



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, March 13, 2018

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **March 13, 2018** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the February 13, 2018, Regular Meeting of the Finance/Personnel Committee.
3. Approval of Police Overtime for February 2018
4. Fire Department Overtime and LifeQuest Services Billing Report for February, 2018.
5. Approval of Police Request for \$5,000 from Undesignated Reserves for Squad Replacement*
6. Consider Public Works Department Organizational Changes*
7. Consideration of Tax Collection Agreement Between Brown County Treasurer and City of De Pere (December 2018 - February 2019).*
8. Consider Creation of a Resolution Urging State Legislators to Give Full Consideration to, and Ultimately Adopt, Enhanced Safety Measures Relating to Firearms and Ammunition.*
9. Redevelopment Agreement Terms with GB 1100 Main, LLC and GB Real Estate Investments regarding the redevelopment of Parcels WD-VA450, WD-VA450-1, WD-VA454 and WD-VA455-1, at the intersection of Main Avenue and Interstate Highway 41. *
10. Purchase/Sale Agreement Terms with Keller Inc. for the FoxStar project to be located at 2010 Venture Avenue (Parcel WD-1049-2). *
11. Consideration of Copier Lease for First Floor City Hall.*
12. Consideration of OpenGov Software Contract*
13. Public Comment and announcements.
14. Future agenda items.
15. Adjournment

Notice is also given that a majority of the members of the Common Council of the City of De Pere will attend this meeting to gather information about a subject(s) over which they have decision-making responsibility. As such, this committee meeting is also considered a meeting of the Common Council.

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Garritt R.Bader, GB Real Estate Investments LLC

Douglas Stecker, Keller, Inc.

Cory Vande Wattering, Keller, Inc.

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: March 13, 2018

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the February 13, 2018, Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- February 13, 2018 DRAFT Minutes (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, February 13, 2018

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on February 13, 2018, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Excused	
Ryan Jennings	Aldersperson	Present	
Larry Lueck	Aldersperson	Present	
Casey Nelson	Aldersperson	Absent	
Michael J. Walsh	Mayor	Present	

Also Present: Fire Chief Alan Matzke, Development Services Director Kimberly Flom, Human Resources Director Shannon Metzler, Police Chief Derek Beiderwieden, City Attorney Judith Schmidt-Lehman, Maintenance Supervisor Tom Blohowiak, Video Production and Marketing Coordinator Kevin Clark, Finance Director Joe Zegers, Representatives of Charles Schwab, Attorney Terry J. Gerbers, Bryan Kaster, Karen Classon, Kyle Johnson and Members of the Public.

2. Approval of the Minutes of the January 9, 2018, Regular Meeting of the Finance/Personnel Committee.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Larry Lueck, Aldersperson
SECONDER: Ryan Jennings, Aldersperson
AYES: Ryan Jennings, Larry Lueck, Michael J. Walsh
ABSENT: Casey Nelson
EXCUSED: Scott Crevier

3. Approval of Police Overtime for January 2018.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael J. Walsh, Mayor
SECONDER: Larry Lueck, Aldersperson
AYES: Ryan Jennings, Larry Lueck, Michael J. Walsh
ABSENT: Casey Nelson
EXCUSED: Scott Crevier

4. Fire Department Overtime and LifeQuest Services Billing Reports for January, 2018.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Larry Lueck, Aldersperson
SECONDER: Ryan Jennings, Aldersperson
AYES: Ryan Jennings, Larry Lueck, Michael J. Walsh
ABSENT: Casey Nelson
EXCUSED: Scott Crevier

Attachment: February 13, 2018 DRAFT Minutes (6764 : Approval of the Minutes of the February 13, 2018, Regular Meeting of the

5. Introduction to Charles Schwab: Drive efficiencies in General Fund investments.
- Finance Director Zegers introduced Charles Schwab representatives: David Dudek, Patrick Carrigan and Ron Mark; each spoke and explained how Charles Schwab, due to its size and access to over 200 bond providers and over 250 banks, is able to assist municipalities through drive efficiencies with lower cost general fund investments and no managed account fees, ultimately allowing the City to keep more of its own money. A sample was provided to the Committee members to show products offered and how a portfolio could be tailored to meet the City's needs. Following the presentation, Alderperson Jennings asked about the cost of bonds offered by Charles Schwab and how they get paid, to which the representatives advised that Charles Schwab is a disrupter in the marketplace, a discount brokerage firm whose revenue is obtained from diversified sources. For the services being proposed, there are no management or backend fees to the City. As this presentation was for informational purposes, no action was taken.

RESULT:	NO ACTION
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6. Consideration of the transfer of the City's investment account from Dana Investment Advisors to Charles Schwab* (amendment).
- Mayor Walsh made a Motion to approve the transfer from Dana Investment to Charles Schwab, which was seconded by Alderperson Lueck. Alderperson Jennings asked about other investment firms who could service the City and whether the service should be put out for bids. Finance Director Zegers advised while there are an infinite number of investment firms, the City is in the lower end of the yield and Charles Schwab offers low-end investments which would realize actual savings to the City, unlike that of other firms. Administrator Delo added that pricing has been obtained from other firms in the past, but this is a different model from what other firms are offering, and the City is also maintaining balanced investments and is retaining its account with Associated. Finance Director Zegers added that the City currently has two managed accounts and a liquid account. Alderperson Jennings confirmed with Finance Director Zegers that staff recommendation would be the same if interest rates were higher.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
ABSENT:	Casey Nelson
EXCUSED:	Scott Crevier

7. Consider Fire Department's request to apply for 2018 AFG Grant.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Larry Lueck, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
ABSENT:	Casey Nelson
EXCUSED:	Scott Crevier

8. Consider Fire Department's Operational Change.*

Chief Matzke proposed to move a paid on call position to an on staff day position to have additional human resources available to address high volume times with higher efficiency. This change is suggested due to the department services, over time, becoming

more medical in nature. Staff will be available for emergencies, as well as daily tasks during lower call volume time, such as inspections, prevention, and equipment maintenance, and the change can be made in a cost-effective manner for the department.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
ABSENT:	Casey Nelson
EXCUSED:	Scott Crevier

9. Recommended Changes to Administrative Time for Clerk/Treasurer and Maintenance Supervisor.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
ABSENT:	Casey Nelson
EXCUSED:	Scott Crevier

10. Consider Closed Captioning for Channel 4 Programming.*

Video Production and Marketing Coordinator Kevin Clark advised that the video content produced by the City is not in compliance with the Americans with Disabilities Act because it is not closed captioned. A memo provided at the meeting outlines City options for compliance. Video Production and Marketing Coordinator Clark highlighted points in the Memo: live broadcasts and streaming would cease as the City does not have equipment or staff for live closed captioning, content being provided on the TV channel would be provided as an open caption, and meetings would be available on TV channel and online in a delayed manner (1 to 4 business days). Staff is looking at captioning service providers and costs, although there are compatibility issues with City's IQM2 software, and staff is still awaiting a sample file from another company. At this time, the estimate for captioning services is between \$7,000 and \$17,000. Mayor Walsh clarified that meetings will no longer be live broadcast, and Alderperson Jennings asked about going live and then providing closed captioning at a later time, to which City Attorney Judith Schmidt-Lehman advised that the City would need to provide closed captioning during the live broadcast or have sign language interpreting available, which would comply with ADA, but may be cost prohibitive or may not be readily available. Alderperson Lueck asked about a captioning encoder and transcriptionist, to which Video Production and Marketing Coordinator Clark advised that while he hasn't done exhaustive research on this option, he has seen transcriptionist rates of \$60-\$100/hour and encoders from \$1,500-\$6,000. Alderperson Lueck expressed his concern with losing the live broadcast. Alderperson Jennings asked when the City must stop broadcasting, and City Attorney Schmidt-Lehman advised that the ADA requirements have been in place for some time; currently, the City is not providing the service. Administrator Delo added that he has asked about language translation software and hasn't found any, Milwaukee and Madison are not in compliance as of yet, which he suspects is a problem throughout state, and that the City does not want to lose its ability to live broadcast. Alderperson Lueck requested that The League of Wisconsin Municipalities be asked for any suggestions or solutions.

Mayor Walsh made a motion to approve, which was seconded by Alderperson Lueck. Upon discussion, Alderperson Lueck confirmed that the Mayor's motion was to approve the range of \$7,000-\$17,000 for the cost of captioning services.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
ABSENT:	Casey Nelson
EXCUSED:	Scott Crevier

11. Consider Bid Proposals for Cleaning Contracts for City Hall, the Police Department, and the Community Center.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Larry Lueck, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

12. Request to receive direct distribution of property tax credits from the State of Wisconsin.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
EXCUSED:	Scott Crevier, Casey Nelson

13. Request for City-Funded Residential Infrastructure for Pine Ridge Subdivision. Submitted by Keith Garot. *

Development Services Director Kim Flom advised that the City passed a Residential Infrastructure Policy in 2010, which gave developers the opportunity to propose a subdivision, with city-funded infrastructure, with funds being paid back on a lot-by-lot basis as permits are issued. Pine Ridge Subdivision is being proposed on recently annexed property from the Town of Rockland, and a site plan was considered at the February Plan Commission meeting. City-funded infrastructure is a contingency to developer's ability to close on the property. Developer is requesting a waiver of the condition that one-third of the lots be pre-sold. Alderperson Jennings asked about development requiring the need for a park need to which Development Services Director Flom advised that there is a need for a park, but further south of this property, so a fee in lieu of park would be collected, per the recommendation of the Park, Recreation & Forester Director Kosubucki. There is also access to the green space and playground at a nearby school, and Administrator Delo added that the property is adjacent to the Fox River Trail. Mayor Walsh expressed that he would like to err on the side of caution in the event of a market downturn in regard to the one-third presale requirement. Mayor Walsh made a motion to open the meeting, seconded by Alderperson Lueck. Upon vote, motion carried unanimously. Keith Garot, Steve Bieda, Gary Basten spoke on behalf of the project and informed the Committee that their group has approached other communities to finance infrastructure using De Pere's policy as a model. Keith Garot added that the lots could be pre-sold as they did in 2010 but would need to be discounted

to be sold. This subdivision is going to be marketed to first-time buyers and home builders at affordable prices and desirable location; there are no lots currently in East De Pere. The City would have a low risk, as the lots not sold after the five year period would be refinanced and the City reimbursed at that time. Mayor Walsh moved to go back to regular order, seconded by Alderperson Jennings. Upon vote, motion carried unanimously. Mayor Walsh asked Development Services Director Flom if staff has a recommendation on the presale of lots, to which she responded staff will leave the decision to the Committee and Council, but clarified that the City's policy allows the deferral period up to three years only. Mayor Walsh made a motion to approve the waiver, with a three-year financing term, which was seconded by Alderperson Jennings.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Ryan Jennings, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
ABSENT:	Casey Nelson
EXCUSED:	Scott Crevier

14. Request to acquire and develop 123 N Broadway Lot (Parcel ED-769), submitted by SKB Management Incorporated. *

Development Services Director Flom advised that SKB Management is interested in acquiring and developing the City-owned parking lot at 123 North Broadway between Proof and Poppy Avenue Boutique, currently serving as off-street parking for surrounding buildings, and a letter was presented outlining the mixed-use development project. Development Service Director Flom further advised that this property is located in the secondary zone of the Cultural District Master Plan, and the Committee's options include: approval of the request, denial of the request, opening the property for a Request for Proposals, or postpone action until the Master Plan is complete. This is presently a preliminary proposal for possible development. Alderperson Lueck asked for further explanation of the action requested for this item and whether approval commits a sale of the property, and Development Services Director Flom clarified that the Committee could approve a request to engage in discussions with SKB; staff would then get an appraisal and work with developer to negotiate terms, along with building and concept plans, which terms would then come back to Committee and Council for approval. Mayor Walsh moved to open the meeting, seconded by Alderperson Jennings. Upon vote, motion carried unanimously. Karen Classon and Kyle Johnson of De Leers Construction spoke of SKB's desire to develop this site for an office, retail space, apartments and a fourth floor residence and is inquiring whether the City would ultimately be willing to sell the property for a development. City Attorney Schmidt-Lehman advised that when vacant property is sold, the RFP process is typically used to make the public aware that the property is available for sale and to ultimately select the proposal that is in the best interest of the public. In response to Alderperson Jennings' question, Kyle Johnson did confirm the vision of having this development fit in with the look and feel of the other existing buildings in that area. Mayor Walsh moved to go back to regular order, seconded by Alderperson Lueck. Upon vote, motion carried unanimously. Mayor Walsh indicated that he believes the City would look favorably on this development, and stated the Committee options. Alderperson Lueck commented positively on City growth, and asked about concerns for parking, to which Development Services Director Flom advised that if the property moves toward development, staff would look at parking right away; she would like to see future residential units providing parking, but globally, the City's

supply is adequate. Mayor Walsh asked about the cultural study, to which Development Services Director Flom advised the final report is expected in early June. Alderperson Jennings asked about the risk of waiting for completion of the cultural plan, and Development Services Director Flom advised that potentially the developer could find another location and the timing involved with an RFP, but there is a need to make a thoughtful decision in the best interest of the City. Administrator Delo added that the options that Kim has outlined were made aware to Karen Classon. Alderperson Jennings asked whether the RFP and cultural study could happen at the same time to which Administrator Delo clarified if a decision is made, the consultant would be informed for appropriate adjustments to be made to the cultural study. Discussion followed about the RFP process used in the past and options for property that has not been marketed. Administrator Delo added that Karen Classon looked at another site that didn't work and this lot was proposed as a potential option. Alderperson Jennings expressed his opinion to wait for Cultural study to be finalized. Mayor Walsh made a motion to open the property for RFP, seconded by Alderperson Lueck.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
ABSENT:	Casey Nelson
EXCUSED:	Scott Crevier

15. Review request to acquire/develop city-owned parking structure, also known as Perrot Square (Parcels ED-796, ED-794, ED-793, ED-788-1) for George Street Station redevelopment, submitted by De Pere Retro, LLC. *

Development Services Director Flom advised that this item is a request for a larger multi-parcel development, on both City-owned and private-owned parcels. The Developer owns one building, has an option on others, and the property is located in a TID district. Mayor Walsh moved to open meeting, seconded by Alderperson Lueck. Upon vote, motion carried unanimously. Bryan Kaster and Attorney Terry Gerbers gave an overview of the development project and shared their intention to get the Committee excited about the proposal, but not to seek approval at this time. Bryan Kaster added that the Cultural District Study will impact this project and is looking to continue discussion and have a decision made after the study is completed. The presentation included information on the present condition of impacted buildings and surrounding area, a parking analysis for private residents as well as public parking, and expressed a desire to make this development a destination for the City, while preserving views. The project is a mixed-use development, including diverse-population residence units and green space. Mayor Walsh moved to go back to regular order, seconded by Alderperson Jennings. Upon vote, motion carried unanimously. Administrator Delo confirmed with Attorney Gerbers the parking incorporated into the development, and advised the Committee of options available for action tonight. Alderperson Jennings made a motion to delay a decision until the cultural study is completed, seconded by Mayor Walsh. Alderperson Lueck added his support for the Motion, with the understanding he is very excited about the project.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ryan Jennings, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
ABSENT:	Casey Nelson
EXCUSED:	Scott Crevier

16. Recommendation to hire Duncan Associates for the Rewrite of the City of De Pere Zoning Ordinance in an amount not to exceed \$124,800.*

Alderperson Jennings asked about the timeline for completion, to which Development Services Director Flom advised is an 18-month process, with the bulk of the work being done within 12 months; this project is a massive rewrite, with significant content to review.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
ABSENT:	Casey Nelson
EXCUSED:	Scott Crevier

17. Consideration of Subsequent OPEB Valuation Contract from Key Benefit Concepts*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
ABSENT:	Casey Nelson
EXCUSED:	Scott Crevier

18. Public Comment and announcements.

Mayor Walsh offered anyone in the audience the opportunity to speak; no one came forward.

19. Future agenda items.

None.

20. Discuss collective bargaining strategies for police and fire union contract negotiations and authorize the Human Resources Director, Department representatives and City Attorney to comprise the City's bargaining Teams.*

Mayor Walsh moved, seconded by Alderperson Jennings, to go into closed session. Upon roll call vote, motion carried unanimously.

Mayor Walsh moved, seconded by Alderperson Jennings, to reconvene in open session. Upon roll call vote, motion carried unanimously.

Alderperson Lueck moved, seconded by Alderperson Jennings, that City Attorney Judith Schmidt-Lehman, Human Resources Director Shannon Metzler represent the City's

Bargaining Teams, along with Chief Alan Matzke (Fire) and Chief Derek Beiderwieden (Police).

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Ryan Jennings, Larry Lueck, Michael J. Walsh
ABSENT:	Casey Nelson
EXCUSED:	Scott Crevier

21. Adjournment.

Upon motion of Mayor Walsh, seconded by Alderperson Lueck, the Finance/Personnel Committee unanimously adjourned at 9:19 PM.

Respectfully submitted,
Angela Zills

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: March 13, 2018

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Police Overtime for February 2018

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

Miscellaneous OT of 19 hours is comprised of 11.5 hours of Patrol fraction allotments, and 3 hours for Field Training Daily Observation Reports and 4.5 hours for SWAT callout.

Reimbursed Miscellaneous OT of 41.5 hours is comprised of 9 OWI task force hours, 30.5 Drug Task Force Hours and 2 hours for a K-9 Veterinarian appointment.

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

ATTACHMENTS:

- 2016 PD OT Report Summary (PDF)
- 2017 PD OT Report Summary (PDF)
- February 2018 PD OT Report (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2016**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*++	TOTAL
OFFICER SICK RELIEF	42.00	8.00	21.00	29.00	71.50	12.50	30.50	71.75	60.50	119.50	113.50	38.50	618.25
OFFICER WORKED ON HOLIDAY	8.00	8.00	36.00	4.00	80.75	20.00	60.00	2.25	121.75	4.00	64.00	77.00	485.75
OFFICER FOR COURT	13.00	10.50	12.00		22.00	34.00	8.00	2.00	48.25	29.50	14.50	6.00	199.75
OFFICER TRAINING	40.50	42.50	155.75	227.50	132.25	191.00	35.00	90.25	45.25	131.00	209.50	103.25	1403.75
OFFICER RELIEF FOR FUNERAL		7.50		7.50	4.00								19.00
OFFICER ATTEND MEETING	14.00	10.00	20.00	14.00	4.50	15.50	10.00	7.50	16.00	7.00	2.50	11.50	132.50
STAFFING LEVEL	8.00	19.00	34.50	28.50	135.50	142.50	159.00	172.00	131.00	173.00	154.00	107.50	1264.50
INVESTIGATION	39.50	25.50	18.25	49.50	47.00	28.75	55.00	41.00	26.00	37.75	73.00	21.00	462.25
HONOR GUARD FOR FUNERAL		7.50						3.00			15.00		25.50
SCHOOL LIAISON REIMBURSED	21.50	20.00	7.00	17.50	26.00	13.50		9.50	56.50	39.00	15.50	11.00	237.00
COMMUNITY RELATIONS										16.50	5.50		22.00
SPECIAL ASSIGNMENT						9.00	2.00		4.00	4.00	28.00		47.00
SPECIAL ASSIGNMENT REIMBURSED		12.50			197.75								210.25
MISCELLANEOUS	8.00	17.25	46.00	15.50	36.75	18.00	11.25	27.50	23.25	21.75	32.00	16.75	274.00
MISCELLANEOUS REIMBURSED	76.50	42.00	112.00	89.00	43.00	24.00	14.00	19.50	7.00	25.00	39.50	5.50	497.00
Gross OFFICER OVERTIME	271.00	230.25	462.50	482.00	801.00	508.75	384.75	446.25	539.50	608.00	766.50	398.00	5898.50
SUBTOTAL REIMBURSED OVERTIME	(98.00)	(74.50)	(119.00)	(106.50)	(266.75)	(37.50)	(14.00)	(29.00)	(63.50)	(64.00)	(55.00)	(16.50)	(944.25)
NET OFFICER OVERTIME	173.00	155.75	343.50	375.50	534.25	471.25	370.75	417.25	476.00	544.00	711.50	381.50	4954.25
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: \$140,000
Expenditures through 12/23/2016 \$173,667
Percent of Total Budget: 124.05%

NOTES:

* Period 01/02/2016 - 01/29/2016
 **Period 1/30/2016 - 02/26/2016
 ***Period 02/27/2016 - 03/25/2016

+Period 3/26/2016 - 4/22/2016
 ++Period 4/23/2016 - 6/3/2016
 ^Period 6/4/2016 - 7/1/2016

#Period 7/2/2016 - 7/29/2016
 ##Period 7/30/2016 - 8/26/2016
 ^^Period 8/27/2016 - 9/23/2016

^^^Period 9/24/2016 - 10/21/2016
 *+Period 10/22/2016 - 12/2/2016
 **Period 12/3/2016 - 12/30/2016

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

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

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

01/02/2018
Report Date

NOTES:

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

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

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

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

Attachment: 2017 PD OT Report Summary (6747 : Police February 2018 Overtime Report)

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

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	41.50	19.50											61.00
OFFICER WORKED ON HOLIDAY	105.75	8.00											113.75
OFFICER FOR COURT	4.00	14.00											18.00
OFFICER TRAINING	82.00	122.00											204.00
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	10.50												10.50
STAFFING LEVEL	68.00	51.25											119.25
INVESTIGATION	50.75	77.00											127.75
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	12.50	25.50											38.00
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		17.50											17.50
MISCELLANEOUS	16.00	19.00											35.00
MISCELLANEOUS REIMBURSED	33.00	41.50											74.50
Gross OFFICER OVERTIME	424.00	395.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	819.25
SUBTOTAL REIMBURSED OVERTIME	(45.50)	(84.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(130.00)
NET OFFICER OVERTIME	378.50	310.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	689.25

Total Overtime Budget: \$150,000.00
Expenditures through 01/29/2018 \$26,597.41
Percent of Total Budget: 17.73%

NOTES:

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

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

***Period

+Period

++Period

^Period

#Period

##Period

^^Period

^^^Period

*+Period

*+*Period

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: March 13, 2018

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Services Billing Report for February, 2018.

ATTACHMENTS:

- FIRE DEPT FEB 2018 FIRE REPORT_2 (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2017

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	219.75	184.50	154.50	147.00	184.75	75.00	132.00	78.00	51.00	100.25	54.00	168.00	1,548.75
EMS TRAINING	24.00	257.50	72.00	40.50	89.00	0.00	0.00	0.00	75.00	81.00	81.00	66.50	786.50
FIRE TRAINING	35.00	0.00	10.50	89.50	316.25	21.25	12.75	0.00	3.75	54.25	22.25	62.50	628.00
RESCUE CALLS	5.50	6.75	39.25	8.50	6.00	9.25	0.00	19.50	7.25	18.00	6.75	8.50	135.25
FIRE CALLS	0.00	0.00	8.75	0.00	0.00	0.00	6.00	0.00	1.25	0.00	0.00	14.50	30.50
MEETINGS	37.00	55.25	60.00	53.00	16.75	22.50	5.25	0.00	15.00	32.00	33.25	4.50	334.50
STAFFING REP.	34.50	0.00	0.00	72.00	99.75	72.00	64.25	0.00	20.25	11.00	85.50	36.00	495.25
MAINTENANCE	0.00	0.00	0.00	0.00	0.75	14.25	0.00	0.00	0.00	16.50	12.00	0.00	43.50
PUB. ED.	9.75	0.00	9.00	15.00	3.75	5.00	0.00	3.75	9.00	81.25	0.00	0.00	136.50
SPECIAL EVENTS	0.00	0.00	0.00	0.00	274.00	0.00	0.00	29.50	66.00	22.50	6.00	0.00	398.00
# FIRE RUNS	42.00	32.00	33.00	15.00	35.00	31.00	41.00	41.00	22.00	31.00	25.00	48.00	396.00
# EMS RUNS	174.00	163.00	172.00	178.00	187.00	180.00	170.00	182.00	161.00	180.00	151.00	204.00	2,102.00
DISPATCH ERRORS	2.00	5.00	7.00	7.00	0.00	6.00	4.00	1.00	1.00	3.00	4.00	1.00	41.00
TOTAL HRS.	365.50	504.00	354.00	425.50	991.00	219.25	220.25	130.75	248.50	416.75	300.75	360.50	4,536.75

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2018

REASON	Jan.*	Feb.**	Mar.***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	153.00	117.00											270.00
EMS TRAINING	79.50	31.50											111.00
FIRE TRAINING	21.75	31.50											53.25
RESCUE CALLS	17.00	6.75											23.75
FIRE CALLS	1.00	4.00											5.00
MEETINGS	30.25	41.25											71.50
STAFFING REP.	0.00	0.00											0.00
MAINTENANCE	26.50	6.75											33.25
PUB. ED.	13.50	0.00											13.50
SPECIAL EVENTS	58.75	0.00											58.75
# FIRE RUNS	39.00	35.00											74.00
# EMS RUNS	193.00	168.00											361.00
DISPATCH ERRORS	6.00	1.00											7.00
TOTAL HRS.	401.25	238.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	640.00

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through February 23, 2018 \$14,020, 15%

*Period: 12/30/17-01/26/18

+Period:

^Period:

#Period:

**Period: 01/27/18-02/23/18

++Period:

^^Period:

##Period:

***Period:

+++Period:

^^^Period:

###Period:

**DE PERE FIRE RESCUE
OVERTIME CAUSED BY SICK LEAVE
FEBRUARY, 2018**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
TOTAL	0	0

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

LIFEQUEST MEDICAL BILLING - 2018 **MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	163,001	141,019				
PAYMENTS	52,987	64,975				
CREDIT ADJUSTMENTS	56,314	62,390				

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES						
PAYMENTS						
CREDIT ADJUSTMENTS						

Payments to LifeQuest	
Jan. 2018	2,588
Feb. 2018	2,935
March 2018	
April 2018	
May 2018	
June 2018	
July 2018	
Aug. 2018	
Sept. 2018	
Oct. 2018	
Nov. 2018	
Dec. 2018	
Total Paid	\$5,523

**See attached details



Billing, Collection, & Data Management Services

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N2930 State Road 22, Wautoma, WI 54982-5267

De Pere Fire Rescue

Income and Expenditures

252

February 2018

All Phases

Charges	Billing Phase 1	Collections Phases 2 & 3	Total
Collection Placements / Charges	\$116,816.80	\$24,202.69	\$141,019.49
Interest on Delinquent Accounts	\$0.00	\$0.00	\$0.00
Insurance Interest	\$0.00	\$0.00	\$0.00
Transaction Fees	\$0.00	\$0.00	\$0.00
Probate Fees	\$0.00	\$0.00	\$0.00
Subtotal of Charges	\$116,816.80	\$24,202.69	\$141,019.49
Account Transfers	\$8,701.98	\$15,500.71	\$24,202.69
Credit Summary			
Total Credits - All Types	\$125,493.52	\$434.39	\$125,927.91
Total Credit Adjustments	\$62,389.59	\$0.00	\$62,389.59
Total Closed Account Adjustments	\$0.00	\$0.00	\$0.00
Total Payments Received (Applied to Acct Bal's)	\$63,103.93	\$434.39	\$63,538.32
Total Overpayments (OP)	\$(2,779.43)	\$0.00	\$(2,779.43)
Total Payments Received (plus overpayments)	\$65,883.36	\$434.39	\$66,317.75
Total Overpayment Returns (\$ not deposited)	\$(1,343.09)	\$0.00	\$(1,343.09)
Total Payments Received (less OP returns)	\$64,540.27	\$434.39	\$64,974.66
Less Payment Kept By (PKB, \$ kept by service)	\$0.00	\$0.00	\$0.00
Total Deposits	\$64,540.27	\$434.39	\$64,974.66
Summary of Disbursement			
Total Deposits & Payments Kept By	\$64,540.27	\$434.39	\$64,974.66
Less Overpayment Refunds (patient / ins reimbursement)	\$(1,436.34)	\$0.00	\$(1,436.34)
Gross Revenue	\$63,103.93	\$434.39	\$63,538.32
Total LifeQuest Fee	\$2,839.68	\$95.56	\$2,935.24
Probate Fees	\$0.00	\$0.00	\$0.00
Other / Fees			\$0.00
Total Due LifeQuest	Check # EFT		\$2,935.24
Total Service Revenue	\$60,264.25	\$338.83	\$60,603.08
Total Payment Kept By	\$0.00	\$0.00	\$0.00
Total Service Payable	\$0.00	\$0.00	\$0.00
Probate Fees	\$0.00	\$0.00	\$0.00
Other / Fees	\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$60,264.25	\$60,603.08

Messages:

TOTAL DEPOSITS EOM DIFFER FROM BANK STATEMENT BY \$67.49 DUE TO 2/20/18 ACH RETURN FOR \$67.49.
CLG 3.1.18

Quality

Speed

Service

Attachment: FIRE DEPT FEB 2018 FIRE REPORT_2 (6757 : Fire Department Overtime and LifeQuest Services Billing Report for February, 2018.)



Billing, Collection, & Data Management Services

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N2930 State Road 22, Wautoma, WI 54982-5267

De Pere Fire Rescue

Billing Summary

252

February 2018

Phase 1 - 4.500%

Charges

Charges	\$116,816.80	
Interest on Delinquent Accounts	\$0.00	
Insurance Interest	\$0.00	
Transaction Fees	\$0.00	
Probate Fees	\$0.00	
Subtotal of Charges		\$116,816.80

Account Transfers

Transferred out of Phase 1	\$8,701.98	
----------------------------	------------	--

Credit Summary

Total Credits - All Types	\$125,493.52	
Total Credit Adjustments	\$62,389.59	
Total Closed Account Adjustments	\$0.00	
Total Payments Received (Applied to Acct Bal's)	\$63,103.93	
Total Overpayments (OP)	\$(2,779.43)	
Total Payments Received (plus overpayments)	\$65,883.36	
Less Overpayment Returns (\$ not deposited)	\$(1,343.09)	
Total Payments Received (less OP returns)	\$64,540.27	

Net Monthly Activity

\$(8,676.72)

Summary of Disbursement

Total Deposits & Payments Kept By	\$64,540.27	
Less Overpayment Refunds (patient / ins reimbursement)	\$(1,436.34)	
Gross Revenue	\$63,103.93	

Total LifeQuest Fee	\$2,839.68	
Probate Fees	\$0.00	
Total Due LifeQuest	\$2,839.68	

Total Service Revenue	\$60,264.25	
Total Payment Kept By	\$0.00	
Total Service Payable	\$0.00	
Probate Fees	\$0.00	
Other / Fees	\$0.00	
Total Due Service	\$60,264.25	

Messages:

Quality

Speed

Service

Total Page : 1 of 1
 Page : 1 of 1
 Date : 03/01/2018
 Time : 10:25:39

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

<u>Charges</u>	<u>Mar 2017</u>	<u>Apr 2017</u>	<u>May 2017</u>	<u>Jun 2017</u>	<u>Jul 2017</u>	<u>Aug 2017</u>	<u>Sep 2017</u>	<u>Oct 2017</u>	<u>Nov 2017</u>	<u>Dec 2017</u>	<u>Jan 2018</u>	<u>Feb 2018</u>	<u>Totals</u>
Mar 2017	6291	15478	13033	8750	4355	2979	218	231	1857	0	-1134	0 \$	52057
109191	5.8	14.2	11.9	8	4	2.7	0.2	0.2	1.7	0	-1	0 %	47.7
Apr 2017		0	8066	20412	7986	8243	5244	1233	2349	469	88	140 \$	54230
107626		0	7.5	19	7.4	7.7	4.9	1.1	2.2	0.4	0.1	0.1 %	50.4
May 2017			1798	22826	23795	7792	3294	1657	1104	1393	142	76 \$	63878
133686			1.3	17.1	17.8	5.8	2.5	1.2	0.8	1	0.1	0.1 %	47.8
Jun 2017				3377	21992	14962	2548	563	2741	131	373	-120 \$	46568
106453				3.2	20.7	14.1	2.4	0.5	2.6	0.1	0.4	-0.1 %	43.7
Jul 2017					728	22797	13962	9092	3397	1997	266	72 \$	52311
103344					0.7	22.1	13.5	8.8	3.3	1.9	0.3	0.1 %	50.6
Aug 2017						2988	24116	14116	9411	2465	1410	1104 \$	55611
112581						2.7	21.4	12.5	8.4	2.2	1.3	1 %	49.4
Sep 2017							2844	20242	14852	8493	2815	1218 \$	50464
100120							2.8	20.2	14.8	8.5	2.8	1.2 %	50.4
Oct 2017								0	19943	25613	8406	2790 \$	56752
115091								0	17.3	22.3	7.3	2.4 %	49.3
Nov 2017									979	18831	13157	9760 \$	42728
97943									1	19.2	13.4	10 %	43.6
Dec 2017										69	21625	21392 \$	43087
118936										0.1	18.2	18 %	36.2
Jan 2018											2039	21972 \$	24011
127244											1.6	17.3 %	18.9
Feb 2018												3686 \$	3686
75463												4.9 %	4.9
Averages	<u>1st Mo</u>	<u>2nd Mo</u>	<u>3rd Mo</u>	<u>4th Mo</u>	<u>5th Mo</u>	<u>6th Mo</u>	<u>7th Mo</u>	<u>8th Mo</u>	<u>9th Mo</u>	<u>10th Mo</u>	<u>11th Mo</u>	<u>12th Mo</u>	
Extended	1.9	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	1.9	17.7	15.9	7.3	3.1	2.2	0.6	0.8	0.5	0	-0.5	0	

Attachment: FIRE DEPT FEB 2018 FIRE REPORT_2 (6757 : Fire Department Overtime and LifeQuest Services Billing Report for February, 2018.)

Total Page : 30 of 31

Page : 1 of 2

Date : 02/28/2018

Time : 20:01:25

History ID : 42510009

Credit Summary

Summary By Credit Code - Report Category/Code ID

Phase 1 Credit Report**DE PERE FIRE RESCUE**

<u>ID</u>	<u>Description</u>	<u>Credits</u>	<u>QTY %</u>	<u>Amount</u>	<u>Amount %</u>
Report Category	ADJUSTMENTS				
8	A--MEDICARE ADJUSTMENT	212	31.27	23532.40	18.75
9	A--MEDICAL ASSIST ADJUST	25	3.69	4725.84	3.77
11	A--DECEASED NO ESTATE	1	0.15	1542.60	1.23
192	A--HARDSHIP DISCOUNT/CHARITY	1	0.15	337.19	0.27
223	A--MC 2% SEQUESTERED AMT ADJ	39	5.75	175.12	0.14
778	A--OTHER MC/MA MANDATORY ADJ	53	7.82	23375.55	18.63
IO	A--INTEREST OFFSET	11	1.62	-1.09	0.00
LC	A--LIFEQUEST COLLECTIONS	16	2.36	8701.98	6.93
		-----		-----	
		358		62389.59	

Attachment: FIRE DEPT FEB 2018 FIRE REPORT_2 (6757 : Fire Department Overtime and LifeQuest Services Billing Report for February, 2018.)

Total Page : 9 of 9
 Page : 1 of 1
 Date : 02/28/2018
 Time : 20:00:25
 History ID : 42510006

Aging Summary

Phase 1 Aging Report

Report As Of February 28, 2018

Grouped By Schedule on Call

DE PERE FIRE RESCUE

ID	Description	Calls	Current	31 to 60	61 to 90	91 to 120	121 to 150	151 to 180	Over 180	Total
ATTY-EMS	Attorney (EMS)	2	67.49	0.00	0.00	762.00	0.00	0.00	0.00	829.49
CONT	CONTRACT SCHEDUL	6	1787.20	1134.23	0.00	0.00	1752.60	0.00	0.00	4674.03
DENY	PAY OR DENIED/NOT	18	5853.20	1527.32	1044.20	255.00	0.00	0.00	0.00	8679.72
EPA	EPA PENDING PAID IN	2	275.00	0.00	0.00	218.32	0.00	0.00	0.00	493.32
IE	Insurance (Electronic)	50	20150.20	14265.40	5901.40	891.20	924.40	0.00	924.00	43056.60
IE2	Insurance 2ndary (Ele	1	98.49	0.00	0.00	0.00	0.00	0.00	0.00	98.49
IMA	INSURANCE/MA	6	1671.40	0.00	2022.40	0.00	1076.40	0.00	1280.20	6050.40
IMAR	Insurance/MA Review	1	0.00	0.00	0.00	0.00	705.00	0.00	0.00	705.00
IP	INSURANCE (PAPER)	6	1052.20	3690.60	0.00	0.00	0.00	0.00	0.00	4742.80
IP2	Insurance 2ndary (Pa	5	359.21	0.00	100.00	290.52	0.00	0.00	0.00	749.73
IPAY	Ins May Pay Pt (Elec) -	16	7530.80	3685.60	1784.60	0.00	0.00	0.00	1723.20	14724.20
Lat	Latitude - Export to	2	0.00	0.00	0.00	0.00	2533.60	0.00	0.00	2533.60
MAHO	MA HMO/OUT OF STA	11	3577.20	745.20	0.00	2864.20	1920.40	0.00	850.80	9957.80
MAHOR	MA HMO/Out of State	1	0.00	0.00	0.00	0.00	0.00	0.00	974.80	974.80
MAWI	MEDICAID - WISCONSI	11	2487.00	0.00	0.00	1150.20	856.60	0.00	3365.80	7859.60
MCA	Medicare Appeals	1	0.00	0.00	745.20	0.00	0.00	0.00	0.00	745.20
MCB	Medicare Part B	22	12902.80	2195.60	4092.80	0.00	0.00	0.00	953.20	20144.40
MCD	MEDICARE DENIED RE	2	1436.00	0.00	0.00	0.00	0.00	0.00	0.00	1436.00
MRR	Medical Records Requ	1	0.00	1067.80	0.00	0.00	0.00	0.00	0.00	1067.80
NOMATCH	Skip Trace Dead End	1	0.00	0.00	0.00	0.00	0.00	0.00	922.40	922.40
NOUPDATE	Skip Trace Dead End	4	0.00	0.00	0.00	0.00	0.00	275.00	1569.00	1844.00
NSA	NO SCHEDULE ASSIG	3	1134.20	0.00	0.00	912.80	850.09	0.00	0.00	2897.09
OPMT	OVERPAYMENT SCHE	4	-185.10	0.00	-1058.36	0.00	0.00	0.00	-1066.00	-2309.46
OPMTL	OVERPAYMENT - NEE	2	-1974.40	0.00	0.00	0.00	0.00	0.00	0.00	-1974.40
P	Probate Move to Latitu	3	275.00	0.00	0.00	0.00	0.00	510.00	0.00	785.00
PRIV	Private (Self) Pay - EM	65	22085.00	19529.20	8246.40	4264.20	840.00	0.00	2921.40	57886.20
PRIV2	PRIM PAY OR PD PRIM	66	11268.97	2285.12	1657.30	1316.92	0.00	996.60	0.00	17524.91
PRMX	Ins 2ndary (Auto X-O	24	2846.22	0.00	0.00	0.00	0.00	0.00	0.00	2846.22
PSMA	PRIMARY PAID - HOL	5	450.87	0.00	0.00	0.00	0.00	0.00	0.00	450.87
RCP	RECOUPMENT SCHED	4	1020.72	0.00	0.00	0.00	0.00	0.00	-179.13	841.59
RRE	RAILROAD MEDICARE	5	1488.80	1728.60	703.60	0.00	0.00	0.00	0.00	3921.00
SIG	SIGNATURE NEEDED (	17	5267.00	8605.20	0.00	769.20	0.00	0.00	885.40	15526.80
T1	TIME PAY PHASE 1	20	7398.57	203.60	0.00	510.00	0.00	0.00	0.00	8112.17
TLOxpMR	TLOxp Rtn Manual Re	2	0.00	0.00	0.00	0.00	0.00	0.00	1944.40	1944.40
TLOxpUPDATE	TLOxp Rtn w/Update	10	0.00	0.00	0.00	1136.00	0.00	250.00	5066.20	6452.20
UHC	UHC DO NOT USE A0	4	0.00	0.00	0.00	0.00	0.00	0.00	5940.00	5940.00
UPDATED	Innovis Rtn w/Update	3	330.66	738.80	0.00	1117.40	0.00	0.00	0.00	2186.86
VA	Veterans Admin Ins	2	0.00	1050.80	0.00	0.00	935.00	0.00	0.00	1985.80
WORK	WORKER'S COMPENS	1	0.00	0.00	0.00	0.00	0.00	806.00	0.00	806.00

Company Totals: 252 DE PERE FIRE RESCUE

409 110654.70 62453.07 25239.54 16457.96 12394.09 2837.60 28075.67 258112.63

Attachment: FIRE DEPT FEB 2018 FIRE REPORT_2 (6757 : Fire Department Overtime and LifeQuest Services Billing Report for February, 2018.)



Billing, Collection, & Data Management Services

1-888-777-4911 • www.lifequest-services.com

N2930 State Road 22, Wautoma, WI 54982-5267

DE PERE FIRE RESCUE

Billing Reconciliation Summary
February 2018

252

Charges

Prior Month's Balance	\$266,789.35
February Charges	\$116,816.80

Subtotal of Charges

\$383,606.15

Adjustments

Intercept	\$0.00
Credit Tagged	\$0.00
Per Contract	\$0.00
LifeQuest Collections	\$8,701.98
Closed	\$0.00
Other	\$53,687.61

Total Adjustments for the Month

\$62,389.59

Credits

Cash / Check	\$11,814.55
Contract Payments	\$0.00
Credit Card	\$0.00
Direct Deposit	\$44,786.42
Hospital	\$0.00
Insurance	\$9,282.39
Payment Kept By	\$0.00

Total Payments Received for the Month

\$65,883.36

Overpayment

Recoupment	\$0.00
Refunds	\$-1,436.34
Returns	\$-1,343.09
Service Payable	\$0.00
Other	\$0.00

Total Overpayments for the Month

-\$2,779.43

Total for Reconciliation Summary

\$258,112.63

Ending Balance of Accounts Receivables

\$258,112.63

Attachment: FIRE DEPT FEB 2018 FIRE REPORT_2 (6757 : Fire Department Overtime and LifeQuest Services Billing Report for February, 2018.)



DE PERE FIRE RESCUE STRUCTURAL FIRE "STILL" ALARMS FOR FEBRUARY 2018

Incident Date	Incident Location	Shift	Reported Situation	Units Dispatched	Disposition
02/01/2018	1751 W. Matthew Drive	A	Fire alarm sounding	E111, E121	Investigate, malfunction
02/02/2018	1233 O'Keefe Court	B	Smoke scare/odor of smoke	E111	Investigate, vehicle issue
02/02/2018	1745 Martinwood Court	B	Smoke scare/odor of smoke	E111	Investigate
02/02/2018	1703 Patriot Way	B	Building fire	C101, E111, L111, E121 & Duty Crew	Extinguishment, salvage & overhaul
02/02/2018	650 Heritage Road	B	Gas leak	E111, E121	Investigate
02/07/2018	330 Reid Street	C	Fire alarm sounding	E111	Investigate, unintentional
02/07/2018	2099 Lost Dauphin Road	A	Carbon monoxide detector	E111	Investigate, malfunction
02/08/2018	1722 O'Hearn Lane	A	Smoke or odor removal	E111	Investigate
02/09/2018	384 Arborvitae Lane	A	Smoke or odor removal	E111	Investigate
02/12/2018	650 Heritage Road	C	Fire alarm sounding	A112, E111, L111	Investigate, malfunction
02/14/2018	1826 S. Sunkist Circle	C	Smoke or odor removal	E111	Investigate
02/14/2018	2978 Tordeur Lane (Village of Bellevue)	C	Building fire	C101, L111	Establish safe area
02/15/2018	740 N. Melcorn Circle	C	Smoke or odor removal	E111	Investigate, no odor found
02/17/2018	1901 Cross Creek Circle	A	Carbon monoxide detector	E111	Investigate, malfunction
02/18/2018	1174 Scheuring Road	A	Fire alarm sounding	E121	Investigate
02/18/2018	550 S. 9th Street	A	Building fire	C102, A121, E111, L111, Duty Crew	Investigate, search, rescue, ventilate, salvage & overhaul and extinguishment by fire service personnel
02/19/2018	2191 American Blvd.	A	Fire alarm sounding	E111, E121	Investigate, unintentional
02/19/2018	1901 Cross Creek Circle	A	Smoke or odor removal	E111	Investigate, ventilate
02/19/2018	1152 Grant Street	A	Carbon monoxide detector	E111	Investigate, no CO

Attachment: FIRE DEPT FEB 2018 FIRE REPORT_2 (6757 : Fire Department Overtime and LifeQuest Services Billing Report for February, 2018.)

Incident Date	Incident Location	Shift	Reported Situation	Units Dispatched	Disposition
02/20/2018	301 N. Broadway	B	Fire alarm sounding	E111, E121	Investigate, unintentional
02/20/2018	2924 S. Ridge Road (Village of Ashwaubenon)	B	Structure fire	C102, L111	Investigate
02/20/2018	840 Main Avenue	A	Fire alarm sounding	E111, E121	Investigate
02/21/2018	1316 Alice Drive	B	Smoke odor	L111	Provide apparatus
02/23/2018	434 N. St. Bernard	C	Smoke odor	E111	Investigate, heating malfunction
02/23/2018	1725 Burgoyne Court	C	Fire alarm sounding	E111, E121	Investigate, burnt food
02/24/2018	1209 Bruss Street	A	Arcing, shorted electrical equipment	E111	Investigate, tree branch on fire

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: March 13, 2018

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Police Request for \$5,000 from Undesignated Reserves for Squad Replacement*

The purpose of the request is to replace a 2014 Ford Taurus traffic squad that was suddenly and permanently disabled when its driver was involved in a traffic crash on February 19, 2018. The vehicle was totaled and the city will receive \$12,900 from the insurance company. The potential replacement squad is an identical vehicle except it is a 2018 model. The new squad costs about \$33,000, and with some additional costs to change the equipment over brings the total cost to about \$35,000.

The department will again lease the vehicle from Ford Municipal Leasing and will own the vehicle at the end of the lease. There will be a small interest charge and a processing fee bringing the total amount to about \$35,700. The \$35,700 will be split between two years (and budgets) with the first payment made up front. Thus, the first payment will be about \$17,850 as will the second payment that is made in 2019.

The police department is requesting up to \$5,000 from the undesignated reserve fund to pay the remainder of the first year lease payment on a replacement squad (\$17,850 minus the insurance payoff of \$12,900 equals \$4,950. The unforeseen squad replacement was not identified in the police portion of the 2018 budget. The amount is still unknown exactly as we are waiting for estimates from the outfitters. The amount could be less. We are requesting only up to \$5,000 in assistance.

Please let me know if you have any questions about the lease arrangements or process. We should have better figures at the meeting. Thank you.

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: March 13, 2018

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider Public Works Department Organizational Changes*

ATTACHMENTS:

- Public Works Department Organizational Changes 3-2-18 (DOC)
- Public Works Department Organizational Changes 3-2-18 (PPTX)
- Organizational changes (PDF)

City of De Pere

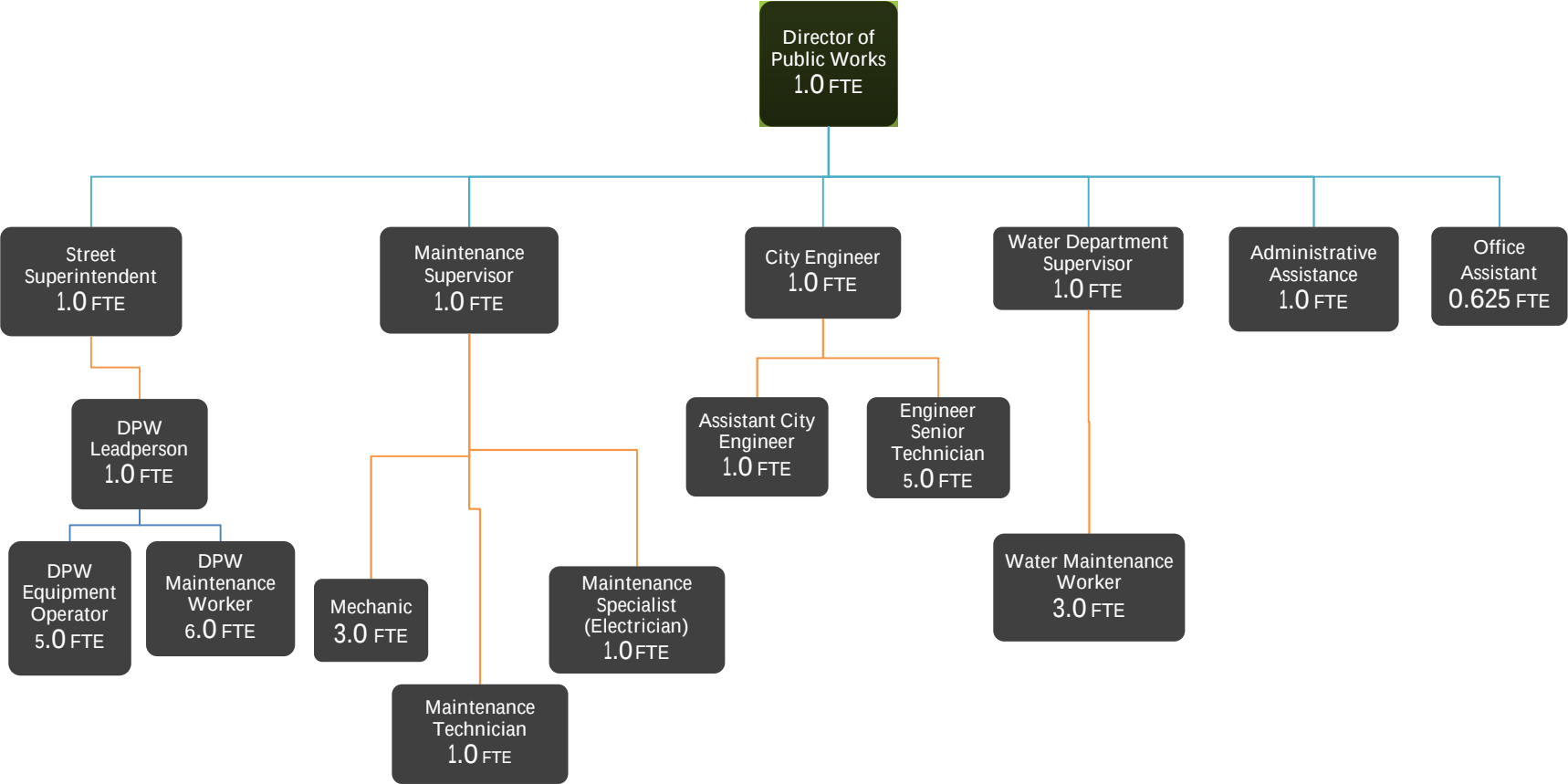
Public Works Department

Memo

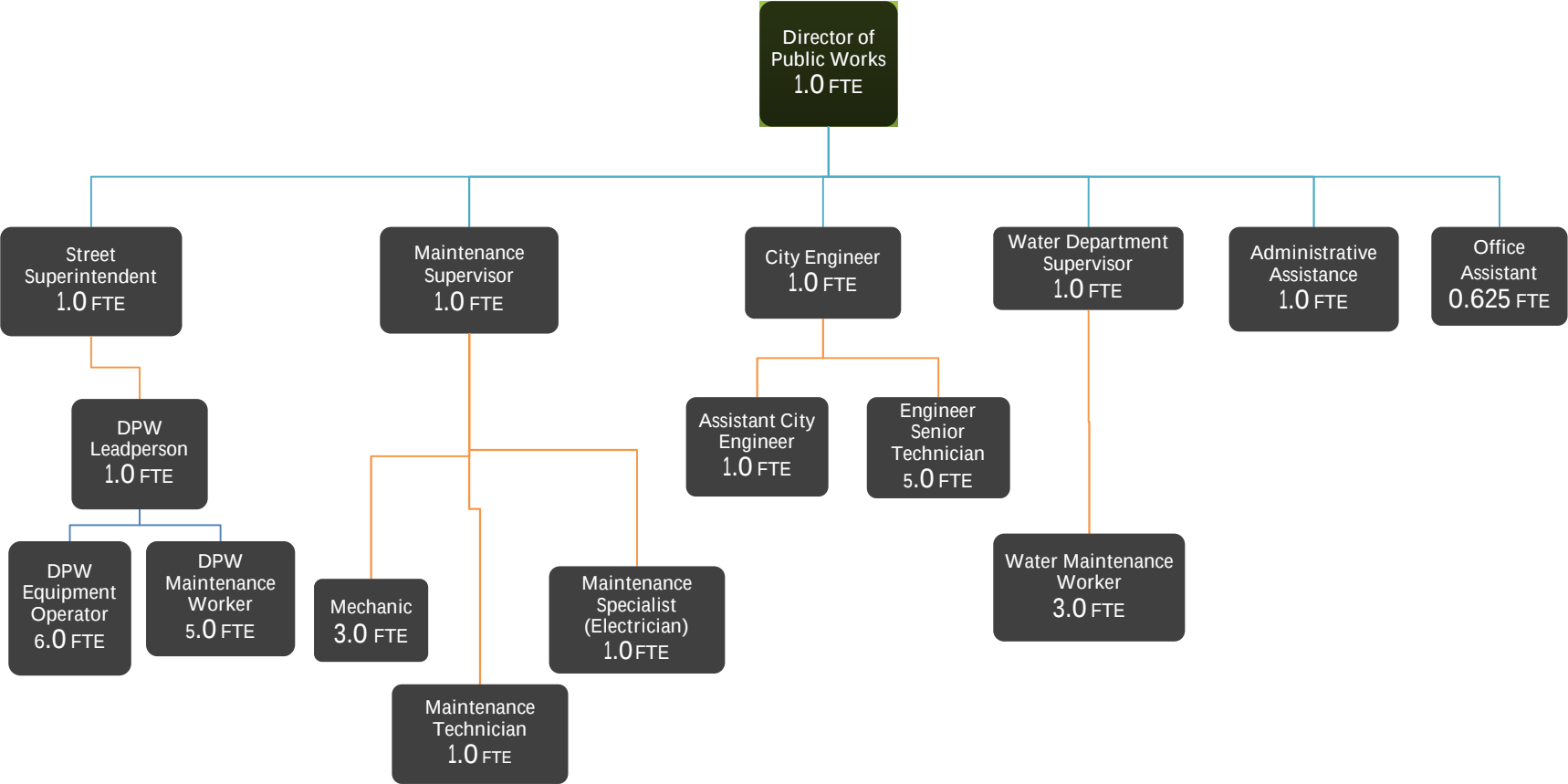
To: Honorable Mayor Walsh
Finance/Personnel Committee
From: Scott J. Thoresen, Director of Public Works
Shannon Metzler, Human Resources Director
Date: March 7, 2018
Subject: Consider Public Works Department Organizational Changes

We currently have a vacancy in the street department for a DPW Maintenance Worker position. As part of the recruitment process for this position, staff evaluated the operational needs for the existing public works organizational structure and whether changes should be made. In reviewing the current operations and our recently approved organizational changes on 12/19/17 (see attached), it has been determined there is a need to reclassify an existing DPW Maintenance Worker position to a DPW Operator position. The original organizational structure prior to 12/19/17 (see attached) had six (6) DPW operator positions and it was changed to five (5) DPW Operator positions. In reviewing the street department operations, we really need to have six (6) DPW Operator and five (5) DPW Maintenance Worker positions. Staff is recommending revisions to the public works organizational structure to have six (6) DPW Operators and Five (5) DPW Maintenance Workers. (See attached proposed public works organizational structure). The addition of the proposed DPW Operator position will be assumed by a current street department employee. There is no impact for the 2018 budget with the proposed street department organizational changes. As part of these changes we will still pursue recruiting for a DPW Maintenance Worker.

CURRENT PUBLIC WORKS ORGANIZATION STRUCTURE
COUNCIL APPROVED
12/19/17



PROPOSED PUBLIC WORKS ORGANIZATION STRUCTURE



City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Finance/Personnel Committee

From: Scott J. Thoresen, Director of Public Works
Shannon Metzler, Human Resources Director

Date: December 12, 2017

Subject: Public Works Department Organizational Changes

June 30, 2017 The City's Street Superintendent retired from the City. The Street Department Foreperson was promoted to the Street Superintendent position. As part of the recruitment process for the Street Foreperson and planning for the 2018 budget, staff evaluated the existing public works organizational structure and whether changes should be made. Staff is recommending the following changes to the public works department:

- Create a new position called Maintenance Supervisor. The Mechanic Leadperson would assume this role. The position would be responsible for both the fleet maintenance and building maintenance areas. This would be a salaried management position.
- Eliminate the Mechanic Leadperson position. Duties of this position would be covered under the Maintenance Supervisor position.
- Eliminate the Street Foreperson position. The administrative duties of this position would be covered by the Street Superintendent.
- Create a lead person position in the Street Department that would cover some of the field duties of the Street Department Foreperson such as answering phone and radio calls from the street department employees when Street Superintendent is not available. This responsibility would be assumed by a current street department employee.
- Managing fleet maintenance would be moved from the Street Superintendent to the Maintenance Supervisor.
- One additional Public Works Maintenance Worker will be added to the street department to replace the Street Foreperson. This will keep the total number of employees in street department at twelve (12) employees.
- One Mechanic position will be added to fleet maintenance as requested in the 2018 budget.
- One Engineering Technician position will be added to the Engineering Department as requested in the 2018 budget.

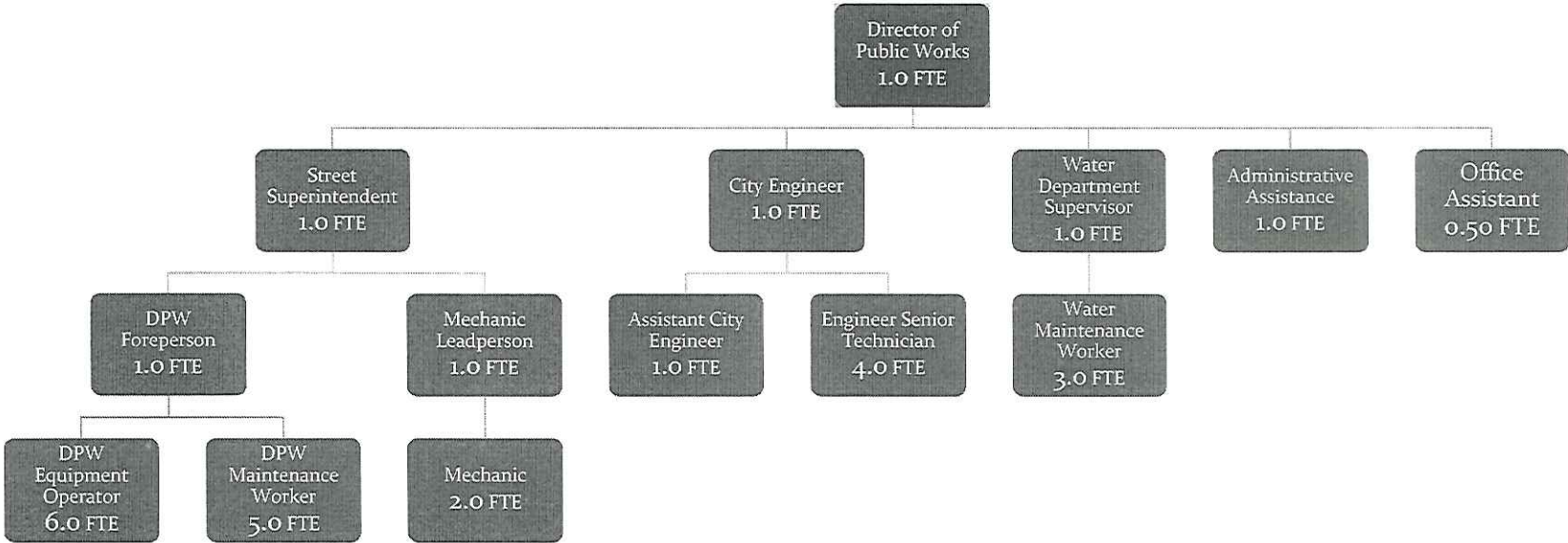
Attachment: Organizational changes (6763 : Consider Public Works Department Organizational Changes)

- Additional hours added to the Office Assistant position in public works as requested in the 2018 budget. This will increase the hours from twenty (20) to twenty-five (25) per week.

The estimated savings for the 2018 budget is approximately \$7,000 for the above mentioned changes to the public works department. The added positions requested in the 2018 budget are not reflected in the savings because they would occur regardless if the reorganization were to happen.

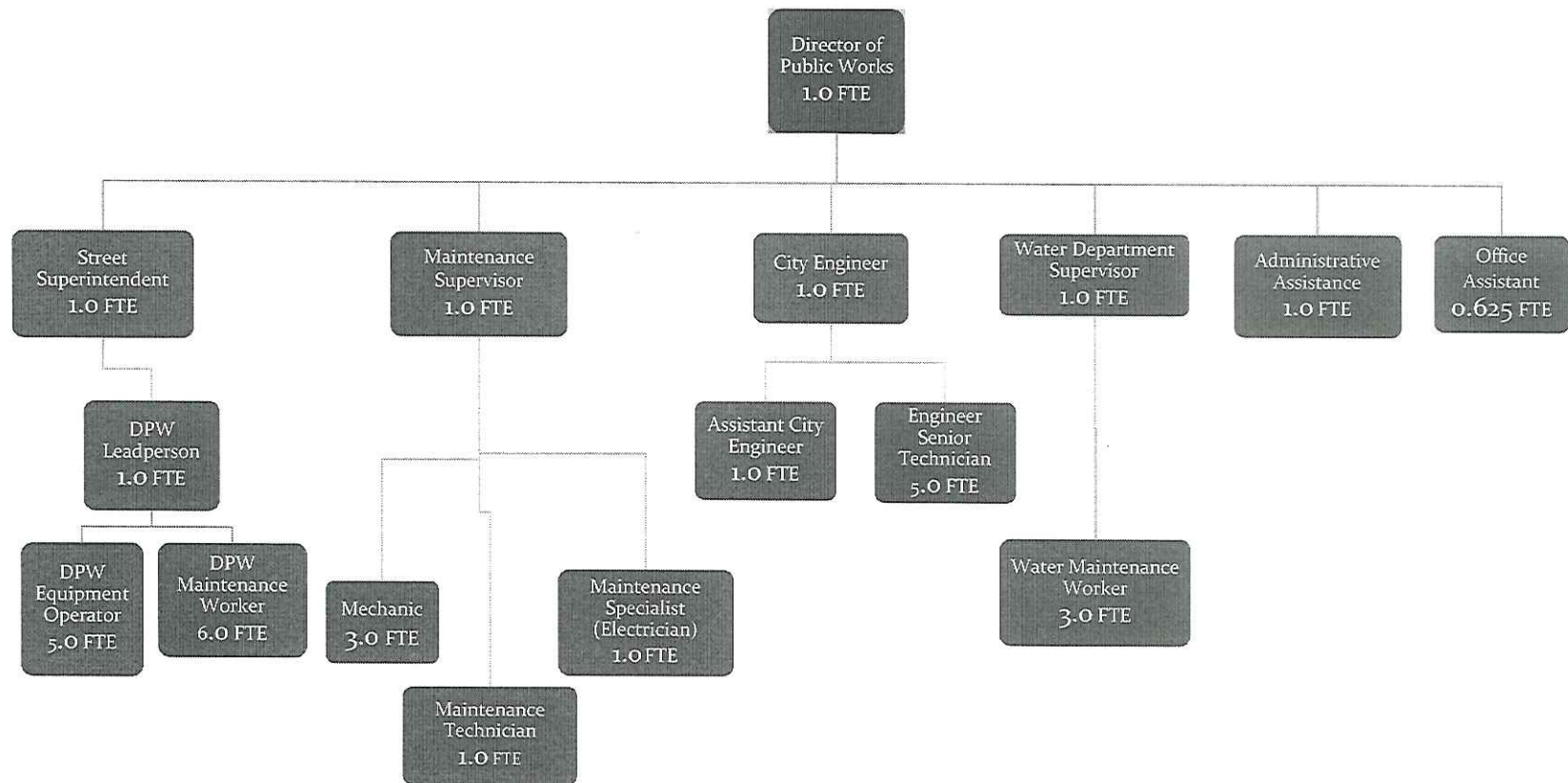
EXISTING PUBLIC WORKS ORGANIZATION STRUCTURE

PRIOR 12/19/17



PROPOSED PUBLIC WORKS ORGANIZATION STRUCTURE

Approved 12/19/17



City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: March 13, 2018

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Consideration of Tax Collection Agreement Between Brown County Treasurer and City of De Pere (December 2018 - February 2019).*

ATTACHMENTS:

- memo to council re tax collection agreement with brown county 2018 (DOC)
- 2018-2019 Municipal Tax Collection Agreement-Fillable (PDF)
- Reso17-12 (DOCX)

CITY OF DE PERE**MEMO**

DATE: February 22, 2018
TO: Members of the Finance/Personnel Committee
FROM: Shana Ledvina, Clerk-Treasurer
RE: Tax Collection Agreement with Brown County

The Brown County Treasurer's Office is again offering tax collection services to municipalities for the 2018 tax year (December 2018 – February 2019). The agreement before you is the same as last year's agreement that was approved by the Common Council by Resolution 17-12. There is no fee for using the County Treasurer's Office services; we only pay actual postage costs for the mailing of the tax bills.

I recommend approval of the tax collection agreement. Brown County offers many locations for in-person tax payments as well as the ability to receive a receipt by mail for those paying by mail.

If you have any questions, feel free to contact Shana Ledvina at 339-4072 ext. 1355.

Attachment: memo to council re tax collection agreement with brown county 2018 (6694 : Consideration of Tax Collection Agreement Between

**BROWN COUNTY TAX COLLECTION AGREEMENT
DECEMBER 2018 TO FEBRUARY 2019**

This Agreement is entered into by and between **Brown County ('County')**, a body corporate as that term is used in Wis. Stat. § 59.01, and the _____ (**'Municipality'**). This Agreement is made pursuant to Wis. Stats. § 74.10, which allows a WI County to contract with WI Municipalities for tax collection services, and pursuant to Wis. Stat. § 66.0301, which allows a WI County to enter into Intergovernmental Agreements with WI Municipalities.

Municipality desires for County to perform **Tax Collection Services ('Services')** on its behalf, and County desires to perform said Services, pursuant to the terms and conditions specified below.

1. The term of this Agreement is from December 2018 to February 2019.
2. Municipality's Clerk shall provide all **approved** 2018 tax rates to the Brown County Treasurer's Office by December 3, 2018.
3. County, via the Brown County Treasurer, shall prepare appropriate tax bills for Municipality, specifying the first installment payment and/or full payment of Real and Personal Property Taxes along with Special Charges and Special Assessments to be due on or before January 31st, annually. Tax bill preparation includes entering tax rates, providing forms, printing, folding, sealing, presorting, and delivering the tax bills to the United States Postal Service.
4. County, via the Brown County Treasurer, shall invoice Municipality for actual postage costs incurred due to mailing bills to taxpayers, which shall be paid by Municipality on or before January 31, 2019.
5. County, via the Brown County Treasurer, shall process the first installment and full payments of Real and Personal Property Taxes, plus payments of Special Charges and Special Assessments.
6. County, via the Brown County Treasurer, shall deposit collections in Municipality's specified bank account on a bi-weekly basis. Municipality shall have full control of said bank account.
7. County, via the Brown County Treasurer, shall provide an electronic *Real Estate Tax, Special Charges & Special Assessments, and Personal Property Tax Report* to Municipality with each bi-weekly deposit.
8. County, via the Brown County Treasurer, shall provide a receipt to taxpayers that pay in person at the Brown County Treasurer's Office.
9. Municipality's Treasurer shall forward any timely payments received by Municipality to the Brown County Treasurer's Office within three business days of said payment(s) being received by Municipality.
10. Municipality shall settle with County for all collections received, including collections for Special Assessments, Special Charges, and Special Taxes, and for General Property Taxes, on or before February 20, 2019 and Municipality shall pay all taxing districts their proportionate share of levies collected based on information provided by the Brown County Treasurer's Office.
11. If changes in state law occur during the course of this Agreement which substantially change tax collection methods or requirements, either party may elect to terminate this Agreement by providing the other party with thirty days prior written notice. Any material violation of the terms and conditions of this Agreement shall be grounds for termination upon ninety days written notice.
12. County shall collect **BOTH Real Property Taxes** (including Special Charges and Special Assessments) **AND Personal Property Taxes** on behalf of Municipality (NOTE: Due to recent software changes, this is the only option available for a Municipality that seeks to have County perform Tax Collection Services on its behalf).

Municipality Cost: \$0.00 per Property Tax Bill and Actual Postage Costs.

By signing below, the parties affirm and acknowledge that they have read and understand this Agreement, that they shall be bound by the terms and conditions of this Agreement, and that they have authority to enter into this Agreement on behalf of their respective Municipality or County.

	Brown County
Name of Municipality	Name of County
	Troy Streckenbach
Printed Name of Individual Signing on Behalf of Municipality	Name of Individual Signing on Behalf of County
	Brown County Executive
Printed Title of Individual Signing on Behalf of Municipality	Title of Individual Signing on Behalf of County
X	X
Signature of Individual Signing on Behalf of Municipality	Signature of Individual Signing on Behalf of County
Date Signed	Date Signed
	(920) 448-4001
Phone Number	Phone Number

This Document Drafted By:

David P. Hemery, BCCC

WI Bar No. 1033291

Brown County Corporation Counsel Office

305 East Walnut Street, Suite 680

Green Bay, WI 54301

Phone: (920) 448-4006 - Fax: (920) 448-4003

RESOLUTION #17-12

AUTHORIZING TAX COLLECTION AGREEMENT
BETWEEN BROWN COUNTY TREASURER AND CITY OF DE PERE
(December 2017 – February 2018)

WHEREAS, the City and Brown County are subject to an Agreement whereby the County agrees to provide tax collection services on City's behalf for real and personal property taxes, as well as payments of special assessments and special charges for the first installment of property tax collection; and

WHEREAS, the County Treasurer has presented City with a revised Agreement (covering December 2017-February 2018), which provides the ability of Brown County to invoice the City for the actual costs incurred by Brown County for mailing bills to taxpayers; and

WHEREAS, this matter has been reviewed by the Finance/Personnel Committee, which recommends approval thereof.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Mayor is authorized and directed to enter into the Brown County Tax Collection Agreement (December 2017-February 2018) between the Brown County Treasurer and the City of De Pere (Exhibit A).

BE IT FURTHER RESOLVED THAT:

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

Resolution #17-12
Page 2 of 2

Adopted by the Common Council of the City of De Pere, Wisconsin, this 22nd day of
February, 2017.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Carey Danen, Deputy Clerk

Ayes: _____

Nays: _____

Attachment: Reso17-12 (6694 : Consideration of Tax Collection Agreement Between Brown County Treasurer and City of D)

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: March 13, 2018

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Consider Creation of a Resolution Urging State Legislators to Give Full Consideration to, and Ultimately Adopt, Enhanced Safety Measures Relating to Firearms and Ammunition.*

The attached draft Resolution was provided by Alderperson Nelson and this Item has been added to the Agenda at his request.

ATTACHMENTS:

- Reso18-XX Call to State Legislators for More Restrictive Gun Laws (PDF)

RESOLUTION #18-XX

URGING STATE LEGISLATORS TO GIVE FULL CONSIDERATION TO, AND
ULTIMATELY ADOPT, ENHANCED SAFETY MEASURES RELATING TO
FIREARMS AND AMMUNITION

WHEREAS, the federal government has been unwilling to adopt meaningful gun safety reform, providing the impetus for states to address ways to prevent mass shootings on their own; and

WHEREAS, the State of Wisconsin has refused to enact meaningful gun reform measures that would work to prevent mass tragedies frequently seen across the nation; and

WHEREAS, Wis. Stats. §66.0409 preempts municipalities from enacting gun regulation or reform measures more stringent than state statutes; and

WHEREAS, children across the nation live with the constant threat of an active shooter while attending school, while state elected officials continue to refuse to make meaningful policy changes that could lessen the frequency of these tragedies; and

WHEREAS, all citizens of our country face the threat of an active shooter when in a public space due to the ease in which high powdered firearms designed for warfare and high capacity magazines can be bought and sold; and

WHEREAS, under current state law, firearms can be purchased privately without a background check, increasing the ability of those with nefarious intentions or criminal backgrounds to obtain firearms; and

WHEREAS, this matter has been reviewed by the Finance/Personnel Committee, which recommends approval of the same.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Common Council of the City of De Pere hereby petitions the legislature of the State of Wisconsin to give full consideration to, and ultimately adopt, enhanced safety measures related to the buying and selling of firearms and ammunition. Specific reforms could include strengthened background checks for all gun purchases, magazine capacity limitations and an increase in the minimum age requirement to purchase any type of firearm.

BE IT FURTHER RESOLVED THAT:

The Clerk-Treasurer is authorized and directed to provide a copy of this Resolution to the Governor Scott Walker, Senators David Hansen and Robert Cowles, and Assembly Representatives John Macco, David Steffen, and Andre Jacque.

Resolution #18-XX
Page 2 of 2

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin this _____ day of _____, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: March 13, 2018

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Redevelopment Agreement Terms with GB 1100 Main, LLC and GB Real Estate Investments regarding the redevelopment of Parcels WD-VA450, WD-VA450-1, WD-VA454 and WD-VA455-1, at the intersection of Main Avenue and Interstate Highway 41. *

ATTACHMENTS:

- GB Real Estate FP DA Memo 3-2018 (PDF)

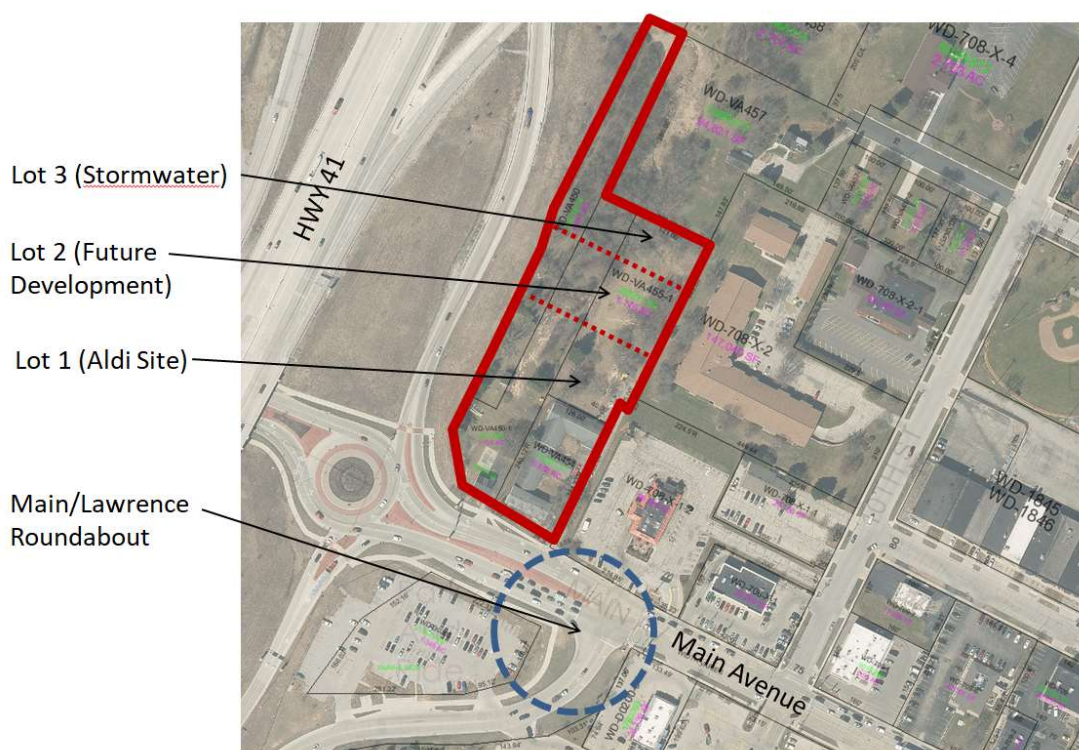
City of De Pere MEMORANDUM



To: Finance & Personnel Committee
 From: Kimberly Flom, Economic Development & Planning Director
 Date: March 13, 2018

RE: **Redevelopment Agreement Terms with GB 1100 Main, LLC and GB Real Estate Investments regarding the redevelopment of Parcels WD-VA450, WD-VA450-1, WD-VA454 and WD-VA455-1 at the intersection of Main Avenue and Interstate Highway 41 (commonly known as the northwest corner of the Main Avenue and Lawrence Drive intersection).**

Over the past year, the City has been working to improve the Main Avenue and Lawrence Drive intersection by converting it into a roundabout. TID #13, established in 2017 is anticipated to provide the infrastructure funding, supported by new development. One of the anchor projects contemplated in the TID #13 Project Plan is the redevelopment of longstanding vacant property at the northwest corner of Main Avenue and Lawrence Drive. These properties had been annexed into the City of De Pere from Ashwaubenon, but limited access to the parcels limited redevelopment opportunity. The property owner and developer, GB 1100 Main, LLC and GB Real Estate Investment, propose to construct an Aldi grocery store on Lot 1 and an additional development on Lot 2. Portions of this property are also needed for public infrastructure including right of way and stormwater facilities.



Property Location

Attachment: GB Real Estate FP DA Memo 3-2018 (6728 : Redevelopment Agreement GB 1100 Main and GB Real Estate *)

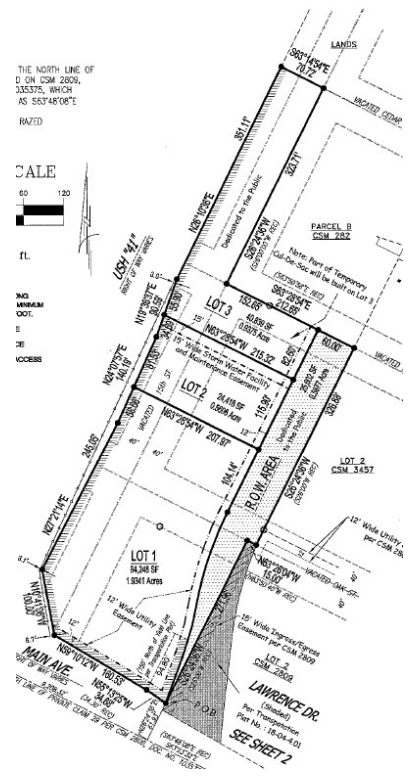
We propose a Redevelopment Agreement for this project that includes the following terms:

Developer Obligations

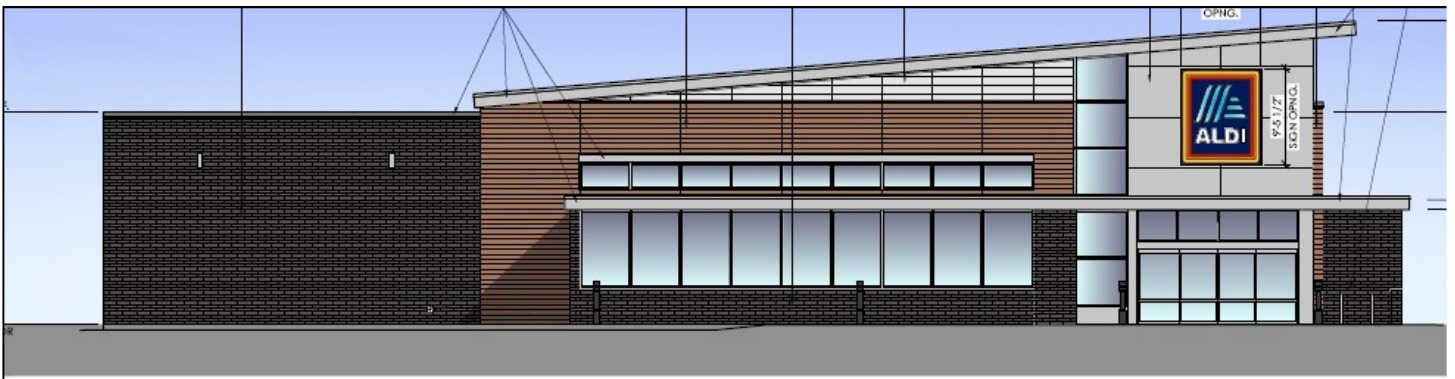
1. Developer to construct grocery store to be completed and assessed by January 1, 2019. Additional development to occur no later than 2023 resulting in guaranteed minimum assessed value of \$3.5M.
2. Developer to provide right of way and regional pond property to City at no cost.
3. Lot 1, Aldi site to conform with approved site plan and building elevations. Lot 2 to secure Plan Commission approval of site plan and elevations.
4. Lot 1, Aldi site to provide a guaranteed minimum value of \$2,000,000 by January 1, 2019. Lot 2, future development to provide additional value that results in \$3,500,000 for both lots by January 1, 2023. Guaranteed minimum value required for the life of the TID (2037).

City Obligations

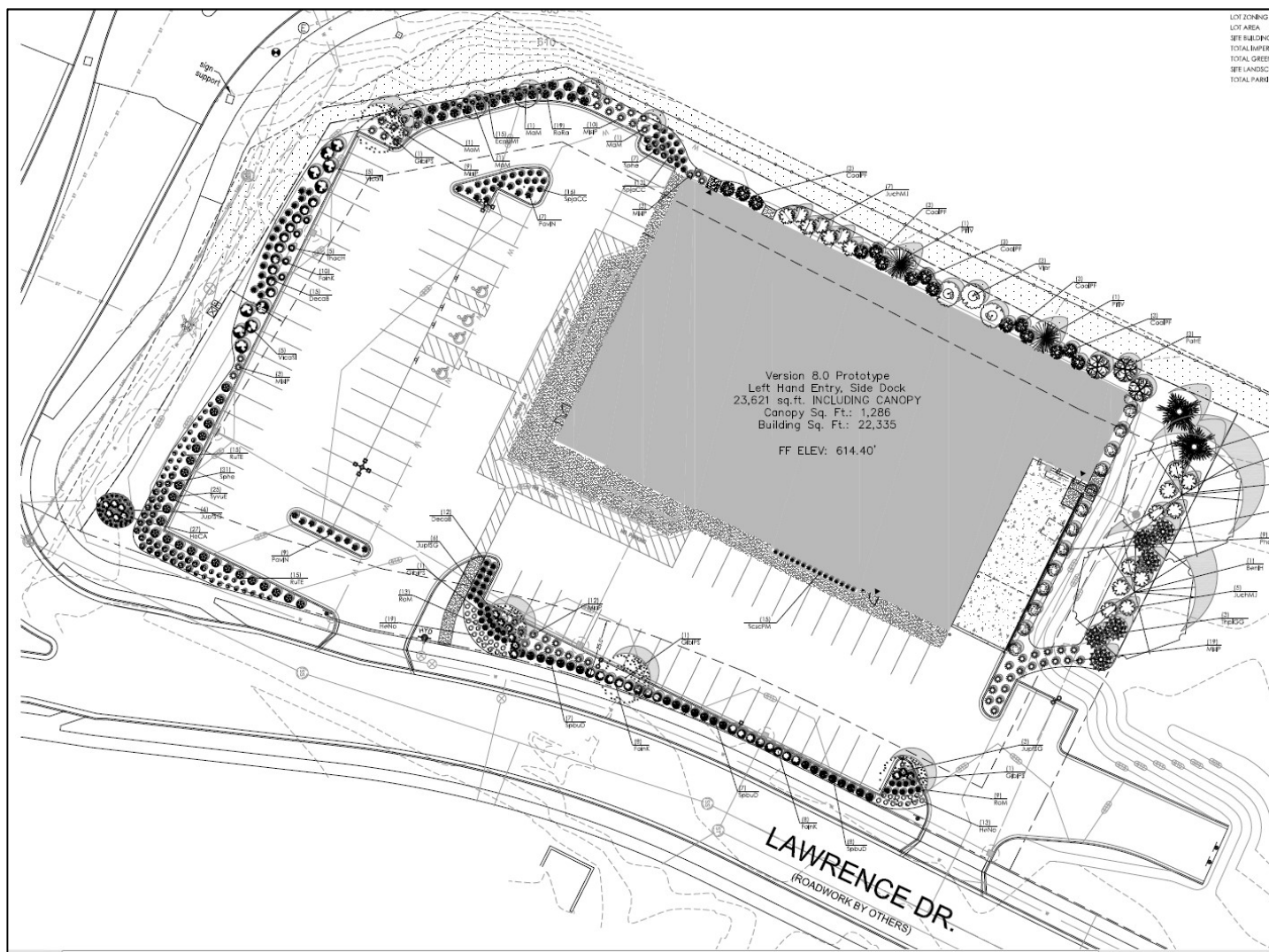
1. City to construct roundabout that serves property. Construction to be substantially complete by September 15, 2018.
2. City to provide the following infrastructure development incentives:
 - Extend Lawrence Drive and utilities. City to install infrastructure on Lawrence Drive as follows
 - Location 1, Lot 1, Aldi Site – Sanitary sewer, water main, storm sewer, street and sidewalk.
 - Location 2, Lot 2 – Sanitary sewer, water main, storm sewer and street. Sidewalk to be constructed when Lot 2 develops. City will be responsible for the sidewalk on Lot 3 when Lawrence Drive is extended to the north and connects to Cedar Street. (Note that the infrastructure will all go in as part of the Main/Lawrence infrastructure project – the difference between 1 and 2 is that 2 will not have a sidewalk until developed)
 - The City will construct a regional pond that will provide stormwater treatment to Lots 1 and 2.



CSM – Approved 2018



Aldi Grocery Store Elevation – Approved 2018



Aldi Grocery Store Site Plan – Approved 2018

TID #13 Project Plan and Infrastructure funding

The proposed redevelopment terms align with the Project Plan for TID #13. The proposed projects provide important taxable development to fund the TID in return for infrastructure improvements to the intersection, road network and stormwater facilities. When created, the TID #13 project plan utilized a \$4,000,000 assessed value for these properties. As designs were finalized, the amount of developable area decreased due to the stormwater facility. Therefore, the developer proposed decreasing the guaranteed assessed value to \$3,500,000. However, the City also incurred cost savings off of estimate amounts for property acquisition and construction costs. The City's TID #13 consultant Baird, prepared an updated cash flow proforma analysis based on the refined numbers for the new development and infrastructure construction. This analysis, attached, shows a project cost recovery up to three years earlier than previously anticipated. Development on these parcels will generate increment until 2037.

The developer hopes to begin construction of the Aldi building this spring, and has already submitted building permit plans to the state for review. Other completed approvals include:

- Area Development Plan by Plan Commission and Council (May-June 2017)
- Site Plan and Building Elevation approval by Plan Commission (January 2018)
- CSM approval by Plan Commission and City Council (January 2018)

If the terms are approved by the Finance and Personnel Committee, the City Council will review a redevelopment agreement at the March 20, 2018 meeting.

Please contact me (kflom@mail.de-pere.org or 920-339-4043) with any questions regarding this item.

City of De Pere
Tax Increment District No. 13
Cash Flow Proforma Analysis

TID Status		
(m)	(n)	(o)
Annual Balance	Year End Cumulative Balance	Cost Recovery
(December 31)		
(\$195,278)	(\$195,278)	
(\$175,362)	(\$370,640)	
(\$121,150)	(\$491,789)	
(\$68,949)	(\$560,738)	
(\$20,086)	(\$580,824)	
(\$1,159)	(\$581,983)	
\$19,502	(\$562,481)	
\$45,462	(\$517,019)	
\$66,724	(\$450,296)	
\$88,373	(\$361,923)	
\$102,487	(\$259,436)	
\$118,371	(\$141,065)	
\$134,584	(\$6,481)	
\$151,127	\$144,646	
\$171,760	\$316,406	
\$193,015	\$509,421	
\$207,868	\$717,289	Expenditures Recovered
\$230,646	\$947,935	Expenditures Recovered
\$249,555	\$1,197,490	Expenditures Recovered
\$263,999	\$1,461,489	Expenditures Recovered

Packet Pg. 51

Attachment: GB Real Estate FP DA Memo 3-2018 (6/28 : Redevelopment Agreement GB 1100 Main and GB Real Estate *)

IMPORTANT DISCLOSURES

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City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: March 13, 2018

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Purchase/Sale Agreement Terms with Keller Inc. for the FoxStar project to be located at 2010 Venture Avenue (Parcel WD-1049-2). *

ATTACHMENTS:

- FoxSTar FP DA Memo 3-13-18 (PDF)

City of De Pere MEMORANDUM



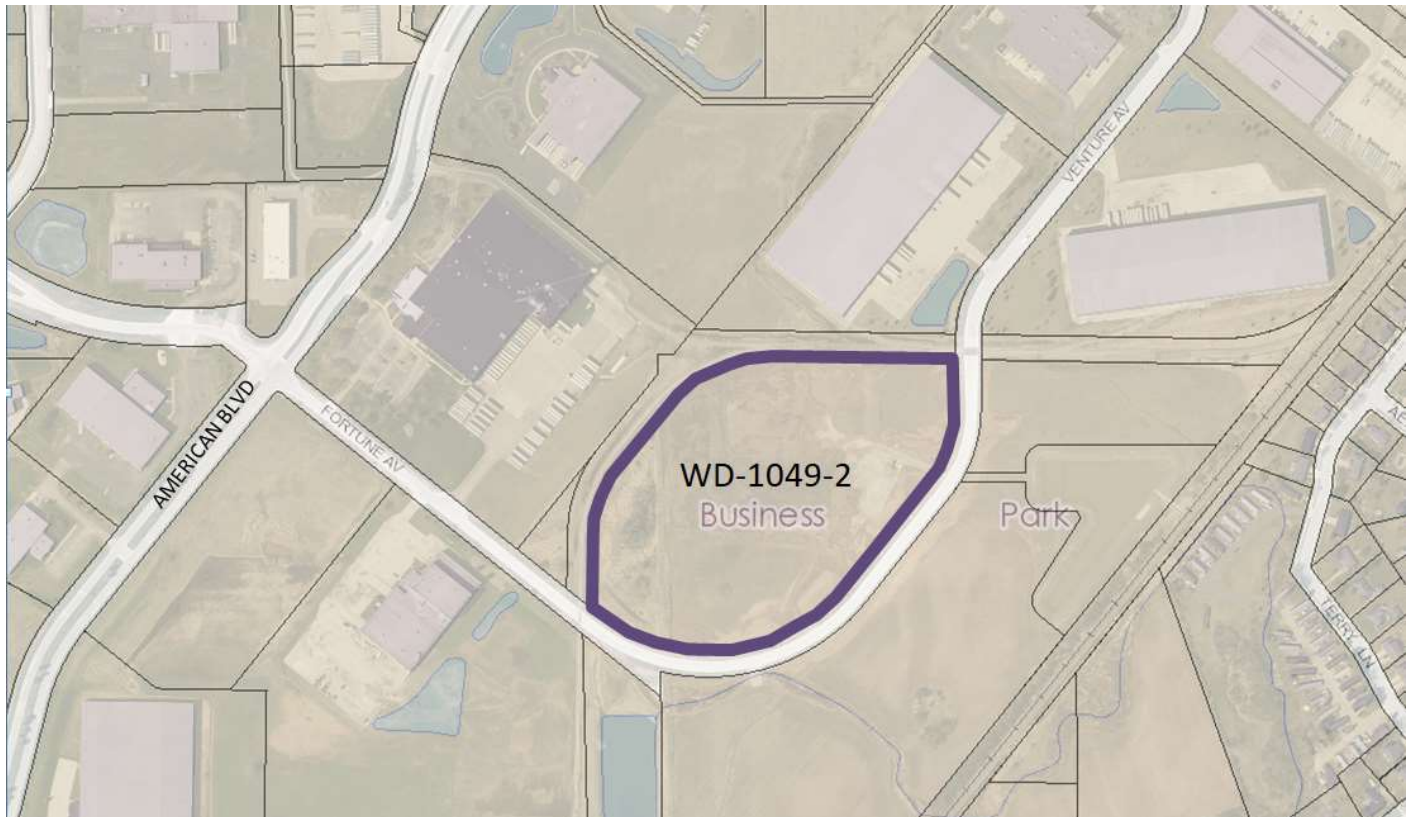
To: Finance & Personnel Committee

From: Kimberly Flom, Economic Development & Planning Director

Date: March 13, 2018

RE: **Purchase/Sale Agreement Terms with Keller Inc. for the FoxStar project to be located at 2010 Venture Avenue (Parcel WD-1049-2).**

Keller Inc. has requested to purchase and develop 17.845 acres of City owned land in the West Industrial Park. The property, Parcel WD-1049-2 is located on Venture Avenue, an area recently improved with road and stormwater infrastructure. The Finance and Personnel Committee discussed this property at their May, 2017 meeting. Keller, Inc. has since been selected to complete the project and proposed an approximately 189,000 s.f. warehouse/manufacturing facility with accessory surface parking and trailer parking. The building would be leased to two tenants, Fox River Fiber and Caraustar. Fox River Fiber would utilize the facility as an extension of their current location in the West Industrial Park. Caraustar would be consolidating and relocating two locations.



Property Location – Parcel WD-1049-2

Attachment: FoxStar FP DA Memo 3-13-18 (6727 : FoxStar Sale Purchase Agreement Terms *)

We propose a TID incentive for this project that includes the following terms:

- Estimated Assessed Value of \$8,000,000. Project completion (full assessment) by January 1, 2020.
- Compliance with all City codes. Plan Commission approval of site plan and building elevations.
- Acquisition of City property at listed price of \$40,000/acre (\$713,800 for 17.845 acres). Full payment due at property closing.
- Approximately 9% of Assessed Value TID incentive to be distributed in a Pay Go scenario.
 - Paid annually over the life of the TID as a 23.9% rebate to the property tax bill.
 - Estimated total payment could range from \$550,000 (\$6,500,000 value) to \$720,000 (\$8,000,000 value).
 - Rebate percentage stays constant at 23.9%, even if property assessed value increases or decreases.
- PILOT required if assessed value falls under \$6,500,000.

TID Incentives for the West Industrial Park can range from 0% to 25% of guaranteed assessed value, depending on the project. Recent projects have ranged from 10% to 19%. In the past year, land grants have become the most common incentive. Factors that influenced the terms proposed for this project include:

- 1) Warehouse buildings do not generate substantial employment or building value/acre.
- 2) The proposed businesses are not expanding, but are relocating and/or consolidating from other areas in the region.
- 3) 25 people will be employed at the building, but they will not be new employees.
- 4) The property does include approximately 2 acres of possible wetlands, which makes the area difficult to develop.
- 5) The companies intend to use the rail spur.
- 6) The developer has proposed landscaping above Code requirements in order to screen the building and the semi-trailer parking.

In addition to the term review by Finance and Personnel, the following reviews are also required prior to property closing and development. The developer hopes to begin construction on the site in spring of this year.

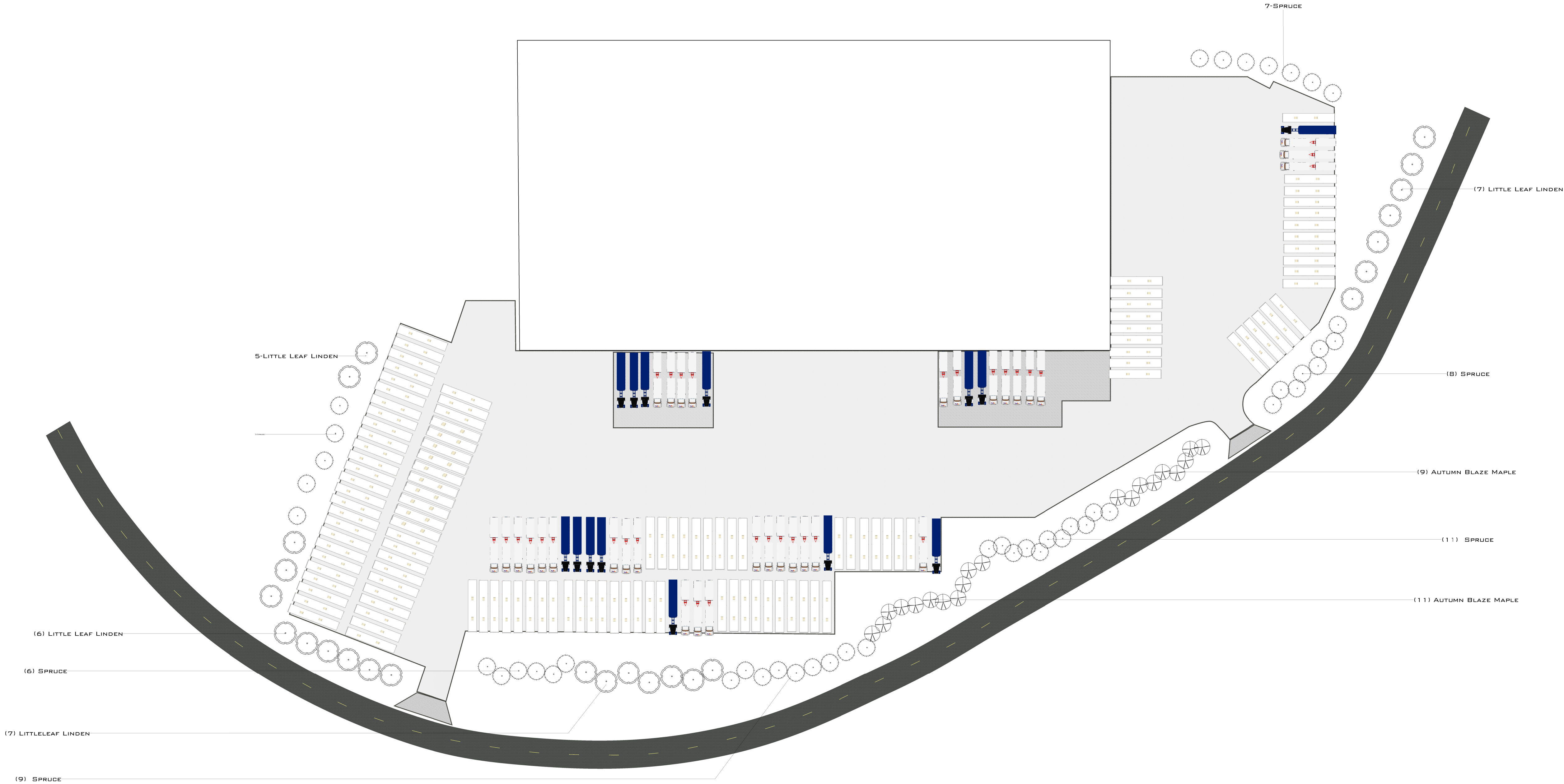
- Site Plan Review by Plan Commission – March 26, 2018
- Purchase/Sale Agreement review by Council – April 2018

If the terms are approved by the Finance and Personnel Committee, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting.

Please contact me (kflom@mail.de-pere.org or 920-339-4043) with any questions regarding this item.



FoxStar
DEPERE, WISCONSIN



Sheet Title

Designed by

Created by

Checked by



920-427-0562
APPLETON, WI 54913

FOXSTAR

DEPERE, WI

2.12.18

Date

3.6.18

Revision

File Number

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: March 13, 2018

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Consideration of Copier Lease for First Floor City Hall.*

ATTACHMENTS:

- first floor copier 2018 (DOC)
- Badger Office City quote (PDF)
- Ricoh quote (PDF)
- Wisconsin Doc. Imaging quote (PDF)

CITY OF DE PERE**MEMO**

DATE: March 7, 2018

TO: Honorable Mayor Michael J. Walsh;
Members of the Finance/Personnel Committee

FROM: Shana Ledvina, Clerk-Treasurer

RE: First Floor Copier Lease

The current copier machine lease (48 months) for First Floor City Hall (\$622.50 quarterly, \$2,490.00 annually) is expiring. Attached and listed below are the quotes received for a new lease (Lanier MP 5055sp).

Name:	Lease Term	Lease Payment (monthly)	Maintenance	Usage (est. 11,000 copies /month)	Monthly Total	Annual Total
Wisconsin Document Imaging (GB) (current lease)	48 month	175.00	.0039 per copy	42.90	\$217.90	\$2,614.80
Wisconsin Document Imaging (GB)	48 month	154.50	.0039 per copy	42.90	\$197.40	\$2,368.80
Badger Office City (Manitowoc)	48 month	120.73	.0052 per copy	57.20	177.93	\$2,135.16
Ricoh Business Solutions (Appleton)	48 month	152.03	.0055 per copy	60.50	212.53	\$2,550.36

I recommend signing a lease with Badger Office City. They offer the most competitive pricing and boast quick response times to service calls.

Attachment: first floor copier 2018 (6724 : Approval of First Floor Copier Lease)



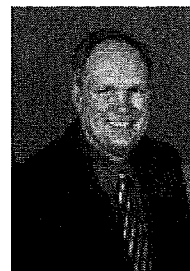
BADGER OFFICE CITY

SUPPLIES - FURNITURE - MACHINES

Bruce G Sengbusch

4716 Expo Drive
Manitowoc WI 54220

Local: (920) 684-3671
Toll Free: 1-800-783-3671



Bruce@badgerofficecity.com
920-676-4388 cell

February 28, 2018

City of De Pere
Shana Defnet
De Pere Clerk - Treasurer
333 S Broadway St
De Pere, WI 54115
920-339-4050
sdefnet@mail.de-pere.org

Dear Shana,

Thank you for taking the time from your schedule to evaluate the enclosed proposal. I appreciate the opportunity to develop a long-term relationship with City of De Pere.

I look forward to working with you and your staff at City of De Pere providing you with Badger Office City award winning products, service, support, and the highest level of customer support that City of De Pere expects from its technology partner. Again, thank you for the opportunity and your consideration. With your approval, I can begin implementation of this solution in a timely fashion.

If you have any further questions, please call me at (920) 684-3671.

Sincerely,

Bruce G Sengbusch
Badger Office City
920-676-4388 cell
1-800-783-3671 Office
bruce@badgerofficecity.com
www.Linkedin.com/in/brucesengbusch

Attachment: Badger Office City quote (6724 : Approval of First Floor Copier Lease)

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Manitowoc WI 54220

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920-676-4388 cell

Lanier MP 5055sp Black Copier/Printer/Scanner(color scan)

- 50 pages per minute black & white
- 2 GB RAM - 320 GB Hard Drive
- 1200 x 1200 dpi
- 10.1 Wide Super VGA Smart Operation Panel with USB/SD Card Slot
 - Drag and Drop
 - Pinch and Flick
 - Swipe Scrolling
 - Widgets
 - Toner Levels
- (2) 550 sheet drawers (user adjustable) 16 to 45lb bond (60 – 300gsm)
- (1) Cabinet
- (1) 100 sheet bypass, 14 to 80lb cover (52 - 300gsm) – up to 12" x 18",
- Auto Paper Select
- Date Stamp
- Electronic/Rotate Sorting
- **Mobile Copy, Print, Scan & Fax**
 - Supported by Smart Device Connector
- **Security Features**
 - HDD Encryption - HDD Data Overwrite - Encrypt Address Book
- **Copy**
 - SPDF Single Pass document feeder (220 originals)
 - Automatic 2 sided copying
- **Network ready**
 - **Printer**
 - Sample – Hold - Stored and locked print
 - Classification Code
 - **Scanner – one pass color duplex**
 - speed up to 88 ipm – 176 ipm duplex
 - Scan to email (with LDAP Support) - Scan to folder (SMB/FTP/NCP) - Scan to URL
- **Fax**
 - Scanning Speed 0.7 sec
 - Modem Speed 33.6 k – 2,400 bps
 - Quick/Speed Dials 2,000
 - Group Dials 100 Groups (500 per group)
 - Internet Fax by E-mail
 - IP Fax
 - Lan Fax
 - Fax Forward to E-mail/Folder
 - LDAP Support
- Warm up time is less than 14 seconds
- **Power Requirements**
 - 120v, 60hz, 12A
- Energy Star
- Installation
- Training

Lease Options:

NO security deposit / NO down payment / NO advance payments

FMV buyout at end of the lease. Plus one time documentation fee and tax.

48 months.....\$92.39/month

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Attachment: Badger Office City quote (6724 : Approval of First Floor Copier Lease)



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Manitowoc WI 54220

Local: (920) 684-3671
Toll Free: 1-800-783-3671



Bruce@badgerofficecity.com
920-676-4388 cell

OPTIONS

Internal Finisher SR3132

500 Sheet Internal Finisher provides multi-position stapling and optional hole-punching. Recommended for offices with limited floor space. Supports paper sizes up to 11 x17

NO security deposit / NO down payment / NO advance payments
FMV buyout at end of the lease. Plus one time documentation fee and tax.
48 months.....\$7.84/month

Hybrid Finisher SR3210

1,000 Sheet Hybrid Finisher

For offices that produce collated and stapled sets of documents, the SR3210 helps shorten production time. It offers 50-sheet, multi-position stapling, mixed-size stapling, optional hole-punching, and shift-sort collating, as well as a staple-less binding capability of up to 5 sheets. Supports paper sizes up to 11 x17

NO security deposit / NO down payment / NO advance payments
FMV buyout at end of the lease. Plus one time documentation fee and tax.
48 months.....\$15.37/month

Finisher SR3230

3,000 Sheet Finisher

For offices that produce collated and stapled sets of documents, the SR3230 helps shorten production time. It offers 50-sheet, multi-position stapling, mixed-size stapling, optional hole-punching, and shift-sort collating. Supports paper sizes up to 11 x17

NO security deposit / NO down payment / NO advance payments
FMV buyout at end of the lease. Plus one time documentation fee and tax.
48 months.....\$15.37/month ✓

Attachment: Badger Office City quote (6724 : Approval of First Floor Copier Lease)

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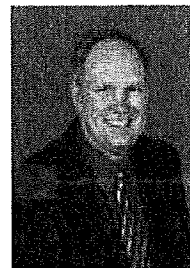
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 Manitowoc WI 54220

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 Toll Free: 1-800-783-3671

Bruce@badgerofficecity.com
 920-676-4388 cell

Booklet Finisher SR3220

1,000 Sheet Booklet Finisher

Allows documents to be professionally finished as paginated, saddle-stitched booklets. It provides three destinations for output, and offer optional hole-punching. Ideal for the production of program guides, instruction sheets, newsletters, and meeting agendas.
 Supports paper sizes up to 11 x17

NO security deposit / NO down payment / NO advance payments

FMV buyout at end of the lease. Plus one time documentation fee and tax.

48 months.....\$27.99/month

Booklet Finisher SR3240

2,000 Sheet Booklet Finisher

Allows documents to be professionally finished as paginated, saddle-stitched booklets. It provides three destinations for output, and offer optional hole-punching. Ideal for the production of program guides, instruction sheets, newsletters, and meeting agendas.
 Supports paper sizes up to 11 x17

NO security deposit / NO down payment / NO advance payments

FMV buyout at end of the lease. Plus one time documentation fee and tax.

48 months.....\$35.09/month

2 or 3 Hole Punch

NO security deposit / NO down payment / NO advance payments

FMV buyout at end of the lease. Plus one time documentation fee and tax.

48 months.....\$5.91/month ✓

Internal Multi-Fold Unit FD3000

Multi-fold option that allows for the creation of professionally designed finished documents such as newsletters, brochures, and sales and marketing materials. Folding patterns include Z-Fold, Half-Fold, Outer Tri-Fold and Inner Tri-Fold.

Lease Options:

NO security deposit / NO down payment / NO advance payments

FMV buyout at end of the lease. Plus one time documentation fee and tax.

48 months.....\$62.40 /month

Attachment: Badger Office City quote (6724 : Approval of First Floor Copier Lease)

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4716 Expo Drive
Manitowoc WI 54220

Local: (920) 684-3671
Toll Free: 1-800-783-3671



Bruce@badgerofficecity.com
920-676-4388 cell

Maintenance Program:

Award winning Service Department

- Ricoh Prestige Technical Award
- With Over 25 years experience

Includes

- Service Calls
- Labor
- All Parts
- Preventive Maintenance
- Response time 4 hours or less
- Toner
- Paper and Staples not included
- CPC (Cost per Click) pay for what you use for the month
- B&W billed at \$0.0052
- @Remote (Networked)
 - Automatically takes meter reading
 - Automatically notify Badger when the system needs service or toner.
 - Keep the device up-to-date with remote firmware upgrades

Attachment: Badger Office City quote (6724 : Approval of First Floor Copier Lease)

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920-676-4388 cell

11.b

OPTIONS

LCIT PB 3260

- 2,000 Sheet Drawer
- Paper Size 8.5 x 11
- Paper Weight 80 Lb Bond – 166 Lb Index (up to 300gsm)

NO security deposit / NO down payment / NO advance payments

FMV buyout at end of the lease. Plus one time documentation fee and tax.

48 months.....\$7.06/month

PB 3220 2 x 550 Sheet Drawers

- 2 x 550 Sheet Drawer
- Paper Size 8.5 x 11
- Paper Weight 80 Lb Bond – 166 Lb Index (up to 300gsm)

NO security deposit / NO down payment / NO advance payments

FMV buyout at end of the lease. Plus one time documentation fee and tax.

48 months.....\$7.06/month

Attachment: Badger Office City quote (6724 : Approval of First Floor Copier Lease)

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Packet Pg. 65

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Solutions Proposal

Document Copying
and Printing

City of De Pere-
Shana Ledvina
920-339-4050

Attachment: Ricoh quote (6724 : Approval of First Floor Copier Lease)

PREPARED BY:

Jim Radcliff
RicoH USA
920-243-7738
James.Radcliff@ricoh-usa.com

February 28, 2018

The Ricoh Value Proposition

At Ricoh, we look at our customer's businesses from every angle to help them create the future they want. We see where there is room for innovation, where there is room to grow, and where there is room to rethink. Our dedicated people, processes and technologies drive the path to change that delivers the top business outcomes desired by our customers...whatever they might be. Ricoh is committed to providing our people with all the tools necessary to not only imagine what's next for businesses, but to drive the change necessary within those businesses, to create the future they want.



Drive Cost Effectiveness

We help businesses increase efficiency by identifying non-core and labor intensive tasks that would be more efficiently done by others, and recommend technology investments that optimize business processes.

Maintain Data Privacy and Security

With more data at risk every day, customers look to Ricoh and our long history of securing data for the processes and technology that provide secure accessibility in their IT infrastructure.

Streamline Business Processes

We re-engineer critical workflows to optimize the flow of information and greatly enhance business agility for our customers.

Manage Organizational Change

Change isn't always easy, but it is critical to any organization's growth. Our technology solutions and work expertise help increase adoption of change.

Maximize Worker Productivity

Empowering iWorkers to collaborate, innovate and problem-solve rather than re-creating information that already exists is our top priority.

Optimize Information

We unlock business information hidden within companies and make it more easily available to the right people, at the right place and at the right time.

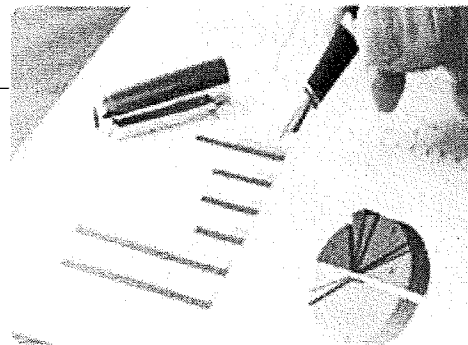
Build a Strategic Infrastructure

Beyond recommending systems and software, our teams of experts offer the critical expertise needed to design environments within which any businesses' unique processes can flourish.

Achieve Environmental Stability

As the industry leader in eco-solutions, we are driving businesses toward conserving energy and minimizing waste. It's good for business... and the planet.

Financial Considerations



Ricoh MP 5055SP (Qty 1)

Included

- Delivery
- Installation
- Operator training
- Service performed by Ricoh customer service technicians (*you will incur no additional charges for parts or labor*)
- All service and supplies included, except paper

Item	Purchase	Monthly Lease (48 Months)
Ricoh MP 5055SP- with Finisher SR 3210, Bridge Unit BU 3070, LCIT PB3260, Punch Unit PU 3050, Fax Option, and Surge Protector.	\$6,091	\$152.03
Contract #505ENT-M15-MFDCOPIER-05		
Maintenance Agreement: \$0.0055 cost per copy, includes all service and supplies except paper.		

Attachment: Ricoh quote (6724 : Approval of First Floor Copier Lease)

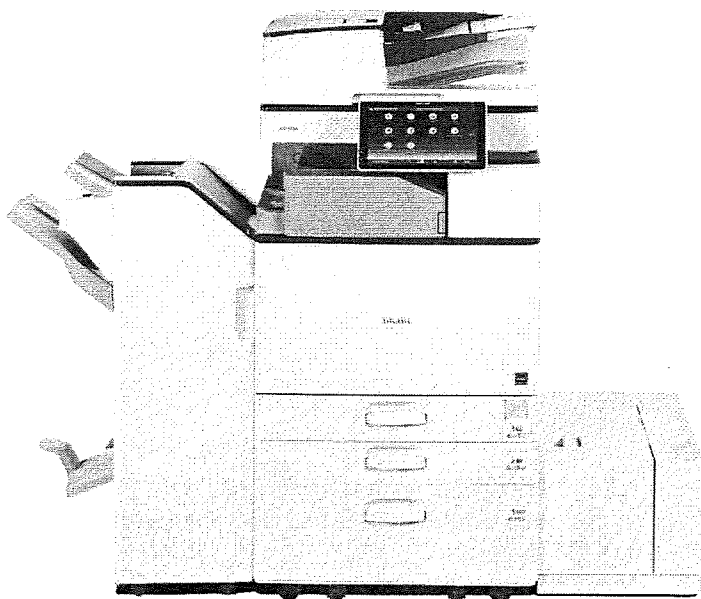
Proposed Solution

Ricoh MP 5055

The MP 5055 delivers fast B/W print speeds of 50-ppm and is designed to help customers turn around their jobs faster, while providing crisp image quality, media flexibility, advanced security and eco-friendly features. The standard intuitive Smart Operation Panel with NFC connectivity improves overall user operability and is equipped to support the needs of today's mobile office with the power to streamline workflows and enhance output from creation to finish.

KEY FEATURES

- 50-ppm B/W printing speeds
- 10.1" Soft Key Smart Operation Panel with integrated USB/SD Card ports
- Standard PostScript Emulation and PDF Direct Print Support
- Copy/Print/Scan
- Auto Duplexing
- 220 Sheet Single Pass Document Feeder
- 2 x 550 sheet paper trays support paper weights up to 300 g/m2
- 2 GB RAM
- New Application Site allows administrators to browse, download, install and update single function apps on their own
- 320 GB hard disk drive (HDD) with standard DOSS, Encryption and Copy Data Security
- Near Field Communication (NFC) capabilities enable hands-free authentication and easy mobile access
- Reduced recovery time from Sleep Mode
- Enhanced finishing options including a new inner folder unit, enable more jobs to be done "in-house"

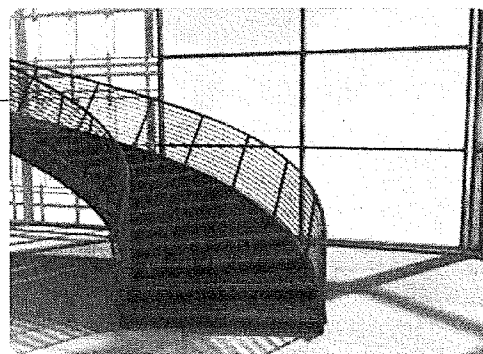


This product image shown above may be configured with additional options/accessories not included with the mainframe. For more information, please speak with your Ricoh Sales Representative.



Attachment: Ricoh quote (6724 : Approval of First Floor Copier Lease)

Transformation



Our Approach. Our Solutions.

Ricoh believes that the key to transforming the way a company works starts with harnessing the collective imagination of people. This idea, paired with our award-winning technology and services, is how we are breathing new life into established forms of knowledge-sharing — helping companies move beyond paper and beyond the office, so employees can collaborate like never before. Services-led, technology-enabled and people-driven, Ricoh is committed to helping each customer leverage the powerful information and knowledge that already exists throughout its organization — often untamed, untapped and buried — to create the future it wants.

Support When and Where you Need It.

- National coverage through a team of more than 4,000 locally based technical support professionals
- Telephone response of one hour or less on average
- On-site response of four hours or less on average
- Routine preventive maintenance support
- Online self-service to submit service requests
- Technician parts inventory managed through an automated parts system
- Customer history tracked through Edge wireless mobile device
- Customer service guarantees

Facts about Ricoh

- Ricoh USA, Inc., is part of a financially stable organization with FY14 annual revenues of \$21.3 billion
- Number 1 in global market share for MFPs (*IDC's Worldwide Hardcopy Peripherals Tracker*)
- With over 108,000 Ricoh employees worldwide, Ricoh operates in approximately 200 countries and regions worldwide, with direct service in over 50 countries.
- Ricoh is a two-time winner of the Deming Award for quality; all manufacturing facilities are ISO 9001:2000 certified
- As a leader in environmental stewardship, Ricoh is ISO 14001 certified and has earned multiple awards, including the World Environmental Center (WEC) Gold Medal for its International Achievement in Sustainable Development

Attachment: Ricoh quote (6724 : Approval of First Floor Copier Lease)

www.ricoh-usa.com



March 7, 2018

CITY OF DEPERE – Shana Ledvina

RICOH MP5055 NETWORKED COPIER PROPOSAL

MACHINE FEATURES

Network printing, scanning, with scan to email

Full color scanning

Full color 10" adjustable touch screen panel for ease of use

220 page single pass document feeder scans both sides in one pass, doesn't turn originals)

50 pages per minute maximum size 11x17

3000 sheet heavy duty stapling finisher with automatic three hole punch

Mobile printing and scanning to your smart phone with app

Scan to / print from USB flash drive standard

DOSS-Data overwrite security system – Overwrites hard drive, HIPAA compliant

2000 sheet large capacity paper drawer

Two 550 sheet paper drawers plus a 100 sheet bypass tray

PDF compression for full color scanning

Archiving holds 9000 pages in memory for form storage

ID card copy (copies drivers license or insurance cards, both sides on one side of the page)

Automatic duplex for two sided printing

320 GB hard disk drive memory 2GB RAM

LEASE:

48 Months	No Payments in Advance	\$154.50 per month
-----------	------------------------	--------------------

Note: Shana your current Ricoh MP6002sp lease will expire April 28th. After you complete your lease if you upgrade to a new Ricoh with WDI we will take care of shipping your machine back to the lease company for you at no charge.

Optional:	48 Month
33.6 Fax modem (fax hard copy and from your computers)	\$8.75 per month
15 amp surge protector/power filter	\$2.25 per month
(required to be kept on a surge protector if under maintenance)	
You are welcome to provide your own surge if you prefer.	

Professional network installation to load print drivers and setup scanning if needed billed at \$136.00 per hour .
I believe Steve in your IT dept. usually handles this service for you.

Attachment: Wisconsin Doc. Imaging quote (6724 : Approval of First Floor Copier Lease)

Maintenance agreement:

All inclusive agreement billed at .0039 per page. (Monthly minimum 6,410 pages) Includes all parts, labor, preventive maintenance and all supplies of toner, developer and drum. Invoiced in arrears based on actual usage with no overage charges. Over the past year you have averaged 11,000 pages per month.

All new Ricoh copiers come with a free feature called @Remote and FM Audit. This will email us your meter readings automatically, it also will email us any service calls that are required and it tells the tech what the problem is before he arrives so he can have the right parts with him. It also allows us to do firmware upgrades remotely as soon as they are available at no charge to you.

Sincerely,

Mike Sevcik
Digital Imaging Specialist
Wisconsin Document Imaging

****Information herein is proprietary and confidential to Wisconsin Document Imaging (WDI) and shall not be used or disclosed without prior consent of WDI.****

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: March 13, 2018

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Consideration of OpenGov Software Contract*

ATTACHMENTS:

- 2018OpenGovContractMemo (DOCX)
- De Pere Opengov contract_ (PDF)

To: Honorable Mayor and Members of Finance Committee
From: Joe Zegers, Finance Director
Date: March 9, 2018
Subject: Approval of OpenGov Software Contract

I have attached the contract from OpenGov, Inc for their Financial Reporting and Analysis financial software which was included in the City of De Pere's 2018 budget on page 55 for \$13,625. The contract is for three years (2018-2020 budgets) and requires a first year payment of \$13,625 followed by two successive annual payments of \$10,925 for a total contract of \$35,475. The software is an overlay to our Incode financial software and is designed to provide transparency and allow quicker access to financial information in easier to understand graphic formats etc. for staff and citizens alike. The software will also provide financial comparisons to over 1,800 other governmental entities that use OpenGov.

I am recommending the approval of the contract pending City Attorney review so we can timely implement the software for users by June 30, 2018. Feel free to contact me if you have any questions and I will also be at the Finance meeting on Tuesday March 13th.



OpenGov, Inc.
955 Charter Street
Redwood City, CA 94063
United States

Quote Number OG-00003398
Created Date 2/6/2018
Quote Expiration 3/30/2018
Contract Dates Effective Date: 3/30/2018
End Date: 3/28/2021

Prepared By Mitchell Newsome
Email mnewsome@opengov.com
Contract Term 36 Months

Customer Information

Contact Name Steven Massey
Phone (920) 339-4084 x 1255
Email smassey@mail.de-pere.org

Bill To Name City of De Pere, WI
Bill To / Ship To 335 S Broadway
De Pere, Wisconsin 54115
United States

Product	Contract Effective Date	Contract End Date	Annual Fee	Total Price
OpenGov Intelligence Implementation for Tier 1 Accounting Systems	3/30/2018		USD 0.00	USD 2,700.00
OpenGov Reporting and Analysis - Between \$40-60 Million	3/30/2018	3/28/2021	USD 10,925.00	USD 32,775.00

Annual Fee	USD 10,925.00	First Term	USD 13,625.00
Billing Frequency	Annual	Grand Total	USD 35,475.00

Welcome to OpenGov! Thanks for using our software. This Software Agreement ("**Agreement**") is entered into between OpenGov, Inc., with its principal place of business at 955 Charter Street, Redwood City, 94063 ("**OpenGov**"), and you, the entity identified above ("**Customer**"), as of the Effective Date. This Agreement includes and incorporates the OpenGov Terms and Conditions attached as Appendix A. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Terms and Conditions. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

Signature

Customer

OpenGov, Inc.

Signature: _____
Name: _____
Title: _____
Date: _____

Signature: _____
Name: _____
Title: _____
Date: _____

Attachment: De Pere OpenGov contract_ (6767 : Consideration of OpenGov Software Contract)

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OPENGOV SOFTWARE SERVICES AGREEMENT

This Software Services Agreement (this “**Agreement**”) is entered into by OpenGov, Inc., a Delaware corporation with a principal place of business at 955 Charter Street, Redwood City, California 94063 (“**OpenGov**”) and the customer listed on the signature block below (“**Customer**”), as of the date of last signature below (the “**Effective Date**”). This Agreement sets forth the terms under which Customer will be permitted to use OpenGov’s hosted software services.

1. DEFINITIONS

“Customer Data” means data that is provided by Customer to OpenGov pursuant to this Agreement (for example, by email or through Customer’s software systems of record). Customer Data shall not include any confidential personally identifiable information.

“Documentation” means the documentation for the Software Services at the Customer Resource Center page found at [opengov/zendesk.com].

“Feedback” means suggestions, comments, improvements, ideas, or other feedback or materials regarding the Software Services provided by Customer to OpenGov, including feedback provided through online developer community forums.

“Initial Term” means the initial license term specified in number of years on the Order Form, commencing on the Effective Date.

“Intellectual Property Rights” means all intellectual property rights including all past, present, and future rights associated with works of authorship, including exclusive exploitation rights, copyrights, and moral rights, trademark and trade name rights and similar rights, trade secret rights, patent rights, and any other proprietary rights in intellectual property of every kind and nature.

“Order Form” means OpenGov’s Software Services order form that: (a) specifies the Software Services provided by OpenGov; (b) references this Agreement; and (c) is signed by authorized representatives of both parties.

“Renewal Term” means each additional renewal period, which shall be for a period of equal duration as the Initial Term, for which this Agreement is extended pursuant to Section 7.2.

2. SOFTWARE SERVICES, SUPPORT AND PROFESSIONAL SERVICES

2.1 Software Services. Subject to the terms and conditions of this Agreement, OpenGov will use commercially reasonable efforts to perform the software services identified in the applicable Order Form entered into by OpenGov and Customer (“Software Services”).

2.2 Support. Customer support is available by email to support@opengov.com or by using the chat messaging functionality of the Software Services, both of which are available during OpenGov’s standard business hours. Customer may report issues any time. However, OpenGov will address issues during business hours.

2.3 Professional Services.

(a) If OpenGov provides professional services to Customer, such as implementation services, then these professional services will be described in a statement of work signed by the parties (“SOW”) and attached as an exhibit to this Agreement (the “Professional Services”).

(b) Unless the SOW provides otherwise, all reasonable travel expenses incurred by OpenGov in performing the professional services will be reimbursed by Customer. Travel expenses include cost of coach airfare travel round trip from San Francisco, California to Customer’s location, reasonable hotel accommodations, ground transportation and meals.

3. RESTRICTIONS AND RESPONSIBILITIES

3.1 Restrictions. Customer may not use the Software Services in any manner or for any purpose other than as expressly permitted by the Agreement. Customer shall not, and shall not permit or enable any third party to: (a) use or access any of the Software Services to build a competitive product or service; (b) modify, disassemble, decompile, reverse engineer or otherwise make any derivative use of the Software Services (except to the extent applicable laws specifically prohibit such restriction); (c) sell, license, rent, lease, assign, distribute, display, host, disclose, outsource or otherwise commercially exploit the copy, rent, lease, distribute, assign, sell, or otherwise commercially exploit the Software Services; (d) perform or disclose any benchmarking or performance testing of the Software Services; (e) remove any proprietary notices included with the Software Services; (f) use the Software Services in violation of applicable law; or (g) transfer any confidential personally identifiable information to OpenGov or the Software Services platform.

3.2 Responsibilities. Customer shall be responsible for obtaining and maintaining computers and third party software systems of record (such as Customer's ERP systems) needed to connect to, access or otherwise use the Software Services. Customer also shall be responsible for: (a) ensuring that such equipment is compatible with the Software Services, (b) maintaining the security of such equipment, user accounts, passwords and files, and (c) all uses of Customer user accounts by any party other than OpenGov.

4. INTELLECTUAL PROPERTY RIGHTS; LICENSE GRANTS; ACCESS TO CUSTOMER DATA

4.1 Software Services. OpenGov retains all right, title, and interest in the Software Services and all Intellectual Property Rights in the Software Services. The look and feel of the Software Services, including any custom fonts, graphics and button icons, are the property of OpenGov and Customer may not copy, imitate, or use them, in whole or in part, without OpenGov's prior written consent. Subject to Customer's obligations under this Agreement, OpenGov hereby grants to Customer a non-exclusive, royalty-free license during the Term to use the Software Services.

4.2 Customer Data. Customer retains all right, title, and interest in the Customer Data and all Intellectual Property Rights therein. Customer hereby grants to OpenGov a non-exclusive, royalty-free license to, and permit its partners to, use, store, edit and reformat the Customer Data.

4.3 Access to Customer Data. Customer may download the Customer Data from the Software Services at any time during the Term, other than during routine software maintenance periods. OpenGov has no obligation to return Customer Data to Customer.

4.4 Feedback. Customer hereby grants to OpenGov a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license to use and incorporate into the Software Services and Documentation Customer's Feedback. OpenGov will exclusively own any improvements or modifications to the Software Services and Documentation based on or derived from any of Customer's Feedback including all Intellectual Property Rights in and to the improvements and modifications.

5. CONFIDENTIALITY

5.1 Each party (the "Receiving Party") agrees not to disclose any Confidential Information of the other party (the "Disclosing Party") without the Disclosing Party's prior written consent, except as provided below. The Receiving Party further agrees: (a) to use and disclose the Confidential Information only in connection with this Agreement; and (b) to protect such Confidential Information using the measures that Receiving Party employs with respect to its own Confidential Information of a similar nature, but in no event with less than reasonable care. Notwithstanding the above, the Receiving Party may disclose Confidential Information to the extent required by law or court order, provided that prior written notice of such required disclosure and an opportunity to oppose or limit disclosure is given to the Disclosing Party.

5.2 "Confidential Information" means all confidential business, technical, and financial information of the disclosing party that is marked as "Confidential" or an equivalent designation or that should reasonably be understood to be confidential given the nature of the information and/or the circumstances surrounding the disclosure (including the terms of the applicable Software Agreement). OpenGov's Confidential Information includes, without limitation, the software underlying the Software Services and all Documentation.

5.3 Notwithstanding the foregoing, "Confidential Information" does not include: (a) "Public Data," which is data that the Customer has previously released to the public or would be required to release to the public, upon request, according to applicable federal, state, or local public records laws. Confidential Information does not include (b) information that has become publicly known through no breach by the receiving party; (c) information that was rightfully received by the Receiving Party from a third party without restriction on use or disclosure; or (d) information independently developed by the Receiving Party without access to the Disclosing Party's Confidential Information.

6. PAYMENT OF FEES

6.1 Fees; Invoicing; Payment; Expenses.

(a) Fees. The fees for the Software Services ("Fees") for the Initial Term and any Renewal Term are set forth in the applicable Order Form.

(b) Inflation Adjustment. OpenGov may increase the Fees payable for the Software Services during any Renewal Term by up to 4% each year of the Renewal Term to account for inflation, taking into consideration year-over-year increases in the Consumer Price Index - All Urban Consumers (CPI-U).

(c) Invoicing and Payment. OpenGov will invoice the Customer according to the Billing Frequency listed on the Order Form. Customer shall pay all invoices according to the Payment Terms listed on the Order Form.

(d) Travel Expenses. Unless the SOW provides otherwise, OpenGov will invoice Customer for travel expenses incurred in connection with each SOW as they are incurred. Customer shall pay all such valid invoices within thirty (30) days of receipt of invoice. Each invoice shall include receipts for the travel expenses listed on the invoice.

6.2 Credit Card Customers. Customer will provide OpenGov with valid credit card information and promptly notify OpenGov of any changes necessary to charge the credit card at [finance@opengov.com.] Please update your credit card information when necessary. The provision of credit card information to OpenGov authorizes OpenGov to charge the credit card for all applicable Fees plus a 3% credit card processing fee. OpenGov processes credit card payments through a secure third party processing partner and does not take receipt of credit card information itself.

6.3 Taxes. All Fees under this Agreement are exclusive of any applicable sales, value-added, use or other taxes ("Sales Taxes"). Customer is solely responsible for any and all Sales Taxes, not including taxes based solely on OpenGov's net income. If any Sales Taxes related to the Fees under this Agreement are found at any time to be payable, the amount may be billed by OpenGov to, and shall be paid by, Customer. If Customer fails to pay any Sales Taxes, then Customer will be liable for any related penalties or interest, and will indemnify OpenGov for any liability or expense incurred in connection with such Sales Taxes.

7. TERM & TERMINATION

7.1 Term. Subject to compliance with all terms and conditions, the term of this Agreement shall commence on the Effective Date and shall continue until the Subscription End Date specified on the Order Form (the "Initial Term").

7.2 Renewal. Unless either party terminates this Agreement in writing no less than thirty (30) days before the end of the Initial Term, this Agreement shall renew for another period of the same duration as the Initial Term (the "Renewal Term" and together with the Initial Term, the "Term").

7.3 Termination. If either party materially breaches any term of this Agreement and fails to cure such breach within thirty (30) days after notice by the non-breaching party (ten (10) days in the case of non-payment), the non-breaching party may terminate this Agreement immediately upon notice.

7.4 Effect of Termination.

(a) In General. Upon termination or expiration of this Agreement: (a) Customer shall pay in full for all Software Services and Professional Services performed up to and including the effective date of termination, (b) all Software Services provided to Customer hereunder shall immediately terminate; and (c) each party shall return to the other party or, at the other party's option, destroy all Confidential Information of the other party in its possession.

(b) Deletion of Customer Data. If Customer requests deletion of its Customer Data in writing prior to the date of termination or expiration of this Agreement, then OpenGov will permanently and irrevocably delete Customer Data stored by its cloud hosting provider within ten (10) days of the date of termination or expiration of this Agreement. Such request must be addressed to "OpenGov Vice President, Customer Success" at OpenGov's address for notice described at Section 10.

7.5 Survival. The following sections of this Agreement shall survive termination: Section 5 (Confidentiality), Section 6 (Payment of Fees), Section 7.4(b) (Deletion of Customer Data), Section 8.3 (Warranty Disclaimer), Section 9 (Limitation of Liability) and Section 10 (Miscellaneous).

8. REPRESENTATIONS AND WARRANTIES; DISCLAIMER

8.1 By OpenGov.

(a) General Warranty. OpenGov represents and warrants that: (i) it has all right and authority necessary to enter into and perform this Agreement; and (ii) the Professional Services, if any, will be performed in a professional and workmanlike manner in accordance with the related statement of work and generally prevailing industry standards.

(b) Software Services Warranty. OpenGov further represents and warrants that the Software Services will perform in all material respects in accordance with the Documentation during the Term. The foregoing warranty does not apply to any Software Services that have been used in a manner other than as set forth in the Documentation and authorized under this Agreement. OpenGov does not warrant that the Software Services will be uninterrupted or error-free. Any claim submitted under this Section 7.1(b) must be submitted in writing to OpenGov during the Term. OpenGov's entire liability for any breach of the foregoing warranty is to repair or replace any nonconforming Software Services so that the affected portion of the Software Services operates as warranted or, if OpenGov is unable to do so, terminate the license for such Software Services and refund the pre-paid, unused portion of the Fee for such Software Services.

8.2 By Customer. Customer represents and warrants that (i) it has all right and authority necessary to enter into and perform this Agreement; and (ii) OpenGov's use of the Customer Data pursuant to this Agreement will not infringe, violate or misappropriate the Intellectual Property Rights of any third party.

8.3 Disclaimer. OPENGOV DOES NOT WARRANT THAT THE SOFTWARE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE SERVICES. EXCEPT AS SET FORTH IN THIS SECTION 8, THE SOFTWARE SERVICES ARE PROVIDED "AS IS" AND OPENGOV DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

9. LIMITATION OF LIABILITY

9.1 By Type. NEITHER PARTY, NOR ITS SUPPLIERS, OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS OR EMPLOYEES, SHALL BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES; OR (C) FOR ANY MATTER BEYOND SUCH PARTY'S REASONABLE CONTROL, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE.

9.2 By Amount. IN NO EVENT SHALL EITHER PARTY'S AGGREGATE, CUMULATIVE LIABILITY FOR ANY CLAIMS ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT EXCEED THE FEES PAID BY CUSTOMER TO OPENGOV (OR, IN THE CASE OF CUSTOMER, PAYABLE) FOR THE SOFTWARE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY.

9.3 Limitation of Liability Exclusions. The limitations of liability set forth in Sections 9.1 and 9.2 above do not apply to, and each party accepts liability to the other for: (a) claims based on either party's intentional breach of its obligations set forth in Section 5 (Confidentiality), (b) claim arising out of fraud or willful misconduct by either party and (c) either party's unauthorized use, distribution, or disclosure of the other party's intellectual property.

9.4 No Limitation of Liability by Law. Because some jurisdictions do not allow liability or damages to be limited to the extent set forth above, some of the above limitations may not apply to Customer.

10. MISCELLANEOUS

10.1 Logo Use. OpenGov shall have the right to use and display Customer's logos and trade names for marketing and promotional purposes in connection with OpenGov's website and marketing materials, subject to Customer's trademark usage guidelines provided to OpenGov.

10.2 Notice. Ordinary day-to-day operational communications may be conducted by email, live chat or telephone communications. However for notices required by the Agreement (in Sections where the word "notice" appears) the parties must communicate more formally in a writing given by personal delivery, by pre-paid first class mail or by overnight courier to the address specified in the most recent Order Form (or such other address as may be specified in writing in accordance with this Section).

10.3 Anti-corruption. OpenGov has not offered or provided any bribe, kickback, illegal or improper payment, gift, or thing of value to any Customer personnel in connection with the Agreement, other than reasonable gifts and entertainment provided Customer in the ordinary course of business. If OpenGov become aware of any violation of the above restriction then OpenGov shall promptly notify Customer.

10.4 Injunctive Relief. The parties acknowledge that any breach of the confidentiality provisions or the unauthorized use of a party's intellectual property may result in serious and irreparable injury to the aggrieved party for which damages may not adequately compensate the aggrieved party. The parties agree, therefore, that, in addition to any other remedy that the aggrieved party may have, it shall be entitled to seek equitable injunctive relief without being required to post a bond or other surety or to prove either actual damages or that damages would be an inadequate remedy.

10.5 Force Majeure. Neither party shall be held responsible or liable for any losses arising out of any delay or failure in performance of any part of this Agreement, other than payment obligations, due to any act of god, act of governmental authority, or due to war, riot, labor difficulty, failure of performance by any third-party service, utilities, or equipment provider, or any other cause beyond the reasonable control of the party delayed or prevented from performing.

10.6 Severability; Waiver. If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. Any express waiver or failure to exercise promptly any right under this Agreement will not create a continuing waiver or any expectation of non-enforcement. There are no third party beneficiaries to this Agreement.

10.7 Assignment. Except as set forth in this Section, neither party shall assign, delegate, or otherwise transfer this Agreement or any of its rights or obligations to a third party without the other party's prior written consent, which consent shall not be unreasonably withheld, conditioned, or delayed. Either party may assign, without such consent but upon written notice, its rights and obligations under this Agreement to: (i) its corporate affiliate; or (ii) any entity that acquires all or substantially all of its capital stock or its assets related to this Agreement, through purchase, merger, consolidation, or otherwise. Any other attempted assignment shall be void. This Agreement shall inure to the benefit of and bind each party's permitted assigns and successors.

10.8 Independent Contractors. No agency, partnership, joint venture, or employment is created as a result of this Agreement and neither party has any authority of any kind to bind the other party in any respect.

10.9 Attorneys' Fees. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees.

10.10 Governing Law and Jurisdiction. This Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions. Exclusive jurisdiction for litigation of any dispute, controversy or claim arising out of or in connection with this Agreement shall be only in the Federal or State court with competent jurisdiction located in San Mateo County, California, and the parties hereby submit to the personal jurisdiction and venue therein.

10.11 Complete Agreement. This Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications, and other understandings relating to the subject matter of this Agreement. No modification of this Agreement will be binding, unless in writing and signed by an authorized representative of each party.

Signatures

Customer:	_____	OPENGov, Inc.	
Signature:	\s2_____	Signature:	\s1_____
Name:	\n2_____	Name:	\n1_____
Title:	\t2_____	Title:	\t1_____
Date:	\d2_____	Date:	\d1_____