



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Tuesday, March 10, 2015

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 10, 2015** 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 10, 2015 regular meeting of the Finance/Personnel Committee.
3. Police Overtime Report for February 2015
4. Fire Department Overtime and EMS Billing Report for Month of February.
5. Consideration of Capital Asset Software purchase.*
6. Approval of Copier Leases for the Community Center, Fire Department, MSC, and Second Floor City Hall*
7. Approve \$500 donation from the Kress Inn & Bemis Conference Center in support of De PereTV.*
8. Consider Police Department Request to Apply for Grant from Crime Prevention Foundation for Every 15 Minutes Program. *
9. Approval of Out-of-State Training Request for Captain Opicka to Attend FBI Academy in July 2016
10. Consider Request for the Installation of Fiber Optic Cable at Station 2.*
11. Consider Revisions to Public Record Retention Ordinance.*
12. Public comment and announcements.
13. Future agenda items.
14. Adjournment.

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject(s) over which they have decision-making responsibility.

Any person wishing to attend 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

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: March 10, 2015

DEPARTMENT: City Attorney

FROM: Jeni Dupont

SUBJECT: Approval of the minutes of the February 10, 2015 regular meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- February 10, 2015 DRAFT Minutes (DOC)



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Tuesday, February 10, 2015

7:30 PM

De Pere City Hall Council Chambers

Call to order.

Mayor Michael J. Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on February 10, 2015 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Michael Donovan	Aldersperson	Present	
Larry Lueck	Aldersperson	Excused	
Lisa Rafferty	Aldersperson	Present	
Michael J. Walsh	Mayor	Present	

Also present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Fire Chief Dennis Rubin, Captain Dale Haagen, Finance Director Joe Zegers, Human Resources Director Shannon Metzler, Health Officer Chrystal Woller, Sanitarian Dale Schmitt and Parks, Recreation & Forestry Director Marty Kosobucki.

2. Approval of the minutes of the January 13, 2015 regular meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Aldersperson
SECONDER:	Scott Crevier, Aldersperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

3. Consideration of Police Overtime January 2015

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Lisa Rafferty, Aldersperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

4. Fire Department Overtime, EMS Billing and Collections Report for the Month of January

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Aldersperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

5. Consideration of a New Special Event Permit Ordinance and Permit Fee*

Discussion followed motion with City Attorney Schmidt-Lehman and Fire Chief Rubin answering questions regarding continued police and fire involvement, late applications and insurance requirements.

Attachment: February 10, 2015 DRAFT Minutes (3173 : Approval of minutes)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Donovan, Alderperson
SECONDER: Scott Crevier, Alderperson
AYES: Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED: Larry Lueck

6. Review and Approve the Creation of Section 106-4 (b), De Pere Municipal Code, to allow for Health Department licensing under the Department of Health Services and Department of Agriculture, Trade and Consumer Protection. *

RESULT: ADOPTED [UNANIMOUS]
MOVER: Scott Crevier, Alderperson
SECONDER: Michael Donovan, Alderperson
AYES: Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED: Larry Lueck

7. Review and approve the revised health department fee schedule. *

Discussion followed motion regarding the fees. Health Director/Officer Woller explaining the fees approved in December 2014 did not include sanitarian fees.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Donovan, Alderperson
SECONDER: Scott Crevier, Alderperson
AYES: Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED: Larry Lueck

8. Review and approve revisions to De Pere Municipal Code regarding Weights and Measures Regulations. *

RESULT: ADOPTED [UNANIMOUS]
MOVER: Scott Crevier, Alderperson
SECONDER: Lisa Rafferty, Alderperson
AYES: Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED: Larry Lueck

9. Approval of emergency repair to Community Center Hot Water Heater.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Lisa Rafferty, Alderperson
SECONDER: Scott Crevier, Alderperson
AYES: Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED: Larry Lueck

10. Recommendation to Switch to M3 Insurance for Risk/Liability Broker Services. *

Discussion followed motion regarding rates. Human Resources Director Metzler explained the rates for risk/liability broker services would be the same.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Michael Donovan, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

11. Approval to enhance wellness program (i.e. purchasing exercise equipment and hiring exercise instructor

Following motion, Human Resources Director Metzler explained the plan is to pilot the program for 3-4 months and then determine if there was enough interest for it to continue. She hopes to get 7-10 participants per class and there will be no cost to employees.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Scott Crevier, Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Larry Lueck

12. Public comment and announcements.

None.

13. Future agenda items.

None.

14. Discuss EMS Delinquency Collections.

Mayor Walsh moved, seconded by Alderperson Crevier to go into closed session at 7:49 PM. Upon roll call vote, motion carried unanimously.

Mayor Walsh moved, seconded by Alderperson Donovan to reconvene in open session at 8:15 PM. Upon roll call vote, motion carried unanimously.

15. Adjournment.

Upon motion by Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:16 PM.

Respectfully submitted,
Jennifer Dupont

Attachment: February 10, 2015 DRAFT Minutes (3173 : Approval of minutes)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: March 10, 2015

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Police Overtime Report for February 2015

Training hours this month comprised of mandatory firearms qualification for each sworn officer.

Reimbursed Miscellaneous overtime of 33.5 hours is comprised of 22.5 Drug Task Force investigation hours and 11 hours OWI Saturation grant hours.

Reminder, overtime hours are reported in actual hours earned and not the calculated overtime rate of one and one half.

ATTACHMENTS:

- 2013 PD OT Report Summary (PDF)
- 2014 PD OT Report Summary (PDF)
- February 2015 PD OT Report (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2013**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC**	TOTAL
OFFICER SICK RELIEF	102.00	75.00	69.75	106.50	178.00	26.25	90.00	25.50	77.25	53.25	22.50	65.25	891.25
OFFICER WORKED ON HOLIDAY	178.00	12.00	34.25	13.50	10.50	65.00	65.00	4.00	118.50	12.00	4.00	244.00	760.75
OFFICER FOR COURT	15.00	15.00	21.00	3.00	15.00	12.00	28.50	10.50	45.50	18.00	12.00	18.00	213.50
OFFICER TRAINING	10.00	62.50	36.00	75.75	221.00	63.25	111.50	3.00	77.50	175.25	156.75	14.75	1007.25
OFFICER RELIEF FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			27.75		27.75
OFFICER ATTEND MEETING	1.50	6.25	0.00	0.00	0.00	7.50	16.50	3.00	15.00	22.50	15.00	14.00	101.25
STAFFING LEVEL	166.50	57.75	157.50	118.50	210.00	186.00	400.75	375.25	215.75	136.50	106.50	195.75	2326.75
INVESTIGATION	50.25	54.00	51.75	27.75	123.50	59.75	87.00	51.75	105.25	41.75	54.25	58.00	765.00
HONOR GUARD FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SCHOOL LIAISON REIMBURSED	26.25	74.25	40.50	22.50	47.00	25.50	0.00	18.75	58.50	48.00	18.00	33.00	412.25
COMMUNITY RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT REIMBURSED	0.00	15.25	0.00	10.50	9.00	299.75	6.00	20.25	15.75	11.50		69.50	457.50
MISCELLANEOUS	41.25	23.00	87.00	21.75	16.00	29.25	31.75	39.75	30.75	25.50	25.25	36.75	408.00
MISCELLANEOUS REIMBURSED	156.00	98.25	113.25	117.25	183.75	168.00	68.25	67.50	55.50	94.50	72.75	105.75	1300.75
Gross OFFICER OVERTIME	746.75	493.25	611.00	517.00	1013.75	942.25	905.25	619.25	815.25	638.75	514.75	854.75	8672.00
SUBTOTAL REIMBURSED OVERTIME	(182.25)	(187.75)	(153.75)	(150.25)	(239.75)	(493.25)	(74.25)	(106.50)	(129.75)	(154.00)	(90.75)	(208.25)	(2170.50)
NET OFFICER OVERTIME	564.50	305.50	457.25	366.75	774.00	449.00	831.00	512.75	685.50	484.75	424.00	646.50	6501.50
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$130,000.00
Expenditures through 09/27/2013 \$167,529.00
Percent of Total Budget: 128.87%

NOTES:

* Period 12/22/2012 - 02/01/2013
**Period 2/2/2013 - 3/1/2013
***Period 3/2/2013 - 3/29/2013

+Period 3/30/2013 - 4/26/2013
++Period 4/27/2013 - 5/24/2013
^Period 5/25/2013 - 6/21/2013

#Period 6/22/2013 - 8/2/2013
##Period 8/3/2013 - 8/30/2013
^^Period 8/31/2013 - 9/27/2013

^^^Period 9/28/2013 - 10/25/2013
*+Period 10/26/2013 - 11/22/2013
**+Period 11/23/2013 - 1/3/2014

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2014**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC**	TOTAL
OFFICER SICK RELIEF	35.25	82.50	83.25	53.25	62.25	52.50	63.75	54.75	62.25	159.00	39.75	51.75	800.25
OFFICER WORKED ON HOLIDAY	4.00	4.00	8.00	41.25	18.50	54.25	60.50	16.00	116.00	22.00	8.00	227.00	579.50
OFFICER FOR COURT	36.00	12.00	15.00	9.00	18.50	21.00	27.00	18.75	3.00	9.00	14.25	6.00	189.50
OFFICER TRAINING		13.00	32.25	90.50	19.75	59.75	42.25	12.50	59.00	64.75	141.50	29.50	564.75
OFFICER RELIEF FOR FUNERAL							29.25		16.50		30.00		75.75
OFFICER ATTEND MEETING	40.50		6.00	9.75	11.25			17.25		2.25	38.75		125.75
STAFFING LEVEL	27.75	16.50	35.50	51.75	142.00	221.25	341.50	199.50	208.50	211.50	255.50	319.00	2030.25
INVESTIGATION	34.75	22.25	8.25	37.50	64.75	18.75	85.25	56.00	53.25	22.75	34.25	87.75	525.50
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	24.00	49.50	21.75	34.50	24.75	32.25		18.75	48.00	79.50	22.50	27.75	383.25
COMMUNITY RELATIONS									3.00	8.25			11.25
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		15.00			34.00	255.25	6.75		36.75	9.00		55.50	412.25
MISCELLANEOUS	14.00	25.25	28.50	5.50	26.50	62.75	25.75	17.25	26.25	34.50	17.75	31.75	315.75
MISCELLANEOUS REIMBURSED	107.25	102.00	119.25	107.00	93.00	141.75	203.25	96.00	110.25	97.50	66.75	104.25	1348.25
Gross OFFICER OVERTIME	323.50	342.00	357.75	440.00	515.25	919.50	885.25	506.75	742.75	720.00	669.00	940.25	7362.00
SUBTOTAL REIMBURSED OVERTIME	(131.25)	(166.50)	(141.00)	(141.50)	(151.75)	(429.25)	(210.00)	(114.75)	(195.00)	(186.00)	(89.25)	(187.50)	(2143.75)
NET OFFICER OVERTIME	192.25	175.50	216.75	298.50	363.50	490.25	675.25	392.00	547.75	534.00	579.75	752.75	5218.25
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$133,357.00

Expenditures through 1/02/2015 \$145,016.00

Percent of Total Budget: 108.74%

NOTES:

* Period 1/4/2014 - 1/31/2014

+Period 3/29/2014 - 4/25/2014

#Period 6/21/2014 - 08/01/2014

^^Period 9/27/2014 - 10/24/2014

Period 2/1/2014 - 2/28/2014

++Period 4/26/2014 - 5/23/2014

##Period 8/2/2014 - 8/29/2014

*+Period 10/25/2014 - 11/21/2014

Period 03/01/2014 - 03/28/2014

^Period 5/24/2014 - 6/20/2014

^^Period 8/30/2014 - 9/26/2014

*+*Period 11/22/2014 - 1/2/2015 (6 weeks)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2015**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*++	TOTAL
OFFICER SICK RELIEF	32.00	77.50											109.50
OFFICER WORKED ON HOLIDAY	8.00	18.00											26.00
OFFICER FOR COURT	14.00	22.00											36.00
OFFICER TRAINING	19.00	144.50											163.50
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	12.00												12.00
STAFFING LEVEL	45.00	47.50											92.50
INVESTIGATION	20.25	78.00											98.25
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	17.00	35.00											52.00
COMMUNITY RELATIONS	1.00												1.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		10.00											10.00
MISCELLANEOUS	6.00	14.25											20.25
MISCELLANEOUS REIMBURSED	59.50	33.50											93.00
Gross OFFICER OVERTIME	233.75	480.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	714.00
SUBTOTAL REIMBURSED OVERTIME	(76.50)	(78.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(155.00)
NET OFFICER OVERTIME	157.25	401.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	559.00
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$150,000.00

Est. Expenditures through 03/03/2015 \$19,900.00

Percent of Total Budget: 13.27%

NOTES:

* Period 1/3/2015 - 1/30/2015

+Period

#Period

^^Period

**Period 1/31/2015 - 2/27/2015

++Period

##Period

*+Period

***Period

^Period

^^Period

*+*Period

Attachment: February 2015 PD OT Report (3168 : Police Overtime Report for February 2015)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: March 10, 2015

DEPARTMENT: Fire Department

FROM: Shana Defnet

SUBJECT: Fire Department Overtime and EMS Billing Report for Month of February.

ATTACHMENTS:

- february (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2014

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	73.5	147	98.75	48	112.5	85.25	59.75	39	83	56.25	143	48	994
EMS TRAINING	70.5	83	81	53.5	35.5	3	12	18.5	12	168.25	76.5	67.5	681.2
FIRE TRAINING	11	5.5	6	48.75	0	8	2.25	0	0	35.25	46	216.75	379.5
RESCUE CALLS	15.5	17	3.5	8.5	15.5	0	11.25	1	5.25	16	22.5	5.5	121.5
FIRE CALLS	0	0	0	0	0	0	5.25	0	0	39.75	19	0	64
MEETINGS	15	16.5	18	26.25	21	11.25	15	20.25	18.5	21.25	27.25	36.75	247
STAFFING REP.	0	41.25	3	0	6.75	51	288	45.75	17	40.5	219.75	108	821
MAINTENANCE	0	3.5	0	0	31	23	0	24	29.5	0	0	0	111
PUB. ED.	0	0	5.25	0	0	3	0	0	18.75	12.75	71.75	12	123.5
SPECIAL EVENTS	0	20	0	21	36	119.5	0	21	7.5	0	0	0	225
# FIRE RUNS	30	31	22	25	30	25	27	27	27	41	27	167	479
# of EMS RUNS	147	145	136	139	160	174	142	161	154	164	144	30	1696
DISPATCH ERRORS	6	1	3	3	9	1	4	1	5	0	1	2	36
TOTAL HRS.	185.5	333.75	215.5	206	258.25	304	393.5	169.5	191.5	390	625.75	661.5	3767.7

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2015

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	120	87											207
EMS TRAINING	63	301.5											364.5
FIRE TRAINING	0	6.75											6.75
RESCUE CALLS	11.5	8.5											20
FIRE CALLS	0	0											0
MEETINGS	141.5	132.75											274.2
STAFFING REP.	216	43.5											259.5
MAINTENANCE	4.5	1											5.5
PUB. ED.	0	19.25											19.25
SPECIAL EVENTS	0	0											0
# FIRE RUNS	28	25											53
# of EMS RUNS	170	156											326
DISPATCH ERRORS	4	0											4
TOTAL HRS.	556.5	600.25	0	0	0	0	0	0	0	0	0	0	1156.7

Special Events included in Overtime - None

Total Overtime Budget \$80,000 Expenditures through February 13 \$14,393 18%

Attachment: february (3187 : Fire Department February OT Report)

Incident Type Report (Summary)
 From 01/01/15 To 02/28/15
 Report Printed On: 03/04/2015

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Fire, other (100)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Building fire (111)	1	0.26%	\$1,000.00	\$0.00	\$1,000.00	100.00%
Chimney or flue fire, confined to chimney or flue (114)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Outside rubbish, trash or waste fire (151)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
	4	1.04%	\$1,000.00	\$0.00	\$1,000.00	100.00%
3 Rescue & Emergency Medical Service Incident						
Medical assist, assist EMS crew (311)	3	0.78%	\$0.00	\$0.00	\$0.00	0.00%
Emergency medical service, other (320)	3	0.78%	\$0.00	\$0.00	\$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	282	73.63%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	10	2.61%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	2	0.52%	\$0.00	\$0.00	\$0.00	0.00%
	300	78.32%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Hazardous condition, other (400)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Gasoline or other flammable liquid spill (411)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Gas leak (natural gas or LPG) (412)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide incident (424)	4	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Electrical wiring/equipment problem, other (440)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Overheated motor (442)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
	10	2.60%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Person in distress, other (510)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	3	0.78%	\$0.00	\$0.00	\$0.00	0.00%
Smoke or odor removal (531)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Assist police or other governmental agency (551)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Assist invalid (554)	26	6.79%	\$0.00	\$0.00	\$0.00	0.00%
	33	8.61%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Good intent call, other (600)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	8	2.09%	\$0.00	\$0.00	\$0.00	0.00%
Wrong location (621)	4	1.04%	\$0.00	\$0.00	\$0.00	0.00%
Smoke scare, odor of smoke (651)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
HazMat release investigation w/no HazMat (671)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
	15	3.91%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
False alarm or false call, other (700)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Municipal alarm system, malicious false alarm (711)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
System malfunction, other (730)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation due to malfunction (731)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	7	1.83%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation, no fire - unintentional (741)	3	0.78%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	2	0.52%	\$0.00	\$0.00	\$0.00	0.00%
Detector activation, no fire - unintentional (744)	3	0.78%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	1	0.26%	\$0.00	\$0.00	\$0.00	0.00%
	21	5.47%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	383			Total Est. Loss:	\$1,000.00	

Attachment: february (3187 : Fire Department February OT Report)

**DE PERE FIRE RESCUE
MUTUAL AID REPORT
FEBRUARY, 2015**

MUTUAL AID GIVEN

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
258	ASHWAUBENON	EMS
284	COUNTY RESCUE	EMS
300	GREEN BAY	FIRE
301	GREEN BAY	EMS

MUTUAL AID RECEIVED

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
218	GREEN BAY	EMS
224	GREEN BAY	EMS
224	ASHWAUBENON	EMS
337	GREEN BAY	FIRE
338	COUNTY RESCUE	EMS
371	ASHWAUBENON	EMS
383	ASHWAUBENON	EMS

FEBRUARY, 2015

***OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
1/25	27	40.5
TOTAL	27	40.5

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

EMS BILLING MONTHLY BILLING FIGURES

	JAN. '15	FEB. '15	MAR. '15	APR. '15	MAY '15	JUNE '15
CHARGES	105,520					
PAYMENTS	66,188					
ADJUSTMENTS	40,252					
WRITE OFFS	15					

	JULY '15	AUG. '15	SEPT. '15	OCT. '15	NOV. '15	DEC. '15
CHARGES						
PAYMENTS						
ADJUSTMENTS						
WRITE OFFS						

Payments to EMS	
Jan. 2015	4,786
Feb. 2015	
March 2015	
April 2015	
May 2015	
June 2015	
July 2015	
Aug. 2015	
Sept. 2015	
Oct. 2015	
Nov. 2015	
Dec. 2015	
Total Paid	

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

MEETING DATE: March 10, 2015

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Consideration of Capital Asset Software purchase.*

ATTACHMENTS:

- FixedAssetsSoftwareMemo (DOC)
- 201503031107-1 (PDF)
- 201503031107 (PDF)

To: Honorable Mayor and Members of the Finance Committee
From: Joe Zegers, Finance Director
Date: March 3, 2015
Subject: Recommendation for Capital Asset Software Purchase

I have attached the order form for the Fixed Asset CS software from Thomson Reuters for the City's capital asset depreciation and recordkeeping system. This purchase will allow the City to maintain our capital asset information for land, equipment, vehicles and infrastructure in-house as was recommended by our auditing firm Schenck SC. I have attached their recommendation which has been included in their last few years' annual management letters for your review. Our price for the software is \$1,350 and includes a 10% discount for purchasing through Schenck SC. They have used this software to annually maintain and update our records for audit purposes. As was discussed in the audit RFP process in January 2015, Schenck SC will download their current information through 12/31/13 to our software saving us a lot of input time initially setting up the City's capital asset records information. I recommend that you authorize the City's purchase of the Fixed Asset CS software pending final approval of the license agreement from the City Attorney. The purchase would be funded appropriately by the capital projects fund. This would allow the Finance Department to comply with the audit recommendation and allow us to update the information throughout the year so we have updated information readily available in the Finance and Clerk's departments for our review and for proper documentation starting with the 2014 audit.

Feel free to contact me should you have any questions on this and I will also be present at the March 10th Finance Committee meeting as well.

Attachment: FixedAssetsSoftwareMemo (3193 : Fixed Asset Software)

**Thomson Reuters (Tax & Accounting) Inc.
Professional Software & Services
CS Professional Suite® License Agreement**

Single-Location License Granted

This Software License Agreement and the CS Professional Suite Software Order Form and other Addenda attached hereto and/or made a part hereof by reference (collectively the "Agreement") is entered into by and between the Company whose name appears in the Order Form ("Company") and Thomson Reuters (Tax and Accounting), Inc. ("TRTA"). TRTA grants to the individual named on the applicable Order Form ("Licensee") a non-exclusive license to use and access the CS Professional Suite Software Products ("Software Products"), subject to the license and use terms of this Agreement. Licensee is the administrator of the Services (unless such administration is otherwise delegated) and has an exclusive license to use and/or access the Software Products on multiple computers within one practice location; legally constituted proprietorship, partnership or corporation (the "Practice Unit") and may delegate or sublicense such use to others within the Practice Unit for the intended purpose and subject to the license provisions of this Agreement, for the term stated in the applicable Order Form. Additional licenses are required if the Company has or sets up offices at other locations which "service clients" using the Software Products whether installed on a laptop or otherwise. "Service clients" includes, but is not limited to, meeting with clients, performing work for clients, dropping off and picking up information from clients. Unless the Company purchases the applicable network module, this License allows use of the Software Products on stand-alone computers only (a "non-network" version).

This Agreement shall be effective from the Effective Date as defined on the applicable CS Professional Suite Software Order Form, and shall remain in effect for as long as the term of such CS Professional Suite Software Order

Form, or any renewal form issued by TRTA pursuant to such CS Professional Suite Software Order Form (each, a "Renewal Form"). The term of each CS Professional Suite Software Order Form or Renewal Form shall be stated therein, and unless otherwise stated, is for a duration of twelve (12) months. This Agreement shall remain in effect for as long as a CS Professional Suite Software Order Form or a Renewal Form is in effect.

Client Bookkeeping Solution® (CBS) :

- Includes the right for Company to use the Accountant's Assistant™ software for Write-Up CS® on multiple computers within the designated Practice Unit at a single location.
- To the extent Company is designated a "CBS Master Licensee" (as hereinafter defined), Company can purchase additional copies of the CBS client modules at the then-current price, and install client copies of the CBS in client offices under the terms described in "Client Sublicense Granted" section below.

CS Professional Suite Accounting Products / Accounting CS® / Fixed Assets CS® / Practice CS® / Workpapers CS™:

These products may print the name of the Licensee's Practice Unit on applicable reports.

Note: Write-Up CS, Trial Balance CS®, and Engagement CS® must be licensed to the same person.

UltraTax CS®:

These products will print the name and full address of the Licensee's Practice Unit on the preparer block of each tax return. Alternate Preparer Blocks are available for all federal entity tax software products by using the Per Return Pricing (PRP) option.

Most CS Professional Suite applications require Microsoft® Word® or Excel® (with the latest service packs installed) to take advantage of certain program features. To ensure compatibility with all CS Professional Suite applications, you must be licensed for Microsoft Office® XP or later.

Termination

In the event of non-payment, or breach of the terms of the Agreement by Company that is not cured within 10 days after written notice is provided, TRTA shall have the right to terminate the applicable Order Form or this Agreement, or deactivate Company's access to the Software, as well as discontinue and/or suspend the provision of updates and/or support services for any of the CS Professional Suite Products. TRTA may also, after any applicable minimum commitment period, discontinue Company's access to the Software Products for any reason upon written notice to Company.

Business Purpose

The Company acknowledges that the Software Products are being licensed for business use and purposes only.

The software is licensed specifically for the use of the Practice Unit represented by the Licensee. Using this software to host other users outside of the Licensee's Practice Unit and/or entities is not permitted.

Client Sublicense Granted (for CBS Master Licensees only)

For each copy of a client module of a Software Product, which is purchased from TRTA, TRTA grants a sublicense for one designated client entity, as defined hereafter, to use such client module at a single location. Company agrees not to give, sell or loan client modules to any client entity other than the client entity named under such sublicense. A "client entity" is defined as



CS Professional Suite License Agreement, continued

an individual, proprietorship, partnership, or corporation that is legally required to file a separate federal tax return. If a client entity intends to use the software for multiple entities or at multiple locations, the Company agrees to purchase additional software copies from TRTA for each of those entities or locations. This client sublicense is not transferable. The sublicensed software will display an introductory screen showing the Company's firm name and address, and the client entity's name and address. The Company is free to make any pricing and support arrangements with client entities. Company agrees to be responsible for ensuring compliance by the client entities with the license and confidentiality terms of this Agreement, and/or any breach of the same by a client entity.

Dissolution of Practice Unit

If the Licensee leaves the Practice Unit, or the Practice Unit dissolves or changes its legal composition, and this Agreement is assigned subject to the assignment clause of this Agreement, Licensee shall continue to be the sole licensee and authorized custodian of the Software Products for purposes of receiving telephone support and software updates. The Licensee agrees that he/she will not permit others, including members of his/her former Practice Unit, to retain copies of the Software Products. Please contact the CS Professional Suite Licensing Coordinator for questions regarding licensing.

Dissolution of Practice Unit (CBS Master Licenses only)

If the Licensee leaves the Practice Unit, or the Practice Unit dissolves or changes its legal composition, and this Agreement is assigned subject to the assignment clause of this Agreement, the above defined Master Licensee shall continue to be the authorized custodian of the CS Professional Suite Accounting's Accountant's Assistant and client modules, licensed for internal use only, for purposes of receiving telephone support and software updates. The Master Licensee agrees

that he/she will not permit others, including members of his/her former Practice Unit, to retain or use copies of that software. Please contact the CS Professional Suite Licensing Coordinator for questions regarding licensing.

Product Support & to Return

Telephone support is available during the days and times posted in the Support section of the CS Professional Suite website. Licensing for any products must be current (non-expired) in order to receive support services. Paid support is calculated in 10-minute increments or by the terms of the support contract, if purchased. Support services will only be provided to employees and contractors of Licensee's business unit. If Company is a CBS Master Licensee, Company will provide support to its clients since TRTA does not deal directly with the Company's clients. Additional details are provided below by product:

CS Professional Suite Accounting Products / Accounting CS / Fixed Assets CS / Practice CS / FileCabinet CS® / Toolbox CS® / CBS Master Licenses / Workpapers CS™:

The initial license fee for these products includes a 60-day right to return and 60 days of free telephone support from the date of purchase. Paid support applies thereafter.

60-day right to return does not apply to purchases of Payroll Tax Unlimited Electronic Filing, Accounting CS 940/941 Unlimited Electronic Filing, and/or Unlimited Source Document Processing.

UltraTax CS Products:

The annual license fee for UltraTax CS products includes the right to return up to 30 days from the initial delivery of the UltraTax CS platform or 30 days from the company's initial purchase of UltraTax CS, whichever applies. For any tax products that are returned, there will be an administrative fee of \$250

deducted from the total refund. The annual license fee for Tax products also includes free telephone support.

30-day right to return does not apply to purchases of 1040 or Business Electronic Filing – Unlimited.

Onsite consulting / implementation / training fees and expenses are nonrefundable. Prepaid training balances unused after 2 years from the purchase date will be forfeited.

60-day right to return and free support period do not apply to purchases of additional network seats, Timekeepers, payroll client bundles, or CBS client modules when purchased subsequent to the initial purchase.

Network Installation & Support

To assure successful installation of Network and Terminal Server Software Products, the Company will provide a qualified installer to install and configure network hardware and software. (For CBS Master Licenses, the Accountant's Assistant for Write-Up CS will work with either the single user or network versions of Write-Up CS.) The Company will provide a qualified person to handle all administrative functions including, but not limited to, handling new user accounts and workstations, network passwords and file-sharing status, hardware, and printers. TRTA will only provide telephone support for Network and Terminal Server Software Products installed on local area and server-based networks, which incorporate hardware and network operating software officially supported by TRTA.

Future Versions

CBS / CS Professional Suite Accounting / Accounting CS / ToolBox CS / Practice CS / FileCabinet CS / Fixed Assets CS / Workpapers CS™:

The initial license fee for these products includes all enhancements or modifications to a Software Product ("normal updates") released during the Initial Term of the license. After the Initial Term, the license to the Software Products as well as, any normal updates will be made available to the



CS Professional Suite License Agreement, *continued*

Company pursuant to a Renewal Form and based on Company's payment of either (1) the annual license fee for software requiring an annual renewable license fee or (2) the annual product maintenance fee for perpetually licensed software, whichever applies.

From the time an enhanced version of a Software Product is publicly released, TRTA warrants that Telephone support will be available for the superseded version for at least 12 months.

UltraTax CS / Payroll Compliance Module / State Payroll Tax Module:

Each year's Software Products will be considered new Software Products and are subject to an annual license fee. Any enhancements or modifications to a Software Product are included in the annual license fee.

Professional Responsibility

The Company is solely responsible for the accuracy of all financial reports and tax returns produced by the Software Products. Using CS Professional Suite Software Products does not relieve the Company of any professional obligations concerning preparation and review of financial reports and tax returns. CBS Master Licensees are solely responsible for the client installation and support arrangements and for reviewing the accuracy of the data produced by the CBS software. Although the Software Products provided hereunder are tools to assist Company in the preparation of, as applicable, tax returns and/or other tax related documents ("Tax Documents"), Company assumes sole responsibility and entire risk for the preparation, content, elections, accuracy and timely submission of all such Tax Documents. Company agrees to defend, at its own expense, indemnify and hold TRTA harmless against liability (including without limitation, attorneys' fees, penalties and interest) arising directly or indirectly from any suit, claim or proceeding brought against TRTA by any party based upon preparation, submission or filing of Tax Documents through use of the Software Products.

Confidentiality and Intellectual Property

Both parties understand and agree that restrictions should be placed on the use, dissemination and disclosure of certain non-public and/or proprietary information to be exchanged between TRTA on the one hand, and Company on the other. This information shall include, without limitation, the terms and conditions of this Agreement, either party's information about its customers, any non-public information, and TRTA's products and services, and all other software, data, information and materials marked as confidential or that should otherwise be understood to be confidential in the reasonable exercise of the receiving party's judgment, which is disclosed by one party ("the disclosing party") to the other party ("the recipient"), all of which shall hereinafter be referred to as the "Information".

The Information will be kept confidential and each party shall exercise reasonable care to maintain all Information in confidence. Circulation of the Information shall be limited to only the recipient's employees and agents who need to know the Information in connection with their normal duties and who are bound in writing by confidentiality obligations at least as stringent as under this Agreement, and shall not be distributed or disclosed in whole or in part to any other employees or third parties, without prior written consent of the disclosing party. The term "Information" does not include information that (a) is or becomes generally available to the public other than as a result of disclosure by the recipient or anyone to whom the recipient discloses the Information, (b) becomes available to the recipient on a non confidential basis from a source other than the disclosing party who is not bound by a confidentiality agreement with the disclosing party, (c) was lawfully known to the recipient or in its possession prior to the date of disclosure by the disclosing party, (d) is disclosed with the disclosing party's written

permission, or (e) is independently developed by the recipient without reference to or use of the Information.

In the event that the recipient becomes legally compelled to disclose any of the Information, it will provide the disclosing party with prompt notice so that the disclosing party may seek a protective order or other appropriate remedy. In the event that such protective order or other remedy is not obtained, the recipient will furnish only that portion of the Information, which is legally required and will exercise reasonable efforts to obtain reliable assurance that confidential treatment will be accorded the Information.

In the event of any breach of the obligations set forth in this section by the Recipient, the Disclosing Party could be irreparably and immediately harmed and may not be made whole by monetary damages. In such event, without prejudice to any rights and remedies otherwise available, the Disclosing Party shall be entitled to seek equitable relief by way of injunction. The obligations of confidentiality set forth herein shall govern all communications and disclosure / receiving of Information between Company and TRTA and shall continue for a period of three (3) years following expiration or termination of this Agreement.

TRTA retains all rights in the Software Products, and all source code, applications and processes making up the Software Products, (ii) any information about the same contained in the specifications, or documentation, user, technical and training manuals, (iii) Software Product updates, modifications, enhancements, screen shots, layouts, text and user interfaces, and (iv) any and all concepts, ideas, methods, methodologies, procedures, processes, know-how, techniques, models, templates and software contained in (i), (ii) or (iii) and/or which TRTA creates, acquires, owns or otherwise has or obtain rights to. The



CS Professional Suite License Agreement, *continued*

Software Product(s) and accompanying Materials are subject to protection under the copyright and or trade secret laws, where applicable, and other intellectual property laws of the United States and other jurisdictions. The rights granted in this Agreement are the only rights that TRTA grants with regard to the Software and there are no implied licenses, and TRTA retains all rights not specifically granted to Company in the Agreement. The Company agrees that he/she will hold and use the Software Products in the same manner as he/she deals with his/her own confidential proprietary information and trade secrets. The Company will not, nor will it permit any of its employees, agents or representatives to, transfer, resell, divulge, reverse engineer, modify, or develop derivative works from the technology embodied in the Software Products.

Warranty, Disclaimer & Liability

TRTA warrants that each Software Product, when correctly installed on a type of hardware and/or local area network (LAN) and operating environment supported by TRTA, will perform as described in its current operator's manual. TRTA MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. TRTA WILL AT ITS OPTION, AND AS COMPANY'S SOLE AND EXCLUSIVE REMEDY, REPAIR,

REPLACE, OR REFUND THE LICENSE FEES FOR ANY SOFTWARE PRODUCT NOT MEETING THIS WARRANTY. THE COMPANY AGREES THAT THE TOTAL CUMULATIVE LIABILITY OF TRTA FOR ALL CLAIMS DURING A TWELVE MONTH PERIOD RELATED TO THIS AGREEMENT AND EACH SOFTWARE PRODUCT INCLUDING ANY CLAIMS IN WARRANTY, CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE SHALL NOT EXCEED THE TOTAL AMOUNT OF THE LICENSE FEES PAID BY COMPANY FOR THE APPLICABLE SOFTWARE PRODUCT WHICH FORMS THE BASIS OF SUCH CLAIMS. TRTA SHALL NOT IN ANY EVENT BE LIABLE FOR ANY INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES, INCLUDING LOST OR DAMAGED DATA; LOSS OF PROFIT OR GOODWILL; WHETHER FORESEEABLE OR NOT, EVEN IF TRTA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

General

Any required notice by TRTA shall be deemed properly given when sent by TRTA by fax, certified, express or first class mail. Upon termination, the Company is obligated to delete all electronic copies and return all physical copies of the Software Product to TRTA, together with all copies of related manuals. The Company agrees that injunctive relief is an appropriate

remedy to prevent any breach of this Agreement. All claims against TRTA related to this License or Software Products shall be brought and maintained exclusively in courts located in Michigan and this Agreement shall be governed by the laws of the State of Michigan, without regard to conflict of laws provisions. Neither party may assign its rights and remedies nor transfer its obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld; however, upon written notice to the other party, TRTA may assign this Agreement to any present or future parent, subsidiary, or affiliate, or as part of the sale of its business using the Products and Services provided hereunder, or pursuant to any merger, consolidation, or other reorganization, without the other party's consent. An assignee of either party, as authorized hereunder, shall assume all of the rights and obligations of the assigning party set forth in this Agreement.



FIXED ASSETS CS®

CLIENT SOFTWARE ORDER FORM

THIS FORM EXPIRES ON MARCH 31, 2015

CONTACT US AT 800.968.8900 FOR AN UPDATED VERSION

SELECT THE ITEMS YOU WISH TO PURCHASE

☐ Fixed Assets CS	\$1,500 (less 10% discount)	\$1,350
☐ Fixed Assets CS—Local Area Network (LAN) (includes 4 network seats)	\$300 (less 10% discount)	\$270
☐ Fixed Assets CS—LAN Additional Network Seats (bundles of 4)	\$300 (less 10% discount)	\$270 x _____ bundles
☐ Fixed Assets CS—Terminal Server (TS) Network (includes 4 network seats) ..	\$450 (less 10% discount)	\$405
☐ Fixed Assets CS—TS Network Additional Network Seats (bundles of 4)	\$450 (less 10% discount)	\$405 x _____ bundles
☐ Fixed Assets CS—Inventory Module	\$500 (less 10% discount)	\$450
☐ Fixed Assets CS Essentials 1 Training	\$245 (less 10% discount)	\$220.50

* The following states are exempt from sales tax if the method for software delivery is download/electronic: AK, AR, CA, CO (excluding Denver which is taxable at 3.62%), DE, FL, GA, IA, ID, MD, MO, MT, NH, NJ, NV, OK, OR, SC, VA.

SUBTOTAL\$

SALES TAX*\$

TOTAL AMOUNT DUE\$

LICENSEE INFORMATION (to be completed by client)

Company Name: _____
 Name: _____
 Street: _____
 City: _____
 State: _____ Zip: _____
 Telephone: _____
 Email: _____

REFERRING FIRM INFORMATION

Firm Name: _____ Firm ID: _____
 Name: _____
 Street: _____
 City: _____
 State: _____ Zip: _____
 Telephone: _____
 Email: _____

METHOD OF PAYMENT

(If paying by check please make it payable to: Professional Software & Services.)

CREDIT CARD
 Card #: _____ Exp. Date: _____
 Cardholder Address: _____

DIRECT DEBIT
 Account #: _____
 Routing #: _____
 Account Contact Name: _____
 Account Contact Email Address: _____
 Account Type: ☐ Checking ☐ Savings
 Classification: ☐ Business ☐ Personal

BOTH
 Account Name: _____
 Signature: _____ Date: _____

Complete, sign, and fax or mail (if paying by check) this form to
 Attn: Order Processing

FAX: 800.326.1040

MAIL: Thomson Reuters
 7322 Newman Boulevard
 Dexter, MI 48130

NOTES:

1. If you have questions while preparing this order, please call us at 800.968.8900.
2. CS Professional Suite Fixed Assets CS and network modules permit up to 4 concurrent users of the licensed product family. Additional bundles of 4 concurrent users can be purchased.
3. This software is for the exclusive use of the licensee's practice unit only. Purchase is subject to all license terms described in the software license agreement located at <http://bit.ly/csplicense>. Your signature acts as your acceptance of the License Agreement. This order is effective only when accepted by Thomson Reuters. By signing this form, you authorize Thomson Reuters to take payment from the method of payment noted above.
4. Prices are subject to change. Thomson Reuters reserves the right to suspend support and update services for any user who violates the terms of the Software License Agreement.
5. CS Professional Suite Fixed Assets CS products are all available with a Standard License type and are subject to Annual Maintenance Fees. Maintenance fees include all normal software updates and access to chargeable Product Support during the first twelve (12) months. If not renewed, you will have continued use of the software, but will need to pay an update fee to receive compliance and other updates and have access to paid telephone product support, after the initial license period.

TAX & ACCOUNTING

O 800.968.8900

F 800.326.1040

CS.ThomsonReuters.com



THOMSON REUTERS™

TL28410

STATUS OF PRIOR YEAR COMMENTS AND RECOMMENDATIONS

The following comments and observations have been discussed in prior year management letters. Although progress has been made, the recommendations have not yet been fully implemented. Since complete implementation of the recommendations have not been made, we recommend the City develop a specific timetable for implementation, including identifying persons responsible for implementation, for each recommendation. Presented below is a summary of prior year comments along with any current status.

1. Capital Assets Records

Under current governmental accounting principles, the City records capital assets purchased for use by the City as expenditures in their governmental funds. The purchases are recorded in outlay accounts and are commingled with other City operating expenses. At year end, the City reviews their outlay accounts to determine additions and disposals to its capital assets and record the activity, as well as the annual depreciation expense on each asset. At December 31, 2013, the City's capital assets for governmental activities totaled approximately \$104 million. Currently, the City information regarding capital assets consist of spreadsheet listings of the individual assets and accumulated depreciation, which in part, are maintained by the City's auditor. The annual addition, removal and depreciation information is used to prepare the City's government-wide financial information. In our opinion, the use of spreadsheets to accumulate the financial information of capital assets is more time-consuming and susceptible to error than automated records. In addition, maintaining prior year information is more difficult since normally only the current year detail balance is carried over to the subsequent year.

Accordingly, we recommend the City review the feasibility of installing capital asset software to account for City-owned capital assets. We are informed that the City is considering purchasing a module of current software for their capital assets. Furthermore, we believe the City should consider assigning the maintenance of capital asset records to a specific employee.

MANAGEMENT'S RESPONSE: The Finance Department is presently reviewing two alternatives for capital assets recordkeeping and related depreciation. The first solution would be to purchase the capital assets recordkeeping INCODE module from Tyler Technologies which is the company we currently use for our financial software recordkeeping and reporting. The estimated cost of purchasing this module is \$6,500 plus annual support. A second solution would be to purchase the Thomson Reuters Fixed Assets CS Recordkeeping software estimated at \$2,500 plus annual support which the auditors have found to work well for similar-sized governmental entities. In any event, the Finance Department would be responsible for initial input of City Capital Assets and subsequent additions and retirements on an annual basis. The Clerk's Office would gather this activity in conjunction with assistance from both the Finance and Human Resources departments to make sure the capital asset information is complete which would be additionally helpful for property insurance purposes. The City will implement this pending Finance Committee and Council approval of the recommended software in late 2014 or early 2015 to insure this is available for audit review for the 2014 audit.

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

MEETING DATE: March 10, 2015

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Defnet

SUBJECT: Approval of Copier Leases for the Community Center, Fire Department, MSC, and Second Floor City Hall*

ATTACHMENTS:

- copier memo (DOC)
- Current lease with Ricoh (XLSX)
- Proposed Lease - Community Center (PDF)
- Proposed Lease - Second Floor City Hall (PDF)
- Proposed Lease - Fire Department (PDF)
- Proposed Lease - MSC (PDF)
- Badger Office City Quote (PDF)
- Ricoh Quote (PDF)
- Wisconsin Document Imaging Quote (PDF)

To: Honorable Mayor and Members of the Finance Committee
From: Shana Defnet, Clerk - Treasurer
Date: March 5, 2015
Subject: Recommendation for Approval of 48-month Lease Agreement with Badger Office City

I have attached three different quotes from three different vendors for a new lease agreement for copiers used by Second Floor City Hall, the Municipal Services Center, the Community Center, and the Fire Department. The current lease on these department copiers is to expire in March 2015. I have also attached a comparison sheet showing our current lease with Ricoh compared with the recommended lease with Badger Office City.

I am recommending that the City go with Badger Office City for the new lease agreement. Their pricing was most competitive and other municipalities have shared with me that their customer service for the maintenance agreement is very good.

Please feel free to contact me if you have questions; I will also be present at the March 10th Finance Committee meeting as well.

Department:	Current Lease with Ricoh (Appleton)	Monthly	Rate per copy beyond allowance	Average copies per quarter
Fire Department	Ricoh Copier MP2550SP with finisher	\$91.53	0.00418	6826
MSC	Ricoh Copier MP5001SP with finisher, two tray paper bank	\$231.88	0.00418	30236
2nd Floor City Hall	Ricoh Copier MP5001SP with finisher, two tray paper bank	\$235.29	0.00418	20942
Community Center	Ricoh Copier MP4001SP with finisher, two tray paper bank	\$164.96	0.00418	18779.2
Total for City		\$723.66	0.00418	76783.2

Our total charges for the 4 copiers for additional copies beyond the 200,000 allotment in the past year under this lease came to: \$411.48
Annual amount for 4 copier leases in 2014: \$9095.36

Department:	Proposed 48 month Lease with Badger Office City (Manitowoc, WI)	Monthly	Rate per copy	Average copies per month	Additional Fee Per month for copies	Total Monthly
Fire Department	Ricoh Copier MP2550SP with finisher	\$68.73	0.0049	1707	\$8.36	77.09
MSC	Ricoh Copier MP5001SP with finisher, two tray paper bank	\$130.51	0.0049	10079	\$49.39	179.90
2nd Floor City Hall	Ricoh Copier MP5001SP with finisher, two tray paper bank	\$130.51	0.0049	6981	\$34.21	164.72
Community Center	Ricoh Copier MP4001SP with finisher, two tray paper bank	\$118.34	0.0049	6260	\$30.67	149.01
Total for City						570.72

Our anticipated total charges for the 4 copier lease based on the average copy per month per department is \$6,848.64, a savings of almost \$2,000 per year. All toner and staple supplies and maintenance on the machines are included in this lease.

Company	Copier / Features	Monthly (36 month Lease)	Monthly (48 month Lease)	Rate Per Copy (black maintenance program)	Average black copies per month	Additional fee per month for copies:	Total monthly (36 month)	Total monthly (48 month)
Wisconsin Document Imaging	Ricoh MP 4002SP: includes large capacity drawer, shift sort tray, stapler, three hole punch, fax and scanner	\$191.00	\$154.75	0.0079	6260	\$49.45	\$240.45	\$204.20
Badger Office City	Lanier MP 4002sp: includes large capacity drawer, shift sort tray, stapler, three hole punch, fax and scanner	\$144.88	\$118.34	0.0049	6260	\$30.67	\$175.55	\$149.01
Ricoh	MP4002: Includes large capacity drawer, shift sort tray, fax and scanner, stapler and three hole punch	\$217.01	\$120.07	0.006	6260	\$37.56	\$254.57	\$157.63

Proposed Leases - 2nd Floor City Hall

6.d

Company	Copier / Features	Monthly (36 month Lease)	Monthly (48 month Lease)	Rate Per Copy (maintenance program)	Average copies per month	Additional fee per month for copies:	Total monthly (36 month)	Total monthly (48 month)
Wisconsin Document Imaging (Green Bay)	Ricoh MP5002SP: includes finisher, stapler, punch, large capacity drawer	\$204.25	\$165.75	0.0079	6981	\$55.15	\$259.40	\$220.90
Badger Office City (Manitowoc)	Lanier MP5002sp: includes finisher, stapler, punch, fax, large capacity drawer	\$159.54	\$130.51	0.0049	6981	\$34.21	193.7469	\$164.72
Ricoh (Appleton)	MP5002: includes stapler, hole punch, fax, scanner, additional trays	\$175.95	\$144.41	0.006	6981	\$41.89	217.836	\$186.30

Attachment: Proposed Lease - Second Floor City Hall (3195 : Approval of Copier Leases for the

Proposed Leases - Fire Department

6.e

Company	Copier / Features	Monthly (36 month Lease)	Monthly (48 month Lease)	Rate Per Copy (maintenance program)	Average copies per month	Additional fee per month for copies:	Total monthly (36 month)	Total monthly (48 month)
Wisconsin Document Imaging	Ricoh MP2554: includes shirt sort tray	\$79.75	\$64.75	0.009	1707	\$15.36	\$95.11	\$80.11
Badger Office City	Lanier MP2554: includes finisher, stapler, scanner	\$84.14	\$68.73	0.0049	1707	\$8.36	92.5043	\$77.09
Ricoh	MP2554: includes finisher, stapler, scanner		\$89.84	0.006	1707	\$10.24		\$100.08

Attachment: Proposed Lease - Fire Department (3195 : Approval of Copier Leases for the Community

Company	Copier / Features	Monthly (36 month Lease)	Monthly (48 month Lease)	Rate Per Copy (maintenance program)	Average copies per month	Additional fee per month for copies:	Total monthly (36 month)	Total monthly (48 month)
Wisconsin Document Imaging	Ricoh MP5002SP: includes finisher, scanner, stapler, punch, large capacity drawer	\$204.25	\$165.75	0.0079	10079	\$79.62	\$283.87	\$245.37
Badger Office City	Lanier MP5002sp: includes finisher, stapler, punch, fax, large capacity drawer	\$159.54	\$130.51	0.0049	10079	\$49.39	208.927	\$179.90
Ricoh	MP5002: includes stapler, hole punch, additional trays, fax and scanner	\$175.95	\$144.41	0.006	10079	\$60.47	236.424	\$204.88

Defnet

From: Bruce Sengbusch <bruce@BADGEROFFICECITY.COM>
Sent: Wednesday, February 04, 2015 2:33 PM
To: Shana Defnet
Subject: New lease rates

Importance: High

Good Afternoon Shana,

I just received new promotional lease rates until March 31st

MP 5002sp

\$159.54 -- 36 months

\$130.51 -- 48 months

MP 2554

\$84.14 -- 36 months

\$68.73 -- 48 months

MP 4002sp

\$144.88 -- 36 months

\$118.34 -- 48 months

MP c4503

\$199.87 -- 36 months

\$163.26 -- 48 months

Above rates include property tax.

If you have any questions please do not hesitate to call my cell or email me.

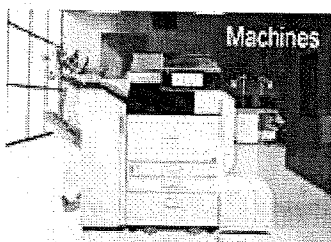
Thank you,
Bruce

Bruce G. Sengbusch
 (920) 684-3671 ext 116
 (920) 676-4388 Cell



BADGER OFFICE CITY

SUPPLIES - FURNITURE - MACHINES



[Visit our Website](#)

[Machines](#)

[Profile](#)

[Submit Meter Reads](#)

Location	Model	OPTIONS	ERP	Sell	48 month	Service Rate
City Hall 2nd Floor	MP 5002sp	Black			Black	\$ 0.00490
		2-550 Drawers				
		1 - LCIT 2,000 Drawer				
		SR 3090 Finisher				
		Punch				
		Fax				
			\$ 20,500.34	\$ 5,826.58	\$ 131.70	

Municipal Service Center	MP 5002sp	Black			Black	\$ 0.00490
		2-550 Drawers				
		1 - LCIT 2,000 Drawer				
		SR 3090 Finisher				
		Punch				
		Fax				
			\$ 21,020.34	\$ 5,575.63	\$ 131.70	

Community Center	MP c4503	COLOR			Black	\$ 0.00490
		2-550 Drawers			Color	\$ 0.05250
		1 - LCIT 2,000 Drawer				
		Booklet Finisher				
		Punch				
		Fax				
			\$ 28,054.90	\$ 6,974.72	\$ 164.74	

OR

Community Center	MP 4002	Black			Black	\$ 0.00490
		2-550 Drawers				
		1 - LCIT 2,000 Drawer				
		SR 3090 Finisher				
		Punch				
		Fax				
			\$ 9,807.94	\$ 5,055.72	\$ 119.42	

Fire Department	MP 2554	Black			Black	\$ 0.00490
		2-550 Drawers				
		1 - Cabinet				
		SR 3140 Finisher				
			\$ 8,942.89	\$ 2,936.18	\$ 69.35	

Payment includes Property Tax



SUPPLIES - FURNITURE - MACHINES

Public Works/MSC**Lanier MP 5002sp BlackCopier/Printer/Scanner(color scan)**

- 50 pages per minute black & white
- 1 GB RAM - 128 GB Hard Drive
- 1200 x 1200 dpi
- Full color Console – Customizable Home Screen
 - with **USB and SD Card slots**
- 5.5 x 8.5 to 11 x 17
- Plain Paper, Transparencies, Recycled Paper, Cardstock, Letterhead, Envelopes
- (2) 550 sheet drawers (user adjustable) 16 to 45lb bond
- (1) 2,000 Sheet Large Capacity Tray
- 100 sheet bypass, **14 to 58lb bond**
- Auto Paper Select
- Date Stamp
- Electronic/Rotate Sorting
- **Security Features**
 - HDD Encryption
 - HDD Data Overwrite
 - Encrypt Address Book
- **Copy**
 - Auto reversing document feeder (100 originals)
 - Automatic 2 sided copying
- **Network ready**
 - Printer
 - Sample
 - Hold
 - Stored and locked print
 - Classification Code
 - Scanner
 - speed up to 61 ipm
 - Scan to email (with LDAP Support)
 - Scan to folder (SMB/FTP/NCP)
 - Scan to URL
- **Stored Documents**
 - Max 2,000
- **SR 3090 1,000-sheet Finisher**
 - Paper Size Proof Tray: 5.5" x 8.5" to 12" x 18"
 - Paper Weight Proof Tray: 14 – 68 lb. Bond/140 lb. Index (52 – 260g/m2)
 - Staple Capacity
 - 50 sheets (8.5" x 11") - 30 sheets (8.5" x 14" or larger)
 - Staple Paper Sizes 8.5" x 11" – 12" x 18"
 - Staple Paper Weight 17 – 24 lb. Bond (64 – 90 g/m2)
 - Staple Positions
 - 1 staple: 2 positions; 2 staples: 1 position
- **Punch**
- **Fax**
- Warm up time is less than 19 seconds
- Power Requirements
 - 120v, 60hz, 12A
- Energy Star
- Installation
- Training

Purchase Option:

Your Investment.....\$5,575.63

Lease Options:

NO security deposit / NO down payment / NO advance payments
 FMV buyout at end of the lease. Plus one time documentation fee.
 Includes Property Tax

48 months FMV buyout.....\$131.70/month

LANIER
 gets it.


BADGER OFFICE CITY

SUPPLIES - FURNITURE - MACHINES

Community Center

OPTION 1

Lanier MP 4002sp BlackCopier/Printer/Scanner(color scan)

- 40 pages per minute black & white
- 1 GB RAM - 128 GB Hard Drive
- 1200 x 1200 dpi
- Full color Console – Customizable Home Screen
 - with **USB** and **SD Card** slots
- 5.5 x 8.5 to 11 x 17
- Plain Paper, Transparencies, Recycled Paper, Cardstock, Letterhead, Envelopes
- (2) 550 sheet drawers (user adjustable) 16 to 45lb bond
- (1) 2,000 Sheet Large Capacity Tray
- 100 sheet bypass, **14 to 58lb bond**
- Auto Paper Select
- Date Stamp
- Electronic/Rotate Sorting
- **Security Features**
 - HDD Encryption
 - HDD Data Overwrite
 - Encrypt Address Book
- **Copy**
 - Auto reversing document feeder (100 originals)
 - Automatic 2 sided copying
- **Network ready**
 - Printer
 - Sample
 - Hold
 - Stored and locked print
 - Classification Code
 - Scanner
 - speed up to 61 ipm
 - Scan to email (with LDAP Support)
 - Scan to folder (SMB/FTP/NCP)
 - Scan to URL
- **Stored Documents**
 - Max 2,000
- **SR 3090 1,000-sheet Finisher**
 - Paper Size Proof Tray: 5.5" x 8.5" to 12" x 18"
 - Paper Weight Proof Tray: 14 – 68 lb. Bond/140 lb. Index (52 – 260g/m2)
 - Staple Capacity
 - 50 sheets (8.5" x 11") - 30 sheets (8.5" x 14" or larger)
 - Staple Paper Sizes 8.5" x 11" – 12" x 18"
 - Staple Paper Weight 17 – 24 lb. Bond (64 – 90 g/m2)
 - Staple Positions
 - 1 staple: 2 positions; 2 staples: 1 position
- **Punch**
- **Fax**
- Warm up time is less than 19 seconds
- Power Requirements
 - 120v, 60hz, 12A
- Energy Star
- Installation
- Training

Purchase Option:

 Your Investment.....**\$5,575.63**

Lease Options:

NO security deposit / NO down payment / NO advance payments

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

Includes Property Tax

 48 months FMV buyout.....**\$131.70/month**

LANIER
gets it.



SUPPLIES - FURNITURE - MACHINES

City Hall 2nd Floor**Lanier MP 5002sp BlackCopier/Printer/Scanner(color scan)**

- 50 pages per minute black & white
- 1 GB RAM - 128 GB Hard Drive
- 1200 x 1200 dpi
- Full color Console – Customizable Home Screen
 - with **USB** and **SD Card** slots
- 5.5 x 8.5 to 11 x 17
- Plain Paper, Transparencies, Recycled Paper, Cardstock, Letterhead, Envelopes
- (2) 550 sheet drawers (user adjustable) 16 to 45lb bond
- (1) 2,000 Sheet Large Capacity Tray
- 100 sheet bypass, **14 to 58lb bond**
- Auto Paper Select
- Date Stamp
- Electronic/Rotate Sorting
- **Security Features**
 - HDD Encryption
 - HDD Data Overwrite
 - Encrypt Address Book
- **Copy**
 - Auto reversing document feeder (100 originals)
 - Automatic 2 sided copying
- **Network ready**
 - Printer
 - Sample
 - Hold
 - Stored and locked print
 - Classification Code
 - Scanner
 - speed up to 61 ipm
 - Scan to email (with LDAP Support)
 - Scan to folder (SMB/FTP/NCP)
 - Scan to URL
- **Stored Documents**
 - Max 2,000
- **SR 3090 1,000-sheet Finisher**
 - Paper Size Proof Tray: 5.5" x 8.5" to 12" x 18"
 - Paper Weight Proof Tray: 14 – 68 lb. Bond/140 lb. Index (52 – 260g/m2)
 - Staple Capacity
 - 50 sheets (8.5" x 11") - 30 sheets (8.5" x 14" or larger)
 - Staple Paper Sizes 8.5" x 11" – 12" x 18"
 - Staple Paper Weight 17 – 24 lb. Bond (64 – 90 g/m2)
 - Staple Positions
 - 1 staple: 2 positions; 2 staples: 1 position
- **Punch**
- **Fax**
- Warm up time is less than 19 seconds
- Power Requirements
 - 120v, 60hz, 12A
- Energy Star
- Installation
- Training

Purchase Option:

Your Investment.....\$5,575.63

Lease Options:

NO security deposit / NO down payment / NO advance payments
 FMV buyout at end of the lease. Plus one time documentation fee.
 Includes Property Tax

48 months FMV buyout.....\$131.70/month

LANIER
 gets it.



SUPPLIES - FURNITURE - MACHINES

Fire Department**Lanier MP 2554 BlackCopier/Printer/Scanner(color scan)**

- 25 pages per minute black & white
- 2 GB RAM
- 533 MHz Processor
- 250 GB Hard Drive
- DOSS Data Overwrite Security
- 600 x 600 dpi
- Full color Console
- (1) 500 sheet drawer
- (1) 550 sheet (user adjustable) 14 to 80 lb bond (52 – 300 gsm)
- 100 sheet bypass, **14 to 80 lb bond (52- 300 gsm) – up to 12 x 18**
- Auto Paper Select
- Paper Stock
 - Plain Paper, Transparencies, Letterhead, Color Paper, Envelopes, Cardstock, Recycled
- Electronic/Rotate, Sorting
- **Copy**
 - Auto reversing document feeder (100 originals)
 - Automatic 2 sided copying
- **Network ready**
 - Printer
 - Sample
 - Hold
 - Stored and locked print
 - Scanner
 - speed up to 79 ipm
 - **Color Scan**
 - Scan to email (with LDAP Support)
 - Scan to folder (SMB/FTP/NCP)
 - Scan to URL
- **SR 3140 1,000-sheet Finisher**
 - Paper Size Proof Tray: 5.5" x 8.5" to 12" x 18"
 - Paper Weight Proof Tray: 14 – 80 lb. Bond/166 lb. Index (52 – 300 g/m2)
 - Shift Tray: 14 – 80 lb. Bond/166lb. Index (52 – 300 g/m2)
 - Staple Capacity
 - 50 sheets (8.5" x 11")
 - 30 sheets (8.5" x 14" or larger)
 - Staple Paper Sizes 8.5" x 11" – 12" x 18"
 - Staple Paper Weight 17 – 28 lb. Bond (52 – 105 g/m2)
 - Staple Positions
 - Top, Bottom 2 Staples
 - Warm up time is less than 14 seconds
 - Power Requirements
 - 120v, 60hz/12A
 - Energy Star
 - Installation
 - Training

Purchase Option:

Your investment.....\$2,936.18

Lease Options:

NO security deposit / NO down payment / NO advance payments

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

Includes Property Tax

48 months FMV buyout.....\$69.35/month

LANIER
 gets it.



Quote Document for

CITY OF DEPERE

Date: February 03, 2015

<u>Quantity</u>	<u>Item Description</u>	<u>Ext Selling Price</u>
1	MP5002 Configurable PTO Model RICOH MP5002 PAPER FEED UNIT PB3130 FOR MFP D580-17 RICOH BRIDGE UNIT BU3060 FINISHER SR3090 RICOH FAX OPTION TYPE 5002 FOR MFP (D62901) RICOH PRINTER/SCANNER UNIT TYPE 5002 RICOH POSTSCRIPT3 UNIT TYPE 5002 DIGITAL QC 120/15AMP SURGE PROTECTOR	48 month Lease of \$144.41 per month

Technology Service

48 Month Service Term

<u>Quantity</u>	<u>Description</u>	<u>Ext Rate</u>
1	MP5002 Configurable PTO Model Includes 0 B&W copies per Quarter per unit overages at 0.0060 cents per page 0 color copies per Quarter per unit overages at cents per page GOLD - includes Parts, Labor, Toner and Staples, excludes Paper	Per Quarter

Reservation of Rights—This quote is based upon the information provided by you, and the assumptions

made by us in preparing the information contained herein. While care has been taken to ensure the accuracy of this quote, we make no representations or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions. We recognize your right to negotiate and approve the terms of any resulting contract and we reserve the same right. We also acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. THIS QUOTE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT, NOR SHOULD IT BE CONSTRUED AS, AN OFFER TO SELL/LEASE THE GOODS OR SERVICES LISTED HEREIN.

Rev. 04/13

Quote Number 16190369**Expires on** March 01, 2015

Quote Document for

CITY OF DEPERE

Date: February 03,2015

<u>Technology Service</u>		48 Month Service Term
<u>Quantity</u>	<u>Description</u>	<u>Ext Rate</u>
1	MP5002 Configurable PTO Model	
	<i>Includes</i> 0 B&W copies per Quarter per unit overages at 0.0060 cents per page	Per Quarter
	0 color copies per Quarter per unit overages at cents per page	
	GOLD - includes Parts, Labor, Toner and Staples, excludes Paper	

Reservation of Rights—This quote is based upon the information provided by you, and the assumptions

made by us in preparing the information contained herein. While care has been taken to ensure the accuracy of this quote, we make no representations or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions. We recognize your right to negotiate and approve the terms of any resulting contract and we reserve the same right. We also acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. THIS QUOTE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT, NOR SHOULD IT BE CONSTRUED AS, AN OFFER TO SELL/LEASE THE GOODS OR SERVICES LISTED HEREIN.

Rev. 04/13

Quote Number 16195936**Expires on** March 03, 2015

Date: February 04,2015

48 Month Service Term

<u>Quantity</u>	<u>Description</u>	<u>Ext Rate</u>
1	MP4002 Configurable PTO Model	
	<i>Includes</i> 0 B&W copies per Quarter per unit overages at 0.0060 cents per page	Per Quarter
	0 color copies per Quarter per unit overages at cents per page	
	GOLD - includes Parts, Labor, Toner and Staples, excludes Paper	

Reservation of Rights—This quote is based upon the information provided by you, and the assumptions

made by us in preparing the information contained herein. While care has been taken to ensure the accuracy of this quote, we make no representations or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions. We recognize your right to negotiate and approve the terms of any resulting contract and we reserve the same right. We also acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. THIS QUOTE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT, NOR SHOULD IT BE CONSTRUED AS, AN OFFER TO SELL/LEASE THE GOODS OR SERVICES LISTED HEREIN.

Rev. 04/13	Quote Number 16216607	Expires on March 06, 2015
------------	------------------------------	----------------------------------

RICOH

imagine. change.

Quote Document for

CITY OF DEPERE

Date: February 03,2015

<u>Quantity</u>	<u>Item Description</u>	<u>Ext Selling Price</u>
1	RICOH MP3054SP CONFIGURABLE PTO MODEL RICOH MP3054SP PAPER FEED UNIT TYPE PB3150 INTERNAL FINISHER SR3130 CASTER TABLE TYPE M3 DIGITAL QC 120/15AMP SURGE PROTECTOR FAX OPTION TYPE M12	
1	MP2550SP - M6585600044	
		48 month Lease of \$99.73 per month

Technology Service

48 Month Service Term

<u>Quantity</u>	<u>Description</u>	<u>Ext Rate</u>
1	RICOH MP3054SP CONFIGURABLE PTO MODEL	
	<i>Includes</i> 0 B&W copies per Month per unit overages at 0.0060 cents per page	Per Month
	0 color copies per Month per unit overages at cents per page	
	GOLD - includes Parts, Labor, Toner and Staples, excludes Paper	

Reservation of Rights—This quote is based upon the information provided by you, and the assumptions made by us in preparing the information contained herein. While care has been taken to ensure the accuracy of this quote, we make no representations or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions. We

recognize your right to negotiate and approve the terms of any resulting contract and we reserve the same right. We also acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. THIS QUOTE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT, NOR SHOULD IT BE CONSTRUED AS, AN OFFER TO SELL/LEASE THE GOODS OR SERVICES LISTED HEREIN.

Rev. 04/13	Quote Number	16190180	Expires on	March 01, 2015
------------	---------------------	----------	-------------------	----------------



Wisconsin Document Imaging

January 12, 2015

CITY OF DEPERE (Municipal service center)

RICOH MP5002SP NETWORKED COPIER PROPOSAL

MACHINE FEATURES

Network printing and scanning

Full color scanning

Full color touch screen panel for ease of use same as current Ricoh's

50 pages per minute maximum size 11x17

Scan to / print from USB flash drive standard

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

Two 500 sheet paper drawers plus a 100 sheet bypass tray

PDF compression for full color scanning

Archiving holds 9000 pages in memory for form storage

Automatic duplex for two sided printing

128 GB hard disk drive memory

Cabinet stand included

36 Months	No Payments in Advance	\$130.75 per month
48 Months		\$106.00 per month

Options:	36 month	48 month
Two extra 500 sheet paper drawers for a total of four	\$10.00	\$8.00
2000 sheet large capacity paper drawer	\$10.00	\$8.00
Shift sort tray (collates and offsets print jobs)	\$5.50	\$4.50
3000 sheet stapling finisher	\$38.75	\$31.50
Automatic hole punch	\$8.25	\$6.75
33.6 Fax modem (fax hard copy and from the computer)	\$11.00	\$9.00
15 amp surge protector/power filter (lifetime warranty)	\$2.7	\$2.15
(Required to be kept on surge if under maintenance agreement)		

Maintenance agreement:

All inclusive agreement billed at .0079 per page. Includes all parts, labor, preventive maintenance and all supplies of toner, developer and drum. This can be invoiced monthly, quarterly or annually your choice.

All new Ricoh copiers come with a free feature called @Remote. 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.****



January 12, 2015

CITY OF DEPERE (Fire Department)

RICOH MP2554 NETWORKED COPIER PROPOSAL

MACHINE FEATURES

Network printing and scanning

Full color scanning

Full color tilting touch screen panel for ease of use same as current Ricoh's

25 pages per minute maximum size 11x17

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

Scan to /print from USB flash drive

Automatic reversing document feeder (100 sheet capacity)

Two 500 sheet paper drawers plus a 100 sheet bypass tray

PDF compression for full color scanning

Archiving holds 9000 pages in memory for form storage

Automatic duplex

1200 DPI print resolution

Cabinet stand included

36 Month Lease	No payments in advance	\$74.50 per month
48 Month Lease		\$60.50 per month

Options:	36 month	48 month
Shift sort tray (collates and offsets print jobs)	\$5.25 per month	\$4.25 per month
15 amp surge protector/power filter (required to be kept on a surge if under maintenance contract)	\$2.75 per month	\$2.15 per month

Maintenance program:

Includes all service calls, parts, labor, preventive maintenance and all supplies.

Billed at .009 per page. This can be invoiced monthly, quarterly or annually your choice.

Sincerely,

Mike Sevcik

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.**



Wisconsin Document Imaging

January 12, 2015

CITY OF DEPERE (Community center)

RICOH MP4002SP NETWORKED COPIER PROPOSAL

MACHINE FEATURES

Network printing and scanning

Full color scanning

Full color touch screen panel for ease of use same as current Ricoh's

40 pages per minute maximum size 11x17

Scan to / print from USB flash drive standard

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

Two 500 sheet paper drawers plus a 100 sheet bypass tray

PDF compression for full color scanning

Archiving holds 9000 pages in memory for form storage

Automatic duplex for two sided printing

128 GB hard disk drive memory

Cabinet stand included

36 Months	No Payments in Advance	\$117.50 per month
48 Months		\$95.00 per month

Options:	36 month	48 month
Two extra 500 sheet paper drawers for a total of four	\$10.00	\$8.00
2000 sheet large capacity paper drawer	\$10.00	\$8.00
Shift sort tray (collates and offsets print jobs)	\$5.50	\$4.50
3000 sheet stapling finisher	\$38.75	\$31.50
Automatic hole punch	\$8.25	\$6.75
33.6 Fax modem (fax hard copy and from the computer)	\$11.00	\$9.00
15 amp surge protector/power filter (lifetime warranty)	\$2.7	\$2.15
(Required to be kept on surge if under maintenance agreement)		

Maintenance agreement:

All inclusive agreement billed at .0079 per page. Includes all parts, labor, preventive maintenance and all supplies of toner, developer and drum. This can be invoiced monthly, quarterly or annually your choice.

All new Ricoh copiers come with a free feature called @Remote. 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.****



Wisconsin Document Imaging

January 12, 2015

CITY OF DEPERE (City hall 2nd floor)**RICOH MP5002SP NETWORKED COPIER PROPOSAL****MACHINE FEATURES**

Network printing and scanning

Full color scanning

Full color touch screen panel for ease of use same as current Ricoh's

50 pages per minute maximum size 11x17

Scan to / print from USB flash drive standard

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

Two 500 sheet paper drawers plus a 100 sheet bypass tray

PDF compression for full color scanning

Archiving holds 9000 pages in memory for form storage

Automatic duplex for two sided printing

128 GB hard disk drive memory

Cabinet stand included

36 Months	No Payments in Advance	\$130.75 per month
48 Months		\$106.00 per month

Options:	36 month	48 month
Two extra 500 sheet paper drawers for a total of four	\$10.00	\$8.00
2000 sheet large capacity paper drawer	\$10.00	\$8.00
Shift sort tray (collates and offsets print jobs)	\$5.50	\$4.50
3000 sheet stapling finisher	\$38.75	\$31.50
Automatic hole punch	\$8.25	\$6.75
33.6 Fax modem (fax hard copy and from the computer)	\$11.00	\$9.00
15 amp surge protector/power filter (lifetime warranty)	\$2.7	\$2.15
(Required to be kept on surge if under maintenance agreement)		

Maintenance agreement:

All inclusive agreement billed at .0079 per page. Includes all parts, labor, preventive maintenance and all supplies of toner, developer and drum. This can be invoiced monthly, quarterly or annually your choice.

All new Ricoh copiers come with a free feature called @Remote. 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 10, 2015

DEPARTMENT: Information Technology

FROM: Kevin Clark

SUBJECT: Approve \$500 donation from the Kress Inn & Bemis Conference Center in support of De PereTV.*

Staff is requesting approval to accept a \$500 donation from the Kress Inn & Bemis Conference Center. The donation will be used to support station operations. Kress Inn & Bemis Conference Center will be recognized as a supporter of De PereTV as well as acknowledged by a letter of thanks and appreciation.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: March 10, 2015

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consider Police Department Request to Apply for Grant from Crime Prevention Foundation for Every 15 Minutes Program. *

The Every 15 Minutes program is an education immersion into what the effects of drunk driving are on self, family, community, schools, friends, etc. The program is provided to the high school junior and senior classes in each De Pere school district every year alternating districts each year. The program is an intensive look at the processes families, schools, the offenders, police, fire and others have to go through to deal with an alcohol involved motor vehicle death. It has been deemed successful in reducing student related deaths due to alcohol consumption.

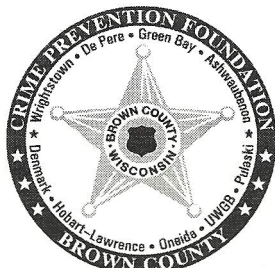
The Crime Prevention Foundation of Brown County awards grants to proactive crime prevention programs throughout the county and has been a significant force in reducing and preventing crime.

I am requesting approval for the police department to apply for a \$1,000 grant from the Crime Prevention Foundation of Brown County. I am also requesting authority to sign the grant agreement and to accept this grant if approved by the Crime Prevention Foundation.

If you have any questions about this grant or the foundation, please contact me at your convenience. Thank you.

ATTACHMENTS:

- Grant App -0001 (PDF)



A long term solution to funding crime prevention.

Application Form

The Crime Prevention Foundation increases public awareness of and provides financial assistance to crime prevention programs in Brown County, Wisconsin. Financial support is given to existing programs and for the implementation of new crime prevention programs that break the crime triangle.

For a crime to occur, these three elements are necessary:

DESIRE ABILITY



OPPORTUNITY

1. DESIRE to commit the crime;
2. ABILITY to commit the crime; and
3. OPPORTUNITY to commit the crime.

The program or project must aim to reduce or eliminate at least one of these three elements. Qualified applicants include non-profit organizations, government agencies, schools, and school districts operating in Brown County. Grants will not be awarded to individuals. Grant funds should not be used to supplant funds from the organization's operating budget. Grants range from \$500 to \$3,000 with the average being \$1,000. Applications are reviewed once a year and are due to the Greater Green Bay Community Foundation by 5 p.m. on or before June 15. Grant recipients will be announced within eight weeks of deadline.

For more information or to receive informal feedback on potential project ideas, please contact the Greater Green Bay Community Foundation at (920) 432-0800 or visit the Crime Prevention Foundation website at cpfbc.org.

Grant Application

Name of organization: DePere Police Dept.

Address: 325 S. Broadway St.

City: DePere State: WI Zip Code: 54115

Agency Phone: 339-4084 Agency Fax: 339-4082 Email: dbeiderwieden@cpfbc.org

Name/Title of chief administrator: Derek Beiderwieden Phone: 339-4075

Name/Title of contact for this application: Sherry Linzmeier Phone: 920-619-0333

Amount requested: \$ 1,000.00 Brief description of request: Support the Every 15 Minutes Program held yearly (alternating) at DePere + West DePere High Schools.

Please submit 1 copy of the following with this cover sheet:

1. Narrative and Budget, 2 pages maximum (include information requested on reverse of this form).
2. Complete list of the organization's officers and directors.
3. Copy of organization's IRS tax exemption determination letter (except schools and government agencies).
4. The organization's most recent audited financial statement; if an audit is not available, submit the actual income and expense statement from the past fiscal year.

Submitted by:

Signature

Title

Printed Name

Date

Attachment: Grant App -0001 (3169 : Every 15 Minutes Grant request)

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

MEETING DATE: March 10, 2015

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Out-of-State Training Request for Captain Opicka to Attend FBI Academy in July 2016

I am requesting out-of-state training and travel for Captain Chad Opicka to attend the Federal Bureau of Investigation National Academy (NA) starting in July 2016.

The NA is a prestigious training facility and strenuous academic curriculum for managers and chiefs of all sizes of police departments from all around the world. The facility is located at the USMC training facility in Quantico, Virginia. The dates of the training session are July 11, 2016 through September 16, 2016. It is a residential training agenda and CPT Opicka will be required to live at the facility for about 10 weeks. Completion of this training will support future applications to be chief of police. My goal is to address successor training for CPT Opicka through this training.

The costs for the training, meals, lodging, and required field trips are provided by the federal government. Initial travel to the facility is required and paid by the city. This would include fuel, lodging and meals for travel to the Washington D.C. area. The department would provide a vehicle for his travels and movement in the east coast area. We would also provide him an appropriate laptop device for his communications, academic work and research needs.

The NA is holding a slot for our department and I see CPT Opicka as being the best fit for the future of the department. I strongly support his attendance at the academy and look for your approval for this request.

Please contact me at your convenience if you should have any questions.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: March 10, 2015

DEPARTMENT: Fire Department

FROM: Dennis Rubin

SUBJECT: Consider Request for the Installation of Fiber Optic Cable at Station 2.*

ATTACHMENTS:

- fiber (PDF)



Office of the Fire Chief

MEMORANDUM

TO: Finance/Personnel Committee and Common Council

FROM: Dennis L. Rubin, Fire Chief

DATE: February 13, 2015

SUBJECT: Fiber Optics Cable for Fire Station 2

The Fire & Rescue Department would like to request permission to purchase and have install fiber optics cable for Fire Station at 1180 Grant Street. The City's West Side Fire Station has been connected to the City's local network via local telecom circuits for many years. The current circuit we use is a TDS T-1 copper circuit that has a speed of 1.45 mbps at a cost of \$200/mo. There are other telecom copper and fiber options, all with speeds below 10 mbps at costs averaging \$400-500 per month.

The speed of the City's local network is 1000mb, the minimum speed would be 100mb for devices like printers. The desktop computers in the East Side (Headquarters) Station are running on 1000mb. The connection at the West Side Fire Station operates at 1.45mb. Fifteen years ago 10mb to the desktop was the norm and the 100mb speed was replacing it at the time. Currently, the 100mb speed is the minimum that a desktop computer needs to be useful.

The West Side Station has 3 desktop computers and a WiFi device for remote tablet and laptop access in the emergency response vehicles.

Our IT Director, Peter Smith, was able to obtain the following price quotes from three area fiber optics contractors:

Up-Right Services, Inc. _____ \$39,950.00

Wire Technologies, Inc. _____ \$50,905.16

Quad Optical Services, Inc. _____ \$39,552.50

Pete has indicated that our City has used Up-Right and Wire Technologies previously for the same type work and was satisfied with both. Because Up-Right Services came in as the lowest bid, I recommend we use them for this project.

I would like to request that the Finance & Personnel Committee of the Common Council act favorably on this request. Please allow this item to be added to the regular of the Committee of the Whole's agenda for final approval so that work can be completed to add fiber optic cable to Fire Station #2 1180 Grant Street.

Respectfully submitted.

Attachment: fiber (3166 : Fiber Optic Cable at Station 2)

MEMORANDUM

CITY OF DE PERE

Date: 2/13/2015
To: Dennis Rubin, Fire Chief
From: Peter Smith, Information Technology Administrator
Subj: Fiber build to the West Side Fire Station

The City's West Side Fire Station has been connected to the City's local network via local telecom circuits for many years. The current circuit we use is a TDS T-1 copper circuit that has a speed of 1.45 mbps at a cost of \$200/mo. There are other telecom copper and fiber options, all with speeds below 10 mbps at costs averaging \$400-500/mo.

The speed of the City's local network is 1000mb, the minimum speed would be 100mb for devices like printers. Desktop computers in the East Side Station are running on 1000 mb. To contrast the two stations, 1.45 (west) versus 1000.00 (east), 15 years ago 10mb to the desktop was the norm and 100mb was replacing it at the time. Today the 100mb speed is the absolute minimum at the desktop.

The West Side Station has 3 desktop computers and a WiFi device for remote tablet and laptop access in the vehicles.

If you plan to maintain the West Side Station for another 10 years, this fiber build would provide 1000mb speed for \$40,000 compared to 10mb speed for a minimum of \$48,000 with a local telecom.

Remember, this is not an internet connection. This is a secure network with 1000mb speeds both up and down. Internet circuits provide high speed down but not up, we need it both ways.

I received price quotes from 3 contractors: (located at Q:\FIRE Department\2015 Fiber Build to West Side Station)

Up-Right Services, Inc.	\$39,950.00
Wire Technologies, Inc.	\$50,905.16
Quad Optical Services, Inc.	\$39,552.50

The City used Up-Right and Wire Technologies previously for the same type work and was satisfied with both. Because Up-Right Services came in near low, and we have experience with them I recommend we use them for this build.

Attachment: fiber (3166 : Fiber Optic Cable at Station 2)

UP-RIGHT SERVICES

3188 MANITOWOC RD
GREEN BAY, WI. 54311

PHONE 920 863-2355

FAX 920 863-2356

CELL 920 660-1942

2/17/2015

PROPOSAL

Client: CITY OF DE PERE
DE PERE WI, 54115

ATT: PETER SMITH

Phone #: 920-621-8594
Fax #:

Location: DE PERE MIDDLE SCHOOL/FIRE STATION

Description:	2700' BORE WITH 1.25" ROLL CONDUIT INCLUDED @ \$10.50 PER FT	\$28350.00
	3-24"X 36" PULL BOXES SUPPLIED AND INSTALLED @ \$1000.00 EACH	\$ 3000.00
	3000' FIBER CABLE AND JETTING IN OF FIBER @ \$1.50 PER FT	\$ 4500.00
	TESTING TERMINATION AND EQUIPMENT	\$ 4100.00

NOTE: OTHERS TO SET HEIGHTS AND LOCATIONS PRIOR TO START OF WORK
TRENCHES TO BE BACKFILL WITH EXISTING AND MOUNDED
WE CANNOT BE RESPONSIBLE FOR UNMARKED PRIVATE UTILITIES
PRICE INCLUDES CLEAN-UP AND REMOVAL OF EXCAVATED MATERIALS

PRICE \$ 39950.00
THANK YOU!

Quoted by: KURT SEIDL Date: 12/11/14

Acceptance of proposal

Signature: _____ Date: _____

By signing, you agree to contract Up-Right services to perform the work stated above

Terms and Conditions

PRICE QUOTATION IS GOOD FOR 90 DAYS. Changes and/or time additions, delays caused by the client, special consultations and all other work expenses that cannot be estimated accurately in advance will be billed extra unless otherwise specified herein.

The Client: Agrees to pay all costs of collection in the event of default of payment by the client, including a reasonable attorney's fee. In the event of delinquent payments, the client will be charged a rate of 1 ½% interest for every month after the first 30 days. Payments to be made as follows: balance due 30 days after completion.

Attachment: fiber (3166 : Fiber Optic Cable at Station 2)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: March 10, 2015

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consider Revisions to Public Record Retention Ordinance.*

ATTACHMENTS:

- Mayor & F-P - Record Retention Ordinance 3-5-15 (DOCX)
- Legend (DOCX)
- Building Inspection (PDF)
- City Administrator (PDF)
- City Attorney (PDF)
- Clerk-Treasurer (PDF)
- Finance (PDF)
- Health (PDF)
- Human Resources (PDF)
- IT (PDF)
- Municipal Court (PDF)
- Park and Rec (PDF)
- Planning (PDF)
- Police (PDF)
- Public Works (PDF)
- Ord15-record retention (DOCX)
- Reso15-record retention (DOCX)

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
 Members of the Finance/Personnel Committee
 From: Judith Schmidt-Lehman, City Attorney
 RE: Consider Revisions to Record Retention Ordinance
 Date: March 5, 2015

Under state law, the City is required to keep and maintain public records in a manner that is searchable, retrievable and reproducible. State law also has retention and destruction requirements the City must follow. The City's public record retention/destruction ordinance [§10-17(h) De Pere Municipal Code (DPMC)] and practices are in serious need of updating. Specifically, three areas of concern need to be addressed: (1) updating the current retention/destruction ordinance to take advantage of approved shorter retention times; (2) developing retention policies for electronically created and retained records that conforms to state administrative code; and (3) developing a records management system for converting past and current non-electronic documents to electronic form for retention purposes that conforms to state administrative code. There is an immediate need (discussed in depth below) to address the record retention/destruction ordinance concern; once that is accomplished, the remaining needs will be tackled.

The immediate need to address the retention/destruction ordinance arises, in part, out of federal court decisions (discussed below) regarding the federal Driver Protection & Privacy Act (DPPA) which have had a tremendous negative impact on the police department in its response to requests for Department of Motor Vehicle (DMV) accident reports (discussed more fully below). This need has also been building over the years due to the vast number of documents currently being created and retained which are in need of relief.

There are two public record retention/destruction methods available to municipalities; Wisconsin Public Records Manual requirements (a publication of the state Historical Society) or obtaining record retention schedule approval from the State Public Records Board. Since 1974, §10-17(h) DPMC has incorporated the requirements of the Wisconsin Records Manual, which, generally requires a seven (7) year record retention period and requires the record be offered to the state Historical Society prior to destruction. Current city practice is to, on a department basis, occasionally assemble and create a list of records older than 7 years, offer them to the state Historical Society and either destroy or provide them, depending on the wishes of the Historical Society. The vast majority of records are rejected by the Historical Society.

Prior to August, 2012, DMV accident reports were fully releasable public records, with the police department responding to numerous and continual requests for those reports. In August 2012, the Federal 7th Circuit Court of Appeals (which covers Wisconsin) issued a decision [*Senne v. Village of Palatine*, 695 F.3d 597 (7th Cir. 2012)] which held that public release of personal information (driver's license numbers, names, photos, social security numbers, telephone number, medical or disability information) obtained through state DMV records must meet one of 13 "permissible uses" in the statute or the release violates the DPPA, subjecting the releasing agency to fines of \$2,500 per unauthorized release. This case, with millions of dollars of potential fines at stake as a result of putting parking tickets with personal information on them

on vehicle windshields, is still active, having gone back and forth between the trial and appellate courts several times.

As a result of this case, the police department has been reviewing each DMV accident report request and redacting DPPA “personal information” from the report unless the requestor falls within one of the 13 “permissible uses”. This takes considerable time and has, since 2012, become overwhelming for police department staff.

Several other municipalities (Green Bay, Madison, Milwaukee and others) too were burdened by the impact of this court decision. Those municipalities successfully requested that the state Public Records Board approve revision of their record retention schedules so that they are not required to retain those electronic DMV accident reports (and thus are not the custodians of those records) after successful transmission of those reports to the DMV. This has resolved considerable time burdens experienced by staff in those cities.

I am recommending that the City move from the Wisconsin Records Manual record retention/destruction method to having the state Public Records Board approve a retention/destruction schedule which would include retention time periods consistent with other approved retention schedules and also include a -0- retention length requirement for retention of DMV accident reports upon confirmation of transmission of those reports to the DMV. Not only would retention schedule approval by the Public Records Board ease the concerns of the police department, the retention schedule would incorporate the already approved shorter retention schedules of the Records Board and Historical Society and it will incorporate into the approved schedule whether the Historical Society has waived notice of record destruction in conjunction with Records Board approved schedules.

Attached you will find a draft retention/destruction schedule for city documents, together with a “key” as to the meaning of the abbreviations. I anticipate that these spreadsheets may change a bit as they are fine-tuned and as they are reviewed by the Public Records Board. Also attached you will find a draft revised ordinance to accomplish this change, which would become effective only upon approval of the retention schedule by the Board, and draft resolution authorizing the submission of the retention schedule to the Board.

The process and time line for getting this change accomplished is driven by the Public Records Board, which meets quarterly. Its next meeting is not until June 1, 2015; however all applications for record retention approval must be in to the Board by March 27, 2015. Therefore, approval of this concept and ordinance (which would be contingent upon approval of the Records Board) needs to be on the March 17, 2015 Council agenda.

I realize this is a lot of information and a short time frame for review and approval. If you have any questions regarding this prior to the Finance/Personnel Committee meeting, please call me at 339-4042. Otherwise, I hope to have answers to your questions at the Finance/Personnel Committee meeting.

H:\jdupont\Memos\2015\Mayor & F-P - Record Retention Ordinance 3-5-15.docx

Legend

The following terms and abbreviations are used in the records retention schedule:

- AT:** After termination
- C:** Confidential
- CR:** Creation or receipt (typically the retention is calculated from the creation or receipt of a record, plus the designated number of years)
- EVT:** Event (typically the retention is calculated from an event, such as the close of a case or end of the project, plus the designated number of years)
- FIS:** Fiscal (meaning the current fiscal year and the designated number of years)
- N:** Notify WHS before destruction
- N/A:** Not applicable
- P:** Permanent
- PII:** **Personally Identifiable Information [has the meaning specified in Wis. Stats. §19.62(5)]**
- S:** Until superseded
- W:** Waived Notification
- WHS:** Wisconsin Historical Society
- WPRB:** Wisconsin Public Records Board

Building Inspection

Records Series Title	Retention	Notification	
Permits and Inspection Records			
Applications and permits	EVT (life of structure)	Waived	
Code compliance inspection reports	EVT (life of structure)	Waived	
Inspection address file	EVT (life of structure)	Waived	
Certificates of occupancy	EVT (until superseded)	Waived	
Energy calculation worksheets	CR + 3 years	Waived	
State-approved commercial building plans	EVT + 4 years	N	
Permit fee receipts	FIS + 7 years	Waived	
Permit reports	CR + 7 years	Waived	
Erosion and storm water permits	Permanent	N/A	
Flood plain/wetland maps	Permanent	N/A	
Final excavation plans of private utilities	Permanent	N/A	
House number and address change file	Permanent	N/A	
Correspondence (general)	CR + 3 years	Waived	
Manuals (equipment)	Life of Asset	Waived	
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S	Waived	Retain as long as administratively useful
Warranty Records	Life of asset or end of warranty, whichever occurs first	Waived	
Zoning Board of Appeals			
Agendas	CR + 1 year	Waived	
Minutes	Permanent	N/A	
Records of the zoning board of appeals (includes supporting documents submitted to the board)	Permanent	N/A	
Board of Review			
Agendas	CR + 1 year	Waived	

Records Series Title	Retention Period	WHS Notification	Custodian (§ 19.33 Wis. Stats.)	Notes
City Administrator				
Finance/Personnel Committee:				
Agendas	CR + 1 year	Waived		
Minutes	Permanently	N/A		
Records of the finance/personnel committee (includes supporting documents submitted to the committee)	Permanently	N/A		
City survey/strategic plan documents	S	Waived		
Correspondence (general)	CR + 3 years	Waived		
Manuals (equipment)	Life of Asset	Waived		
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S	Waived		Retain as long as administratively useful
Warranty Records	Life of asset or end of warranty, whichever occurs first	Waived		

City Attorney

Records Series Title	Retention Period	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
City Attorney				
Annexation files	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR			
Case files, litigation	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR	Waived		C
Case files, non-litigation	CR+3 years	Waived		
Building and Health Habitability/Building Condemnation files	EVT + 3 years: EVT = Longer of closure or when appeal time has run			
Eminent Domain proceedings	CR + 7 years	Waived		
Department Files	CR + 3 years	Waived		
Legal Fees, Outside Counsel	EVT + 5 years: EVT = No activity	Waived		
Legal Memoranda	Permanent	P		C
Legal Opinions	Permanent	P		C
Liability Claims	EVT + 7 years: EVT = Expiration	Waived		
Municipal Court Case dispos	EVT	Waived		
Real Estate Closing Files	Permanent	N/A		
Correspondence (general)	CR + 3 years	Waived		
Manuals (equipment)	Life of Asset	Waived		
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S	Waived		Retain as long as administratively useful
Warranty Records	Life of asset or end of warranty, whichever occurs first	Waived		

Clerk-Treasurer

Records Series Title	Retention	Notification	
Common Council			
Minute books	Permanent	N/A	
Agendas	CR + 1 year	W	
Audiotapes	CR + 1 year; CR + 90 days if made solely for the purpose of drafting the minutes	W	
Ordinances	Permanent	N/A	
Resolutions	Permanent	N/A	
Contracts (including public works contracts)	EVT + 7 years; EVT = last effective date	W	
Ordinance book	Permanent	N/A	
Affidavits of publication	CR + 3 years	W	
Record retention schedule	S	W	
License Committee			
Minute books	Permanent	N/A	
Agendas	CR + 1 year	W	
Audiotapes	CR + 1 year; CR + 90 days if made solely for the purpose of drafting the minutes	W	
Elections			
Contents of a blank ballot box—unused ballots and materials	EVT (3 business days after the canvas is completed)	W	
Voter serial number slips	EVT (3 business days after the canvas is completed)	W	
Applications for absentee ballots (for federal election ballots)	EVT (90 days after the election) (22 months after the election for federal offices)	W	
Forms associated with election such as tally sheets, inspector's statements and nomination papers	EVT (90 days after the election) (22 months after the election for federal offices)	W	
Official canvass statements	EVT (10 years after the election)		
Registration and poll lists—Nonpartisan primaries and elections	EVT (2 years after the election for which they were created)		
Registration and poll lists—Partisan primaries and general elections	EVT (4 years after the election)	W	
Canceled registration cards	EVT + 4 years (after cancellation)	W	

Clerk-Treasurer

Records Series Title	Retention	Notification	
Campaign registration statements	EVT (6 years after termination by the registrant)	W	
Campaign finance reports	EVT (6 years after date of receipt)	W	
Nomination papers	90 days after date of election	W	
Oath of office	EVT + 5 years (after term of service covered by oath ends)		
Licenses and permits			
Liquor- and beer-related license	EVT + 4 years	W	
Other license applications	EVT + 3 years	W	
Receipts	CR + 4 years	W	
License stubs:			
All liquor- and beer-related	CR + 4 years	W	
Other	CR + 3 years	W	
Animal (dog, cat, chicken) licenses	CR + 3 years	W	
Tax collection records			
Escrow account list	EVT (retain until superseded)	W	
Receipts	FIS + 7 years	W	
Receipt stub book	FIS + 7 years	W	
Tax collection blotters	EVT (until audited)	W	
Statement of taxes remaining unpaid	EVT (retain with tax roll)	N/A	
Tax settlement receipt	FIS + 5 years	W	
Municipal treasurer's settlement	FIS + 5 years	W	
Personal property tax roll	FIS + 15 years	N	
Tax calculation records			
Tax levy certification of the school district clerk	FIS + 3 years	W	
Certificates of apportionment	FIS + 3 years	W	
State shared aid payment notices	FIS + 6 years (provided record has been audited)	W	
Final worksheet for determining allowable levy	FIS + 5 years	W	
Statement of taxes	Permanently	N/A	
Statement of new special assessments	FIS + 5 years	W	
Statement of new sewer service charges	FIS + 5 years	W	
General property tax credit certification	FIS + 5 years	W	
Explanation of property tax credit certification	FIS + 5 years	W	

Clerk-Treasurer

Records Series Title	Retention	Notification	
Real property tax roll	EVT (record is transferred to the county treasurer)	N/A	
Personal property tax roll	FIS + 15 years	N	
Treasurer			
Daily cash drawer reconciliations	EVT + 1 year (after audit)	W	
Bank reconciliations	FIS + 7 years	W	
Bank statements	FIS + 7 years	W	
Canceled order cheeks	FIS + 7 years	W	
Lists of outstanding checks	FIS + 7 years	W	
Check register	FIS + 7 years	W	
Duplicate deposit tickets	EVT + 1 year (after audit)	W	
Bank credit/debit notices	EVT + 1 year (after audit)	W	
Investment records	FIS + 7 years	W	
All receipts	FIS + 7 years	W	
Real Property Records			
Deeds	Permanent	N/A	
Easements	Permanent	N/A	
Leases	EVT + 7 years after last effective date	W	
Right of way dedication	Permanent	N/A	
Right of way vacation	Permanent	N/A	
Title Insurance	Permanent	N/A	
Revocable Occupancy Permits			
Board of Review			
Form of objection to property assessment and supporting documentation	EVT + 7 years (after final action by board of review or completion of appeal)	W	
Minute book of board of review	CR + 7 years	N	
Proceedings of board of review on audio tapes or as stenographic notes, including transcriptions	EVT + 7 years (after final action by board of review or completion of appeal)	W	
Notice of determinations of the board of review	EVT + 7 years (after final action by the board of review or completion of appeal)	W	

Clerk-Treasurer

Records Series Title	Retention	Notification	
General			
Accounts Payable (and supporting documents)	CR + 7 years	W	Balance owed to a creditor.
Accounts Receivable (and supporting documents)	CR + 3 years	W	Balanced owed by a debtor.
Agendas	CR + 1 year	W	
Agreements	7 years after last effective date thereof	W	
Bank Deposits	CR + 7 years	W	
Bank Statements / Reconciliations	CR + 7 years	W	
Cash Register Tapes	CR + 7 years	W	
Chart of Accounts (Object Codes)	CR + 3 years	W	
Checks (cancelled / voided)	*CR + 7 years	W	
Checks (duplicates, registers and/or logs)	CR + 7 years	W	
Claims Made (general liability and property damage)	EVT + 3 years: EVT = Closure	W	
Claims Paid (general liability and property damage)	EVT + 3 years; EVT = Payment	W	Includes papers supporting such claims
Correspondence (general)	CR + 3 years	W	
DNR Agreements	CR + 7 years	W	
DOT Agreements	CR + 7 years	W	
Fixed Assets	EVT + 1 year; EVT = Disposition	W	Land, land improvements, buildings, machinery and equipment, and construction in progress.
Fund Transfers	FIS + 4 years	W	
Grant Application	CR + 10 years	W	
Grants	EVT + 7 years: EVT = Audited	W	

Clerk-Treasurer

Records Series Title	Retention	Notification	
Inventories (equipment and furnishings)	S	W	
Journal Entries/General Ledger	FIS + 4 years	Notify	
Leases	7 years after last effective date thereof	W	
Manuals (equipment)	Life of Asset	W	
Official City map	Permanent	N/A	
Payment Vouchers	FIS + 4 years	W	
Performance bond	EVT + 7 years (after completion of project)	W	
Receipts (Clerk's copy of Treasurer's)	CR + 4 years; or until audited, whichever is earlier	W	
Receipts (general)	CR + 1 year	W	
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	W	
Records Retention Schedules	S	W	WPRB approval "sunsets" after 10 years
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S	W	Retain as long as administratively useful
Vendor Information	S	W	
Vouchers / Order Register	*CR + 7 years	W	
Warranty Records	Life of asset or end of warranty, whichever occurs first	W	
* Time reduced to two (2) years if the original records are maintained in the Clerk or Treasurer's office.			
**The governor may, by order, permit the clearing of voting machine recorders before this date if a special election is called.			
***Before units can be cleared or erased, the information must be transferred to a disk or other recording medium and retained for 22 months.			
***Federal offices are President of the United States, U.S. Senator and Congress.			

Records Series Title	Retention	Notification	
Accounting records			
Accounts Payable:			
Purchase orders	FIS + 7 years	Waived	
Purchase invoices	FIS + 7 years	Waived	
Vouchers	FIS + 7 years	Waived	
Accounts Receivable:			
Accounts receivable invoices	FIS + 7 years	Waived	
Receipts	FIS + 7 years	Waived	
Journal, registers and ledger			
Receipts journal	FIS + 15 years	Waived	
Voucher/order register	FIS + 15 years	Waived	
General journal	FIS + 15 years	Waived	
General ledger	FIS + 15 years	N	
Trial balance	EVT (until audited)		
Municipal borrowing			
Bond procedure record	EVT + 7 years (after bond issue expires)	Waived	
Bond register	EVT + 7 years (after bond issue expires)	Waived	
Bond payment register	EVT + 7 years (after bond issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later)	Waived	
Canceled bonds, coupons, and promissory notes	EVT (until audited)	Waived	
Certificates of destruction	EVT + 7 years (after bond issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later)	Waived	
Fidelity bond			
Fidelity bond	EVT + 5 years (after bond expires)	Waived	
Fidelity bond book	EVT + 5 years (after last bond expires)	Waived	

Records Series Title	Retention	Notification	
<i>Special assessment</i>			
Preliminary resolution	CR + 2 years	Waived	
Report on special assessment project	CR + 2 years	Waived	
Waiver of special assessment notice and hearing	EVT + 1 year (after the final resolution is approved)	Waived	
Final resolution	Permanent	N/A	
Certified special assessment roll	EVT (retain until all assessments are collected)	Waived	
Statement of new special assessments	CR + 5 years	Waived	
Special assessment payment register	EVT (retain until all assessments are collected)	Waived	
<i>Budget and Audit</i>			
Budget worksheets	FIS + 3 years	N/A	
Minutes of the board of estimates	Permanent	N/A	
Final budget	Permanent	N/A	
Audit reports	Permanent	N/A	
<i>Payroll</i>			
Payroll support records	FIS + 2 years	Waived	
Employee's withholding allowance certificate	EVT + 5 years (after being superseded)	Waived	
Employee's state withholding exemption certificate	EVT + 5 years (after being superseded or terminated)	Waived	
Employee enrollment and waiver cards	EVT + 2 years (after being superseded or terminated)	Waived	
Employee earning records	FIS + 5 years	Waived	
EEO - 4 Reports	CR + 7 years	Waived	
Payroll check register	FIS + 5 years	Waived	
Payroll distribution record	FIS + 5 years	Waived	
Payroll voucher	FIS + 5 years	Waived	
Canceled payroll checks	FIS + 5 years	Waived	
Wage and tax statement	FIS + 5 years	Waived	
Report of state income tax	FIS + 5 years	Waived	
Employer's annual reconciliation of state income			
Tax withheld from wages	FIS + 5 years	Waived	

Records Series Title	Retention	Notification	
Federal deposit tax stubs	FIS + 5 years	Waived	
Quarterly report of federal income tax withheld	FIS + 5 years	Waived	
Annual report of federal income tax withheld	FIS + 5 years	Waived	
State's quarterly report of wages paid	FIS + 5 years	Waived	
Quarterly report, payroll summary	FIS + 5 years	Waived	
Premium due notices	FIS + 5 years	Waived	
Deferred Compensation Records	EVT + 8 years: EVT = End of Service	Waived	
Payroll Registers, Other Payroll Report, & Social Security & Retirement Earnings Report	FIS + 7 years	Waived	
Retirement Records	EVT + 8 years: EVT = End of Service	Waived	
Time cards, Attendance Records, Salary Schedule, Compensatory Time Logs	FIS + 7 years	Waived	
Unemployment Compensation Payment Records	FIS + 3 years	Waived	
Garnishment Records	FIS + 7 years	Waived	
Administrative			
Correspondence (general)	CR + 3 years	Waived	
Manuals (equipment)	Life of Asset	Waived	
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S	Waived	Retain as long as administratively useful
Warranty Records	Life of asset or end of warranty, whichever occurs first	Waived	

Records Series Title	Retention Period	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
Health Department				
Board of Health				
Agendas	CR + 1 year	Waived		
Minutes	Permanent	N/A		
Records of the board of health (includes supporting documents submitted to the board)	Permanent	N/A		
Audiotapes	CR + 1 year; CR + 90 days if made solely for the purpose of drafting the minutes	Waived		
Administrative				
Accounts Receivable Client Records	EVT + 10 years: EVT = Audited	Waived		C, PII
Agency Evaluations	CR + 7 years	Waived		
Agency Goals, objectives, short & long term strategic plans	CR + 7 years	Waived		
Agreements/MOUs with State/other agencies	CR + 7 years	Waived		
Audit Reports, Vendor	CR + 7 years	Waived		
Background Checks	CR + 7 years	Waived		
CARS (Community Aids Reporting System) Reports	Permanent	N/A		
Cash Grant Vouchers	CR + 7 years	Waived		
Certification of Destruction (Records)	Permanent	N/A		
Correspondence (general)	CR + 3 years	Waived		
Daily Activities Report	CR + 7 years	Waived		
Daily Deposit Spreadsheets	CR + 7 years	Waived		C, PII
Employee Expense Accounts	CR + 7 years	Waived		
Fiscal Records, Billing, Budget	CR + 7 years	Waived		
Grant Reconciliation Working Papers	Permanent	N/A		
Grants	EVT + 4 years; EVT = Notification of Denial or Grant Completion	Waived		
PAA Documentation (Health Insurance Portability and Accountability Act)	CR + 7 years	Waived		C, PII
Incident / Injury Reports	CR + 7 years	Waived		C, PII

Records Series Title	Retention Period	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
Inventories, facility and equipment	CR + 7 years	Waived		
Inventory, or non-expendable personal property	EVT + 7 years: EVT = Property disposed of	Waived		
Manuals (equipment)	Life of Asset	Waived		
Medical Advisor Standing Orders	S + 5 years	Waived		
Medicare Cost Report	Permanent	N/A		
Mission Statement, Philosophy, Purpose	CR + 7 years	Waived		
Patient Billing Activity Logs	CR + 7 years	Waived		C, PII
Policies and Procedures (Program related)	CR + 7 years	Waived		
Policies and Procedures (Records related)	EVT: EVT = Superseded or Record Series no longer Exists	Waived		
Press Releases	CR +1 year	Waived		
Purchase Orders EDS (Electronic Data Storage)	CR + 7 years	Waived		
Reconciliation Working papers	Permanent	N/A		
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S	Waived		Retain as long as administratively useful
Annual Reports	Permanent	N/A		
Variance requests (noise/animal)	CR + 7 years	Waived		
Warranty Records	Life of asset or end of warranty, whichever occurs first	Waived		
Client and/or Family Care				
Agency Program Evaluation	CR + 7 years	Waived		
Birth Certificate Information	EVT + 1 year: EVT = Receipt of Copy	Waived		C
Birth Certificate copy/log	EVT + 1 year	Waived		
Car Seat inspection/installation records	CR + 7 years	Waived		
Emergency Coordination: Adult	CR + 7 years	Waived		

Records Series Title	Retention Period	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
Care Coordination: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	Waived		
Child Long Term Support - Autism Records	EVT + 7 years: EVT = Case Closed	Waived		
Client Listing	CR + 1 Month	Waived		C
Client Record / Patient Care: Adult	CR + 7 years	Waived		C
Client Record / Patient Care: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	Waived		C
Clinic Record, blood pressure forms	CR + 7 years	Waived		C
Complaint Investigation Record	CR + 7 years	Waived		C
Health Fair Records	CR + 7 years	Waived		C
Lead Screens	CR + 7 years	Waived		C
Monthly Clinic Statistic Report	CR + 1 year	Waived		
Monthly Nurses Calendar	CR + 1 year	Waived		C
Short Term Record: Adult	CR + 7 years	Waived		
Short Term Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	Waived		
Communicable Disease Records				
Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 & is complete DOH 9081] (Original to State Epidemiologist)	EVT: EVT = Investigation is complete	Waived		C, PII
Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Adult	CR + 7 years	Waived		C, PII
Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	Waived		C, PII
Hep. B / TB Case Records	EVT + 30 years: EVT = Severance	Waived		C, PII
TB Skin Test Records	CR +5 years	Waived		
munization Administration Record	Permanent	N/A		C, PII
munization Record: Adult	CR + 7 years	Waived		C, PII

Records Series Title	Retention Period	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
Immunization Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	Waived		C, PII
Annual Immunization Checkpoint from schools	CR +5 years	Waived		
Referral Listing	CR +7 years	Waived		C, PII
Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult	CR + 10 years	Waived		C, PII
Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	Waived		C, PII
STD Report (4343) - Local Copy (Original to State Epidemiologist: Adult	CR + 7 years	Waived		C, PII
STD Report (4343) - Local Copy (Original to State Epidemiologist: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	Waived		C, PII
Community Education				
Curriculum	CR + 7 years	Notify		
Educational Materials	CR + 7 years	Notify		
Evaluation	CR + 7 years	Notify		
Program Materials	CR + 7 years	Notify		
Environmental Health Records				
Animal Bite reports/files	CR + 10 years	Waived		
Food Borne Illness / Establishment Complaint Files	EVT + 7 years: EVT = Complaint Filed	Waived		
Lead Inspections (Poisonous & Non-Poisonous)	Permanent	N/A		
Radon Grants	CR + 7 years	Waived		
Radon Lab Results	CR + 7 years	Waived		

Records Series Title	Retention Period	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
Sanitation and Consumer Protection Records				
Public swimming pools, campgrounds and camping, mobile home parks, recreational and educational camps, restaurants and taverns, hotels, motels, tourist rooms, roominghouses, nursing homes, vending machine survey reports and retail dairy case, milk products, retail and wholesale establishment reports	EVT + 5 years	W		
Restaurant license applications and inspection files	CR + 10 years	W		
Weights and measures field test reports and package weighing reports	CR + 10 years	W		
Request to declare a medical emergency	EVT + 3 years	W		
Warranty Records	Life of asset or end of warranty, whichever occurs first	Waived		
Equipment & Vehicle Registration Reports	EVT: EVT = Equipment / Vehicle disposed of	Waived		
Animal Bite Log	CR + 1 year	Waived		
Block Grant	CR + 7 years	Waived		
Environmental Health Mileage Code Dailies	CR + 7 years	Waived		
Establishments Out of Business, Dept. of Agriculture	Permanent	N/A		
Food & Liquor License Establishments	CR + 7 years	Waived		
Food Sample Reimbursement Documentation	CR + 7 years	Waived		
Hotel / Restaurant Licensed Establishments Log	Permanent	N/A		
Restaurant & Retail Consumer Complaints	CR + 10 years	Waived		
Restaurants, Out of Business	Permanent	N/A		
Retail Food Establishment Inspection Log	Permanent	N/A		
Pool Inspection Files	CR + 10 years	Waived		
Temperature Log, Refrigerator & Incubator	CR + 5 years	Waived		
Swimming Pool Licensing Log	CR + 2 years	Waived		

Records Series Title	Retention Period	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
Vending Machine Inspection Log	CR + 1 year	Waived		
Water Sampling Summary Reports	EVT + 5 years: EVT = Audit	Waived		
Wisconsin Fund Grant Program Files	CR + 7 years	Waived		

Human Resources

Records Series Title	Retention	Notification	
Department Training Records	CR + 7 years	Waived	
Obsolete Job Descriptions	EVT + 4 years: EVT = Position obsolete, except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or action	Waived	
Current Job Descriptions	S	Waived	
Union Contracts & Grievance, Negotiation Files, Mediation & Arbitration Records	Permanent	N/A	
Personnel Files	EVT + 7 years: EVT = Separation from employment	Waived	
Medical Files	EVT + 7 years: EVT = Separation from employment	Waived	
Investigation Files	EVT + 7 years: EVT = Separation from employment	Waived	
Employee Exit Interview files	EVT + 10 years: EVT = Separation from employment	Waived	
Personnel Performance Evaluations	EVT + 7 years: EVT = Supersceded or terminated	Waived	
Recruitment File	1 year from date of personnel action	Waived	
Policy & Procedures Manual	S	Waived	
Worker's Compensation Claims/Incident/Injury Reports	EVT + 12 years: EVT = Later of injury, claim or closure	Waived	
Insurance Policies (to which the city is a party)	7 years after last effective date thereof	Waived	Consider permanent retention, as may be relevant for current claims

Human Resources

Records Series Title	Retention	Notification	
OSHA Training and Testing	EVT + 30 years: EVT = separation		
OSHA 300 Log	5 years		
DOT Random Testing	5 years		
Police Department background investigation files (not hired)	EVT + 5 years: EVT = date of investigation		
Intern files	EVT + 1 year: EVT = termination		
Benefit Plan books	30 years		
Government required benefit reporting	7 yearrs		
Seasonal background checks (hired and not hired)	EVT + 1 year: EVT = hiring decision		
Employee Classification and Compensation Plans	S		
Studies - final draft	CR + 7 years	Notify	
Litigation Files	EVT + 3 years: EVT = longer of closure or appeal time		
Records Retention Schedules	S	Waived	
Requests for Proposals, successful	EVT + 7 years: EVT = contract expiration	Waived	
Requests for Proposals, unsuccessful	EVT + 1 year	Waived	
Invoices			
Organizational Charts	S	Waived	
Training	S	Waived	Specific requirements may require that particular records of training be kept for a longer period.
Correspondence (general)	CR + 3 years	Waived	
Manuals (equipment)	Life of Asset	Waived	
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S	Waived	Retain as long as administratively useful
Warranty Records	Life of asset or end of warranty, whichever occurs first	Waived	

Human Resources

Records Series Title	Retention	Notification	
Police and Fire Commission			
Agendas of the police and fire commission	CR + 1 year	Waived	
Minutes of the police and fire commission	Permanent	N/A	
Records of the police and fire commission (includes supporting documents submitted to the commission)	Permanent	N/A	
Material Safety Data Sheets	EVT + 30 years: EVT = Date substance received	Waived	

Records Series Title	Retention	Notification	
Annual Back-Ups	CR + 7 years	Waived	
Daily Back-Ups	CR + 15 days	Waived	
Monthly Back-Ups	CR + 1 year	Waived	
Special Back-Ups (end of tax processing, etc.)	CR + 7 years	Waived	
Telephone Records: System Back-Up Records	CR + 15 days	Waived	
Telephone Records: System Call Records	CR + 6 Months	Waived	
Surveillance Recordings (facility/non-evidentiary)	CR + 121 Days	Waived	
Hardware Licenses			
Software Licenses			
Correspondence (general)	CR + 3 years	Waived	
Manuals (equipment)	Life of Asset	Waived	
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S	Waived	Retain as long as administratively useful
Warranty Records	Life of asset or end of warranty, whichever occurs first	Waived	
Video recording of proceedings from the following meetings:			
Common Council			
Board of Public Works			
Finance/Personnel Committee			
Plan Commission			
Board of Park Commissioners			
Historic Preservation Commission			

Municipal Court

Records Series Title	Retention Period	WHS Notification	Custodian (§ 19.33 Wis. Stats.)	Notes
Municipal Court				
The retention and disposal of all court records is governed by Section 757.54 Wisconsin Statutes and Chapter SCR 72, which are incorporated herein by reference as presently constituted or hereafter revised.				
Electronic recordings of court proceedings which were appealed	EVT + 7 years	W		
Court statistical reports	CR + 7 years	W		
Arraignment calendars	CR + 7 years	W		
Warrant and commitment listings	CR + 7 years	W		
Municipal court correspondence	CR + 7 years	W		
Electronic recordings of court proceedings which were not appealed	EVT + 6 months	W		
Audio tape recordings	EVT (Until expiration trials or juvenile matter s of statute of limitations to appeal to circuit court)	W		
Municipal court case files	EVT + 6 months (after entry of final judgment)	W		
Municipal court record	EVT + 5 years (after entry of final	W		
Municipal court judgment docket (a record of all money judgments)	EVT + 20 years docket (a record of all (after final docket money judgments) entry)	W		
Bank Deposits	CR + 7 years	Waived		
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	Waived		
Correspondence (general)	CR + 3 years	Waived		
Manuals (equipment)	Life of Asset	Waived		
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S	Waived		Retain as long as administratively useful

Municipal Court

Records Series Title	Retention Period	WHS Notification	Custodian (§ 19.33 Wis. Stats.)	Notes
Warranty Records	Life of asset or end of warranty, whichever occurs first	Waived		

Parks, Recreation & Forestry

Records Series Title	Retention	Notification	
Board of Park Commissioners			
Agendas	CR + 1 year	Waived	
Minutes	Permanently	N/A	
Records of the board of park commissioners (includes supporting documents submitted to the board)	Permanently	N/A	
Commission on Aging			
Agendas	CR + 1 year	Waived	
Minutes	Permanently	N/A	
Records of the commission on aging (includes supporting documents submitted to the commission)	Permanently	N/A	
Park Records			
Master park plan	Permanently	N/A	
Plats	Permanently	N/A	
Aerial photographs	Permanently	N/A	
Supervisor's daily report of work completed	CR + 2 years	Waived	
Reservation requests	CR + 30 days. (If payment receipts are attached) CR + 7 years	Waived	
Master reservation book	CR + 2 years	Waived	
Tree planting, inspection, trimming and removal	CR + 25 years	Waived	
Facility Reservations	EVT + 7 years: EVT = Last Reservation	Waived	
Grant, Funding Records and Agreements	Life of Project	Waived	
History of - Photo albums, etc.	Permanent	Notify	
Incident Reports	CR + 7 years	Waived	
Material Safety Data Sheets	EVT + 30 years; EVT = date substance received	Waived	
Log, Water Use	Life of Project	Waived	
Log, Well Data	Life of Project	Waived	
Plans / Construction Documents / Specifications / Drawings	Life of Project	Waived	
Program Registrations	EVT + 7 years: EVT = Last Reservation	Waived	
Safety Inspection Report	CR + 7 years	Waived	
Site Plans	Life of Project	Waived	
Volunteer Information	CR + 3 years	Waived	
Boat Launch Permits (Daily and Season)	EVT + 3 years	Waived	
Employee phone list for emergency call (this will have PII)	S	Waived	

Parks, Recreation & Forestry

Records Series Title	Retention	Notification	
Correspondence (general)	CR + 3 years	Waived	
Manuals (equipment)	Life of Asset	Waived	
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S	Waived	Retain as long as administratively useful
Warranty Records	Life of asset or end of warranty, whichever occurs first	Waived	
Facilities Management			
Cleaning Log	CR + 1 year	Waived	
City Building Files	EVT + 3 years: EVT = Superseded	Waived	
Inspection Reports (Elevator, etc.)	CR + 7 years	Waived	
Key Number Listing	Permanent	N/A	
Maps - Original Drawings	Permanent	N/A	
Parks, substations & highway building survey reports / yearly	CR + 10 years	Waived	
Project Files	Permanent	N/A	
Project Log	Permanent	N/A	
Utility Computer Printouts	S	Waived	
Buildings, Facilities, and Grounds			
Access Control List (e.g., Key, Swipe Card, Key Fob, and/or Access Code)	P/S	Waived	
Buildings, Facilities & Grounds Data	S	Waived	
Construction Project Planning, Proposal, & Administration Records	7 years after project completion	Waived	
Construction Submittals (e.g., Shop Drawings, Samples, & Product Data)	P	N/A	
Environmental Health & Safety Records	CR + 7 years	Waived	
Equipment, Systems, & Vehicles (e.g., Purchase Information, Instruction Manuals, Maintenance Agreements, Maintenance Logs, Warranties)	Life of Equipment, System, or Vehicle	Waived	
Incident Reports	CR + 3 years	Waived	
Maintenance Service Request Form	EVT: EVT = Project Completion	Waived	

Planning

Records Series Title	Retention	Notification	
Aerial photographs	EVT (until superseded)	Waived	
City maps	Permanent	N/A	
Water, storm, and sanitary sewer main maps	Permanent	N/A	
Preliminary subdivision plats	EVT (until superseded by final Plat)	Waived	
Final subdivision plats	Permanent	N/A	
Agenda of the plan commission	CR + 1 year	Waived	
Minutes of the plan commission	Permanent	N/A	
Records of the plan commission (includes supporting documents submitted to the commission)	Permanent	N/A	
Street vacations and dedications, copies	EVT (retain for active reference life)	Waived	
Special assessment calculations	EVT + 2 years	Waived	
Revolving loan fund documents			
Revolving loan fund audits			
Comprehensive Plan	Permanent	N/A	
Rezoning files/zoning amendments	Permanent	N/A	
Conditional use applications	Permanent	N/A	
Site plans	Permanent	N/A	
Certified survey maps	Permanent	N/A	
Tax Increment Financing District files			
Environment Reports (Phase I / II) Soil			
Appraisals			
Other Plans or Plan Documents			
Correspondence (general)	CR + 3 years	Waived	
Manuals (equipment)	Life of Asset	Waived	
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S	Waived	Retain as long as administratively useful
Warranty Records	Life of asset or end of warranty, whichever occurs first	Waived	
Boards and Commissions			
Plan Commission:			
Agendas	CR + 1 year	Waived	
Minutes	Permanent	N/A	

Planning

Records Series Title	Retention	Notification	
Records of the Plan Commission (includes supporting documents submitted to the commission)	Permanent	N/A	
Redevelopment Authority:			
Agendas	CR + 1 year	Waived	
Minutes			
Records of the Redevelopment Authority (includes supporting documents submitted to the board)	Permanent	N/A	
Historic Preservation Commission:			
Agendas	CR + 1 year	Waived	
Minutes	Permanent	N/A	
Records of the Historic Preservation Commission (includes supporting documents submitted to the commission)	Permanent	N/A	
Joint Review Board (Tax Increment Finance Districts)			
Agendas	CR + 1 year	Waived	
Minutes	Permanent	N/A	
Records of the Joint Review Board (includes supporting documents submitted to the board)	Permanent	N/A	

Records Series Title	Retention Period	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
Police Department				
Traffic citations sent through municipal court	EVT + 8 years (and EVT + 8	Waived		
Ordinance citations	EVT + 8 years (after closed)	Waived		
All accounting records	CR + 7 years	Waived		
Personnel records	EVT + 8 years			
Property inventory records	EVT + 8 years			
Citizen complaints against police officers	EVT + 8 years	Waived		
Investigation and citation records:				
Arrest records	EVT + 8 years	Waived		
Incident records	EVT + 10 years	Waived		
Fingerprint cards	EVT + 8 years	Waived		
Evidence cards	EVT + 10 years	Waived		
Investigation records	EVT + 10 years from date of closing of investigation	Waived		
Audio and video tape recordings:				
Police dispatch audio tapes	CR + 121 days	Waived		
Police video tapes	CR + 121 days	Waived		
Work schedules	CR + 7 years	Waived		
Accident reports	EVT + 4 years	Waived		
Informational teletype messages	CR + 30 days	Waived		
Medical records, re: occupational exposure	EVT + 30 years	Waived		
Training records for exposure control	CR + 3 years	Waived		
Juvenile Truancy Violations / Citations	EVT + 6: EVT = Final Judgment	Waived		

Records Series Title	Retention Period	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
Felony Cases (except homicide, DNA and sexual assault)				
-no suspect/warrant not served	EVT + 6 years: EVT = date of offense			
-suspect ID'd and warrant issued	Indefinite			
-suspect convicted	EVT + 1 year: EVT = 1 year following sentencing if no appeal			
Felony cases; Homicide & Sexual Assault	Indefinite			
Misdemeanor Cases	EVT + 3: EVT = Commencement of Action	Waived		
Ordinance Violations	EVT + 3: EVT = Commencement of Action	Waived		
Parking Citations	EVT + 3: EVT = Commencement of Action	Waived		
Search Warrants	EVT + 6: EVT = Filed with Court	Waived		
Subpoena Duces Tecum	S	Waived		
Traffic Cases	EVT + 3: EVT = Commencement of Action	Waived		
Trust Account Audits, Monthly	EVT + 6: EVT = Case Related	Waived		
Vacation Schedule, Police Officers	S	Waived		
Vehicle Seizures	EVT + 3: EVT + Date of Seizure	Waived		
Victim / Witness Card Files	EVT + 6: EVT = Case Closed	Waived		
Victim / Witness Cases	EVT + 6: EVT = Case Closed	Waived		
Victim / Witness Statistics Sheet, Closed	EVT + 6: EVT = Case Closed	Waived		
Victim / Witness Volunteers and Schedules	S	Waived		
Bond Receipts	8 years §59.27(8), Wis. Stats.			
Traffic Citations not sent through court	1 year after closed, disposed or canceled			
DNA evidence resulting in conviction	EVT: EVT=completion of entire sentence, including extended supervision			
Officer Involved Critical Incidents	7 years from the date of offense, for civil litigation purposes, unless otherwise authorized			

Records Series Title	Retention Period	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
Asset Forfeiture fees/logs	Permanent			
Confidential Informant files/logs	Permanent			
Fleet lease contracts	EVT + 1 year: EVT = contract termination			
Radar Certification Logs	EVT + 8 years: EVT = end of use			
Intoxolyzer Certification Logs	EVT + 8 years: EVT = end of use			
Stun gun records				
Discharge of weapon report				
Arrest Warrants	EVT: EVT = until satisfied			
Arrest Warrants - Cancelled	EVT + 1 month: EVT = cancellation			
Extradition warrant cancelled	EVT + 3 years: EVT = cancellation			
Search Warrants	EVT + 1 year: EVT = until			
State uniform crime reports	CR + 5 years			
Warning notices	EVT + 6 months: EVT = after compliance			
WisDOT motor vehicle accident reports (MV4000 & MV4000E)	EVT + 0: EVT = confirmation of transfer to DOT			
False Alarm Records				
Correspondence (general)	CR + 3 years	Waived		
Manuals (equipment)	Life of Asset	Waived		
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S	Waived		Retain as long as administratively useful
Warranty Records	Life of asset or end of warranty, whichever occurs first	Waived		

Public Works-Engineering-Water

Records Series Title	Retention	Notification	
Board of Public Works			
Agendas	CR + 1 year	Waived	
Minutes	Permanent	N/A	
Records of the board of public works (includes supporting documents submitted to the board)	Permanent	N/A	
Projects and contracts			
Invitations to Bid/Requests for Proposal	7 years after completion of the work	Waived	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
Notice to contractors	EVT + 7 years (after completion of project)		
	EVT + 2 years (unsuccessful bidders)	Waived	
Certified check	EVT (retain until contract has been signed and return to bidder)	N/A	
Bid bond	EVT + 7 years (after completion of project)	Waived	
	EVT + 2 years (unsuccessful bidders)		
Bidder's proof of responsibility	EVT + 7 years (after completion of project)	Waived	
	EVT + 2 years (unsuccessful bidders)		
Bids	EVT + 7 years (after completion of project)	Waived	
	EVT + 2 years (unsuccessful bidders)		
Affidavit of organization authority	EVT + 7 years (after completion of project)	Waived	
	EVT + 2 years (for unsuccessful bidders)		

Public Works-Engineering-Water

Records Series Title	Retention	Notification	
Contract	EVT + 7 years (after completion of project)	Waived	
Master project files	EVT + 20 years (after life of structure)	N	
Blueprints/Record drawings of construction plans	EVT (until superseded by the as-built drawings)	Waived	
Bid Tabulations	EVT + 7 years: EVT = Project completion	Waived	
Water			
Water stub	FIS + 2 years	Waived	
Receipts of current billings	FIS + 2 years	Waived	
Customer's ledgers of municipal utilities	FIS + 2 years	Waived	
All other utility records	CR + 7 years	Waived	
Water quality laboratory tests (deep well and landfill well water analysis detail and summary reports; chemical and bacteriological analysis of municipal drinking water detail and summary reports; municipal drinking water fluoride analysis; swimming pool water bacteriological analysis; public bathing beach water bacteriological analysis and water quality control readings)	EVT + 5 years (if information has been transferred to a permanent test site location file, EVT + 1 year)	Waived	
Maps showing the location and physical characteristics of the utility plant	EVT (until map is superseded)	Waived	
Engineering records in connection with construction projects	EVT (until record is superseded or 6 years after plant is retired provided mortality data are retained)	Waived	
Operating records:		Waived	
Station pumpage records	CR + 15 years or EVT + 3 years after the source is abandoned	Waived	
Interruption records	CR + 6 years	Waived	
Meter test records	EVT (See Wis. Admin. Code § PSC 185.46)	Waived	
Meter history record	EVT (life of meter)	Waived	
Annual meter accuracy summary	CR + 10 years	Waived	
Pressure records	CR + 6 years	Waived	
Customer records:			
Complaint records	CR + 3 years	Waived	
Customer deposit	EVT + 6 years (after refund)	Waived	
Meter reading sheets or cards	CR + 6 years	Waived	
Billing records	CR + 6 years	Waived	

Public Works-Engineering-Water

Records Series Title	Retention	Notification	
Filed rates and rules	Permanent	Waived	
Analyses of any water samples taken from city water system	EVT + 10 years (under Wis. Admin. Code § NR 109.12)	Waived	
Well permits	EVT = system abandoned	Waived	
Water sample reports	EVT = 7 years	Waived	
Water Department Inspection Reports	EVT + 7 years		
Water Department Studies/Reports	EVT + 7 years		
Request for Proposals	EVT + 3 years: EVT = awarding proposal		
Street			
Street operations file	CR + 2 years (after created)	Waived	
Street and sidewalk maintenance and repair	CR + 25 years	Waived	
Stock control records	CR + 2 years	Waived	
Fuel usage reports	CR + 2 years	Waived	
Heavy equipment and vehicle ledger	EVT (life of equipment and/or vehicle inventory ledger or until inventory ledger is superseded)	Waived	
Vehicle maintenance histories	EVT (life of vehicle)	Waived	
Vehicle expense reports	EVT (life of vehicle)	Waived	
Vehicle usage reports	CR + 2 years	Waived	
Payroll support records	CR + 2 years	Waived	
Purchasing records	CR + 7 years	Waived	
Complaint ledger	CR + 2 years	Waived	
Monthly reports	CR + 2 years	Waived	
Annual reports	Permanently	N/A	
Drug & Alcohol Testing Records	CR + 2 years	Waived	
Machinery, time sheets	EVT + 1 year: EVT = Machinery is replaced	Waived	
Permits	Permanent	N/A	
State Gas Reports	CR + 3 years	Waived	
Engineering			
Field notes	Permanent	N/A	
Benchmark books	Permanent	N/A	
Section corner monument logs	Permanent	N/A	
Aerial photographs	EVT (until superseded)	Waived	
Water, storm, and sanitary sewer main plans (hard copy of final plans)	Permanent	N/A	
Profile and grade books	Permanent	N/A	

Public Works-Engineering-Water

Records Series Title	Retention	Notification	
Index to maps	Permanent	N/A	
Preliminary subdivision plats	EVT (until superseded by final Plat)	Waived	
Final subdivision plats	Permanent	N/A	
Annexation plats	Permanent	N/A	
Assessor's plats	Permanent	N/A	
Structure plans for municipal buildings and bridges	EVT (life of the structure)	N	
Annual reports	Permanent	N/A	
House number and address change file	Permanent	N/A	
Street vacations and dedications, copies	EVT (retain for active reference life)	Waived	
Permits (includes permits for excavation of streets by private utilities)	EVT + 3 years	Waived	
Petitions for street and sewer systems	EVT + 2 years	Waived	
Special assessment calculations	EVT + 2 years	Waived	
TV sewer inspection records	EVT (until superseded)	Waived	
State highway aids program records	FIS + 7 years	Waived	
Storm Water Maintenance Agreements	Permanent	Waived	
Relocation orders	Retain latest revision for each project	Waived	
Special Assessment			
Report on special assessment project	CR + 2 years	Waived	
Waiver of special assessment notice and hearing	EVT + 1 year (after the final resolution is approved)	Waived	
Certified special assessment roll	EVT (retain until all assessments are collected)	Waived	
Statement of new special assessments	CR + 5 years	Waived	
Special assessment payment register	EVT (retain until all assessments are collected)	Waived	
Licenses and Permits			
Street Excavation Permits	EVT + 3 years	Waived	
Sidewalk License	EVT + 3 years	Waived	
Noise Ordinance Variation Permits	EVT + 3 years	Waived	
Street Closure Permits	EVT + 3 years	Waived	
General			
Material Safety Data Sheets	EVT + 30 years; EVT = date substance received	Waived	
Correspondence (general)	CR + 3 years	Waived	
Manuals (equipment)	Life of Asset	Waived	

Public Works-Engineering-Water

Records Series Title	Retention	Notification	
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S	Waived	Retain as long as administratively useful
Warranty Records	Life of asset or end of warranty, whichever occurs first	Waived	

ORDINANCE #15-
 REPEALING AND RECREATING SECTION 10-17(h) DE PERE MUNICIPAL CODE
 REGARDING PUBLIC RECORD RETENTION AND DESTRUCTION

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

SECTION 1: §10-17(h) *Destruction of Records*, is hereby repealed and recreated as follows:

(h) *Record Retention and Destruction*

- (1) Retention Schedules. In accordance with Wis. Stats. §§16.61 and 19.21(4)(b) and effective _____ the City adopts such Record Retention Schedule (RRS) as approved by the Public Records Board (PRB).
- (2) Record(s) not on approved schedule. Any record not covered by the approved Record Retention Schedule or any applicable law or regulation, shall be retained seven years unless the record is added by amendment to the PRB and authorized by resolution of the common council.
- (3) Notice to State Historical Society. Unless notice is waived by the state historical society, at least sixty (60) days' notice shall be given to the state historical society prior to the destruction of any record.
- (4) No Destruction of Records While a request is Pending or While a Denial of a Request is Being Appealed. No custodian may destroy any record at any time after the receipt of a request for inspection or copying of a record until after the request is granted or until at least sixty (60) days after the date that the request is denied. If any legal action is pending regarding or related to the record, the record may not be destroyed without the express authorization of the City Attorney. No record that is the object of or which has been produced pursuant to a discovery order or a subpoena may be destroyed without the express consent of the City Attorney.

(5) Records that are Evidence. No record may be destroyed that has been identified as, or that may have value as evidence in any civil or criminal legal proceeding, labor arbitration or disciplinary action. No record may be destroyed at any time within sixty (60) days of the denial of a request to review the record or any part thereof.

(6) Compliance with Federal or Other Retention Requirements. Notwithstanding the GRS for Counties, custodians may not destroy any record when any contract, grant, funding conditions state or federal statute requires that such record be maintained for a longer period of time.

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

SECTION 3: This ordinance shall be effective on the date the Public Records Board approved the Record Retention Schedule, which date shall also be entered unto paragraph (h)1 noted above.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th day of March, 2015.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____
Nays: _____
Publication Date: _____
Effective Date: _____

RESOLUTION #15-

AUTHORIZING SUBMISSION OF CITY OF DE PERE RECORD
RETENTION SCHEDULE TO THE STATE
PUBLIC RECORDS BOARD AND IMPLEMENTATION OF
THE SAME UPON APPROVAL THEREOF

WHEREAS, the Common Council wishes to have the State Public Records Board approve a record retention schedule or schedules for the City's public record retention requirements as provided under Wis. Stats. §§16.61 and 19.21(4)(b); and

WHEREAS, the Common Council authorizes the submission of the attached City of De Pere Record Retention Schedule(s) to the State Public Records Board; and

WHEREAS, the Common Council approves such amendments or revisions to the attached Schedule(s) as may be required by the Public Records Board, and authorizes implementation thereof as provided in Ordinance #15-____ upon approval of the Public Records Board; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The City Attorney is hereby authorized and directed to submit the attached City of De Pere Record Retention Schedule(s) to the Public Records Board and to make such revision or amendments thereto as required by said Board.

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 #15-
Page 2 of 2

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th day of
March, 2015.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____
Nays: _____

Attachment: Reso15-record retention (3164 : Consider Revisions to Public Record Retention Ordinance)