.25	56.50	77.50	36.75	61.50	135.00	90.00	61.00	42.75		810.25
HONOR GUARD FOR FUNERAL	31.50	43.00	56.25	27.00	31.25	25.50		33.00	48.75	78.00	28.50		402.75
SCHOOL LIAISON REIMBURSED													0.00
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		11.25		10.50	11.25	301.00	49.75	7.50	9.00	33.50	69.00		502.75
MISCELLANEOUS	5.75	16.50	4.00	11.50	9.50	4.25	7.50	7.00	7.00	4.50	11.25		88.75
MISCELLANEOUS REIMBURSED	72.75	95.50	63.25	127.50	77.25	143.75	93.00	110.25	113.25	58.50	60.00		1015.00
Gross OFFICER OVERTIME	712.50	432.75	292.75	518.75	494.25	854.25	582.00	757.00	691.50	554.00	686.75	0.00	6576.50
SUBTOTAL REIMBURSED OVERTIME	(104.25)	(149.75)	(119.50)	(165.00)	(119.75)	(470.25)	(142.75)	(150.75)	(171.00)	(170.00)	(157.50)	0.00	(1920.50)
NET OFFICER OVERTIME	608.25	283.00	173.25	353.75	374.50	384.00	439.25	606.25	520.50	384.00	529.25	0.00	4656.00
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: \$130,000.00
Expenditures through 11/26/2012 \$118,031.00
Percent of Total Budget: 90.79%

NOTES:

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

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

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

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

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2011**

REASON	JAN*	FEB**	MAR***	APR+	MAY^^	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV**	DEC**	TOTAL
OFFICER SICK RELIEF	24.00	72.00	269.50	24.00	54.75	72.75	17.25	67.00	58.50	51.75	9.75	163.50	884.75
OFFICER WORKED ON HOLIDAY	154.50	12.00	15.00	35.50	5.00	92.50	72.00	10.75	123.00	4.00	56.75	4.00	585.00
OFFICER FOR COURT	12.75	9.00	21.00	15.75	43.50	4.75	31.50	12.75	6.00	31.50	15.00	9.00	212.50
OFFICER TRAINING	13.50	88.50	178.00	47.75	97.25	99.00	12.25	104.50	222.00	163.75	64.25	26.75	1117.50
OFFICER RELIEF FOR FUNERAL			5.25										5.25
OFFICER ATTEND MEETING		1.50	1.50	17.50	15.00			6.00					41.50
STAFFING LEVEL	146.25	133.00	168.00	45.00	35.50	66.25	228.25	155.25	144.75	374.50	161.00	57.00	1714.75
INVESTIGATION	79.50	61.50	137.75	57.25	41.75	67.75	66.75	104.00	79.75	73.50	50.75	105.75	926.00
HONOR GUARD FOR FUNERAL					16.00		3.00						19.00
SCHOOL LIAISON REIMBURSED	14.25	19.50	84.00	31.50	45.00	29.75	1.50	42.25	49.50	55.75	26.25	15.00	414.25
COMMUNITY RELATIONS									4.50				4.50
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		11.25	4.50	9.00	8.00	292.50	3.00	9.00	15.00	28.50	15.00	7.50	403.25
MISCELLANEOUS	12.25	24.75	87.75	1.50	1.75	5.75	2.75	2.75	16.00	13.75	14.25	4.50	187.75
MISCELLANEOUS REIMBURSED		12.00	61.75	25.75	29.50	50.50	24.75	28.25	37.50	21.00	29.50	30.75	351.25
Gross OFFICER OVERTIME	457.00	445.00	1034.00	310.50	393.00	781.50	463.00	542.50	756.50	818.00	442.50	423.75	6867.25
SUBTOTAL REIMBURSED OVERTIME	(14.25)	(42.75)	(150.25)	(60.25)	(62.50)	(372.75)	(29.25)	(79.50)	(102.00)	(105.25)	(70.75)	(39.25)	(1169.75)
NET OFFICER OVERTIME	442.75	402.25	883.75	244.25	310.50	408.75	433.75	463.00	654.50	712.75	371.75	370.50	5698.50
SECRETARY OVERTIME					3.00								3.00

Total Overtime Budget: \$137,762.00
Expenditures through 11/25/2011 \$116,766.17
Percent of Total Budget: 84.76%

NOTES:

* Period 12/25/2010 - 1/21/2011
** Period 1/22-2011 - 2/18/2011
*** Period 2/19/2011 - 4/1/2011
+ Period 4/2/2011 - 4/29/2011
++ Period 4/30/2011 - 5/27/2011
^ Period 5/28/2011 - 6/24/2011
Period 6/25/2011 - 7/22/2011
Period 7/23/2011 - 9/2/2011
^^ Period 9/3/2011 - 9/30/2011
^^^ Period 10/1/2011 - 10/28/2011
**+ Period 10/29/2011 - 11/25/2011
+ Period 11/26/2011 - 12/23/2011

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2010**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	24.00	36.00	71.25	41.75	43.50	42.00	52.50	48.00	90.25	36.00	54.00	76.50	615.75
OFFICER WORKED ON HOLIDAY	93.50	12.00	37.50	8.00	12.00	87.75	56.50	4.00	109.00	8.00	67.75	31.00	527.00
OFFICER FOR COURT	20.25	6.00	27.00	9.00	15.00	7.50	18.00	21.00	32.25	9.00	15.00	24.00	204.00
OFFICER TRAINING	42.50	26.25	88.25	205.25	87.00	64.00	18.50	23.50	144.00	118.50	42.00	49.25	909.00
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	10.50	20.00	19.50	12.00	3.50	6.00	13.50		0.75	12.00	21.00	6.00	124.75
STAFFING LEVEL	135.00	149.75	259.00	218.50	344.25	339.25	251.00	487.00	204.00	118.75	228.25	68.25	2803.00
INVESTIGATION	77.75	87.25	157.75	161.50	111.00	70.75	106.75	143.00	104.50	123.00	63.25	123.75	1330.25
HONOR GUARD FOR FUNERAL					9.75								9.75
SCHOOL LIAISON REIMBURSED	24.75	30.75	102.00	26.25	18.75	44.25		13.50	64.25	42.75	22.50	10.50	400.25
COMMUNITY RELATIONS			3.50			0.00		6.00		1.50			11.00
SPECIAL ASSIGNMENT		11.25	13.50	18.50	12.00	273.50		16.50	24.75	22.00			392.00
SPECIAL ASSIGNMENT REIMBURSED												13.50	13.50
MISCELLANEOUS	5.25	7.25	21.50	44.25	7.25	19.00	2.25	78.50	33.25	19.50	6.75	3.75	248.50
MISCELLANEOUS REIMBURSED													0.00
OFFICER TOTAL OVERTIME	433.50	386.50	800.75	745.00	664.00	954.00	519.00	841.00	807.00	511.00	520.50	406.50	7588.75
SECRETARY TOTAL OVERTIME	0.00	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75
TOTAL OVERTIME	433.50	387.25	800.75	745.00	664.00	954.00	519.00	841.00	807.00	511.00	520.50	406.50	7589.50

NOTES:

* Period 12/26/2009 - 1/22/2010
 **Period 1/23/2010 - 2/19/2010
 ***Period 2/20/2010 - 4/2/2010
 +Period 4/3/2010 - 4/30/2010
 ++Period 5/01/2010 - 5/28/2010
 ^Period 5/29/2010 - 6/25/2010
 #Period 6/26/2010 - 7/23/2010
 ##Period 7/24/2010 - 9/3/2010
 ^^Period 9/4/2010 - 10/1/2010
 ^^^Period 10/2/2010 - 10/29/2010
 *+Period 10/30/2010 - 11/26/2010
 *+*Period 11/27/2010 - 12/24/2010

2008 ENGINEERING DEPARTMENT OVERTIME

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
FULL-TIME	16.50	12.00	8.50	37.50	19.50	97.50	66.25	83.50	33.50	56.00	12.50	0.00	443.25
PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	4.00

2009 ENGINEERING DEPARTMENT OVERTIME

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
FULL-TIME	9.00	18.50	68.00	61.00	58.00	57.00	76.00	79.00	37.00	55.00	11.00	0.00	529.50
PART-TIME	0.00	0.00	0.00	0.00	0.00	2.50	7.50	2.00	0.00	0.00	0.00	0.00	12.00

2010 ENGINEERING DEPARTMENT OVERTIME

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
FULL-TIME	6.00	0.00	11.50	72.00	22.00	75.50	107.00	76.00	14.00	20.50	8.50	3.00	416.00
PART-TIME	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

2011 ENGINEERING DEPARTMENT OVERTIME

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
FULL-TIME	16.50	6.00	45.50	16.00	80.25	99.00	127.00	127.75	40.50	4.50	2.00	0.00	565.00
PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	9.50	16.00	0.00	0.00	0.00	0.00	25.50
REIMBURSABLE OT			3.50	4.00	35.00	4.00	0.00	4.50	20.50	3.00	0.00	0.00	74.50

2012 ENGINEERING DEPARTMENT OVERTIME

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
FULL-TIME	0.00	0.00	4.00	17.50	6.50	43.00	90.00	112.00	109.75	67.00	1.50	0.00	451.25
PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.25	0.00	0.00	0.00	0.00	15.25
Reimbursable OT	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

X:\Correspondence\Overtime Reports\2012 Overtime Reports\2012 Engineering Overtime Reports.xlsx

**DE PERE ENGINEERING DEPARTMENT
MONTHLY OVERTIME REPORT
November 2012**

EMPLOYEE	DATE	OT HOURS	REASON
Lax, Scott	10/30/2012	1	12-07 Asphalt, Curb, & Sewer Repair
	10/31/2012	0.5	12-05 Sidewalk & Curb
Total Lax		1.50	
Krzewina, Bob			
Total Krzewina		0.00	
Simons, Dan			
Total Simons		0.00	
Stansfield, Tom			
Total Stansfield		0.00	
SUB-TOTAL ENG		1.50	
PART-TIME ENG.			
SUB-TOTAL PART-TIME		0.00	
Grand Total O.T. For December		1.50	
Year-to-Date % of Budget		79.95%	
Grand Total of Reimbursable O.T. (hrs.)		0.00	
Year to Date % of Budget Not Including Reimbursable O.T.		0.00	

* Cost reimbursable to City

Memo

City of De Pere

To: Members of the Finance/Personnel Committee

From: Shannon Metzler, Human Resources Director 

Re: Consider 2013 Pay Recommendations For Part-Time & Seasonal Employees

Date: December 1, 2012

Attached please find the 2013 pay recommendations for part-time and seasonal employees working at the Parks and Public Works Departments, and other employee classifications.

All rates included in the attached two charts were outlined in department budgets. In almost all cases a 0% increase is included. Any rate increases were included in the 2013 budget.

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

Thank you.

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Park Department & Public Works Department
2013 Seasonal Wage Scale
Wages Effective January 1, 2013

Proposed Wage Scale

Position	Step 1	Step 2	Step 3	Step 4
Park Department				
Level 1 - Pool - Concession Staff - Pool - Basket/Maintenance - Playground Supervisor - Assistant Instructors - Recreation Intern	\$8.50	\$8.75	\$9.00	\$9.25
Level 2 - Lifeguard - Recreation/Office Assistant - Park Maintenance Laborer - CC Supervisors - Kidz Zone & Camp Counselors	\$9.00	\$9.25	\$9.50	\$9.75
Level 3 - Basketball Supervisor - Park Maintenance Lead - Youth Social Night - Lifeguard/WSI/Instructor	\$9.75	\$10.00	\$10.25	\$10.50
Level 4 - Open Gym Supervisor - Youth Activity Head Instructor - Self Defense - Arts-n-Crafts - Lead Kidz Zone/Camp Counselors	\$11.00	\$11.25	\$11.50	\$11.75
Level 5 - Recreation Night Supervisor - Tennis Instructor - Football Official - Specialized Rec. Classes (Art, Poms, Tumbling, Twirling, Theatre, etc.)	\$12.00	\$12.25	\$12.50	\$12.75
Level 6 - Dance Instructor - Fitness Instructor (Cardio Fit, Kickboxing, Boot Camp, Zumba, Pilates, Yoga, etc.) - Tae Kwon Do Instructor	\$13.00	\$13.25	\$13.50	\$13.75

Level 7 - Yoga/Pilates with basic certification	\$16.00	\$16.25	\$16.50	\$16.75
Level 8 - Yoga/Pilates with advance certification (ACE or AFAA)	\$20.00	\$20.25	\$20.50	\$20.75
Level 9 - Pool Manager	\$11.25	\$11.50	\$11.75	\$12.00
Non Classified Wage Rates - Basketball Scorekeeper - Slow/Co-ed Softball Scorekeeper - Modified Softball Scorekeeper - Basketball Official - Slow/Co-ed Softball Umpire - Modified Softball Umpire - Band Director - Community Center Maintenance - Golf Instructor - Kickball Official	\$9.25/game \$9.25/game \$11.25/game \$18.75/game \$12.75/game \$17.00/game \$16.75/hour \$11.19/hour \$28.00/participant \$11.25/game			
Public Works Department - Street & Water Dept. Maintenance Laborer - Sign Maintenance Aide - Engineering Aide	\$9.00 \$9.00 \$11.24	\$9.25 \$9.25 \$11.77	\$9.50 \$9.50 \$12.31	\$9.75 \$9.75 \$12.83

The step scale is designed to reward employees for good and continual years of service. Employees are given a step increase with supervisor approval, for each year they return to same employment.

- First year employees in any classified level shall start at Step 1, unless approved by the Director of Parks, Recreation and Forestry and/or Director of Public Works.
- Supervisors shall only approve step increases if an employee returns the following year and if the employee had satisfactory work performance.
- All classified positions are not eligible for additional step increases past Step 4. Non-Classified wage rates are reviewed on an annual basis.

The City of De Pere has an incentive program established for seasonal employees.

The program includes: admission to one program per session; longevity bonus (5 years = \$50, 10 years = 100, etc.); and an employee appreciation party. The incentive program is administered at the discretion of the supervisor of the department.

2013 Wages For Other Employee Classifications

Department	Position	2012	2013	Increase	Notes
Clerk	Board of Review Full Day Half Day	\$60.00	\$60.00	N/A	
		\$35.00	\$35.00		
Clerk	Chief Election Inspectors Poll Workers SVRS Specialist/Data Entry	\$9.00/hr.	\$9.00/hr.	N/A	(SVRS = Statewide Voter Registration System)
		\$8.00/hr. \$12.09/hr.	\$8.00/hr. \$12.09/hr.		
Fire	Paid On Call Firefighters	\$35.00/month	\$35.00/month	N/A	Monthly compensation Training sessions Response to Fire Alarms
		\$9.27/hr.	\$9.27/hr.		
		\$13.80/hr.	\$13.80/hr.		
Health	Medical Advisor	\$1,500/yr.	\$1,500/yr.	N/A	
Health Information Technology	Health Nurse	\$26.68/hr.	\$27.21/hr.	2%	
	Video Production Assistant	\$16.07/hr.	\$16.07/hr.	N/A	Budgeted through cable access funds
Municipal Court	Judge	\$18,884/yr.	\$19,261	2%	Elected Position Serves a 4-year term
Police	Crossing Guards Community Services Officer	\$17.14/hr.	\$17.14/hr.	N/A	
		\$10.00/hr.	\$10.00/hr.		

Memo

City of De Pere

To: Members of the Finance/Personnel Committee

From: Lawrence Delo, City Administrator
Shannon Metzler, Human Resources Director 

Re: Consider 2013 Cost of Living Adjustment For Non-Represented
Employees and Step Movements

Date: December 1, 2012

We are proposing a 2% cost of living adjustment for non-represented employees. For your information, represented employees will be receiving a 3% increase as set by their collective bargaining agreement.

For your information, the City's compensation policy calls for employees below midpoint to advance one step a year until they reach the midpoint in their pay structure. In 2013, four employees will be moving one step in their pay grade.

If you have any questions prior to the meeting, please feel free to contact Larry Delo at 339-4044, or Shannon Metzler at 339-4045.

Thank you.

MemoCity of De Pere

To: Members of the Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director 
RE: Review Salaries for Mayor and City Council
Date: December 1, 2012

As you know, salaries for the positions of Mayor and Council are reviewed every odd year and set forward for the next two term years. As 2013 is approaching, it is time to decide on salaries for 2014 and 2015.

For your information, listed below are the salaries approved for 2011 through 2013

Mayor	May 1, 2011	\$22,299
	May 1, 2012	\$22,299
	May 1, 2013	\$22,299
Council	May 1, 2011	\$6,392
	May 1, 2012	\$6,392
	May 1, 2013	\$6,392

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

Thank you.

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CITY OF DE PEREMEMO

To: Michael J. Walsh, Mayor
Members of the Finance/Personnel Committee
From: Judith Schmidt-Lehman, City Attorney *Judy*
RE: Ordinance Revising §7-2(e) De Pere Municipal Code
Date: November 8, 2012

In 2006, the City undertook a rather extensive project to remove specific fees and forfeiture language from individual ordinances and replace them with language allowing that fee/forfeiture to be determined by resolution of the council. In doing this, the alcohol beverage license fees enumerated in §7-2(a) were revised; unfortunately, the fees listed in (e) of that section were missed. This ordinance change will bring paragraph (e) into conformity with paragraph (a).

If you have any questions, please let me know.

JSL:jld

Attachment

cc: Lawrence A. Delo, City Administrator
Alderspersons Boyd, Kneiszel, Crevier and Bauer

HH:\jdupont\Memos\2012\Mayor & F-P-§7-2(e) revision-11-7-12-110-003-06.docx

ORDINANCE 12-

AMENDING §7-2 DE PERE MUNICIPAL CODE
REGARDING OPERATOR'S LICENSE FEES

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

Section 1. §7-2 **Licenses and fees**, (e) *Two-year operator's licenses*, is hereby repealed
and recreated as follows:

- (e) *Two-year operator's licenses.* Operator's licenses shall be issued for two-year terms commencing July 1 of any even-numbered year and terminating June 30 of the next even-numbered year. The fee for such license shall be as determined by resolution of the Common Council. Licenses issued on or after July 1 of the second year of such licensing period shall also be issued for such fee as determined by Common Council.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall be effective on and after its passage and publication.

Adopted by the Common Council of the City of De Pere, this ____ day of _____,
2012.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____
Nays: _____

**De Pere Fire Rescue**

Memo

To: Personnel and Finance Committee
From: Assistant Chief Jim Stupka
Date: December 3, 2012
Re: Adoption of the latest version of the Fire Prevention Codes

The fire department proposes that the current fire and life safety codes be updated to the most recent edition parallel to the adoption by the State of Wisconsin to keep us current with the requirements of state statute. Attached is proposed as the most recent version of the Fire Prevention Code for the City of De Pere. It was suggested in the past that these documents be presented to this committee instead of directly to the full council in order to give the council members additional time to review the documents as proposed.

The Fire Code consists of NFPA 1, the National Fire Code, this relates directly to the building services, types of occupancies, industrial processes, equipment installation and usage, storage of materials, and hazardous materials. There are a number of substantive changes to the code since the previous ordinance adoption in 2007 especially in dealing with hazardous materials. This most current fire code adoption incorporates a large number of references from the 'Life Safety Code' directly into the text.

The second component is the NFPA 101, the Life Safety Code, which relates the requirements for the safety of occupants in any structure. This code includes protection and separation requirements that assure adequate egress from any building based on the type of occupancy and the hazards present. The life safety code has seen some revisions with additional chapters being added for unique situations not previously foreseen such as play land areas for children.

These two documents apply to all structures within the jurisdiction of the City of De Pere and include maintenance provisions in an effort to reduce the risk of an event occurring or reduce the impact from an incident that could occur.

The intent of this adoption not only to bring us up to the current state standard but also cleans up the language of the ordinance. Several of the local amendments have been incorporated into the code and were deleted as a result.

Please feel free to contact me with any questions or concerns at 339-4090.

Chapter 58 Fire Prevention

Sec. 58-3. Codes Adopted

- (a) Except as expressly set forth below as modifications to specific codes, the following codes, as they may be officially amended, altered or revised from time to time, are hereby adopted by reference as if fully set forth herein:
- (1) 2009 NFPA (National Fire Protection Association) 1: Uniform Fire Code.
 - (2) 2009 NFPA 101: Life Safety Code.
 - (3) The following provisions of the Wisconsin Administrative Code:
 - A. Explosives and Fireworks, Wis. Admin. Code ch. SPS 307
 - B. Flammable, Combustible and Hazardous Liquids, Wis. Admin. Code ch. SPS 310
 - C. Fire Prevention, Wis. Admin. Code ch. SPS 314
 - D. Electrical, Wis. Admin. Code ch. SPS 316
 - E. Elevators, Escalators and Lift Devices, Wis. Admin. Code ch. SPS 318
 - F. Uniform Dwelling, Wis. Admin Code chs. SPS 320 to 325
 - G. Smoke Detectors and Carbon Monoxide Detectors, Wis. Admin. Code ch. SPS 328
 - H. Fire Department Safety and Health Standards, Wis. Admin. Code ch. SPS 330
 - I. Public Employee Safety and Health, Wis. Admin. Code ch. SPS 332
 - J. Gas Systems, Wis. Admin. Code ch. SPS 340
 - K. Anhydrous Ammonia, Wis. Admin. Code ch. SPS 343
 - L. Mechanical Refrigeration, Wis. Admin. Code ch. SPS 345
 - M. Wisconsin Commercial Building Code, Wis. Admin. Code chs. SPS 361 to 366
 - N. Existing Buildings, Wis. Admin. Code ch. SPS 366
 - O. State Plumbing Code, Wis. Admin. Code chs. SPS 381 to 387
 - (4) Plumbing and Fire Protection Systems and Swimming Pool Plan Review, Wis. Stats. ch. 145
 - (5) The aforementioned codes, together with the following amendments thereto, shall be referred to as the "De Pere Fire Prevention Code" or the "Fire Prevention Code". Current copies of such code shall be

available from the Fire Chief and the Bureau of Fire Protection Department.

(6) Amendments.

A. The Uniform Fire Code, as incorporated herein, is modified and amended as follows:

1. Section 1.1.2 is modified. *Title*. These regulations shall be known as the Fire Code of the City of De Pere, hereinafter referred to as "the code."
2. Section 1.3.3.1 is added. *Conflicts*. Where a conflict in the application of these standards with respect to a specific requirement exists, the most restrictive requirement shall apply.
3. Section 1.12.5 is modified. *Permits required*. Permits required by this code shall be obtained through the office of building inspector. Permit fees shall be as set forth in section 54-8 of the De Pere Municipal Code. Permit fees shall be paid prior to issuance of the permit. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the Authority Having Jurisdiction (AHJ).
4. Section 1.12.7 is added as follows. *Required operational permits*. The AHJ shall be notified of the operations and materials as set forth in tables 1.12.7(a) through 1.12.7(d) and based on the nature of operations may require an inspection for compliance with city codes. The AHJ may require a permit where the operations have a potential for exceeding reasonable limits or place the public at increased risk.
5. Section 1.10 is deleted in its entirety and replaced with. *Appeals*. Municipal Code section 58-7 Appeals.
6. Section 1.7.14.4 is added as follows. *Failure to comply*. Any person who shall continue to work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a separate fine for each separate 24-hour period or portion thereof that the work progresses.
7. Section 3.2.2 is modified to add. *AHJ*. Shall have authority to enforce the fire prevention and safety regulations as set forth in

section 1.1.1 in both new and existing structures.

8. Sections 10.11.4 is deleted in its entirety and replaced with. *Recreational fires*. Section 58-10.
9. Section 12.3.2.3.1 is added. *Marking of fire separation assemblies*. All fire rated assemblies shall be marked at least every 50' describing the type and hour rating of the assembly in such locations as to be found by maintenance personnel when servicing the buildings systems. Stencils shall use a minimum one-inch lettering and, where possible, be applied in the locations where penetrations exist.
10. Section 13.2.1.1 is added. *Multiple fire department connections*. Where multiple fire department connections are provided for sprinkler or standpipe systems on the same structure all such systems shall be interconnected in accordance with NFPA 14.
11. Section 13.2.3.4.1 is added. *Standpipe systems*. Any subsection that requires installation class II or class III standpipes shall substitute fire extinguishers and class I connections near outside access doors. Where connections draw supply from the building sprinkler system said supply shall be from a riser feeding an area not adjacent to the door.
12. Section 13.7.1.4.1.1 is added. *Fire alarm system upgrade*. Where a required fire alarm system is found to be non-functional, disabled, or obsolete and the same cannot be repaired or replaced, the system shall be upgraded to the code requirements under the most current version as promulgated in the National Fire Alarm Code NFPA 72.
13. Sections 13.7.1.4.8.6 is deleted in its entirety and replaced with. Manual fire pull stations are required at all exit doors in structures where a fire alarm system is required.
Exception: single and multi-family residential occupancies with direct egress.
14. Section 13.7.1.2 is added. *Zone map*. A map showing the locations for all devices in a system shall be provided at the control panel and any remote annunciator panels. The zone map shall be plotted on a building layout showing each floor independently. The map shall be displayed in a manner approved by the AHJ and contain instructions for operation of

alarm controls.

15. Section 13.7.3.2.2.4.3 is added. *Notification of testing.* The installing contractor shall notify the AHJ of all required testing. The AHJ may require all testing to be witnessed by a member of the fire department.
16. Section 18.2.3.4.2 is modified to add. *Surface.* The surface provided shall be made of asphalt, concrete, or other such materials as approved by the authority having jurisdiction.
17. Section 18.3.4.1 is deleted in its entirety and replaced with. A five (5) foot clear space shall be maintained around the circumference of fire hydrants unless otherwise approved. No person shall erect, construct or install any structure or device of any nature, nor shall any such structure or device be maintained within the five foot clear space. No person shall plant any tree, shrub, bush, or other planting, nor maintain any of the same in such a manner that such planting, when mature, shall encroach within the clearance around any fire hydrant. *Exception.* This section shall not apply to any structure that may be placed upon a city right-of-way by a public utility pursuant to any easement or franchise, and the provisions of such easement or franchise shall specifically govern the placement of those structures.
18. Section 18.3.8 is added. *Notice to remove.* The director of public works, the fire chief or their respective designee shall notify any property owner of a violation of this section and shall direct the removal of such obstruction within a reasonable period of time not to exceed 30 days. If the same is not removed within the time period set forth in such notice, such obstruction is hereby declared to be a public nuisance under Chapter 78 of this Code of Ordinances.
19. Section 60.1.13.2.4 is added. *Building hazard identification.* A hazard identification sign complying with NFPA 704M sized at least 12" square shall be affixed to the side of the structure that has the primary fire vehicular access. The sign shall have the identification numbers indicating the most hazardous level for materials in each category. The sign shall be displayed in a location approved by the AHJ.
20. Section 65.1.3 is added. The possession, handling, storage, sale, and use of any fireworks without a permit are prohibited.

Exception: caps (less than ¼ grain of explosive mixture); toy snakes (without mercury); sparklers (not exceeding .25inch outside diameter); paper confetti, streamer, or smoke devices; noise makers not exceeding 3 grams (without explosion, spark, or flame).

21. Section 65.1.4 is added. *Financial responsibility.* The applicant shall agree to save and hold the City of De Pere, its officers, officials, employees and agent's ("City") harmless from any and all injury or damage that may occur to any party as a result of the permit being granted. To secure such hold harmless agreement, Permittee shall provide with the permit application, a certificate of general liability insurance covering the activities allowed under the permit, in an amount not less than 2 million dollars, which names the City as an additional insured thereunder for the purposes of the permit. Such general liability insurance policy shall not be voidable or subject to cancelation during the time the permit is valid.

Sec. 58-4. Bureau of fire prevention and investigation.

There is hereby created and established a bureau of fire prevention and investigation which shall be operated under the supervision of the fire chief, who may appoint an assistant fire chief to such bureau. The fire chief or assistant fire chief (collectively referred to as chief) shall have the authority to issue citations for violations of any provisions of this Code. This section shall not apply to single and two family residences and accessory buildings or temporary structures used for construction purposes in connection thereof unless a hazardous condition injurious to public safety exists therein.

- (1) *Duties.* The fire chief or designee shall have the authority to enforce the regulations of this chapter and all other laws, lawful orders, and ordinances including those, which relate to the prevention of fires including but not limited to:
- a. The prevention of fires;
 - b. The storage, sale, use and handling of combustibles, flammables, and explosives or otherwise hazardous materials;
 - c. Hazardous conditions arising from defective or inadequate equipment for handling or using flammable, combustible, or explosives or otherwise hazardous materials;

- d. The installation and maintenance of automatic sprinkler systems, fire alarm systems, fire protection equipment, appliances and devices;
 - e. The maintenance of fire escapes and other means of egress;
 - f. The means, adequacy and maintenance of exits from all buildings, structures or other places designed or used for human habitation, occupancy, or use for any purposes;
 - g. The investigation of the cause, origin and circumstances of fires.
- (2) *Reports.* The bureau of fire prevention shall prepare and file the following reports:
- a. An annual report containing all information on matters regulated by this chapter, together with statistics and such other information as may be required, shall be compiled by the bureau and transmitted to the fire chief.
 - b. The bureau shall make such reports as may be required by the state department of commerce.
- (3) *Other duties.* The bureau of fire prevention may perform such other acts as are set forth in this chapter or otherwise provided by laws or as directed by the Fire Chief.
- (4) *Inspections.* The fire chief or designee may cause to be inspected any building, structure, or occupancy on an annual basis, or more often, which is subject to the regulations of this chapter for a determination of compliance herein.
- (5) *Correction of hazardous conditions.*
- a. *Defective buildings.* Notwithstanding the provisions of any Wisconsin Administrative Code provision adopted in this chapter, when the inspector may find a building or other structure which, for want of repairs, lack of sufficient egress, or alarm apparatus, or fire extinguishing equipment, or by reason of dilapidated condition, or from any other cause, creates a condition where a fire may occur imminently making the same unfit for human habitation, occupancy or use, the same may be condemned as provided under Wis. Stats. §66.0413.
 - b. *Existing structures.* Where existing structures have components or systems that do not comply with the current requirements, such systems or components may be permitted to remain, if in the opinion of the inspector, such design does not result in conditions that reasonably could create imminent danger on the premises, other property, or the occupants thereof; provided such component or system complied with the code in force at the time of installation. Such nonconforming component or

system shall be brought into compliance with the current code whenever the following occurs: a change of use or occupancy, a change of ownership, an addition is made to such premises, or remodeling over 50% of the value of the structure, not including the value of property, is made over a four-year period, whichever occurs first.

c. *Orders.*

1. *Service.* Except as provided when proceeding under Wis. Stats. §66.0413, all orders issued under this section shall be in writing and personally served upon the owner and occupant of the premises. If the occupant or owner of the premises cannot be found, such written order shall be mailed to occupant and owner addressed to the last known post office address.
2. *Compliance.* All such orders shall provide a time for compliance therewith.
3. *Application.* The provisions of this section may be suspended in cases of emergency or other situations where prompt action is required.

(Code 1974, § 16.04)

Sec. 58-5. Investigation of fires.

The fire rescue department may investigate the cause and origin of fires occurring in the city by which property has been destroyed or damaged and, so to, far as possible, determine whether the fire is the result of carelessness, accident, or design. Such investigations shall begin upon the occurrence of such fire, and if it appears to the officer making such an investigation that such fire is of a suspicious origin, the fire chief or his designee shall be immediately notified. The investigator may thereupon take charge immediately of the physical evidence, may notify the proper authorities designated by law to pursue the investigation of such matters and shall further cooperate with the authorities in the collection of evidence and in the prosecution of any intentional act. The officer in charge of any such fire scene shall file a written report with the chief within 24 hours. Such reports shall be in a form as prescribed by the fire chief and shall contain a statement of facts relating to the cause, origin, and circumstances of such fire, and other information as required.

(Code 1974, § 16.05)

Sec. 58-6. Modifications of code requirements.

The fire chief shall have power to modify any of the provisions of the Fire Prevention Code upon application in writing by the owner or lessee, or his duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of the code, provided that the spirit of the code shall be observed, public safety secured, and substantial justice done. The particulars of such modifications

when granted or allowed and the decision of the fire chief thereon shall be entered upon the records of the department, and a signed copy shall be furnished to the applicant. In addition a copy of such application and decision shall be filed with the city clerk-treasurer.

(Code 1974, § 16.06)

Sec. 58-7. Appeals.

Whenever the fire chief disapproves an application or refuses to grant a permit applied for pursuant to the provisions of this chapter, or when it is claimed that the provisions of this chapter do not apply or that the true meaning of the code and orders entered pursuant thereto have been misconstrued or wrongly interpreted, the aggrieved party may request review of such decision within 30 calendar days of the decision under Wis. Stats. §68.08. Such review shall be conducted by the City Administrator under Wis. Stats. §68.09. Any appeal of the decision on review under Wis. Stats. §68.10 shall be to the Board of Public Works, whose decision shall be deemed a final decision.

(Code 1974, § 16.07)

Sec. 58-8. Underground/aboveground storage tank fees.

The permit fee for inspection of installation and removal of underground/aboveground storage tanks, as required by Wis. Admin. Code ch. SPS 310, shall be as determined by the chief.

(Code 1974, § 16.00)

Sec. 58-9. Open burning.

- (a) *Prohibited generally.* Except as otherwise provided in this section, all open burning is prohibited within the city.
- (b) *Recreational fires.* A camp fire or cooking fire located at a single-family or two-family private residence started and tended in compliance with the following requirements is exempt from prohibition:
 - (1) No recreational fire shall be closer than fifteen feet from any building, structure, shed, garage or any other combustible material.
 - (2) All recreational fires shall not have a diameter larger than two feet, and the fire may not extend more than two feet above the pit. The fire pit shall be surrounded on the outside by a noncombustible material such as concrete block or rock.
 - (3) Portable fire pits (defined as devices specially designed and intended to contain and control outdoor wood fires) may be used in accordance with the manufacturer's recommendations and within the above requirements and must be used upon a noncombustible surface.

- (4) No recreational fire shall be started or allowed to continue burning when the wind direction or wind speed will cause smoke, embers, or other burning materials to be carried by the wind toward any building or other inflammable materials. Smoke from any recreational fire shall not create a nuisance for neighboring property owners. The fire shall be extinguished immediately upon the complaint of a neighboring property owner in regard to nuisance smoke.
- (5) Material for recreational fires shall not include rubbish, garbage, recyclable items, trash, any material made of or coated with rubber, plastic, leather or petroleum based materials, leaves and yard waste products and shall not contain any flammable or combustible liquids. All products must be naturally occurring unprocessed wood.
- (6) Adequate fire suppression equipment shall be immediately available to extinguish or control the recreational fire.
- (7) All recreational fires shall be attended at all times by at least one responsible person of age 18 or older from the ignition of the fire until the fire is completely extinguished.
- (8) The renter/lessee of any leased property must provide written documentation from the property owner, giving permission to have a recreational fire on that property.
- (9) The property owner and/or person who have started any recreational fire shall hold the city harmless from any and all such liability for any damage caused by a recreational fire.
- (10) Any party who has started or maintains a recreational fire shall pay any and all costs incurred by the fire department for any service related call as a result of a recreational fire not in compliance with the requirements of this chapter.
- (c) *Residential outdoor cooking fire.* Open or closed cooking grills in residential occupancies are exempt from prohibition, except as follows:
 - (1) For all multifamily dwellings more than one story in height, the use of any propane, charcoal, wood or gas cooking device is prohibited above the first floor occupancy.
 - (2) For all multifamily dwellings more than one story in height, the use of any open or closed outdoor cooking fire, charcoal or propane cooking device, or any open flame device, is prohibited within 15 feet of the structure on the ground floor or any combustible material on the ground floor. Smoke from cooking grills shall not create a nuisance for neighboring property owners.
- (d) *Training fires.* Approved live fire training for fire protection purposes shall be exempt from the prohibition.
- (e) *Emergency power of fire chief.* When the fire chief determines there are environmental conditions likely to produce a serious threat of fire to

life and property, the fire chief of the fire department may impose a burning ban and burning restrictions and require that no person may:

- (1) Set, build or maintain any open fire, except propane grills, when placed on a noncombustible surface.
- (2) Throw, discard or drop matches, ashes or other burning materials while out of doors and in the immediate vicinity of combustible natural vegetation.
- (3) Light or use any fireworks, or caps, toy snakes, sparklers, smoke bombs except in displays or use authorized by the fire department where adequate fire prevention measures have been taken.
- (4) Such a ban described in this subsection (c) shall be lifted when the environmental conditions change so that a serious threat of fire is no longer present.

(Code 1974, § 16.10; Ord. No. 99-10, § 1, 5-18-1999)

Sec. 58-10. Penalty for violation of chapter.

Any person who shall violate any provision of this chapter or any order, rule or regulation issued under this chapter shall be subject to a penalty as provided in the penalties provision set forth in section 1-11 of the Municipal Code.

Chapters 59--61 RESERVED

Chapter 62 ELECTRICAL CODE*

*Cross reference(s)--Building code, ch. 54.

CITY OF DE PERE

Fire Rescue Department

400 Lewis Street
De Pere, WI 54115-2717
(920) 339-4087
Fax No.: (920) 403-7883
e-mail: dpfire@mail.de-pere.org



Mayor Mike Walsh and
De Pere City Council
City of De Pere

October 22, 2012

For: Finance Committee

Re: Request renewal of the Polycom Video Conferencing System

Dear Mayor Walsh and Finance Committee:

Attached is the renewal quote from Camera Corner for the Fire Department's two Polycom units. The three year does give a cost benefit. As opposed to annual renewal.

The polycom system is used to communicate between stations and departments within the area. The East side unit has been used by sister city and city hall for communications events. It was obtained in an area grant With Bellevue, Howard, Allouez and De Pere.

There are two parts in the quote. The first is the one or three year renewal options for the Polycom endpoints at East De Pere Fire Station and West De Pere Fire Station.

The second is the De Pere's portion of the Videoconference Bridge (located at Bellevue).

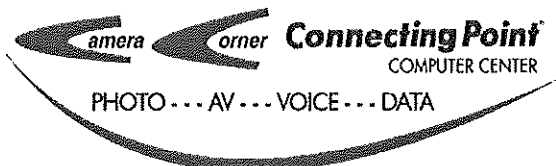
I recommend the three year option for the Bridge and the QDX6000 endpoints at East and West stations.

I recommend the \$3,245 be approved for a three year agreement with Camera corner

Any questions, feel free to contact me.

Robert Kiser
Fire Chief
De Pere Fire Rescue
rkiser@mail.de-pere.org

Attached quote



Quotation

QUOTATION NO: 0420709
 DATE: 4/24/2012
 EXPIRES: 5/23/2012
 CUSTOMER#: 0004293

P.O. Box 248 • Green Bay, WI 54305-0248 • (920) 435-5353
 www.cccp.com • Fax (920) 438-0389

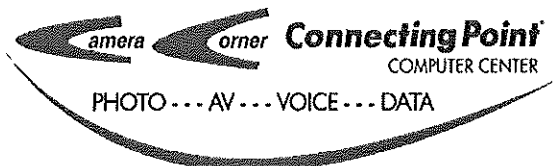
DE PERE, CITY OF
 335 S BROADWAY
 DE PERE, WI 54115

SHIP TO: DEPERE FIRE DEPARTMENT
 ATTN: BOB KISER
 400 LEWIS ST
 DEPERE, WI 54115

POLYCOME RENEWAL

DESCRIPTION	QTY.	PRICE	EXTENDED
OPTION 1A			
ONE YEAR OPTION			
PLY TOTAL COVERAGE 1YR QDX6000	2.00	450.00	900.00
CONTRACT DATES: 1/10/2013 - 1/9/2014 SN# Q60937BE266F92EE AND Q60937BE27C6DE5C TOTAL COVERAGE PREMIER, ONE YEAR, QDX 6000 SERIES, INCLUDES NEXT DAY PARTS, 24X7 TEST SITES, SOFTWARE UPGRADES AND UPDATES.			
OPTION 1B			
THREE YEAR OPTION			
PLY QDX 6000 TOTAL COVERAGE SUPPORT	2.00	1,150.00	2,300.00
CONTRACT DATES: 1/10/2013 - 1/9/2016 SN# Q60937BE266F92EE AND Q60937BE27C6DE5C TOTAL COVERAGE PREMIER, THREE YEAR, QDX 6000 SERIES, INCLUDES NEXT DAY PARTS, 24X7 TEST SITES, SOFTWARE UPGRADES AND UPDATES.			
POLYCOM PREM TOTAL COVERAGE-NEED TO ORDER ONE BETWEEN ALL LOCATIONS LISTED. COST HAS BEEN ADJUSTED PER SITE. COST SPLIT BETWEEN ALLOUEZ, HOWARD, BELLEVUE, ASHWAUBENON AND DEPERE FIRE DEPARTMENTS			
OPTION 2A			
ONE YEAR OPTION			
PLY PREM TOTAL COVERAGE ONE YR	1.00	370.00	370.00
CONTRACT DATES 1/16/2013 - 1/15/2014 SN# 0004F2BE7D5E TOTAL COVERAGE PREMIER, ONE YEAR, RMX 1000 BASE SYSTEM WITH 12 RESOURCE LICENSES (VRMX1012R), INCLUDES NEXT DAY PARTS, 24X7 TEST SITES, SOFTWARE UPGRADES AND UPDATES.			
OPTION 2B			
THREE YEAR OPTION			
PLY PREM TOTAL COVERAGE F/RMX1000 3YEAR	1.00	945.00	945.00
CONTRACT DATES 1/16/2013 - 1/15/2016 SN# 0004F2BE7D5E TOTAL COVERAGE PREMIER, THREE YEAR, RMX 1000 BASE SYSTEM WITH 12 RESOURCE LICENSES (VRMX1012R), INCLUDES NEXT DAY PARTS, 24X7 TEST SITES, SOFTWARE UPGRADES AND UPDATES.			

NO PHYSICAL PRODUCT WILL BE DELIVERED WITH THIS ORDER.



Quotation

QUOTATION NO: 0420709
DATE: 4/24/2012
EXPIRES: 5/23/2012
CUSTOMER#: 0004293

P.O. Box 248 • Green Bay, WI 54305-0248 • (920) 435-5353
www.cccp.com • Fax (920) 438-0389

DE PERE, CITY OF
335 S BROADWAY
DE PERE, WI 54115

SHIP TO: DEPERE FIRE DEPARTMENT
ATTN: BOB KISER
400 LEWIS ST
DEPERE, WI 54115

POLYCOME RENEWAL

DESCRIPTION	QTY.	PRICE	EXTENDED
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SIGNATURE/DATE

SIGNATURE ABOVE AUTHORIZES CAMERA CORNER/CONNECTING POINT TO ORDER
THE ABOVE EQUIPMENT

SHIPPING & HANDLING WILL BE CHARGED AT TIME OF INVOICE

PREPARED BY: TAMMY DEPPE

SALESSUPPORT@CCCP.COM 920-438-0307

MEMORANDUM

CITY OF DE PERE

Date: 12/4/2012
To: Finance/Personnel Committee
From: Peter Smith, Information Technology Administrator
Subj: DAFG fiber purchase from St. Norbert College.

Today the City of De Pere has two digital communication circuits to Brown County's network. The first is a data circuit that connects the two networks to provide the City access to Brown County's Land records system, this system is accessed by all City departments. The second is a data circuit that provides connectivity for the Police video arraignment system.

The Land Records circuit has an annual cost of approx. \$6,500.
The Video Arraignment circuit has annual cost of approx. \$12,000.
Total: \$18,500.

Saint Norbert College recently added to their fiber network, including a leg that runs to the Brown County Kress Library in De Pere. They installed excess strands for possible future expansion. SNC is willing to sell the fiber leg to the De Pere Area Fiber Group in an effort to recover their costs and to turn over maintenance responsibilities.

The City could use 6 of these strands to connect to Brown County's network, eliminating the recurring costs listed above. All three of the other members will use strands to access WiscNet's internet service. Each member will pitch in \$25,000 for the purchase.

This is an investment with a breakeven point of less than 18 months. I recommend the City make this investment.

Because this fiber would connect to the DAFG (De Pere Area Fiber Network) backbone, the \$25,000 funding would come from the Cable Access Fund. The annual \$18,500 savings on the copper circuits would be to the General Fund.

The Cable Access fund currently has \$56,890.

Memo

City of De Pere

To: Members of the Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director SM
Peter Smith, Information Technology Administrator
RE: Request to fill Video Production and Marketing Coordinator
Date: December 6, 2012

We are asking for approval to create and fill the Video Production and Marketing Coordinator position assigned to the government access station.

This position is a full-time position that will perform a full range of video production duties to support the on-going operation of channel 4, the City's government access television station. It will be responsible for coordinating and monitoring off-site productions. The position will market and sell advertising time on the channel to area businesses and assist them in creating advertisements.

As noted in the recent budget meetings, the position will be tasked with soliciting donations and sponsorship revenue in an effort to offset the cost. This position is funded by cable access fees. The wage rate for the position will be \$16.07 per hour.

If you have any questions prior to the meeting please feel free to contact Shannon at 339-4045 or Pete at 621-8594.

Thank you.

CITY OF DE PERE JOB DESCRIPTION

I. IDENTIFICATION

Title: Video Production and Marketing Coordinator
Dept./Division: Information Technology
Report: Information Technology Administrator

II. JOB SUMMARY

Performs a full range of video production duties to support the on-going operation of De Pere TV, the City's government access cable television channel. Coordinates and monitors live and videotaped productions. Operates, installs, maintains, and troubleshoots City TV equipment. Develops advertising and promotional campaigns. May receive instruction/guidance from other department heads. Performs related duties as assigned.

III. PRINCIPAL DUTIES AND RESPONSIBILITIES

- A. Directs camera, audio, lighting, video engineering, off-line editing, on-line editing, graphics, playback operations, video tape recording, remote camera control functions, Council Chamber production control, program scheduling, and new technology implementation. Also, coordinates and monitors live and videotaped coverage of public meetings.
- B. Develops advertising and promotional campaigns for businesses and others interested in advertising on the station; solicits donations and sponsorship revenues. Serves as initial point of contact for sales.
- C. Builds and maintains a web presence for the station.
- D. Provides technical and administrative assistance to interns and production staff. Trains staff members in the proper use of video production equipment.
- E. Performs related duties as assigned.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

- A. Broadcast video principles and broadcast technical standards for video programs.
- B. The technical use of video and audio production equipment.
- C. Studio lighting and camera positioning.
- D. Single camera electronic field production (EFP), and electronic content gathering (ENG) techniques.

- E. Use and set-up video and audio production equipment for various broadcast and consumer formats.
- F. Use, install and upgrade computer-based graphics and non-linear editing systems.
- G. Set-up and match video cameras to broadcast technical standards.
- H. Shoot for the edit for single camera field production.
- I. Time and sync video systems.
- J. Troubleshoot video production equipment.
- K. Follow industry standard operating procedures.
- L. Communicate effectively both orally and in writing.
- M. Provide effective customer service.
- N. Ability to organize, schedule, prioritize and perform work with limited supervision; complete assignments accurately and within deadlines; communicate effectively with business representatives, elected officials, department heads, the general public, and other City employees with courtesy and tact; maintain effective working relationships with personnel; process confidential materials with discretion; keep abreast of current technologies; learn software programs utilized by the City.

V. MINIMUM EDUCATION AND EXPERIENCE

- A. Associate's Degree from an accredited college or university in television production or closely related field.
- B. One year of experience performing similar duties is desirable.

VI. WORKING CONDITIONS

Work may be performed outside in varying weather conditions, as well as indoors in a video production facility. Assignments may be on evening shift and may require work on weekends. Must be able to work in a variety of situations to set-up equipment in offices, homes, businesses, outdoors, crowds or small spaces. Physical demands include standing, bending, moderate lifting, carrying, laying cable, continuous arm movements and reaching.

An equivalent combination of education and/or experience may be considered.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Effective: January 2013

RESOLUTION 12-

AUTHORIZING CERTAIN EXPENDITURES
FROM UNASSIGNED RESERVE ACCOUNT

WHEREAS, in years prior to 2013, the City's adopted budget included an appropriation funding a contingency account for unanticipated, unbudgeted expenses; and

WHEREAS, said contingency account was also utilized for payment of emergency expenditures when prior authorization from the Council was not feasible or practicable; and

WHEREAS, the City's adopted 2013 budget does not include an appropriation funding a contingency account, requiring designation of an alternative method of allowing for funding of unexpected and emergency expenditures pending a ratification of the same by the Council; and

WHEREAS, the Council wishes to authorize such emergency expenditures from the unassigned reserve fund as more fully set forth herein.

NOW THEREFORE BE IT HEREBY RESOLVED THAT:

1. The Common Council authorizes the City Administrator, or, in the absence of the City Administrator, the Finance Director, to authorize an emergency expenditure up to \$25,000, funded from the general fund unassigned reserve fund.
2. Such emergency expenditure shall be brought to the Council for ratification at a subsequent regular or special meeting of the Council.
3. "Emergency" for the purposes of this authorization means an urgent situation or condition which occurs unexpectedly and which is deemed to require immediate action to protect the interest of the City.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, employees and agents are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of
December, 2012.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

CITY OF DE PERE

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



December 11, 2012

To: Members of the Finance Committee

From: Ken Pabich

Re: Funding for Main Street Program – Definitely De Pere

At the end of 2011, the De Pere Area Chamber of Commerce and the Main Street program were separated. At that time, staff had discussed the separation and developed a plan with the City Council to continue the program. In essence, the program had to be re-built from the ground up. In 2012, significant progress has been made by the new Main Street program known as Definitely De Pere (please see the attached summary provide by the Board).

Definitely De Pere is now at the point where they need to meet the Main Street program requirements which includes bring on a Main Street Director. With the City's assistance, the board has developed a five year plan for the startup and initial operation of Main Street. Please see the attached 5 year budget model for the program.

The Definitely De Pere budget model is based on support from the City that was budgeted in 2012 and 2013 through TID #5. As a note after 2013, expenditures from TID #5 are not allowed. The City budgeted \$75,000 in 2012 and 2013 to provide assistance to get the program running. Based on the model, Definitely De Pere will need to be to find alternative funding to continue operations as a Main Street Program long term.

While the funding was part of the budget, staff wanted to obtain authorization from the Finance Committee to proceed with the funding based on the budget model. Staff believes the relationship and trust between the City and new Main Street program is critical to the success of the program and the downtown. Staff has recommended that the Main Street Board provide quarterly updates in 2013 to the City Council.

The Main Street Program is critical to the success of our downtown and it has a significant impact on the quality of life that is provided to our residents, our other business corridors and our business parks. Staff believes that Definitely De Pere has been re-developed to focus on the needs of the downtown and it is critical that the City supports the program.

December 11, 2012

Dear Finance Committee Members:

Definitely De Pere (Downtown De Pere Inc., formerly) renewed De Pere as a Main Street community this past July. While still awaiting formal IRS approval, the group is organized as a 501c3 non-profit organization.

The Main Street movement is under the umbrella of the National Trust for Historic Preservation and seeks to revitalize downtown and neighborhood districts in order to build prosperous and sustainable communities. Main Street utilizes the official Main Street Four-Point Approach®, dividing tasks into four major committees: Organization, Promotion, Design, and Economic Restructuring. Over 1,600 communities nationwide have adopted the Main Street approach.

Downtown and neighborhood districts are of great significance to local economies as they are often a major center of employment, provide a center for independently owned businesses to thrive, and generate a large portion of the community's tax base. Additionally, downtown areas are typically a historic center, generate area tourism, and represent vast amounts of public and private investments.

Definitely De Pere has developed four committees in line with the Main Street Four-Point Approach®, and will summarize each group's purpose and goals:

Organizational Committee

The Organizational Committee defines the structure of the organization as a whole, recruits Board and Committee members, and helps to raise funds for programming. This committee also makes employment decisions for the organization, and serves as a liaison between the other three committees and the Board of Directors.

Goals for this committee:

- Complete submission of 501c3 application and IRS status
- Recruit and select an Executive Director to manage the program
- Develop Main Street program budget for 2013 and beyond
- Strengthen Main Street organization and forge strong relationship with local business partners in downtown district
- Ensure compliance with Federal, State, and local regulations
- Build and maintain strong communication with business owners in district

Promotion Committee

The Promotion Committee markets a unified, quality image of the business district as a center for activities, acquisition of goods and services, and drives traffic for customers, investors and tourists.

Goals for this committee:

- Develop a signature event for Spring / early summer in downtown

- Partner with Saint Norbert College to include business participation in SNC Day
- Develop strategies for future downtown activities (Farmers Market, Summer Music Series, Holiday Events, etc.)
- Work with businesses in the downtown area to develop a marketing strategy
- Develop social media and web marketing media (Website, Facebook, Twitter, etc.)

Design Committee

The Design Committee seeks to create an attractive, consistent, and high quality image of the downtown by capitalizing on its unique assets and heritage.

Goals for this committee:

- Work on promoting coordination between businesses for holiday lighting
- Provide input into the Main Avenue design project to DOT
- Review and complete the Main Street Guidelines
- Improve overall design of Reid Street Alley
- Partner with the Beautification Committee (currently under the auspices of the Chamber)
- Educate business owners about design quality and programs to assist façade recreation
- Partner with the Historic Preservation Commission on designation of buildings/districts
- Work with City to determine use or maintenance of Crevier Commons

Economic Enhancement Committee

The Economic Enhancement Committee assesses current inventory of businesses in the downtown, conducts market analysis studies to improve retail mix, increase tax base, and raise investor confidence.

Goals for this committee:

- Complete a downtown inventory of existing business uses in the downtown
- Develop marketing strategy, business retention program, and business recruitment program for the downtown

Downtown De Pere is a unique and historic district, with rich architectural components, a high small business concentration, and the potential to generate greater revenue for the city. As the population in this area continually grows, now is the prime opportunity to drive small business success, improve quality of life, and bring new residents, businesses, and revenue into the city.

Definitely De Pere offers a direct solution to some of the problems the city has faced in the past: high business turnover, property vacancies, and inconsistency in architectural design within the community. This group has experienced positive business and community feedback, and momentum for progress is great. The success of a Main Street community is based on the relationship it has with the businesses in the downtown and also the local government. We would like to continue to have the support of the City of De Pere and we want to develop strong working relationship.

Definitely De Pere Board of Directors

Draft Operating Budget Definitely De Pere

	2012-13	2013-14	2014-15	2015-16	2016-17
	May 1, 2012 - April 30, 2013	May 1, 2013 - April 30, 2014	May 1, 2014 - April 30, 2015	May 1, 2015 - April 30, 2016	May 1, 2016 - April 30, 2017
Income					
City of De Pere (Plan)	20,000	20,000	20,000	20,000	20,000
City of De Pere (TID)	75,000	75,000	0	0	0
Corporate Sponsors	0	500	2,000	2,000	2,000
Fundraising / Events	0	1,000	5,000	5,000	5,000
Grants / Gifts	0	0	2,000	2,000	2,000
New Funding	0	0	0	68,000	68,000
Total Income	95,000	96,500	29,000	97,000	97,000
Expenses					
Personnel					
Director	3,500	40,000	41,500	43,000	44,500
Support Staff	0	10,400	10,700	11,000	11,300
Benefits	525	6,000	6,225	6,450	6,675
Bookkeeping	500	500	500	500	500
Filing Fees	2,400	400	400	400	400
Total Personnel	6,925	57,300	59,325	61,350	63,375
Office					
Rent	0	0	12,000	12,000	12,000
Utilities	100	1,200	0	0	0
Telephone / Internet	240	1,440	1,440	1,440	1,440
Telephone: Cell	80	400	400	400	400
Office Supplies	1,000	850	850	850	850
Postage	500	1,200	1,200	1,200	1,200
Insurance	1,500	1,500	1,500	1,500	1,500
Equipment	3,000	500	500	500	500
Dues / Subscriptions	0	400	400	400	400
Total Office	6,420	7,490	18,290	18,290	18,290
Program Expenses					
Travel / Training	0	2,500	2,500	2,500	2,500
Mileage	100	800	800	800	800
Printing	600	1,200	1,200	1,200	1,200
Advertising	0	3,000	3,000	3,000	3,000
Committee Expense					
- Design	1,200	2,000	2,000	2,000	2,000
- Promotion	1,200	2,000	2,000	2,000	2,000
- Economic	0	1,200	1,200	1,200	1,200
- Organization	0	500	500	500	500
Total Program	3,100	13,200	13,200	13,200	13,200
Total Expenses	16,445	77,990	90,815	92,840	94,865
Year Operation Budget	78,555	18,510	(61,815)	4,160	2,135
Operating Reserve	78,555	97,065	35,250	39,410	41,545