

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 **APRIL 10, 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 FOR SAID MEETING

1. Roll call.
2. Approval of the minutes of the March 13, 2012 regular meeting of the Finance/Personnel Committee.
3. Overtime report of the Fire Department for the month of March 2012.
4. Overtime report of the Police Department for the month of March 2012.
5. Overtime report of the Engineering Department for the month of March 2012.
6. Replace digital communication copper circuits with fiber circuits.
7. Consider request for the Police Department to accept Alcohol Compliance Check Grant.
8. 2011 Budget items carried forward to 2012.
9. Consider adopting definitions and policies for fund balance reporting and flow of funds.
10. Public comment and announcements.
11. Future agenda items.
12. Consideration of Claim of John Knaus.

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

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

13. 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., April 9, 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

John Knaus, 3451 Dickinson Road, De Pere, WI 54115

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

Mayor Michael Walsh called the meeting to order at 7:36 p.m. Roll call was taken and the following members were present: Alderpersons Michael Donovan, Kathleen Van Vonderen, Daniel Robinson and Larry Lueck. Also present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Human Resources Director Shannon Metzler, Fire Chief Robert Kiser, Police Chief Derek Beiderwieden, Planning & Economic Development Director Ken Pabich, Finance Director Joe Zegers, Police Benevolent Association President Charlie Leiterman, Police Association Business Agent Ed Vander Bloomen and members of the public.

Alderman Donovan moved, seconded by Mayor Walsh, to approve the minutes of the February 14, 2012 meeting. Upon discussion and vote, the minutes were approved unanimously.

3. Overtime report of the Fire Department for the month of February 2012. Alderman Robinson moved, seconded by Alderman Lueck, to approve the overtime report. Upon vote, motion was approved unanimously.

4. Overtime report of the Police Department for the month of February 2012. Alderman Van Vonderen moved, seconded by Alderman Donovan, to approve the overtime report. Upon discussion and vote, motion was approved unanimously.

5. Overtime report of the Engineering Department for the month of February 2012. Alderman Donovan moved, seconded by Alderman Robinson, to approve the overtime report. Upon vote, motion was approved unanimously.

6. Consideration of 2012 Compensatory Time Policy. Alderman Robinson moved, seconded by Alderman Lueck, to approve the policy. Upon vote, motion was approved unanimously.

7. Consider request to approve a Wellness Program for City employees. Alderman Donovan moved, seconded by Alderman Van Vonderen to approve the wellness program. Alderman Robinson questioned where funds will be taken from. Human Resources Director Metzler explain they are taken from the health fund and there will be a separate cash account to track wellness expenses. Upon discussion and vote, motion was approved unanimously.

8. Consider request to fill Clerk-Treasurer vacancy. Alderman Lueck moved, seconded by Alderman Van Vonderen to approve filling the vacancy. Upon vote, motion was approved unanimously.

9. Consideration of 2012 dental insurance renewal and premiums. Alderman Van Vonderen moved, seconded by Alderman Donovan to approve the renewal and premium rates. Upon discussion and vote, motion was approved unanimously.

10. Consider out of state travel request submitted by the Police Department. Alderman Van Vonderen moved, seconded by Alderman Lueck to approve the out of state travel request. Upon vote, motion was approved unanimously.

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11. Mayor Walsh moved, seconded by Alderperson Lueck to convene into closed session pursuant to Wis. Stats. §19.85(1)(e) to discuss the sale of foreclosed property at 1314 S. Broadway Street. Upon roll call vote, motion was carried unanimously.

Mayor Walsh moved, seconded by Alderperson Luck to reconvene in open session pursuant to Wis. Stats. §§19.83 and 19.85(2). Upon roll call vote, motion carried unanimously.

Alderperson Donovan moved, seconded by Alderperson Van Vonderen to allow Planning Director Pabich and City Attorney Schmidt-Lehman to make administrative decisions on the marketing and the sale of the property. Upon vote, motion was approved unanimously.

12. Grievance challenging Common Council mandated furloughs filed by Officer Anthony Edwards and the De Pere Police Benevolent Association. Ed Vander Bloomen, Police Association Business Agent spoke on behalf of grievant stating he does not believe the City has a lack of funds and wants Edwards put back to work and make whole his pay and benefits. Chief Beiderwieden explained he feels there has been no violation of the labor contract.

13. Grievance challenging Common Council mandated furloughs filed by the De Pere Professional Firefighters' Association, IAFF, Local 141, on behalf of the following firefighters:

Richard Annen	Thomas Hendricks	Benjamin Puetz
Edmund Balcer	Todd Hendricks	Luke Riedi
Gregory Brown	Benjamin Hermans	William Tews
Benjamin Cheslock	Daniel Hermans	Brian Thomson
Ronald Cody	Brett Jansen	Michael Wessley
Carol Dalchow	Alan Matzke	Kurt Weyers
Rodney Deviley	Thomas Nelson	Jade Witt
Richard DeWeert	Joel Pansier	Daniel Young
Daniel Gatz		

Chief Kiser explained that contract language allows employees to be furloughed and employees have the right to bump their furlough day and they chose not to.

14. Grievance filed by the De Pere Professional Firefighters Association, IAFF, Local 141, on behalf of Brett Jansen. Chief Kiser explained vacation was denied because there was one other firefighter already on vacation that day.

Mayor Walsh moved, seconded by Alderperson Donovan to convene into closed session pursuant to Wis. Stats. §19.85(1)(a) to discuss Items 12, 13 and 14. Upon roll call vote, motion carried unanimously.

Mayor Walsh moved, seconded by Alderperson Robinson to reconvene in open session pursuant to Wis. Stats. §§19.83 and 19.85(2). Upon roll call vote, motion carried unanimously.

Item 12: Alderperson Donovan moved, seconded by Alderperson Van Vonderen to deny the grievance. The Committee does not agree with the position of the Union and the City has exercised their rights according to the statutes and collective bargaining agreement. Upon discussion and vote, motion was approved unanimously.

Item 13: Alderperson Donovan moved, seconded by Alderperson Van Vonderen to deny the grievance. The Committee does not agree with the position of the Union and the City has exercised their rights

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according to the statutes and collective bargaining agreement. Upon discussion and vote, motion was approved unanimously.

Item 14: Alderperson Donovan moved, seconded by Alderperson Van Vonderen to deny the grievance. The Committee does not agree with the position of the Union and the City has exercised their rights according to the statutes and collective bargaining agreement. Upon discussion and vote, motion was approved unanimously.

15. 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.

16. Future Agenda Items. None.

Upon motion by Alderperson Donovan, seconded by Alderperson Van Vonderen, the Finance/Personnel Committee unanimously adjourned at 8:48 p.m.

Respectfully submitted,

Shannon Metzler
Director of Human Resources

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	48	32	24	39	408
# of EMS RUNS	138	127	154	148	177	132	165	139	138	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										217
EMS TRAINING	52.5	96	69										217.5
FIRE TRAINING	3	16	67.5										86.5
RESCUE CALLS	24.75	18.5	3.5										46.75
FIRE CALLS	32	24	0										56
OFFICER MTGS.	3	16	11.5										30.5
STAFFING REP.	75.75	3.75	50.25										129.75
MAINTENANCE	11.5	27	8										46.5
PUB. ED.	0	0	2.5										2.5
# FIRE RUNS	20	21	24										65
# of EMS RUNS	147	130	127										404
TOTAL HRS.	277.75	285.25	270	0	0	0	0	0	0	0	0	0	833

ANNUAL PERCENTAGE OF OVERTIME USED THROUGH 3/16/2012 18.66%

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										24.5
LAWRENCE	9	18.9	7.5										35.4
ALLOUEZ	0	0	0										0
ASHWAUBENON	0.5	3.5	0										4
CTY RESCUE	0	0	0										0
OTHER	0	0	0.5										0.5
TOTAL HRS.	19	32.9	12.5	0	0	0.0	0	0	0	0	0	0	64.4

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>
300	3/1/2012	08:11	CD	M	A121	X		V			0
301	3/1/2012	08:24	CD	M	A111	X		V			4
302	3/1/2012	12:20	CD	M	A121		X	V			0
303	3/1/2012	13:27	CD	M	A111		X	B			0
304	3/1/2012	15:54	CD	M	A111	X		A			0
305	3/1/2012	17:20	CD	M	A121	X		V			0
306	3/1/2012	19:45	CD	M	A111		X	B			0
307	3/2/2012	09:13	CD	M	A121	X		V			0
308	3/2/2012	18:03	CD	M	A121	X		V			0
309	3/2/2012	18:24	CD	M	A111	X		V			2
3101	3/2/2012	18:52	LE	M	A122		X	N			0
310	3/2/2012	18:52	LE	F	E111						0
311	3/2/2012	19:49	CD	M	A111	X		A			0
312	3/3/2012	06:33	CD	F	E111						0
313	3/3/2012	09:20	CD	M	A121			N			0
314	3/3/2012	10:53	CD	M	A121		X	M			0
315	3/3/2012	12:06	CD	M	A111		X	N			0
3162	3/3/2012	14:34	LA	M	A121		X	N			0
316	3/3/2012	14:34	LA	F	E111						0
3161	3/3/2012	14:34	LA	M	A121		X	V			1
317	3/3/2012	20:36	CD	M	A111		X	B			1
318	3/3/2012	21:38	CD	F	E111,E121,L111						0
319	3/3/2012	22:47	CD	M	A111	X		B			1
320	3/4/2012	00:19	CD	M	A111	X		B			1
321	3/4/2012	08:00	CD	M	A111	X		V			0
322	3/4/2012	09:01	CD	M	A121		X	B			0
323	3/4/2012	13:26	CD	M	A121	X		V			0
324	3/4/2012	17:11	LA	M	A121	X		B			0
325	3/5/2012	01:27	CD	M	A121	X		V			0
326	3/5/2012	10:02	CD	M	A121		X	V			0
327	3/5/2012	12:07	CD	M	A121	X		A			0
328	3/5/2012	12:46	CD	F	E111						0
329	3/5/2012	13:52	CD	M	A121	X		M			0
330	3/5/2012	15:16	CD	M	A122	X		V			0
3311	3/6/2012	07:47	LA	M	A121		X	M			3
3312	3/6/2012	07:47	LA	M	A122		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>
332	3/6/2012	08:31	LE	M	A122	X		V			0
333	3/7/2012	07:36	CD	M	A122		X	A			0
334	3/7/2012	10:40	CD	M	A121		X	M			0
335	3/7/2012	12:48	CD	M	A122		X	B			0
336	3/7/2012	12:56	CD	M	A121	X		A			1
337	3/7/2012	15:26	CD	M	A122	X		A			0
338	3/7/2012	16:38	CD	M	A121	X		M			0
339	3/7/2012	18:00	CD	M	A122	X		B			0
340	3/7/2012	21:31	CD	M	A121	X		M			0
341	3/7/2012	22:27	CD	M	A122		X	V			0
342	3/7/2012	22:57	CD	M	A121		X	B			0
343	3/7/2012	15:44	CD	F	E111						0
344	3/8/2012	00:03	CD	M	A121	X		V			0
345	3/9/2012	13:38	CD	F	E121						0
346	3/9/2012	16:20	LA	M	A121		X	N			0
347	3/10/2012	00:17	CD	M	A121	X		B			0
348	3/10/2012	07:20	CD	M	A111	X		V			0
349	3/10/2012	09:17	CD	M	A121	X		M			0
350	3/10/2012	10:30	CD	M	A111		X	B			0
351	3/10/2012	10:40	CD	M	A121		X	V			0
352	3/10/2012	18:13	CD	M	A121	X		A			0
353	3/10/2012	20:14	CD	M	A121		X	V			0
354	3/10/2012	21:00	CD	M	A111		X	V			0
355	3/10/2012	21:53	LE	M	A111	X		A			0
356	3/11/2012	05:04	LA	M	A121		X	N			0
357	3/11/2012	10:05	CD	M	A121		X	N			0
358	3/11/2012	10:48	CD	M	A121	X		B			0
359	3/12/2012	07:14	CD	M	A111	X		A			0
360	3/12/2012	19:56	CD	M	A121,A111	X		B			0
361	3/12/2012	21:53	CD	M	A121	X		M			0
362	3/13/2012	03:02	CD	M	A121	X		V			0
363	3/13/2012	04:35	CD	M	A121	X		V			0
364	3/13/2012	06:51	LA	M	A121	X		B			0
365	3/13/2012	17:09	DEN	M	A111, A121		X	N			0
366	3/13/2012	20:13	CD	M	A121	X		V			0
367	3/14/2012	12:10	CD	M	A121		X	V			0
368	3/14/2012	14:02	LE	M	A111		X	V			0
369	3/14/2012	19:49	CD	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>
370	3/15/2012	06:27	CD	F	E111,L111,E121,A121						0
371	3/15/2012	09:32	CD	M	A111	X		B			0
372	3/15/2012	14:01	LE	M	A111	X		V			0
373	3/15/2012	17:14	CD	M	A111		X	V			0
374	3/15/2012	18:31	CD	M	A111		X	B			0
375	3/15/2012	22:13	CD	M	A121	X		B			0
376	3/16/2012	05:50	CD	M	A121		X	N			0
377	3/16/2012	07:22	CD	M	A121		X	M			0
378	3/16/2012	10:20	CD	M	A121		X	N			0
379	3/16/2012	16:57	CD	M	A121		X	M			0
380	3/16/2012	17:18	CD	M	A111	X		B			0
381	3/16/2012	18:04	CD	M	A121		X	V			0
382	3/17/2012	07:29	CD	M	A111		X	V			0
383	3/17/2012	14:37	CD	M	A121	X		V			0
384	3/17/2012	17:32	CD	M	A121	X		V			0
3851	3/17/2012	22:19	CD	M	A1611		X	B		2	0
3852	3/17/2012	22:19	CD	M	A121		X	A			0
385	3/17/2012	22:19	CD	F	E111						0
386	3/17/2012	23:35	CD	M	A111		X	V			0
387	3/18/2012	01:51	CD	M	A121	X		V			0
388	3/18/2012	09:09	CD	M	A111	X		V			0
389	3/18/2012	10:07	CD	M	A111		X	V			0
390	3/18/2012	12:19	LE	M	A111	X		V			0
391	3/18/2012	13:59	CD	M	A111,E111	X		N			0
392	3/19/2012	16:49	CD	F	E111,E121,L111,C101						3
393	3/19/2012	17:20	CD	M	A122	X		V			0
394	3/19/2012	22:25	CD	F	E121						0
395	3/19/2012	23:05	CD	M	A121	X		V			0
396	3/20/2012	02:05	CD	F	E111,E121,L111						0
3971	3/20/2012	03:03	LA	M	A121		X	V			0
397	3/20/2012	03:03	LA	F	E111,A111,C101						3
398	3/20/2012	13:02	CD	M	A111	X		V			0
399	3/21/2012	04:14	CD	M	A121		X	M			0
400	3/21/2012	05:10	CD	M	A111		X	N			0
401	3/21/2012	19:42	CD	M	A121	X		A			0
402	3/21/2012	20:39	ASH	F	U111,A111,C101						
403	3/21/2012	21:19	CD	M	A121	X		M			0
404	3/22/2012	10:51	CD	F	E122,E121,A111						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>
405	3/22/2012	12:00	CD	M	A121	X		B			0
406	3/22/2012	15:04	LA	M	A121	X		B			0
407	3/22/2012	21:20	CD	M	A121	X		M			0
408	3/22/2012	21:37	CD	F	E122						0
409	3/23/2012	02:47	LA	M	A121		X	V			0
410	3/23/2012	13:06	CD	M	A121		X	N			0
411	3/23/2012	18:24	CD	F	E121						0
412	3/23/2012	19:05	CD	M	A121		X	V			0
413	3/23/2012	21:06	CD	M	A111	X		V			0
414	3/23/2012	23:04	CD	M	A111		X	N			0
415	3/24/2012	02:20	CD	M	A111		X	N			0
416	3/24/2012	05:46	CD	M	A121	X		A			0
417	3/24/2012	09:22	LA	M	A121	X		V			0
418	3/24/2012	19:26	CD	F	E111,L111,E121						0
419	3/25/2012	12:02	CD	F	E111						0
420	3/25/2012	15:55	LA	M	A121	X		M			0
421	3/25/2012	18:47	LA	M	A121	X		V			0
422	3/26/2012	07:52	CD	M	A121	X		B			0
423	3/26/2012	16:30	CD	F	U111						0
424	3/27/2012	03:42	LA	M	A121		X	V			0
425	3/27/2012	23:30	CD	M	A121		X	B			0
426	3/28/2012	07:55	CD	M	A111,A121		X	N			0
427	3/28/2012	11:06	CD	M	A111	X		B			0
428	3/28/2012	16:24	CD	F	E111,E121,L111,A121						0
429	3/29/2012	09:19	CD	M	A121		X	N			0
430	3/29/2012	11:49	LE	M	A111		X	N			0
431	3/29/2012	11:52	CD	M	A121	X		A			2
432	3/29/2012	16:49	CD	M	A111	X		M			0
433	3/29/2012	19:15	LE	M	A111	X		V			0
434	3/29/2012	21:55	CD	M	A121		X	V			0
435	3/30/2012	07:58	CD	M	A121	X		B			0
436	3/30/2012	13:56	CD	M	A121		X	V			0
437	3/30/2012	15:59	CD	F	E121						0
438	3/30/2012	16:17	CD	M	A121	X		V			0
439	3/30/2012	17:43	CD	F	E111,L111,E121						0
440	3/30/2012	19:16	CD	F	E111,L111,E121						0
441	3/30/2012	21:00	CD	M	A111		X	N			0
442	3/31/2012	00:32	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>
443	3/31/2012	23:37	CD	M	A121	X		V			0
151				151		69	57	127	0	1	22

DE PERE FIRE/RESCUE				
OVERTIME REPORT				
MONTH OF MARCH, 2012				
PERSONNEL	DATE	ACTUAL HOURS	O.T. HOURS	REASON
NELSON	3/1	2.00	3.00	EMS TRAINING
BALCER	3/1	1.00	3.00	EMS STANDBY
JANSEN	3/1	1.00	3.00	EMS STANDBY
WESSLEY	3/1	1.00	3.00	EMS STANDBY
WITT	3/1	1.00	3.00	EMS STANDBY
YOUNG	3/2	5.50	8.00	MAINTENANCE
PANSIER	3/2	1.25	3.00	EMS STANDBY
DALCHOW	3/2	1.00	3.00	EMS STANDBY
BALCER	3/3	1.00	3.00	EMS STANDBY
BALCER	3/5	3.00	4.50	PARAMEDIC CME
CODY	3/5	3.00	4.50	PARAMEDIC CME
DEVILEY	3/5	3.00	4.50	PARAMEDIC CME
HENDRICKS, TD.	3/5	3.00	4.50	PARAMEDIC CME
JANSEN	3/5	3.00	4.50	PARAMEDIC CME
PANSIER	3/5	3.00	4.50	PARAMEDIC CME
WEYERS	3/5	3.00	4.50	PARAMEDIC CME
MATZKE	3/6	2.50	3.75	OFFICERS MEETING
ANNEN	3/6	0.67	1.00	OFFICERS MEETING
BALCER	3/6	2.00	3.00	OFFICERS MEETING
CHESLOCK	3/6	2.50	3.75	OFFICERS MEETING
BALCER	3/6	2.00	3.00	EMS STANDBY
HENDRICKS, TM.	3/6	2.00	3.00	EMS STANDBY
WITT	3/6	2.00	3.00	EMS STANDBY
BALCER	3/7	1.00	3.00	EMS STANDBY
HENDRICKS, TD.	3/7	2.00	3.50	EMS TRAINING
JANSEN	3/8	12.00	18.00	STAFFING REPLACEMENT
DEVILEY	3/8	12.00	18.00	STAFFING REPLACEMENT
NELSON	3/9	1.00	1.50	FIRE TRAINING
RIEDI	3/9	0.83	1.25	PUB. EDUCATION
PUETZ	3/9	0.83	1.25	PUB. EDUCATION
ANNEN	3/10	5.00	7.50	STAFFING REPLACEMENT
WESSLEY	3/10	2.50	3.75	STAFFING REPLACEMENT
BALCER	3/11	1.00	3.00	STAFFING REPLACEMENT
PUETZ	3/13	1.33	2.00	WORK OVER EMS
CHESLOCK	3/15	1.00	1.50	WORK OVER EMS
BALCER	3/15	1.00	1.50	FIRE TRAINING
CHESLOCK	3/15	1.00	1.50	FIRE TRAINING
WITT	3/15	1.00	1.50	FIRE TRAINING
NELSON	3/17	4.00	4.00	EMS TRAINING
BALCER	3/19	1.00	3.00	FIRE STANDBY
JANSEN	3/19	2.50	3.75	FIRE STANDBY
TEWS	3/19	1.00	3.00	FIRE STANDBY
ANNEN	3/20	1.00	3.00	EMS STANDBY
BALCER	3/20	1.50	3.00	EMS STANDBY
WITT	3/20	1.50	3.00	EMS STANDBY
BALCER	3/21	2.00	3.00	FIRE TRAINING

BROWN	3/26	6.50	9.75	FIRE TRAINING
ANNEN	3/26	6.50	9.75	FIRE TRAINING
NELSON	3/26	6.50	9.75	FIRE TRAINING
TEWS	3/26	6.50	9.75	FIRE TRAINING
HENDRICKS, TM.	3/26	6.50	9.75	FIRE TRAINING
MATZKE	3/26	6.50	9.75	FIRE TRAINING
HENDRICKS, TM.	3/27	3.00	4.50	PARAMEDIC CME
PUETZ	3/28	3.00	4.50	PARAMEDIC CME
ANNEN	3/28	3.00	4.50	PARAMEDIC CME
BROWN	3/28	3.00	4.50	PARAMEDIC CME
NELSON	3/28	3.00	4.50	PARAMEDIC CME
WITT	3/29	1.25	3.00	EMS STANDBY
PANSIER	3/29	1.25	3.00	EMS STANDBY
DALCHOW	3/29	3.00	4.50	PARAMEDIC CME
		164.91	270.00	

DE PERE FIRE RESCUE REPORT

FOR THE MONTH OF MARCH 2012

RUN LOCATION	CITY OF DE PERE		TOWN OF LEDGEVIEW		TOWN OF LAWRENCE		MUTUAL AID RESPONSES		TOTALS	
	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD
TOTAL RUNS	102	294	9	43	15	60	1	7	127	404
RUNS TRANSPORTED	90	241	7	36	11	43	0	4	108	324
ALS RUNS	57	152	6	28	6	28	0	1	69	209
%ALS OF RUNS TRANS.	63%	63%	86%	78%	0%	65%	#DIV/0!	25%	64%	65%
%ALS/ALL RUNS	56%	52%	67%	65%	40%	47%	0%	14%	54%	52%

RUN DESTINATION

	MONTH	YTD
AURORA	13	46
BELLIN	27	80
ST. MARYS	14	45
ST. VINCENT	53	148
NO TRANSPORT	20	85
TOTAL	127	404

TOTALS ARE CORRECT

MUTUAL AID GIVEN

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

MUTUAL AID RECEIVED

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE</u>
385	ALLOUEZ	FULLSQD.

DE PERE FIRE RESCUE MONTHLY REPORT

MARCH, 2012

	CITY OF DE PERE	TOWN OF LAWRENCE	TOWN OF LEDGEVIEW	MUTUAL AID	TOTAL RESPONSES
FIRE INCIDENTS (other)	14	2	1	1	18
ACTUAL FIRE INCIDENTS	1	0	0	0	1
EXTRICATION	0	0	0	0	0
RESCUE CALLS	102	15	9	1	127
PUBLIC SERVICE	5	0	0	0	5
TOTALS	122	17	10	2	151

ESTIMATED TOTAL FIRE LOSS FOR MONTH \$7,000

NUMBER OF FF'S ON DUTY	PER DAY
9 FF'S ON DUTY	3
8 FF'S ON DUTY	10
7 FF'S ON DUTY	12
6 FF'S ON DUTY	6

NUMBER OF PARAMEDICS ON DUTY	PER DAY
4 PARAMEDICS ON DUTY	6
5 PARAMEDICS ON DUTY	12
6 PARAMEDICS ON DUTY	13

RESPONSE BY UNITS	
ENGINE 111	17
ENGINE 121	13
ENGINE 122	2
LADDER 111	8
AMBULANCE 111	46
AMBULANCE 121	78
AMBULANCE 122	10
CHIEF 101	3
CHIEF 102	0
UTILITY 111	2
BOAT	0

MARCH, 2012

***OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS SICK LEAVE	OVERTIME
3-8	48**	36
3-10	8.5**	13.75
TOTAL		

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

**These days also had staffing on furlough for 24 hours.

MORE THAN 3 STAND BYS CALLED IN

CALL NO.	NO. ON DUTY	STANDBYS CALLED	GOT	REASON
301	3	4	4	2 calls within minutes of each other
316	7	4	1	MVA
331	6	4	3	2 patients in altercation
351	7	4	0	2 calls within minutes of each other
392	7	4	3	Vehicle fire in carwash
397	7	4	3	MVA

Fire Department, City of De Pere, WI

Jim's Standby Activity Report

Date Between {03/01/2012} And {03/31/2012}

Date:	Activity Code	Activities Performed	Total Hrs	Pct Hrs
03/03/2012	4-1 Called 4, got 1	Station Decontamination	01:00	4.74 %
03/06/2012	4-3 Called 4, got 3	Equipment Checks	01:57	9.25 %
03/06/2012	4-3 Called 4, got 3	Station Decontamination	03:54	18.50 %
03/07/2012	3-1 Called 3, got 1	Inventory Replenishment	01:04	5.07 %
03/19/2012	4-3 Called 4, got 3	Emergency Response	05:24	25.62 %
03/20/2012	4-3 Called 4, got 3	Reports Writing	01:15	5.93 %
03/20/2012	4-3 Called 4, got 3	Inventory Replenishment	02:30	11.86 %
03/29/2012	2-2 Called 2, got 2	Inventory Replenishment	04:00	18.98 %
		13	21:04	

Fire Department, City of De Pere, WI

Jim's No Standby's Responded Report

Date Between {03/01/2012} And {03/31/2012}

Activity Code	Number of Incidents	Total Hrs	Pct Hrs
3-0 Called 3, got 0	1	01:00	24.57%
3-1 Called 3, got 1	1	01:04	26.28%
4-0 Called 4, got 0	1	01:00	24.57%
4-1 Called 4, got 1	1	01:00	24.57%
	<u>4</u>	<u>04:04</u>	

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

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN^	JUL #	AUG ##	SEPT^v	OCT^v^	NOV*+	DEC*++	TOTAL
OFFICER SICK RELIEF	111.00	69.00	49.50										229.50
OFFICER WORKED ON HOLIDAY	169.75	10.00	12.00										191.75
OFFICER FOR COURT	15.00	18.00	6.00										39.00
OFFICER TRAINING	31.00	13.00	40.25										84.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING		8.25											8.25
STAFFING LEVEL	133.50	79.50	23.25										236.25
INVESTIGATION	142.25	68.75	38.25										249.25
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	31.50	43.00	56.25										130.75
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		11.25											11.25
MISCELLANEOUS	5.75	16.50	4.00										26.25
MISCELLANEOUS REIMBURSED	72.75	95.50	63.25										231.50
Gross OFFICER OVERTIME	712.50	432.75	292.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1438.00
SUBTOTAL REIMBURSED OVERTIME	(104.25)	(149.75)	(119.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(373.50)
NET OFFICER OVERTIME	608.25	283.00	173.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1064.50
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$130,000.00
Expenditures through \$19,324.00
Percent of Total Budget: 14.86%

NOTES:

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

+Period
++Period
^Period

#Period
##Period
^vPeriod

^v^Period
*+Period
*++Period

**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	36.50	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)	(66.25)	(62.50)	(372.75)	(29.25)	(79.50)	(102.00)	(105.25)	(70.75)	(53.25)	(1168.75)
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 1/2/25/2010 - 1/21/2011 +Period 4/1/2011 - 4/29/2011 #Period 6/25/2011 - 7/22/2011 ^Period 10/1/2011 - 10/28/2011
 **Period 1/22-2011 - 2/18/2011 ++Period 4/30/2011 - 5/27/2011 ##Period 7/23/2011 - 9/2/2011 +*Period 10/29/2011 - 11/25/2011
 ***Period 2/19/2011 - 4/1/2011 ^Period 5/28/2011 - 6/24/2011 ^vPeriod 9/3/2011 - 9/30/2011 +*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^v	OCT^v^	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
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	387.25	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 4/3/2010 - 4/30/2010 #Period 6/26/2010 - 7/23/2010 ^vPeriod 10/2/2010 - 10/29/2010
 **Period 1/23/2010 - 2/19/2010 ++Period 5/01/2010 - 5/28/2010 ##Period 7/24/2010 - 9/3/2010 +Period 10/30/2010 - 11/26/2010
 ***Period 2/20/2010 - 4/2/2010 ^Period 5/29/2010 - 6/25/2010 ^vPeriod 9/4/2010 - 10/1/2010 +*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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
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
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

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

EMPLOYEE	DATE	OT HOURS	REASON
Lax, Scott	3/12/2012	2.5	134 Sanitary Sewer System/Maint.
Total Lax		2.5	
Krzewina, Bob			
Total Krzewina		0	
Simons, Dan	3/5/2012	1.5	12-01A Utility Relay - Main Ave
Total Simons		1.5	
Stansfield, Tom			
Total Stansfield		0	
SUB-TOTAL ENG		4	
Part-time Eng.			
Sub-total Part-time		0	
Grand Total O.T. For March (hrs)		4	
Year-to-Date % of Budget		1.90%	
Grand Total of Reimbursable O.T. (hrs.)			
Year to Date % of Budget			
Not Including Reimbursable O.T.			

* Cost reimbursable to City

MEMORANDUM

CITY OF DE PERE

Date: 4/6/2012

To: Common Council

From: Peter Smith, Information Technology Administrator

Subj: Fiber connection to Brown County network.

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.

The City has an opportunity to convert these annual costs to a one-time cost of \$25,000.

Saint Norbert College recently added to their fiber network, including a leg that runs to the Brown County Kress Library. They installed excess strands for possible future expansion. The City could purchase 6 strands for a percentage of the construction cost at \$25,000.

Given the 18 month ROI on the circuits, and the increase in speed that comes with fiber, I recommend the City purchase/lease 6 strands, 4 strands would already be set to replace the two copper circuits with 2 strands in reserve.

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.

At years end, the Cable Access fund would have \$70,000 remaining after this expenditure and all other budget expenditures.

CITY OF DE PERE
POLICE DEPARTMENT

MEMORANDUM

To: Finance and Personnel Committee

From: Derek A. Beiderwieden, Chief of Police

Date: April 2, 2012

Subject: Alcohol Compliance Check Grant Request/Acceptance

Members of the De Pere Police Department (DPPD) have been in contact with the Green Bay Area Chamber of Commerce (Chamber) discussing the opportunity to receive grant funding for alcohol compliance checks. The grant covers overtime for alcohol enforcement and bar/C-store compliance checks, training for public/sellers/officers, and some related equipment. The grant requires the compliance checks and training to be focus on reducing/eliminating sources of alcohol for underage persons. Equipment can be purchased if used as part of the compliance checks. DPPD is looking at a portable identification scanner to determine the legitimacy of a presented ID. The estimated cost is about \$2,000.

DPPD has been informed \$12,750 is available to De Pere that would start the compliance checks immediately, and the funding would need to be used by Sept. 30, 2012. The funding is linked to a Strategic Prevention Framework State Incentive Grant the Chamber received from the Wisconsin Department of Health Services. There is no match required from DPPD. We received a \$1,000 last year from the Chamber for this effort and the resulting compliance rate, (a little over 55% of 19 establishments checked), clearly showed we need to focus additional time on education and compliance checks.

The Chamber has indicated the grant is approved for us, as long as the grant is accepted by the City. The Chamber also indicated if the DPPD doesn't use the entire grant funding, DPPD may turn it back to the Chamber to be dispersed to other agencies.

I am requesting the grant be accepted and the purchase of a portable ID scanner be approved for no more than \$2,200 using grant funding.

Thank you in advance and if you have any questions please contact me at 339-4075

To: Mayor Michael J. Walsh
Lawrence Delo, City Administrator
Finance/Personnel Committee Members
From: Joe Zegers, Finance Director
RE: 2011 Budget Items Carried Forward to 2012
Date: April 3, 2012

I have attached the proposed resolution where we annually reserve a portion of our general fund balance for amounts that were budgeted in 2011 but were not spent until 2012. These are listed by department with a brief description for each item. For your information and comparative purposes, last year's carryover amount was \$74,411. This year's amount is \$224,035 which includes police and fire radio carryover outlays of \$49,000 and \$117,099 with the remaining items totaling \$57,936. Feel free to contact me prior to the Finance Meeting on April 10, 2012 should you have any questions. I recommend that these items be approved for carryover to 2012. I will also be at the meeting should there be any questions on this item.

City of De Pere
Non-Lapsing Funds Detail
December 31, 2011

<u>DEPARTMENT</u>	<u>ITEM</u>	<u>AMOUNT</u>	<u>COMMENTS</u>
Police Department	Police-Radio Outlay	\$49,000	Original amount budgeted in 2011 and now carried forward for radio replacement program.
Police Department	Police-Community Policing	\$2,609	This amount represents unspent donations for Crime Prevention program.
Police Department	Police-Training	\$2,406	This amounts represents unspent state grants specific for training.
Fire Department	Fire/Rescue-Radio Outlay	\$117,099	Unspent amount of \$135,000 of original 2011 and now carried forward for radio replacement program.
Fire Department	Fire/Rescue-Copy Machine	\$10,000	Original amount budgeted in 2011 and now carried forward for copier purchases in 2011.
Fire Department	Fire/Rescue-Act 102	\$12,038	This amounts represents unspent state Act 102 grants specific for fire department.
Fire Department	Fire/Rescue-EOC	\$2,977	Unspent amount of \$4,000 original 2011 budget and now carried forward for EOC center.
Fire Department	Fire/Rescue-Fire Prevention	\$3,894	Unspent amount of \$4,000 original 2011 budget and now carried forward for fire prevention.
Engineering Department	Public Works-Engineering Furniture	\$2,180	Unspent amount of \$4,000 original 2011 budget and now carried forward for furniture purchase.
Engineering Department	Public Works-Engineering GPS/ AVL Equipment	\$1,882	Unspent amount of \$2,462 original 2011 budget and now carried forward for GPS equipment.
Public Works	Traffic Signs & Markings-Solar Pedestrian Lights	\$4,000	Original amount budgeted in 2011 and now carried forward for solar pedestrian lights.
Parks Forestry	Parks Forestry-Consulting Emerald Ash Borer	\$2,500	Unspent amount of \$3,700 original 2011 budget and now carried forward for emeral ash borer program.
Economic Development	Economic Development-Training	\$1,200	Original amount budgeted in 2011 and now carried forward for training not offered in 2011 but available in 2012.
Economic Development	Economic Development-Consulting TIF #9 Creation	\$4,400	Unspent amount of \$10,000 original 2011 budget and now carried forward for TIF 9 creation.
GIS Department	GIS-SQL Training	\$1,900	Unspent amount of \$1,960 original 2011 budget and now carried forward for training not offered in 2011 but available in 2012.
GIS Department	GIS-Consulting for DIME Consortium Project	\$2,750	Unspent amount of \$10,500 original 2011 budget and now carried forward to complete DIME project with Green Bay, Brown County, and Ashwaubenon.
GIS Department	GIS-Equipment Outlay for LIDAR 3D Software	\$3,200	Unspent amount of \$3,500 original 2011 budget and now carried forward for LIDAR 3D software.
	TOTAL	\$224,035	

RESOLUTION #12-XX

RESOLUTION ESTABLISHING NON-LAPSING FUNDS
AS OF DECEMBER 31, 2011

BE IT HEREBY RESOLVED, that the Mayor and Common Council of the City of De
Pere do hereby authorize that the following accounts be established as non-lapsing funds as of
December 31, 2011:

<u>Account</u>	<u>Amount</u>
Police-Radio Outlay	\$49,000
Police-Community Policing	\$2,609
Police Training	\$2,406
Fire/Rescue-Radio Outlay	\$117,099
Fire/Rescue-Copy Machine	\$10,000
Fire/Rescue-Act 102	\$12,038
Fire/Rescue-EOC	\$2,977
Fire/Rescue-Fire Prevention	\$3,894
Public Works-Engineering Furniture	\$2,180
Public Works-Engineering GPS/AVL Equipment	\$1,882
Traffic Signs & Markings-Solar Pedestrian Signs	\$4,000
Parks Forestry-Consulting Emerald Ash Borer	\$2,500
Economic Development-Training	\$1,200
Economic Development-Consulting TIF #9 Creation	\$4,400
GIS-SQL Training	\$1,900
GIS-Consulting for DIME Consortium Project	\$2,750
GIS-Equipment Outlay for LIDAR 3D Software	\$3,200
TOTAL	\$224,035

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th day of
April, 2012.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Charlene M. Peterson, Clerk-Treasurer

Ayes: _____

Nays: _____

To: Honorable Mayor and Members of the Finance Committee
From: Joe Zegers, Finance Director
Date: April 3, 2012
Subject: Fund Balance GASB 54 Considerations

Government Accounting Standards Board (GASB) Statement No. 54 "Fund Balance Reporting and Governmental Fund Type Definitions" was issued to more clearly define fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. As such, GASB provides definitions and policies for fund balance reporting and flow of funds which I have attached and included specifically the special revenue funds that apply to the City of De Pere. In order to be compliant with this standard, GASB recommends that the Common Council approve these definitions which define spendable total fund balance into 1)Restricted, 2)Committed,3)Assigned, and 4)Unassigned categories. These terms replace the Reserved and Unreserved categories that were used on the financial statements through December 31, 2010. I recommend that we approve the attached new definitions and policies so we are compliant with GASB Statement 54 and I have also attached a sample resolution that we would use for City Council approval. If you have any questions on this feel free to contact me or I will be at the Finance meeting on April 10, 2012.

DEFINITIONS AND POLICIES FOR FUND BALANCE REPORTING AND FLOW OF FUNDS

1. Fund Balance

Fund Balance is the difference between assets and liabilities in governmental funds (i.e. general fund, special revenue funds, capital project funds, debt service funds and permanent funds).

NON-SPENDABLE FUND BALANCE

The amount of a fund balance that cannot be spent because it is either not in spendable form or there is a legal or contractual requirement for the funds to remain intact.

Policy

At the end of each fiscal year, the City of De Pere will report the portion of the fund balance that is not in spendable form or required to remain intact as Non-spendable Fund Balance on the financial statements.

SPENDABLE FUND BALANCE

The amount of fund balance that is available for appropriation based on the constraints that control how specific amounts can be spent.

Restricted Fund Balance: The restricted fund balance category includes the portion of the spendable fund balance that reflects constraints on spending because of legal restrictions stipulated by outside parties or based on state statutes or grant requirements placed on the use for specific purposes.

Policy

At the end of each fiscal year, the city of De Pere will report "restricted" fund balances for amounts that have applicable legal restrictions per provisions of GASB No. 54. Fund balances in debt service funds and capital project funds with remaining long-term debt proceeds will be reported as "restricted".

Committed Fund Balance: The committed fund balance category includes the portion of the spendable fund balance that reflects constraints the City has imposed upon itself by a formal action of the City Council. This constraint must be imposed prior to year end, but the amount can be determined at a later date.

Policy – General Fund Balances

Prior to the end of each fiscal year, the City of De Pere will determine the specific purposed of "committed" fund balances. Any new specific purposes will be set forth in a City Council resolution with the final amount being determined at or after year end. Specific purposes for committed fund balance approved in prior year resolutions will be carried forward until changed by a subsequent resolution.

Policy – Other Fund Balances

Fund balances in special revenue funds, unless restricted by an outside party, are considered to be committed to the specific purpose set forth by each special revenue fund. Normally, capital project fund balances that do not include long-term debt proceeds are reported as committed. Since committed fund balances are approved by action of the City Council, the City of De Pere is required to formally establish all special revenue and other funds with committed balances at year end. In addition, special revenue funds are required to report the purpose and specific revenue source that establishes each fund. In 2011 the City of De Pere has established the following special revenue funds with committed fund balances:

Fund	Purpose	Specific Revenue Source
Development Loan Program	Economic Development Loans	Intergovernmental grants & aids & interest
Public Land Acquisition	Recreational Land Acquisition	Charges for services – Park Dedication Fees
Cable Access	Local Government Access Programming	Grants & aids/Franchise License Fees
Riverwalk Pier	Riverwalk Pier Construction	Donations
Dog Park	Dog Park Maintenance	Donations
Debt Service Funds (All)	Various debt issues	Tax levy
Capital Project Funds (All)	Various projects	Tax levy/Bond proceeds

Assigned Fund Balance: The assigned fund balance is the spendable fund balance that reflects funds intended to be used by the City for specific purposes assigned by more informal operational plans.

Policy

Presently the City Council has not delegated the authority to assign fund balance to any City of De Pere official or committee. Any assignment of fund balance will be made by City Council Resolution.

Unassigned Fund Balance: The unassigned fund balance is the residual classification for the City's General Fund. This classification represents spendable fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. Although there is no set spending plan for the unassigned fund balance, there is a need to maintain a certain funding level. Unassigned fund balance is a source of working capital for the City.

2. Flow of Funds

The policy of the City of De Pere guiding the order of fund balance spend-down shall be as follows: 1) restricted, 2) committed, 3) assigned, and 4) unassigned. This order will be used for purposes of reporting fund balance.

RESOLUTION 12-

RESOLUTION ADOPTING DEFINITIONS AND POLICIES FOR FUND BALANCE REPORTING AND FLOW OF FUNDS IN ACCORDANCE WITH GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT NO. 54

WHEREAS, in February 2009, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, and

WHEREAS, the objective of this Statement is to improve the usefulness, including the understandability, of governmental fund balance information and,

WHEREAS, this Statement provides more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent, and

WHEREAS, the City of De Pere maintains its financial records and prepares its financial reports in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

NOW, THEREFORE, BE IT RESOLVED by the City of De Pere Common Council, that it adopts the attached Definitions and Policies for Fund Balance Reporting and Flow of Funds in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54.

Dated April __, 2012.

**SUBMITTED BY:
FINANCE AND PERSONNEL COMMITTEE**