

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 **JANUARY 8, 2013 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 December 11, 2012 regular meeting of the Finance/Personnel Committee.
3. Overtime report of the Fire Department for the month of December 2012.
4. Overtime report of the Police Department for the month of December 2012.
5. Overtime report of the Engineering Department for the month of December 2012.
6. Façade Grant receipts for De Pere Auto (Lawrence Fisette) at 705 George Street.
7. Compensation for employees covering Public Works Director duties.
8. Consider revisions to City Electrical Code. *
9. Consider public meeting management software, Minute Traq. *
10. Discussion regarding Audit Proposal from Schenck for 2013. *
11. Public comment and announcements.
12. Future agenda items.
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., January 7, 2013 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

De Pere Auto, Lawrence Fisette, 705 George Street, De Pere, WI 54115

**FINANCE/PERSONNEL COMMITTEE
CITY OF DE PERE, WISCONSIN – December 11, 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, December 11, 2012.

Mayor Michael Walsh called the meeting to order at 7:33 p.m. Roll call was taken and the following members were present: Alderpersons Kathleen Van Vonderen, Michael Donovan, Daniel Robinson and Larry Lueck. Also present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Human Resources Director Shannon Metzler, Police Chief Derek Beiderwieden, Planning and Economic Development Director Ken Pabich, Finance Director Joe Zegers, Parks, Recreation & Forestry Director Marty Kosobucki, IT Director Pete Smith, Assistant Fire Chief Jim Stupka and members of the public.

Alderman Donovan moved, seconded by Alderman Van Vonderen, to approve the minutes of the November 13, 2012 regular meeting. Upon vote, the minutes were approved unanimously.

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

4. Overtime report of the Police Department for the month of November 2012. Alderman Lueck moved, seconded by Alderman Robinson, to approve the overtime report. Alderman Van Vonderen inquired about the increase in staffing level and Chief Beiderwieden noted staffing level will remain high until September 2013 which is when the department should be fully staffed. Upon discussion and vote, motion was approved unanimously.

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

Item #15 was moved here.

15. Consider funding for Main Street Program – Definitely De Pere. Planning and Economic Development Director Pabich provided an overview and responded to committee member questions. The following Board members present at the meeting were introduced: Julie Fronsee of Roels, Keidatz, Fronsee & Danen, Lance Abts of Landscape Artisans and Scott Hemauer of Ameriprise Financial Services. City Intern Allyson Watson was also introduced. Administrator Delo explained funding has been budgeted but utilization of the funds is not specifically identified in the budget text. Upon discussion, Alderman Lueck moved, seconded by Alderman Van Vonderen to approve the use of \$75,000 in the TID #5 Capital Projects Fund budget for Definitely De Pere. Upon vote, motion was approved unanimously.

6. Consider 2013 pay recommendations for part-time and seasonal employees. Alderman Robinson moved, seconded by Alderman Lueck to approve the pay recommendations. Upon discussion and vote, motion was approved unanimously.

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7. Consider 2013 cost of living adjustment and step changes for non-represented employees. Alderperson Lueck moved, seconded by Alderperson Robinson approve the adjustment and step-changes. Upon vote, motion was approved unanimously.

8. Review salaries for Mayor and City Council. Human Resources Director Metzler provided an overview and responded to committee member questions. Upon discussion, Alderperson Robinson moved, seconded by Alderperson Van Vonderen to keep the City Council salary the same as it currently is. Upon vote, motion was approved with 3 ayes and 2 nays. Mayor Walsh and Alderperson Donovan voted nay; all others voted aye. There was no action taken regarding the Mayoral salary.

9. Consider ordinance revising §7-2(e) De Pere Municipal Code regarding operator's license fees. Alderperson Van Vonderen moved, seconded by Alderperson Robinson to approve the revisions. Upon vote, motion was approved unanimously.

10. Consider revisions to Chapter 58, Fire Prevention, De Pere Municipal Code. Alderperson Donovan moved, seconded by Alderperson Van Vonderen to approve the revisions. Upon discussion and vote, motion was approved unanimously.

11. Consider renewal quote for Polycom Video Conference System in the Fire Department. Alderperson Lueck moved, seconded by Alderperson Robinson to approve the renewal. Upon vote, motion was approved unanimously.

12. Consider De Pere Area Fiber Network fiber purchase from St. Norbert College. Mayor Walsh moved, seconded by Alderperson Lueck, to approve the purchase. Upon vote, motion was approved with 4 ayes and 1 abstention. Alderperson Robinson abstained; all others voted aye.

13. Consider request to create and fill the Video Production and Marketing Coordinator position. Mayor Walsh moved, seconded by Alderperson Donovan to approve creating and filling the position. Upon vote, motion was approved unanimously.

14. Consider resolution authorizing certain expenditures from unassigned reserve account. City Administrator Delo provided an overview. Upon discussion, Alderperson Donovan moved, seconded by Alderperson Van Vonderen to approve the resolution. Upon vote, motion was approved unanimously.

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 Mayor Walsh, seconded by Alderperson Donovan, the Finance/Personnel Committee unanimously adjourned at 8:19 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	48	32	24	39	408
# of EMS RUNS	136	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	66	99.5	27	20	45	76.5	54	15	57.25	677.25
EMS TRAINING	52.5	96	69	92.75	28	2.5	16.5	21.5	75.75	59.5	77.75	66.75	658.5
FIRE TRAINING	3	16	67.5	55	55.75	0	10.75	13	51.5	26.25	29.25	3	331
RESCUE CALLS	24.75	18.5	3.5	9	15.75	7	25.75	5.5	17.25	18	0	11	156
FIRE CALLS	32	24	0	11.25	3	14.25	27.75	25.25	3	34.75	0	0	175.25
OFFICER MTGS.	3	16	11.5	14	9	4	0	4.5	16	9.5	9.75	13.5	110.75
STAFFING REP.	75.75	3.75	50.25	4.5	42.75	0	108	132	90	265.5	112.5	115	1000
MAINTENANCE	11.5	27	8	0	38.25	5.25	0	0	15	0	0	0	105
PUB. ED.	0	0	2.5	13.5	0	0	0	0	6.75	45.25	0	0	68
# FIRE RUNS	20	21	24	35	28	29	43	29	29	42	27	25	352
# of EMS RUNS	147	130	127	152	161	127	143	143	159	169	116	163	1737
TOTAL HRS.	277.75	285.25	270	266	292	60	208.75	246.75	351.75	512.75	244.25	266.5	3281.75

ANNUAL PERCENTAGE OF OVERTIME USED THROUGH 12/21/2012 69.39% \$65,622 used, balance left \$28,948

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	7.2	80.89
LAWRENCE	9	18.9	7.5	6	10.08	3.7	1.8	5.4	7	8	1.5	7.2	86.08
ALLOUEZ	0	0	0	0	0	0.0	0	0	0	0	0	0.4	0.4
ASHWAUBENON	0.5	3.5	0	2.8	8.19	1.4	0.7	1.9	6.5	2.6	0.4	0.4	28.89
CTY RESCUE	0	0	0	0	0.63	0.0	0	0	0.5	0	0	0	1.13
OTHER	0	0	0.5	0	1.26	0.0	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	15.2	199.15

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>
1793	12/1/2012	00:16	CD	M	A121		X	N			0
1794	12/1/2012	01:50	CD	M	A121		X	V			0
1795	12/1/2012	03:22	CD	M	A111	X		B			0
1796	12/1/2012	04:28	CD	M	A121	X		B			0
1797	12/1/2012	09:41	CD	M	A121, E121	X		B			0
1798	12/1/2012	09:57	LA	M	A111,E111		X	N			1
1799	12/1/2012	10:02	CD	M	E111		X	N		3	0
1800	12/1/2012	18:29	CD	F	E111,E121						0
1801	12/1/2012	18:49	CD	M	E111		X	N			0
1802	12/1/2012	21:40	CD	F	E121,E111						0
1803	12/2/2012	12:15	CD	M	A121,A111	X		B			0
1804	12/2/2012	12:38	LE	M	A111		X	N			0
1805	12/2/2012	22:34	CD	F	E111						0
1806	12/3/2012	08:10	CD	M	A121	X		B			0
1807	12/3/2012	11:05	CD	M	A121		X	V			0
1808	12/3/2012	12:57	LE	M	A111		X	N			0
1809	12/3/2012	13:32	CD	M	A121	X		V			0
1810	12/3/2012	14:17	CD	M	A111,E111		X	V			0
1811	12/3/2012	15:14	CD	M	A121	X		V			0
1812	12/3/2012	16:30	CD	M	A121,E121		X	V			0
1813	12/3/2012	23:32	CD	F	E111,L111,E121,A121						0
1814	12/4/2012	11:17	LA	M	A121	X		V			0
1815	12/4/2012	11:32	LA	M	A111		X	M			0
1816	12/4/2012	11:50	CD	M	U111		X	N		3	0
1817	12/4/2012	11:53	CD	M	U111		X	N		2	0
1818	12/4/2012	12:37	LA	M	A121	X		V			0
1819	12/4/2012	15:38	CD	M	A111	X		V			0
1820	12/4/2012	15:49	CD	F	E121,A121						0
1821	12/4/2012	21:21	LE	M	A111		X	B			0
1822	12/4/2012	23:35	CD	M	A111	X		V			0
1823	12/5/2012	08:35	CD	M	A111		X	V			0
1824	12/5/2012	09:05	CD	M	A121		X	V			2
1825	12/5/2012	14:28	CD	M	A111	X		B			0
1826	12/5/2012	14:30	CD	M	A121	X		A			1
1827	12/5/2012	15:47	CD	M	A111		X	V			0
1828	12/5/2012	16:27	LA	M	A121		X	B			0
1829	12/5/2012	20:36	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>
1830	12/6/2012	01:10	CD	M	A121	X		M			0
1831	12/6/2012	06:46	CD	M	A111,E111	X		B			0
1832	12/6/2012	07:34	CD	M	A121,E111	X		V			1
1833	12/6/2012	08:29	CD	M	A121		X	N			0
1834	12/6/2012	11:16	CD	M	A111	X		V			0
1835	12/6/2012	13:05	CD	M	A121	X		A			0
1836	12/6/2012	13:39	CD	F	E111,L111						0
1837	12/6/2012	14:25	LE	M	A111,E111		X	A			0
1838	12/6/2012	15:54	CD	F	E111,E121						0
1839	12/6/2012	22:15	CD	M	A111	X		M			0
1840	12/6/2012	23:35	CD	M	A121		X	V			0
1841	12/7/2012	15:23	CD	M	A121,U111		X	A			0
1842	12/7/2012	18:34	AS	M	A121,U111	X		V			0
1843	12/7/2012	18:42	CD	M	A111	X		A			0
1844	12/8/2012	01:40	CD	M	A121		X	N			0
1845	12/8/2012	10:18	LE	M	A111	X		B			0
1846	12/8/2012	12:11	LE	M	A111	X		B			0
1847	12/8/2012	18:39	CD	M	A121	X		A			0
1848	12/8/2012	19:07	CD	M	A111	X		M			0
1849	12/8/2012	20:30	LE	F	E111						0
1850	12/8/2012	22:16	AS	M	A121	X		V			0
1851	12/9/2012	07:17	LE	M	A111		X	A			0
1852	12/9/2012	11:09	CD	M	A121		X	B			0
1853	12/9/2012	11:55	CD	M	A111		X	N			0
1854	12/9/2012	12:16	CD	F	E111,E121						0
1855	12/9/2012	13:26	CD	F	E121						0
1856	12/9/2012	13:48	CD	M	A111		X	B			0
1857	12/9/2012	17:43	CD	M	A121	X		B			0
1858	12/9/2012	18:37	LE	M	A111	X		B			0
1859	12/9/2012	19:12	CD	M	A121		X	V			1
1860	12/10/2012	03:42	CD	M	A121		X	N			0
1861	12/10/2012	07:34	CD	M	A111	X		B			0
1862	12/10/2012	09:41	LA	M	A121	X		M			0
1863	12/10/2012	17:34	AL	M	A121		X	V	3		0
1863	12/10/2012	17:34	AL	F	E111						0
1864	12/10/2012	18:45	CD	M	A111		X	N			0
1865	12/11/2012	09:41	CD	M	A121		X	V			0
1866	12/11/2012	12:32	CD	M	A111	X		V			0
1867	12/11/2012	15:05	LE	M	A111	X		V			0
1868	12/11/2012	15:40	CD	M	A121	X		V			2

<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>
1869	12/11/2012	19:44	CD	M	A111		X	N			0
1870	12/11/2012	20:38	AS	M	A121	X		V			0
1871	12/11/2012	21:55	LA	M	A121	X		V			0
1872	12/12/2012	07:07	LA	M	A121		X	A			0
1873	12/12/2012	10:36	CD	M	A121	X		B			0
1874	12/12/2012	11:40	CD	M	A121	X		B			0
1875	12/12/2012	11:47	CD	M	A111,E121	X		V			1
1876	12/12/2012	23:15	CD	M	A111	X		B			0
1877	12/13/2012	06:07	CD	M	A121		X	V			0
1878	12/13/2012	09:17	CD	M	A121		X	N			0
1879	12/13/2012	09:39	CD	M	A121		X	B			0
1880	12/13/2012	09:42	CD	F	E111,L111						0
1881	12/13/2012	15:12	LA	M	A121		X	B			0
1882	12/14/2012	05:26	CD	M	A111		X	N			0
1883	12/14/2012	09:25	LE	M	A111,E111,A121	X		B			0
1884	12/14/2012	12:00	CD	F	E111,E121,L111,C102						0
1885	12/14/2012	12:14	LE	M	A111	X		V			1
1886	12/14/2012	13:38	CD	M	A121		X	M			0
1887	12/14/2012	13:47	LE	M	A111	X		V			1
1888	12/14/2012	18:44	CD	M	A111		X	N			0
1889	12/14/2012	23:55	LA	M	A121	X		V			0
1890	12/15/2012	06:39	CD	M	A121		X	V			0
1891	12/15/2012	10:24	CD	M	A121		X	B			0
1892	12/15/2012	13:52	CD	M	A111		X	A			0
1893	12/15/2012	14:43	AS	M	A121		X	N			0
1894	12/15/2012	15:40	CD	M	A111		X	N			0
1895	12/16/2012	05:38	CD	M	A121		X	N			0
1896	12/16/2012	13:08	CD	M	A121	X		N			0
1897	12/17/2012	00:53	CD	M	A121	X		B			0
1898	12/17/2012	07:23	CD	M	A121		X	N			0
1899	12/17/2012	10:37	CD	F	E111,A111						0
1900	12/17/2012	10:54	CD	M	A121		X	N			0
1901	12/17/2012	12:50	CD	M	A121		X	N			0
1902	12/17/2012	16:24	CD	F	E121,E111,A111						0
1903	12/17/2012	18:12	LE	M	A111	X		V			0
1904	12/18/2012	22:31	CD	M	A111		X	N			0
1905	12/19/2012	01:39	CD	M	A121	X		V			0
1906	12/19/2012	13:09	CD	M	A121,A111	X		M			0
1907	12/19/2012	13:42	LE	M	A111		X	A			0
1908	12/19/2012	14:15	CD	M	A121	X		A			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>
1909	12/19/2012	14:51	LE	M	A111	X		V			1
1910	12/19/2012	21:41	CD	M	A121		X	B			0
1911	12/19/2012	22:28	CD	M	A111	X		V			0
1912	12/20/2012	11:51	CD	F	E121						0
1913	12/20/2012	14:03	CD	F	E111,E121,L111,U111						0
1914	12/20/2012	16:52	CD	M	A111	X		M			0
1915	12/21/2012	13:03	CD	M	A111	X		A			0
1916	12/21/2012	13:11	CD	M	A121	X		V			2
1917	12/21/2012	16:49	AS	M	A121	X		M	3		0
1918	12/21/2012	17:00	CD	M	A111		X	N			0
1919	12/21/2012	19:00	CD	F	E111,E121,A111,C101						1
1920	12/21/2012	20:12	CD	M	A111		X	N		3	0
1921	12/22/2012	05:25	CD	M	A111		X	V			0
1922	12/22/2012	13:41	LA	M	A121	X		B			0
1923	12/22/2012	16:22	CD	M	A121		X	M			0
1924	12/22/2012	18:43	CD	F	E111,E121						0
1925	12/22/2012	19:07	CD	M	A111		X	N			0
1926	12/23/2012	03:56	CD	M	A121		X	V			0
1927	12/23/2012	07:14	LA	M	A121	X		V			0
1928	12/23/2012	09:27	CD	M	A121		X	B			0
1929	12/23/2012	10:04	CD	M	A111		X	B			0
1930	12/24/2012	17:39	CD	M	A121	X		B			0
1931	12/24/2012	18:14	CD	M	A111	X		B			0
1932	12/24/2012	21:57	CD	M	A111	X		B			0
1933	12/25/2012	09:01	CD	M	A121		X	V			0
1934	12/25/2012	12:56	LE	M	A111	X		N			0
1935	12/26/2012	02:52	CD	M	A111,A121	X		N			0
1936	12/26/2012	06:50	CD	M	A121		X	B			0
1937	12/26/2012	09:47	CD	M	A121		X	N			0
1938	12/26/2012	13:21	LE	M	A111		X	V			0
1939	12/26/2012	13:52	CD	M	A121	X		A			0
1940	12/26/2012	16:20	CD	M	A121		X	N			0
1941	12/26/2012	16:34	CD	M	A111		X	V			0
1942	12/26/2012	19:26	CD	M	A121	X		V			0
1943	12/26/2012	20:05	CD	M	A111		X	A			0
1944	12/26/2012	20:13	CD	M			X	N		3	0
1945	12/27/2012	05:21	CD	M	A121		X	M			0
1946	12/27/2012	06:00	CD	M	A111		X	A			0
1947	12/27/2012	06:23	AS	M	A121	X		B			0
1948	12/27/2012	11:22	LE	M	A111	X		V			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>
1949	12/27/2012	17:19	AS	M	A121	X		M			0
1950	12/27/2012	18:20	CD	M	A121		X	N			0
1951	12/27/2012	19:49	CD	F	E111,E121,C101						0
1952	12/27/2012	23:34	CD	M	A121		X	N			0
1953	12/28/2012	02:00	CD	F	E111,E121						0
1954	12/28/2012	03:52	CD	M	A121		X	N			0
1955	12/28/2012	17:55	CD	M	A121	X		A			0
1956	12/28/2012	18:58	CD	F	E111,C101						0
1957	12/28/2012	19:02	CD	M	A121		X	N			1
1958	12/28/2012	22:28	CD	M	A111		X	V			0
1959	12/29/2012	00:17	LA	M	A121		X	N			0
1960	12/29/2012	13:30	LA	M	A121,U111		X	N			0
1961	12/29/2012	16:19	CD	M	A121,U111	X		N			0
1962	12/29/2012	17:49	CD	M	A121,U111	X		V			0
1963	12/30/2012	04:07	LA	M	A121,U111	X		V			0
1964	12/30/2012	04:43	CD	M	A111,E121	X		V		6	1
1965	12/30/2012	00:00	CD	F	E111						0
1966	12/30/2012	08:05	LA	M	A121	X		N			0
1967	12/30/2012	14:34	CD	F	E111,L111,E121						1
1968	12/30/2012	15:19	CD	M	A121		X	V			0
1969	12/30/2012	15:41	LA	M	A111		X	B			0
1970	12/30/2012	18:53	CD	M	A121	X		V			0
1971	12/30/2012	22:00	CD	M	A121		X	N			0
1972	12/31/2012	07:05	CD	F	E111						0
1972	12/31/2012	07:05	CD	M	A121		X	V			0
1973	12/31/2012	09:28	CD	M	A121	X		V			0
1974	12/31/2012	11:04	CD	M	A121		X	V			0
1975	12/31/2012	13:00	CD	M	A111	X		V			0
1976	12/31/2012	13:08	LA	M	A121	X		B			0
1977	12/31/2012	22:27	LA	M	A121		X	A			0
1978	12/31/2012	22:43	CD	M	A111		X	M			0
188						78	85	163	2	6	

DE PERE FIRE/RESCUE				
OVERTIME REPORT				
MONTH OF DECEMBER, 2012				
PERSONNEL	DATE	ACTUAL HOURS	O.T. HOURS	REASON
BALCER	1-Dec	1.00	3.00	EMS STANDBY
WITT	2-Dec	11.00	16.50	STAFFING REPLACEMENT
NELSON	3-Dec	3.00	4.50	PARAMEDIC CME
DEVILEY	3-Dec	3.00	4.50	PARAMEDIC CME
WEYERS	4-Dec	2.33	3.50	OFFICERS MEETING
CHESLOCK	4-Dec	2.33	3.50	OFFICERS MEETING
MATZKE	4-Dec	2.00	3.00	OFFICERS MEETING
HENDRICKS, TD.	4-Dec	2.33	3.50	OFFICERS MEETING
NELSON	5-Dec	12.00	18.00	STAFFING REPLACEMENT
BALCER	5-Dec	1.00	3.00	EMS STANDBY
ANNEN	5-Dec	1.00	3.00	EMS STANDBY
BALCER	5-Dec	1.00	3.00	EMS STANDBY
HENDRICKS, TD.	5-Dec	12.00	18.00	STAFFING REPLACEMENT
WITT	6-Dec	1.50	3.00	EMS STANDBY
SINKLER	6-Dec	1.00	1.50	WORK OVER EMS
RIEDI	9-Dec	1.00	3.00	EMS STANDBY
JANSEN	9-Dec	2.00	3.00	STAFFING REPLACEMENT
PANSIER	11-Dec	3.00	4.50	PARAMEDIC CME
HENDRICKS, TM.	11-Dec	3.00	4.50	PARAMEDIC CME
CODY	11-Dec	3.00	4.50	PARAMEDIC CME
JANSEN	11-Dec	3.00	4.50	PARAMEDIC CME
BALCER	11-Dec	3.00	4.50	PARAMEDIC CME
BALCER	11-Dec	1.00	3.00	EMS STANDBY
WESSLEY	11-Dec	1.00	3.00	EMS STANDBY
WEYERS	11-Dec	3.00	4.50	PARAMEDIC CME
ANNEN	11-Dec	3.00	4.50	PARAMEDIC CME
GATZ	11-Dec	3.00	4.50	PARAMEDIC CME
HERMANS, B.	12-Dec	3.00	4.50	PARAMEDIC CME
THOMSON	12-Dec	3.00	4.50	PARAMEDIC CME
HENDRICKS, TD.	12-Dec	3.00	4.50	PARAMEDIC CME
WESSLEY	12-Dec	1.00	3.00	EMS STANDBY
CHESLOCK	13-Dec	0.33	0.50	WORK OVER EMS
CODY	13-Dec	0.33	0.50	WORK OVER EMS
SINKLER	13-Dec	3.00	4.50	PARAMEDIC CME
BALCER	14-Dec	1.00	3.00	EMS STANDBY
BALCER	14-Dec	1.00	3.00	EMS STANDBY
CHESLOCK	15-Dec	0.67	1.00	WORK OVER EMS
SINKLER	15-Dec	1.00	1.50	WORK OVER EMS
CODY	15-Dec	1.00	1.50	WORK OVER EMS
HERMANS, D.	19-Dec	2.50	3.75	EMS TRAINING
BALCER	19-Dec	1.00	3.00	EMS STANDBY
BALCER	19-Dec	2.00	3.00	FIRE TRAINING
ANNEN	20-Dec	10.83	16.25	STAFFING REPLACEMENT
BALCER	20-Dec	12.00	18.00	STAFFING REPLACEMENT
ANNEN	21-Dec	1.00	3.00	EMS STANDBY
BALCER	21-Dec	1.00	3.00	EMS STANDBY

ANNEN	21-Dec	3.33	5.00	FIRE STANDBY
RIEDI	26-Dec	1.00	1.50	WORK OVER EMS
ANNEN	27-Dec	0.83	1.25	EMS STANDBY
HERMANS, B.	27-Dec	1.00	1.50	WORK OVER EMS
WESSLEY	27-Dec	0.50	0.75	WORK OVER EMS
JANSEN	27-Dec	0.50	0.75	WORK OVER EMS
HERMANS, D.	28-Dec	3.75	5.75	STAFFING REPLACEMENT
HERMANS, D.	28-Dec	1.00	3.00	EMS STANDBY
WITT	30-Dec	1.25	3.00	EMS STANDBY
HERMANS, D.	30-Dec	2.00	3.00	FIRE STANDBY
NELSON	31-Dec	13.00	19.50	STAFFING REPLACEMENT
		162.31	266.50	

Number of Standbys

19

DE PERE FIRE RESCUE REPORT FOR THE MONTH OF DECEMBER 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	118	1226	18	211	19	219	6	14	2	67	163	1737
RUNS TRANSPORTED	84	948	15	165	15	169	5	12	2	46	121	1339
ALS RUNS	51	619	11	114	10	103	5	9	1	21	78	866
%ALS OF RUNS TRANS.	61%	65%	73%	69%	67%	61%	100%	75%	0%	46%	64%	65%
%ALS/ALL RUNS	43%	50%	61%	54%	53%	47%	83%	64%	0%	31%	48%	50%

RUN DESTINATION

	MONTH	YTD
AURORA	18	222
BELLIN	36	321
ST. MARYS	13	164
ST. VINCENT	55	628
<u>NO TRANSPORT</u>	<u>42</u>	<u>403</u>
TOTAL	164	1738

TOTALS ARE NOT CORRECT

MUTUAL AID GIVEN

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE</u>
1863	GREEN BAY	FULL SQD.
1917	ASHWAUBENON	FULL SQD.

MUTUAL AID RECEIVED

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE</u>
1799	ASHWAUBENON	FULL SQD.
1816	GREEN BAY	FULL SQD.
1817	COUNTY RESCUE	FULL SQD.
1920	GREEN BAY	FULL SQD.
1944	ASHWAUBENON	FULL SQD.
1964	GREEN BAY	FULL SQD.

DE PERE FIRE RESCUE MONTHLY REPORT

DECEMBER, 2012

	CITY OF DE PERE	TOWN OF LAWRENCE	TOWN OF LEDGEVIEW	VILLAGE OF ASHWAUBENON	MUTUAL AID	TOTAL RESPONSES
FIRE INCIDENTS (other)	18	0	0	0	0	18
ACTUAL FIRE INCIDENTS	3	0	0	0	0	3
EXTRICATION	0	0	0	0	1	1
RESCUE CALLS	120	18	18	6	2	164
PUBLIC SERVICE	2	0	1	0	0	3
TOTALS	143	18	19	6	3	189

ESTIMATED TOTAL FIRE LOSS FOR MONTH \$1,500

NUMBER OF FF'S ON DUTY	PER DAY
8 FF'S ON DUTY	4
7 FF'S ON DUTY	10
6 FF'S ON DUTY	17

NUMBER OF PARAMEDICS ON DUTY	PER DAY
3 PARAMEDICS ON DUTY	5
4 PARAMEDICS ON DUTY	11
5 PARAMEDICS ON DUTY	12
6 PARAMEDICS ON DUTY	3

RESPONSE BY UNITS	
ENGINE 111	31
ENGINE 121	20
ENGINE 122	0
LADDER 111	6
AMBULANCE 111	71
AMBULANCE 121	97
AMBULANCE 122	0
CHIEF 101	3
CHIEF 102	1
UTILITY 111	9
BOAT	0
TOTAL	238

DECEMBER, 2012

***OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS SICK LEAVE	OVERTIME
12/2	11	16.5
12/5	24	36
12/9	2	3
12/28	3.75	5.75
12/31	13	19.5
TOTAL	53.75	80.75

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

DECEMBER, 2012

STAND BYS CALLED IN

CALL NO.	NO. ON DUTY	STANDBYS CALLED	GOT	REASON
1798	6	4	1	Both ambulances out
1815	7	3	0	Both ambulances out
1824	6	4	2	Both ambulances out
1826	6	4	1	Both ambulances out
1832	7	2	1	Both ambulances out
1848	7	3	0	Both ambulances out
1859	6	4	1	Both ambulances out
1863	6	1	0	MVA, multiple patients
1868	7	3	2	Both ambulances out
1875	8	2	1	Both ambulances out
1885	6	1	1	Gas leak
1887	6	4	1	Both ambulances out
1909	8	2	1	Both ambulances out
1916	7	4	2	Both ambulances out
1918	7	4	0	Both ambulances out
1919	7	4	1	Hazardous materials condition
1929	6	4	0	Both ambulances out
1939	6	4	0	Both ambulances out
1943	6	4	0	Both ambulances out
1957	6	4	1	Both ambulances out
1964	7	4	1	Both ambulances out
1967	7	4	1	Fire call
1976	6	4	0	Both ambulances out
1977	6	4	0	Both ambulances out

Fire Department, City of De Pere, WI

Monthly Standby Activity Report

Date Between {12/01/2012} And {12/31/2012}

Date:	Activity Code	Activities Performed	Total Hrs	Pct Hrs
12/01/2012	4-1 Called 4, got 1	Emergency Response	01:00	4.35 %
12/05/2012	4-2 Called 4, got 2	Inventory Replenishment	02:14	9.76 %
12/05/2012	4-1 Called 4, got 1	Inventory Replenishment	01:06	4.79 %
12/06/2012	2-1 Called 2, got 1	Station Decontamination	01:12	5.22 %
12/09/2012	4-1 Called 4, got 1	Equipment	01:00	4.35 %
12/11/2012	3-2 Called 3, got 2	Other Activities	02:00	8.71 %
12/12/2012	2-1 Called 2, got 1	Inventory Replenishment	01:00	4.35 %
12/14/2012	1-1 Called 1, got 1	Inventory Replenishment	01:00	4.35 %
12/14/2012	4-1 Called 4, got 1	Emergency Response	01:13	5.31 %
12/19/2012	2-1 Called 2, got 1	Answer Phones	01:00	4.35 %
12/21/2012	4-2 Called 4, got 2	Answer Phones	01:19	5.75 %
12/21/2012	4-2 Called 4, got 2	Other Activities	01:19	5.75 %
12/21/2012	4-1 Called 4, got 1	Emergency Response	03:19	14.50 %
12/28/2012	4-1 Called 4, got 1	Building Maintenance	01:13	5.31 %
12/30/2012	4-1 Called 4, got 1	Equipment	01:16	5.57 %
12/30/2012	4-1 Called 4, got 1	Equipment	01:43	7.49 %
			<u>18</u>	<u>22:57</u>

**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

**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)	(66.25)	(82.50)	(372.75)	(29.25)	(79.50)	(102.00)	(105.25)	(70.75)	(53.25)	(1158.75)
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 4/2/2011 - 4/29/2011 ^^Period 10/1/2011 - 10/28/2011
 **Period 1/22-2011 - 2/18/2011 ++Period 4/30/2011 - 5/27/2011 +-Period 10/29/2011 - 11/25/2011
 ***Period 2/19/2011 - 4/1/2011 ^Period 5/28/2011 - 6/24/2011 +-*Period 11/26/2011 - 12/23/2011

**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	55.50	812.25
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	9.50	156.25
OFFICER TRAINING	31.00	13.00	40.25	120.50	50.00	50.00	8.00	107.00	13.75	70.25	73.75	29.00	606.50
OFFICER RELIEF FOR FUNERAL							13.50						13.50
OFFICER ATTEND MEETING		8.25						15.00				1.25	24.50
STAFFING LEVEL	133.50	79.50	23.25	53.25	136.75	162.00	189.00	243.00	192.75	183.75	252.00	73.50	1722.25
INVESTIGATION	142.25	68.75	38.25	56.50	77.50	36.75	61.50	135.00	90.00	61.00	42.75	60.75	871.00
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	31.50	43.00	56.25	27.00	31.25	25.50		33.00	48.75	78.00	28.50	27.00	429.75
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	11.75	514.50
MISCELLANEOUS	5.75	16.50	4.00	11.50	9.50	4.25	7.50	7.00	7.00	4.50	11.25	20.75	109.50
MISCELLANEOUS REIMBURSED	72.75	95.50	63.25	127.50	77.25	143.75	93.00	110.25	113.25	58.50	60.00	108.25	1123.25
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	397.25	6973.75
SUBTOTAL REIMBURSED OVERTIME	(104.25)	(149.75)	(119.50)	(135.00)	(119.75)	(470.25)	(142.75)	(150.75)	(171.00)	(170.00)	(157.50)	(147.00)	(2067.50)
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	250.25	4906.25
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 01/03/2013 \$137,720.00
Percent of Total Budget: 105.94%

NOTES:

* Period 12/24/2011 - 2/3/2012 +Period 3/31/2012 - 4/27/2012 #Period 6/23/2012 - 8/3/2012 ^Period 9/29/2012 - 10/26/2012
**Period 2/4/2012 - 3/2/2012 ++Period 4/28/2012 - 5/25/2012 ##Period 8/04/2012 - 8/31/2012 *+Period 10/27/2012 - 11/23/2012
***Period 3/3/2012 - 3/30/2012 ^Period 5/26/2012 - 6/22/2012 ^^Period 9/1/2012 - 9/28/2012 *+*Period 11/24/2012 - 12/21/2012

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
December 2012**

EMPLOYEE	DATE	OT HOURS	REASON
Lax, Scott			
Total Lax		0.00	
Krzewina, Bob			
Total Krzewina		0.00	
Simons, Dan			
Total Simons		0.00	
Stansfield, Tom			
Total Stansfield		0.00	
SUB-TOTAL ENG		0.00	
PART-TIME ENG.			
SUB-TOTAL PART-TIME		0.00	
Grand Total O.T. For December		0.00	
Year-to-Date % of Budget		0.00	
Grand Total of Reimbursable O.T. (hrs.)			
Year to Date % of Budget Not Including Reimbursable O.T.			

* Cost reimbursable to City

CITY OF DE PERE

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



January 8, 2013

To: Finance Committee

From: Ken Pabich, Director of Planning and Economic Development

RE: TID #7 Façade Grant for 705 George Street

At the December 17, 2012 meeting, the RDA approved the façade grant application for 705 George Street. The applicant has provided a summary of the work completed, the expenses and the related receipts. In reviewing the receipts, the expenses show a total of \$59,734.52 for the entire project renovation. From these invoices, staff reviewed the expenses which would qualify for the façade grant. These qualifying expenses totaled \$42,452.80 (see attached spreadsheet) which means the grant would be the maximum allowed at \$10,000.

Recommendation

Staff would recommend the following:

1. Approving the grant in the amount of \$10,000.
2. Forwarding the recommendation to City Council for approval.

Item #3: Review the façade grant receipts for De Pere Auto (Lawrence Fisette) at 705 George St.*

At the June 2012 meeting, the RDA approved the Façade Grant Application for 705 George Street. The grant approval included façade work for the front and side street facades. The grant was approved for expenses up to \$40,000 or a grant of \$10,000. The work for the grant has been completed, inspected and receipts have been provided. The summary of the expenses are provided in the attachments.

In reviewing the receipts, the expenses show a total of \$59,734.52 for the entire project renovation. From these invoices, staff reviewed the expenses which would qualify for the façade grant. These qualifying expenses totaled \$42,452.80 (see attached spreadsheet) which means the grant would be the maximum allowed at \$10,000.

Recommendation:

Staff would recommend approval of the submitted expenses and the grant of \$10,000 be approved and forward to the Finance Committee for approval.

705 George Street Façade Grant Receipts

Invoice	Company	Purpose	Amount
	Paramount Masonry	Masonry repair on façade	\$4,000.00
910	Kwaterski Contractors	Lumber	\$352.56
		Labor	\$2,800.00
		Waste Disposal	\$464.05
912	Kwaterski Contractors	Windows / Doors	\$12,763.53
		Finish Trim	\$396.63
		Labor	\$2,126.53
951	Kwaterski Contractors	Windows / Doors	\$15,450.00
		Exterior Trim	\$104.98
		Waste Disposal	\$150.00
		Labor	\$3,844.52
			\$42,452.80



Kwaterski Construction, Inc.

PO Box 11357
Green Bay, WI 54307

Invoice

Date	Invoice #
4/16/2012	910

Bill To

DE PERE AUTO CENTER
LARRY FISETTE
705 GEORGE ST.
DE PERE, WI 54115

PAID
04/17/2012

COPY

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
→ 70	REMODEL/CARPENTRY LABOR	40.00	2,800.00
→ 1	Materials	47.24	47.24
→ 1	WASTE DISPOSAL*	60.00	60.00
→ 1	Materials	328.91	328.91
→ 1	Materials	27.76	27.76
→ 1	Materials	352.56	352.56
→ 1	PAINT & STAIN	424.00	424.00
→ 1	OVERHEAD/MISC*	404.05	404.05
Thank you for your business.		Total	\$4,444.52

Paid

Kwaterski Construction, Inc.

Invoice

PO Box 11357
Green Bay, WI 54307

Date	Invoice #
5/10/2012	912

Bill To
DE PERE AUTO CENTER LARRY FISETTE 705 GEORGE ST. DE PERE, WI 54115

PAID
05/11/2012

COPY

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
14	BILL P LABOR FOR BUILDING DESK WALL	40.00	560.00
→ 10.5	REMODEL/CARPENTRY LABOR--JASON'S LABOR	40.00	420.00
→ 5	REMODEL/CARPENTRY LABOR--MARK'S LABOR	40.00	200.00
1	Materials	7.37	7.37
1	Materials	4.00	4.00
→ 1	WINDOWS/PATIO DOORS	12,763.53	12,763.53
1	Materials	88.49	88.49
→ 1	FINISH TRIM & MOLDING MATERIALS	396.63	396.63
1	Materials	6.46	6.46
1	Materials	5.99	5.99
→	PAINT & STAIN	614.00	614.00
	OVERHEAD/MISC*	1,506.53	1,506.53
Thank you for your business.		Total	\$16,573.00

Paid

Kwaterski Construction, Inc.

PO Box 11357
Green Bay, WI 54307

Invoice

Date	Invoice #
7/5/2012	951

Bill To
DE PERE AUTO CENTER LARRY FISETTE 705 GEORGE ST. DE PERE, WI 54115

PAID
07/31/2012

COPY

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
48.5	REMODEL/CARPENTRY LABOR	40.00	1,940.00
1	Materials-ABC	104.98	104.98
1	WASTE DISPOSAL*	150.00	150.00
1	WINDOWS/PATIO DOORS-- HJ MARTIN	12,400.00	12,400.00
1	Materials	107.61	107.61
1	Materials--WI BUILDING SUPPLY	962.61	962.61
-1	Materials	42.52	-42.52
1	Materials	90.76	90.76
1	PAINT & STAIN--PAINT AZEK BOARDS	281.70	281.70
1	FINAL HJ MARTIN	3,050.00	3,050.00
1	OVERHEAD/MISC*	1,904.52	1,904.52
Thank you for your business.		Total	\$20,949.66

Paid

Memo

City of De Pere

To: Members of the Common Council

From: Shannon Metzler, Human Resources Director (339-4045) 
Larry Delo, City Administrator (339-4044) 

RE: Compensation for Performing Public Works Director Duties

Date: January 4, 2013

As you are aware, the Public Works Director has been out of the office on Family Medical Leave.

During his absence, three employees (Street Superintendent, City Engineer and Parks Director) have been filling in to cover the duties and responsibilities of the position. These employees have been doing an exceptional job performing the tasks and we would like to thank them for their hard work and dedication to the job.

We are recommending compensating each employee an additional \$50 per week when performing the duties. It is estimated the period the time will be approximately 10 weeks in length and would amount to approximately \$500 for each of the three employees.

If you have any questions in advance of the meeting, please feel free to contact one of us.

Thank you.

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
Members of the Finance/Personnel Committee
From: Judith Schmidt-Lehman, City Attorney 
RE: Revisions to City Electrical Code
Date: January 3, 2013

State law has changed so that effective April 1, 2013, the City may no longer license master electricians. The state now licenses master electricians in place of local licensure. Therefore, the City's ordinance regarding local licensing must be revised. The draft ordinance reflecting this local licensing change is attached for your review.

If you have any questions regarding these changes, please contact Building Inspector Dave Hongisto at 339-4053 or Judy at 339-4042.

JSL:jld

Attachment

cc: Lawrence Delo, City Administrator
Dave Hongisto, Building Inspector
Alderspersons Boyd, Kneiszel, Crevier and Bauer

H:\jdupont\Memos\2013\Mayor & F-P-master electrician-1-3-13-148-007-12.docx

ORDINANCE #13-

AMENDING CHAPTER 62 DE PERE MUNICIPAL CODE
(Electrical Code)

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

Section 1. **§62-9. Licensing and certification**, is repealed and recreated as follows:

§62-9. Licensing

All persons performing electrical work in the city shall possess a state master electrician license.

Section 2. **§62-10. New single-family construction**, is repealed and recreated as follows:

§62-10. New single-family construction

All new single-family residential construction and alterations to all service equipment must be done by a licensed master electrician.

Section 3. **§62-11. Homeowners**, is hereby amended by deleting the word "his" in the introductory clause and replacing the same with "the owner's".

Section 4. **§62-14. License fees**, is repealed in its entirety and subsequent sections renumbered accordingly.

Section 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 6. This ordinance shall be effective on April 1, 2013.

Adopted by the Common Council of the City of De Pere, this ____ day of _____,
2013.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____
Nays: _____

** denotes provisions subject to amendment*

ELECTRICAL CODE

§ 62-9

(c) *Deputy inspector.* To efficiently carry out the duties of the office, the inspector may designate his duties and authority to a person possessing sufficient qualifications as are necessary to perform the duties of electrical inspector under this chapter.

(Code 1974, § 17.07)

Sec. 62-8. Issuance of permit.

(a) *City not liable.* This chapter shall not be construed to relieve from, or lessen the responsibility of, any party owning, operating, controlling or installing any electrical equipment for damages to anyone injured or any property destroyed by any defect therein, nor shall the city be held as assuming any such liability by reason of the inspection authorized in this chapter or certificate of inspection issued as provided in this chapter.

(b) *Violations and errors not excused by issuance.* The issuance of a permit or the approval of plans and specifications shall not be deemed or construed to be permission for, or approval of, any violation of any provision of this chapter. No permit presuming to give authority to violate or to fail to comply with the provisions of this chapter shall be valid except insofar as the work or use which it authorizes is lawful. If, subsequent to the issuance of a permit, errors are discovered in the application, plans, specifications or execution of the work, the electrical inspector or an authorized agent may require the correction of such errors and may rescind the permit and prevent electrical operations from being further carried on thereunder when in violation of this chapter or of any other city ordinance.

(Code 1974, § 17.08)



Sec. 62-9. Licensing and certification.

(a) All persons performing electrical work in the city shall possess a state master electrician certification.

(b) All persons performing electrical work in the city shall also possess a master electrician license issued by the city.

(c) No city master electrician license shall be issued unless proof of a state master electrician certification is shown. This requirement shall be waived for all persons holding a valid city master electrician license as of June 30, 1998.

(d) A master electrician shall maintain public liability insurance, including products completed operations, with bodily injury and property damage limits of at least \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate. The insurance policy shall be issued by an insurer licensed to do business in the state and a certificate of insurance shall be filed with the building inspection department. All insurers shall send a copy of any notification of termination required by Wis. Stats. § 631.36, to the building inspection department at the same time such notice of termination is sent to the insured. Such notice of cancellation or reduction of insurance shall automatically suspend the electrician's certification, and no further permits shall be issued until a new insurance certificate has been filed with the building inspection department.

(Code 1974, § 17.09)



Sec. 62-10. New single-family construction.

All new single-family residential construction and alterations to all service equipment must be done by a master electrician licensed in the city.

(Code 1974, § 17.10)



Sec. 62-11. Homeowners.

A homeowner may install wiring in his own home, provided that:

- (1) The work is done on a single-family dwelling;
- (2) The person occupies the dwelling at the time the work is being done; and
- (3) The signature on the permit shall be that of the owner who shall do the work.

(Code 1974, § 17.11)

Sec. 62-12. Exemptions.

The following shall be exempt from provisions of this electrical code:

- (1) Traffic signal equipment.
- (2) Railroad equipment.
- (3) Telephone equipment.
- (4) Cable TV equipment.
- (5) Radio and signal equipment.
- (6) Burglar and fire alarms not required by Wisconsin Administrative Code and operating at 24 volts or less.
- (7) Manufacturing machinery and specific processing equipment as defined in Wis. Stats. § 70.11(27).

(Code 1974, § 17.12)

Sec. 62-13. Additional construction requirements.

(a) Wiring shall be installed in raceways approved by the city for all service entrance conductors or service lateral conductors to connect electrical service to a building.

(b) If a new service is installed in an existing building, the final construction shall provide not less than:

- (1) Two appliance circuits serving the kitchen receptacles.
- (2) One appliance circuit serving the laundry room.
- (3) One circuit for the heating equipment.

(c) All exposed wiring that does not comply with the current code shall be removed and replaced with wiring approved by the electrical inspector.

(Code 1974, § 17.13)

**Sec. 62-14. License fees.**

The initial fee for a master electrician license and fees for renewal thereof shall be as determined by resolution of the common council. Such fees may include late fees and fees for expedited process.

(Code 1974, § 17.14; Ord. No. 06-33, § 7, 11-8-2006)

Sec. 62-15. Electrical permit fees.

(a) *Permits required.* The electrical inspector shall issue permits for all electrical installations upon filing of a proper application, which shall be made on forms furnished by the electrical inspector, and upon payment of the proper fee. The application shall prescribe the nature of work, as well as such other information as may be required for inspection. Permits may only be issued to those persons possessing a valid license under this chapter, with the sole exception that a permit may be issued to a property owner pursuant to section 62-11. Work shall not begin prior to issuance of a permit.

(b) *Fees.* At the time the application for an electrical permit is filed, the applicant shall pay such fee for such services as are determined by resolution of the common council, such fees may include inspection fees, late fees and fees for expedited process.

(c) For all fees based upon building square footage, the square footage calculation shall include all floor levels, basements, attached garages and all spaces enclosed under a roof. All fees so calculated shall be rounded to the nearest dollar.

(d) *Permits may be refused.* The electrical inspector, or other person authorized to issue permits pursuant to this chapter, may refuse to issue permits to any person who has refused or neglected to pay for previous permits after due notice. Permits may also be refused to any person who has refused or neglected to correct any violations of this chapter after due notice. (Code 1974, § 17.15; Ord. No. 99-33, § 2, 12-21-1999; Ord. No. 02-20, §§ 4, 5, 7-16-2002; Ord. No. 06-33, § 8, 11-8-2006)

MEMORANDUM

CITY OF DE PERE

Date: 1/3/2013
To: Finance/Personnel Committee
From: Peter Smith, Information Technology Administrator
Subj: MinuteTraq agenda & Minutes software

The City of De Pere currently has a public meeting management process that utilizes paper as media and a manual organization method. Many cities and counties are streamlining the process with software applications.

The City currently contracts with a video service provider for streaming services that has an add-on application called MinuteTraq. There are many software programs available but this add-on comes at a very small price, and integrates with our streaming service.

The add-on cost is \$4,668 per year, or approx. \$75 per meeting. The current paper/manual cost per meeting is between \$150 and \$200.

In addition, this software serves as a central depository for meeting information that can be searched as needed, reduces staff time both pre and post meeting, allows online access for submittals via a secure web interface.

This effort falls under the City's sustainability goals, the \$4,668 will come out of the Sustainability Teams 2013 budget. I recommend the City implement this transition to software.

De Pere City, WI and IQM2 at Carahsoft, MinuteTraq Add-on and MediaTraq cost Reduction

This document represents the addition of the full MinuteTraq functionality into the existing terms for De Pere City, WI. This special structure will reduce the current MediaTraq costs and provide the full legislative process platform for a nominal increase:

- Training Costs
- No Upfront Implementation, Set Up Costs
- Unlimited Users
- Unlimited Meeting Groups
- Unlimited Storage
- Month to Month terms
- De Pere City, WI can stop paying at any time

Current MediaTraq Cost: \$561 / per month
Combined MediaTraq and MinuteTraq = \$950/month
Reducing MediaTraq cost by \$232/month
Starting ~~January 1, 2013~~ – December 31, 2013

Please Sign Below and Send to:
KATIE DYER
IQM2 AT CARAHSOFT TECHNOLOGY CORP.
12369 Sunrise Valley Drive, Suite D2
Reston, VA 20191
Direct : (703) 889-9701
Fax : (703)871-8505
KATIE.DYER@CARAHSOFT.COM

De Pere City, WI

Carahsoft Technology

Signature

Date: _____

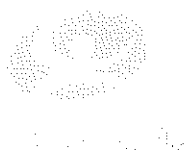
Signature

Date: _____

To: Honorable Mayor and Members of the Finance Committee
From: Joe Zegers, Finance Director
Date: January 4, 2013
Subject: Consideration of Extension of Audit Contract with Schenck SC

I have attached a two year extension proposal from Schenck SC for our 2012 & 2013 auditing services contract. The proposals represent a 2012 \$700 increase from their last audit contract which ended for the 2011 calendar year. For your information, the audit fee had a zero dollar increase for both the 2010 & 2011 under the prior contract so the 2012 fee would represent an effective 1.1% annual increase from 2009 contract. The 2013 fee increase of \$500 would represent a 1.9% increase from 2012. The proposals include the audit as well as assistance in the preparation of the government-wide GASB # 34 financial statements as well as an annual department review and the statutory review and reporting for the TID districts. Schenck was the low bidder when the City last requested RFPs for the 2009 audit. They were also the low bidder for the recently completed sewer rate study in late 2012 so they have shown they are very competitive in the marketplace. They are also very familiar with governmental auditing and related issues and have given us prompt service at no additional cost when we have questions regarding accounting, bonding and payroll issues. They were especially helpful and flexible in working through deadline difficulty we encountered in 2012 when we had the Clerk-Treasurer vacancy for two months as well as the numerous election deadlines we confronted in 2012.

The Finance Committee can either recommend approval of this extension or direct staff to solicit additional proposals for consideration at the February meeting. In addition to efficiency and expediency reasons, I would recommend that the City approve a two year extension due to the good service, the minimal increase and their track record of competitive pricing in the marketplace.



December 27, 2012

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

Dear Joe:

In accordance with our discussions, set forth below are proposed fees for a two-year extension of our auditing services contract. This extension will extend to the City of De Pere and Schenck SC the same conditions and requirements included in our original proposal for audit services.

Proposed Fees for Auditing Services

	Audit Year 2012	Audit Year 2013
Audit of Basic Financial Statements; including assistance with preparation of government-wide GASB 34 conversion	\$ 21,500	\$ 22,000
TID Districts (\$600 per District)	2,400	2,400
Departmental review (if requested)	2,000	2,000

If our proposal is accepted, Schenck SC would submit annual engagement letters to the City to detail the scope of the audit and to outline the responsibilities of each party.

We sincerely appreciate the opportunity to continue our relationship with the City. We currently provide auditing services to over 350 Wisconsin municipalities. Because of our experience and extensive background with city government, we believe the auditing services we deliver to our municipal clients provide benefits that exceed those provided by other CPA firms.

If you have any questions or desire any additional information, please don't hesitate to contact us.

Sincerely,

Michael W. Konecny, CPA

The above proposed fees are accepted to extend the auditing services contract to the 2012 and 2013 audit years.

CITY OF DE PERE

Signature

Date

