Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115
http://www.de-pere.org

Regular Meeting

Agenda

Tuesday, February 11, 2014 | **7:30 PM** | **De Pere City Hall Council Chambers**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **February 11, 2014** 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 January 14, 2014 regular meeting of the Finance/Personnel Committee.
3. Approval of January 2014 Overtime Report for Police Department
4. Fire Overtime Report for the month of January.
5. Review Facade Grant receipts for 345 Main Ave. Applicant: 345 Main LLC. *
6. Recommendation for Water/Sewer Bill Printing & Mailing Services.
7. Consider out of State Travel For Street Superintendent
8. Consider Out of State Travel for Director of Public Works
9. Out of State Training
10. Authorization for Funding to Purchase New Garbage & Recycling Trucks
11. Consider Funding Additional Single Leaf Loader
12. Consideration of Donation of Building Maintenance and Construction Labor to Police Department
13. Consideration of Police Department Reorganization Request
14. Community Survey Proposal.
15. Approval of First Floor Copier Lease.
16. WI Act 190 - Distribution of Lottery Tax Credit and School Tax Credit
17. Summary of Compensation Appeals
18. Updates on 2014 Policy Manual (Hours of Work, Compensatory Time)
19. Approval of 2014 Compensatory/Administrative Time
20. End of Year Report on Health Insurance Plan
21. Public comment and announcements.
22. Future agenda items.
23. 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:
Alderpersons
Mayor
City Administrator
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
345 Main LLC

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 11, 2014**
DEPARTMENT:	**City Attorney**
FROM:	**Jeni Dupont**
SUBJECT:	**Approval of the minutes of the January 14, 2014 regular meeting of the Finance/Personnel Committee.**

ATTACHMENTS:

- January 14, 2014 DRAFT minutes (DOC)

Finance/Personnel Committee

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

Regular Meeting

Draft Minutes

Tuesday, January 14, 2014 **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 January 14, 2014 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

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

Also present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Police Chief Derek Beiderwieden, Interim Fire Chief Jeff Roemer, Finance Director Joe Zegers and Parks, Recreation & Forestry Director Marty Kosobucki.

2. Pledge of Allegiance to the Flag.

The Finance/Personnel Committee said the Pledge of Allegiance.

3. Approval of the minutes of the December 10, 2013 regular meeting of the Finance/Personnel Committee.

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

4. Consideration of Police Overtime for December 2013
Discussion followed with Chief Beiderwieden responding to committee member questions. Upon discussion and vote, motion was approved unanimously.

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

5. Fire Overtime Report for the Month of December, 2013.
Discussion followed regarding the new billing system. Interim Chief Roemer indicated a report will be provided at a future meeting. Upon discussion and vote, motion was approved unanimously.

Discussion followed vote regarding 2013 actual overtime and total overtime budgeted for both Fire and Police.

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

6. Approval of funding to install web cameras at Riverwalk and Wildlife Viewing Pier. Discussion followed with Parks, Recreation & Forestry Director Kosobucki providing clarification on the cost for the two wireless web cameras. The $500 per camera estimate is for stationary cameras but the department prefers remotely operated cameras at approximately $1,700 per camera. The estimated total cost of the project increases from $3,000 to just under $5,000. Upon discussion and vote, motion to purchase two remotely operated wireless web cameras was approved unanimously.

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

7. Consideration of 12 month extension of Municipal Prosecutor Contract with Stellpflug Law, SC.
Discussion followed with City Attorney Schmidt-Lehman responding to committee member questions. Upon discussion and vote, motion was approved unanimously.

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

8. Public comment and announcements.

None.

9. Future agenda items.

None.

10. Adjournment.

Upon motion by Mayor Walsh, seconded by Alderperson Donovan, the Finance/Personnel Committee unanimously adjourned at 7:46 PM.

Respectfully submitted,
Jennifer Dupont

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **February 11, 2014**

DEPARTMENT: **Police**

FROM: **Derek Beiderwieden**

SUBJECT: **Approval of January 2014 Overtime Report for Police Department**

The yearend overtime report for 2012 and 2013 are attached for comparison. The spike in Meeting Attendance overtime is due in part to a mandatory all-staff meeting held on January 22, 2014 that required overtime for off-duty officers. Please call me if you have any questions.

ATTACHMENTS:

- 2012 PD OT Summary (PDF)
- 2013 OT December (PDF)
- PD OT January 2014 (PDF)

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2012

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	111.00	69.00	49.50	59.25	89.25	36.00	87.00	57.75	70.50	46.50	81.00	55.50	812.25
OFFICER WORKED ON HOLIDAY	169.75	10.00	12.00	32.50	4.00	81.00	63.75	26.50	121.00	12.00	58.00		590.50
OFFICER FOR COURT	15.00	18.00	6.00	20.25	7.50	14.00	9.00	15.00	25.50	6.00	10.50	9.50	156.25
OFFICER TRAINING	31.00	13.00	40.25	120.50	50.00	50.00	8.00	107.00	13.75	70.25	73.75	29.00	606.50
OFFICER RELIEF FOR FUNERAL							13.50						13.50
OFFICER ATTEND MEETING		8.25						15.00				1.25	24.50
STAFFING LEVEL	133.50	79.50	23.25	53.25	136.75	162.00	189.00	243.00	192.75	183.75	252.00	73.50	1722.25
INVESTIGATION	142.25	68.75	38.25	56.50	77.50	36.75	61.50	135.00	90.00	61.00	42.75	60.75	871.00
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	31.50	43.00	56.25	27.00	31.25	25.50		33.00	48.75	78.00	28.50	27.00	429.75
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		11.25		10.50	11.25	301.00	49.75	7.50	9.00	33.50	69.00	11.75	514.50
MISCELLANEOUS	5.75	16.50	4.00	11.50	9.50	4.25	7.50	7.00	7.00	4.50	11.25	20.75	109.50
MISCELLANEOUS REIMBURSED	72.75	95.50	63.25	127.50	77.25	143.75	93.00	110.25	113.25	58.50	60.00	108.25	1123.25
Gross OFFICER OVERTIME	712.50	432.75	292.75	518.75	494.25	854.25	582.00	757.00	691.50	554.00	686.75	397.25	6973.75
SUBTOTAL REIMBURSED OVERTIME	(104.25)	(149.75)	(119.50)	(165.00)	(119.75)	(470.25)	(142.75)	(150.75)	(171.00)	(170.00)	(157.50)	(147.00)	(2067.50)
NET OFFICER OVERTIME	608.25	283.00	173.25	353.75	374.50	384.00	439.25	606.25	520.50	384.00	529.25	250.25	4906.25
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget:	**$130,000.00**
Expenditures through 01/03/2013	**$137,720.00**
Percent of Total Budget:	**105.94%**

NOTES:

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

S:MONTHLY/Overtime by reason.xlsx

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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.25
OFFICER WORKED ON HOLIDAY	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
OFFICER FOR COURT	36.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00
OFFICER TRAINING	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
OFFICER RELIEF FOR FUNERAL	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
OFFICER ATTEND MEETING	40.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.50
STAFFING LEVEL	27.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.75
INVESTIGATION	34.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34.75
HONOR GUARD FOR FUNERAL	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
SCHOOL LIAISON REIMBURSED	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00
COMMUNITY RELATIONS	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
SPECIAL ASSIGNMENT	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
SPECIAL ASSIGNMENT REIMBURSED	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
MISCELLANEOUS	14.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00
MISCELLANEOUS REIMBURSED	107.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.25
Gross OFFICER OVERTIME	323.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	323.50
SUBTOTAL REIMBURSED OVERTIME	(131.25)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(131.25)
NET OFFICER OVERTIME	192.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	192.25
SECRETARY OVERTIME					3.00								3.00
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 01/31/2014 **$9,535.52**
Percent of Total Budget: **7.15%**

NOTES:

* Period 1/4/2014 - 1/31/2014
**Period
***Period
+Period
++Period
^Period
#Period
##Period
^^Period
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*+Period
*+*Period

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **February 11, 2014**

DEPARTMENT: **Fire Department**

FROM: **Diane Yashinsky**

SUBJECT: **Fire Overtime Report for the month of January.**

ATTACHMENTS:

- jan (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2013

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTA
STBYS/DUTY CREW	54	55.25	27	33	24.25	36	51	90	139.5	153	105.75	144.5	913.2
EMS TRAINING	292.25	81	93	69.75	9	9.75	10.25	8.75	131.75	79.5	67.5	64.5	917
FIRE TRAINING	20.5	42.25	78	20.25	30	4.5	9	0	22	7.5	26.5	19	279.
RESCUE CALLS	7.5	7	5	9.5	38.5	14.75	4.75	19.5	3.5	23	6.25	14	153.2
FIRE CALLS	2.25	3.75	9.75	1	41.25	12.5	7.75	0.75	0	0.75	0	3.25	83
OFFICER MTGS.	9	9	9	21	18	8.25	18	24	18	5.5	12	4.5	156.2
STAFFING REP.	0	40.5	57	566.75	117	317	86.25	47.25	83.75	147.75	108	36	1607.
MAINTENANCE	0	0	0	0	10.5	0	8.5	0	0	169.5	51.75	2.5	242.7
PUB. ED.	0	0	0	0	0	0	0	1.25	0	73.75	6	0	81
SPECIAL EVENTS	0	0	0	0	0	25	0	27	0	0	0	0	52
# FIRE RUNS	28	31	18	13	42	32	26	28	27	30	25	40	340
# of EMS RUNS	146	153	160	132	139	143	123	170	142	147	152	152	175
TOTAL HRS.	385.5	238.75	278.75	721.25	288.5	402.75	195.5	191.5	398.5	660.25	383.75	288.25	4485.

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2014

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTA
DUTY CREW	73.5												73.5
EMS TRAINING	70.5												70.5
FIRE TRAINING	11												11
RESCUE CALLS	15.5												15.5
FIRE CALLS	0												0
OFFICER MTGS.	15												15
STAFFING REP.	0												0
MAINTENANCE	0												0
PUB. ED.	0												0
SPECIAL EVENTS	0												0
# FIRE RUNS	30												30
# of EMS RUNS	147												147
DISPATCH ERRORS	6												6
TOTAL HRS.	185.5	0	0	0	0	0	0	0	398.5	0	0	0	185.5

Total Overtime Budget $94,570 Expenditures through December 20 $67,661 71.55%

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

AREA	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTA
LEDGEVIEW	6.5												6.5
LAWRENCE	11.5												11.5
ASHWAUBENON	2												2
CTY RESCUE	0.5												0.5
OTHER	0.5												0.5
TOTAL HRS.	21	0	0	0	0	0.0	0	0	0	0	0		

MONTHLY SUMMARY OF CALLS
JANUARY

INCIDENT TYPE	2014 # OF CALLS	PERCENTAGE OF CALLS	2013 # OF CALLS	PERCENTAGE OF CALLS
FIRE	2	1.09%	1	0.57%
ENGINE RESPONSE TO RESCUE CALL	3	1.64%	4	2.30%
OVERPRESSURE, RUPTURE, EXPLOSION,	2	1.09%	0	0.00%
OVERHEATING (NO FIRE)			0	
EMS	147	80.33%	146	83.91%
HAZARDOUS CONDITIONS (NO FIRE)	5	2.73%	3	1.72%
SERVICE	5	2.73%	1	0.57%
GOOD INTENT	4	2.19%	3	1.72%
FALSE ALARM	8	4.37%	16	9.20%
SPECIAL INCIDENT TYPE	1	0.55%	0	0.00%
DISPATCH ERROR CALLS	6	3.28%	0	0.00%
TOTAL CALLS	183	100.00%	174	100.00%

Attachment: jan (1809 : January OT Report)

Ambulance Run Data Report
De Pere Fire Rescue
From 01/01/14 To 01/31/14
Total Number of Runs Based on Search Criteria: 153

Runs by Dispatch Reason

Dispatch Reason	# of Times	% of Times
Abdominal Pain	5	3.27%
Allergic Reaction	1	0.65%
Altered Mental Status	8	5.23%
Assault	1	0.65%
Back Pain (Non-Traumatic/Non-Recent Trauma)	2	1.31%
Breathing Problem	23	15.03%
Cardiac Arrest	2	1.31%
Cardiac Etiology	3	1.96%
Chest Pain	9	5.88%
Choking	1	0.65%
CO Poisoning/Hazmat	1	0.65%
Diabetic Problem	3	1.96%
Fall Victim	38	24.84%
Headache	2	1.31%
Heat/Cold Exposure	2	1.31%
Hemorrhage/Laceration	1	0.65%
Medical Alarm	1	0.65%
Other	1	0.65%
Overdose	4	2.61%
Pain	4	2.61%
Seizure/Convulsions	2	1.31%
Sick Person	6	3.92%
Standby	1	0.65%
Stroke/CVA	6	3.92%
Suicidal	2	1.31%
Traffic/Transportation Accident	6	3.92%
Transfer/Interfacility/Palliative Care	1	0.65%
Traumatic Injury	2	1.31%
Unconscious/Fainting	3	1.96%
Unknown Problem/Man Down	4	2.61%
Unknown	8	5.23%
Total	153	100%

Attachment: jan (1809 : January OT Report)

Incident Type Report (Summary)
From 01/01/14 To 01/31/14
Report Printed On: 02/05/2014

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losse
1 Fire						
Fire, other (100)	1	3.33%	$0.00	$0.00	$0.00	0.00
Building fire (111)	1	3.33%	$0.00	$0.00	$0.00	0.00
	2	**6.66%**	**$0.00**	**$0.00**	**$0.00**	**0.00**
2 Overpressure Rupture, Explosion, Overheat(no fire)						
Overpressure rupture, explosion, overheat other (200)	1	3.33%	$0.00	$0.00	$0.00	0.00
Excessive heat, scorch burns with no ignition (251)	1	3.33%	$0.00	$0.00	$0.00	0.00
	2	**6.66%**	**$0.00**	**$0.00**	**$0.00**	**0.00**
3 Rescue & Emergency Medical Service Incident						
Motor vehicle accident with injuries (322)	3	10.00%	$0.00	$0.00	$0.00	0.00
	3	**10.00%**	**$0.00**	**$0.00**	**$0.00**	**0.00**
4 Hazardous Condition (No Fire)						
Combustible/flammable gas/liquid condition, other (410)	1	3.33%	$0.00	$0.00	$0.00	0.00
Carbon monoxide incident (424)	3	10.00%	$0.00	$0.00	$0.00	0.00
Overheated motor (442)	1	3.33%	$0.00	$0.00	$0.00	0.00
	5	**16.66%**	**$0.00**	**$0.00**	**$0.00**	**0.00**
5 Service Call						
Lock-out (511)	1	3.33%	$0.00	$0.00	$0.00	0.00%
Water problem, other (520)	2	6.67%	$0.00	$0.00	$0.00	0.00%
Water or steam leak (522)	1	3.33%	$0.00	$0.00	$0.00	0.00%
Smoke or odor removal (531)	1	3.33%	$0.00	$0.00	$0.00	0.00%
	5	**16.66%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
6 Good Intent Call						
Dispatched and cancelled en route (611)	2	6.67%	$0.00	$0.00	$0.00	0.00%
Steam, other gas mistaken for smoke, other (650)	1	3.33%	$0.00	$0.00	$0.00	0.00%
Smoke scare, odor of smoke (651)	1	3.33%	$0.00	$0.00	$0.00	0.00%
	4	**13.33%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
7 False Alarm & False Call						
False alarm or false call, other (700)	1	3.33%	$0.00	$0.00	$0.00	0.00%
Extinguishing system activation due to malfunction (732)	1	3.33%	$0.00	$0.00	$0.00	0.00%
Alarm system sounded due to malfunction (735)	1	3.33%	$0.00	$0.00	$0.00	0.00%
CO detector activation due to malfunction (736)	3	10.00%	$0.00	$0.00	$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	1	3.33%	$0.00	$0.00	$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	1	3.33%	$0.00	$0.00	$0.00	0.00%
	8	**26.65%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
9 Special Incident Type						
Citizen complaint (911)	1	3.33%	$0.00	$0.00	$0.00	0.00%
	1	**3.33%**	**$0.00**	**$0.00**	**$0.00**	**0.00%**
Total Incident Count:	**30**			**Total Est. Loss:**	**$0.00**	

DE PERE FIRE/RESCUE				
OVERTIME REPORT				
MONTH OF JANUARY, 2014				
PERSONNEL	DATE	ACTUAL HOURS	O.T. HOURS	REASON
BALCER	1-Jan	1.00	3.00	DUTY CREW
CORROY	1-Jan	1.00	3.00	DUTY CREW
HERMANS, D.	1-Jan	1.00	3.00	DUTY CREW
CODY	2-Jan	0.67	1.00	WORK OVER EMS
GATZ	2-Jan	0.67	1.00	WORK OVER EMS
SINKLER	2-Jan	0.67	1.00	WORK OVER EMS
PANSIER	2-Jan	1.00	3.00	DUTY CREW
PUETZ	2-Jan	1.00	3.00	DUTY CREW
WESSLEY	2-Jan	1.00	3.00	DUTY CREW
WITT	2-Jan	1.50	3.00	DUTY CREW
BALCER	7-Jan	2.50	3.75	OFFICERS MEETING
CHESLOCK	7-Jan	2.50	3.75	OFFICERS MEETING
HENDRICKS, TD.	7-Jan	2.50	3.75	OFFICERS MEETING
HENDRICKS, TM.	7-Jan	2.50	3.75	OFFICERS MEETING
BALCER	9-Jan	2.00	3.00	FIRE TRAINING
BALCER	9-Jan	1.00	3.00	DUTY CREW
WITT	9-Jan	1.00	3.00	DUTY CREW
PUETZ	9-Jan	1.00	3.00	DUTY CREW
TEWS	12-Jan	1.25	3.00	DUTY CREW
HENDRICKS, TM.	13-Jan	3.00	4.50	FIRE TRAINING
THOMSON	15-Jan	3.00	4.50	EMS TRAINING
BALCER	16-Jan	3.50	5.25	DUTY CREW
HENDRICKS, TM.	16-Jan	3.50	5.25	DUTY CREW
MATZKE	17-Jan	1.00	1.50	EMS TRAINING
LINSSEN	17-Jan	1.00	3.00	DUTY CREW
HERMANS, D.	17-Jan	1.00	1.50	EMS TRAINING
NELSON	19-Jan	1.33	2.00	WORK OVER EMS
LINSSEN	19-Jan	1.33	2.00	WORK OVER EMS
HERMANS, D.	19-Jan	1.00	1.50	WORK OVER EMS
HERMANS, B.	19-Jan	1.00	1.50	WORK OVER EMS
BROWN	20-Jan	3.00	4.50	PARAMEDIC CME
JANSEN	20-Jan	3.00	4.50	PARAMEDIC CME
HENDRICKS, TM.	20-Jan	3.00	4.50	PARAMEDIC CME
HENDRICKS, TD.	20-Jan	3.00	4.50	PARAMEDIC CME
SINKLER	20-Jan	3.00	4.50	PARAMEDIC CME
YOUNG	20-Jan	3.00	4.50	PARAMEDIC CME
WITT	21-Jan	0.67	1.00	WORK OVER EMS
SINKLER	21-Jan	0.67	1.00	WORK OVER EMS
BROWN	21-Jan	0.67	1.00	WORK OVER EMS
BALCER	21-Jan	1.25	3.00	DUTY CREW
CORROY	21-Jan	1.25	3.00	DUTY CREW
NELSON	21-Jan	1.00	3.00	DUTY CREW
PANSIER	21-Jan	1.25	3.00	DUTY CREW
GATZ	22-Jan	3.00	4.50	PARAMEDIC CME
LINSSEN	22-Jan	3.00	4.50	PARAMEDIC CME
DEVILEY	22-Jan	3.00	4.50	PARAMEDIC CME
NELSON	22-Jan	3.00	4.50	PARAMEDIC CME
BALCER	23-Jan	1.00	3.00	DUTY CREW
NELSON	23-Jan	1.00	3.00	DUTY CREW
CORROY	23-Jan	0.83	1.25	WORK OVER EMS
DE WEERT	23-Jan	0.83	1.25	WORK OVER EMS
BALCER	23-Jan	3.00	4.50	PARAMEDIC CME
CORROY	23-Jan	3.00	4.50	PARAMEDIC CME

Attachment: jan (1809 : January OT Report)

PANSIER	23-Jan	3.00	4.50	PARAMEDIC CME
SCHWEINER	23-Jan	3.00	4.50	PARAMEDIC CME
BALCER	26-Jan	1.00	3.00	DUTY CREW
HENDRICKS, TM.	27-Jan	2.00	3.50	FIRE TRAINING
LINSSEN	28-Jan	1.00	3.00	DUTY CREW
WESSLEY	28-Jan	1.00	3.00	DUTY CREW
TOTAL		103.84	185.50	

Number of Duty Crew 23

DE PERE FIRE RESCUE
MUTUAL AID REPORT
JANUARY, 2014

MUTUAL AID GIVEN

RUN #	AGENCY	TYPE OF CALL
4	ASHWAUBENON	EMS
75	ASHWAUBENON	EMS
92	GREEN BAY	FIRE
95	ASHWAUBENON	EMS
168	GREEN BAY	EMS
174	GREENLEAF	FIRE
175	COUNTY RESCUE	EMS
178	ASHWAUBENON	EMS

MUTUAL AID RECEIVED

RUN #	AGENCY	TYPE OF CALL
78	GREEN BAY	FIRE
128	GREEN BAY	EMS

JANUARY, 2014

*OVERTIME CAUSED BY SICK LEAVE

THERE WAS NO OVERTIME CAUSED BY SICK LEAVE.

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

DE PERE AMBULANCE VS. EMS MEDICAL BILLING FOR AMBULANCE CALLS

De Pere

	Oct. 2012	Nov. 2012	Dec. 2012	TOTALS
Billed	103,201.50	84,664.00	104,741.00	292,606.50
Revenue	41,455.97	81,173.24	58,618.09	181,247.30
Adjustments	24,740.27	47,876.32	31,951.22	104,567.81

EMS Billing

	Oct. 2013	Nov. 2013	Dec. 2013	TOTALS
Billed	91,013.50	70,395.00	102,556.50	263,965.00
Revenue	19,888.59	47,268.95	75,414.29	142,571.83
Adjustments	29,746.08	24,023.11	31,772.09	85,541.28

EMS Medical Billing just started billing in late September.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **February 11, 2014**

DEPARTMENT: **Redevelopment Authority**

FROM: **Ken Pabich**

SUBJECT: **Review Facade Grant receipts for 345 Main Ave. Applicant: 345 Main LLC. ***

ATTACHMENTS:

- 345 Main Facade Receipts (PDF)
- RDA_Staff_Jan_2014_345 Main (PDF)

Greetings Ken Pabich and Dennis Jensen

We have completed the installation of 5 windows at 345 Main LLC along the second story of the store front. Daniel Vania, our carpenter, completed the demolition and installation. He is our carpenter and completed the restoration of our main floor rehab at 345 Main. I have included his bill and the the invoice for the windows. We are very pleased with the new windows! We have had many compliments on our project thus far. Thankyou for supporting us.

Sincerely,

MaryAlexis Pfutzenreuter

Ron Manning

345 Main LLC

345 Main Avenue, De Pere, WI 54115

Windows $4212.88

Labor + Materials 3710.00

total 7922.88

Call me for inspection 920-639-2517.

MaryAlexis

Proposal - Detailed

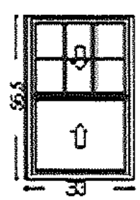
Phone: Fax:

Sales Rep Name: Denissen, Charlie
Sales Rep Phone: 1-800-242-1008
Sales Rep E-Mail: cdenissen@verhaleninc.com
Sales Rep Fax:

Customer Information	Project/Delivery Address	Order Information
MARY ALEXIS MANNING 345 W. MAIN AVE DE PERE, WI 54115 **Day Phone:** (920) 639-2517 **Mobile Phone:** **Fax Number:** **E-Mail:** **Contact Name:** **Great Plains #:** MANNM **Customer Number:** 1004258187 **Customer Account:** 1001009806	**MANNING, MARYALEXIS** 345 MAIN ST. **Lot #** DE PERE, WI 54115 **County:** BROWN **Owner Name:** **Owner Phone:**	**Quote Name:** SS3 9-20-13 **Order Number:** 408 **Quote Number:** **5088517** **Order Type:** Non-Installed Sales **Wall Depth:** **Payment Terms:** Deposit/C.O.D. **Tax Code:** BRO **Cust Delivery Date:** None **Quoted Date:** 9/20/2013 **Contracted Date:** **Booked Date:** **Customer PO #:**

Customer Notes: MARYALEXIS MANNING 920-639-2517

Line #	Location:	Attributes	Item Price	Qty	Ext'd Price
10	FRONT	Designer, Double Hung, 33 X 56.5, French Roast, 3-11/16"	$781.22	5	$3,906.10



Viewed From Exterior

PK # 587

Rough Opening: 33 - 3/4" X 57 - 1/4"
Final Wall Depth: NO JAMBS

1: Non-Standard Size Double Hung, Equal Split
Frame Size: 33 X 56 1/2
General Information: Standard, Clad
Exterior Color / Finish: Standard EnduraClad, French Roast
Interior Color / Finish: Bright White Interior
Glass: Insulated Low E Advanced Argon Gas
Hinge Panel: Clear, Annealed, Standard per design (2.5mm)
Hardware Options: Standard Lock, Champagne, Order Sash Lift
Screen: Half Screen, InView
Unit Accessories: No Options, No Options
Grille: RMB, No, 3/4" Designer, Traditional (3W2H / 0W0H), Bright White, French Roast, Shipped In Unit
Wrapping Information: Foldout Fins, Factory Applied, 3-11/16" Factory Applied, Perimeter Length = 179", Glazing Pressure = 95.

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

Line #	Location:		Attributes	Item Price	Qty	Ext'd Price
15	CAULK		**Installation Sealant, French Roast**	$87.15	1	$87.15
		PK # 587	**1: Accessory** **Frame Size:** -1 X -1 **Exterior Color / Finish:** French Roast **Interior Color / Finish:** Not Applicable Interior **Package:** Box 12 Tubes **Wrapping Information:** Perimeter Length = 0".			

Viewed From Exterior

Rough Opening:

Thank You For Your Interest In Pella® Products

PELLA WARRANTY:

Pella products are covered by Pella's limited warranties in effect at the time of sale. All applicable product warranties are incorporated into and become a part of this contract. Please see the warranties for complete details, taking special note of the two important notice sections regarding installation of Pella products and proper management of moisture within the wall system. Neither Pella Corporation nor VER HALEN INC will be bound by any other warranty unless specifically set out in this contract. However, Pella Corporation will not be liable for branch warranties which create obligations in addition to or obligations which are inconsistent with Pella written warranties.

Clear opening (egress) information does not take into consideration the addition of a Rolscreen [or any other accessory] to the product. You should consult your local building code to ensure your Pella products meet local egress requirements.

Per the manufacturer's limited warranty, unfinished mahogany exterior windows and doors must be finished upon receipt prior to installing and refinished annually, thereafter. Variations in wood grain, color, texture or natural characteristics are not covered under the limited warranty.

BRANCH WARRANTY:

NOTICE OF LIEN RIGHTS

As required by the Wisconsin construction lien law, VerHalen, Inc DBA Pella herby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to VerHalen, Inc DBA Pella, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction and should give a copy of each notice received to the owner's mortgage lender, if any. VerHalen, Inc DBA Pella agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

TERMS & CONDITIONS:

PERFORMANCE: Where no specific date is fixed we shall be allowed reasonable time to make delivery of the materials and perform the work.

DAMAGE, LOSS, DELAY OR DEFAULT THROUGH CAUSES BEYOND OUR CONTROL: We shall not be responsible for default, damage, loss or delay in performance due to labor trouble, fires, accidents, floods, collapse or other causes beyond our control, or due to shortages of materials or transportation facilities resulting from war, national or local emergency, riots, governmental priorities, embargoes and like conditions and regulations. Any and all loss of, or damage to our materials erected or stored on the premises, not caused by us, shall be repaired and replaced by us and the additional cost thereof shall be borne by the purchaser.

WORKING CONDITIONS AND FACILITIES TO BE SUPPLIED BY THE PURCHASER: The purchaser shall make all work surfaces, on which materials are to be supplied, available for work at one time so that the work shall not be interrupted; shall provide surfaces that are clean, dry and in an accessible condition, shall at his own expense cause all obstructions to our work to be removed; shall additionally bear the cost of sending our men to the job, on his notification, before surfaces are ready for the application of our materials, or expense due to any delay during the progress of the work not caused by us; shall allow us free and reasonable use of light, heat, water and power, and the use of available elevators, hoists and other facilities.

DELIVERY: When materials are quoted on the basis of delivery to the jobsite, we provide delivery assistance to the customer's garage only.

INSURANCE: We carry public liability, property damage and workmen's compensation insurance and consequently will not honor any charges against us for such similar coverage. Any expense incurred by us for insurance or bond to cover our liability under any "hold harmless" or "indemnity" clause or clause of a similar nature in any contract, specifications, letter of acceptance or notice submitted by you or your contractors which in any way requires us to assume any liability which is not imposed on us by law, shall be paid by you.

CHANGES IN PLANS OR SPECIFICATIONS: No credit or allowance shall be granted for alterations or modifications in work or materials, unless such credit or allowance has been agreed to by us in writing before such alterations or modifications are made.

GLAZING: Attention is directed to the Consumer Product Safety Act and the Federal Regulation for "Architectural Glazing Materials (16 CFR 1201)." THIS LAW SPECIFIES WHERE THE USE OF TEMPERED GLASS IS MANDATORY. In any instances of claims arising from the use of non-tempered glass, it will be the sole liability of the contractor or customer who accepted the glass as specified in our proposal that the use of such non-tempered glass is not prohibited by law, and that this glass will be used in areas in which non-tempered glass is allowable. Distortion in tempered glass is common and is not considered a defect.

TAXES: Any sales, excise, processing or any other direct tax imposed upon the distributor, sale or application of materials supplied in accordance with this proposal shall be added to the proposal price.

CONSEQUENTIAL DAMAGE: Seller shall not be liable for any direct, indirect or consequential damage or loss for any reasons, including but not limited to: any defect or defects in materials, improper installation, or breakage, bursting leakage.

ACCEPTANCE OF WORK AND MATERIALS: The Customer shall immediately upon delivery inspect all material. All work performed and materials supplied under this Proposal shall be deemed to comply with all terms of the Proposal unless Seller is notified to the contrary within seven (7) days following delivery.

DEFAULTS: If the customer fails to pay pursuant to the terms of this accepted proposal, the Customer agrees to pay all reasonable attorney fees and costs (of whatever nature) incurred by the Seller to obtain collection.

CANCELLATIONS AND/OR CHANGES: All sales are final. Product is ordered based on customer specification and approval via the signed contract.

WARRANTY: Pella products are covered by Pella's limited warranties in effect at the time of sale. All applicable product warranties are incorporated into and become a part of this contract. Please see the warranties for complete details, taking special note of the two important notice sections regarding installation of Pella products and proper management of moisture within the wall system. Neither Pella Corporation nor VerHalen, Inc. will be bound by any other warranty unless specifically set out in this contract. However, Pella Corporation will not be liable for branch warranties which create obligations in addition to or obligations which are inconsistent with Pella written warranties.

Clear opening (egress) information does not take into consideration the addition of a Rolscreen (or any other accessory) to the product. You should consult your local building code to ensure your Pella products meet local egress requirements.

Per the manufacturer's limited warranty, unfinished mahogany exterior windows and doors must be finished upon receipt prior to installing and refinished annually, thereafter. Variations in wood grain, color, texture or natural characteristics are not covered under the limited warranty.

Prices are valid for 30 days.

NOTICE CONCERNING CONSTRUCTION DEFECTS: Wisconsin law contains important requirements you must follow before you may file a lawsuit for defective construction against the contractor who constructed your dwelling or completed your remodeling project or against a window or door supplier or manufacturer. Section 895.07 (2) and (3) of the Wisconsin statutes requires you to deliver to the contractor a written notice of any construction conditions you allege are defective before you file your lawsuit, and you must provide your contractor or window or door supplier the opportunity to make an offer to repair or remedy the alleged construction defects. You are not obligated to accept any offer made by the contractor or window or door supplier. All parties are bound by applicable warranty provisions.

Customer Name (Please print)

Customer Signature

Date

Pella Sales Rep Name (Please print)

Pella Sales Rep Signature

Date

Order Totals	
Taxable Subtotal	$3,993.25
Sales Tax @ 5.5%	$219.63
Non-taxable Subtotal	$0.00
Total	$4,212.88
Deposit Received	$0.00
Amount Due	**$4,212.88**

VERHALEN INC.

REMIT TO: LOCKBOX 88959
Milwaukee, WI 53288-0959

Invoice Number:	202023
Invoice Date:	10/18/2013
Due Date:	10/18/2013
Delivery Date:	10/15/2013
Contract Number:	4082TA257
PO Number:	
Customer Account Number:	**MANNM**

MARY ALEXIS MANNING
345 W. MAIN AVE
DE PERE, WI 54115

Please return top portion with payment.

Customer	Project Address
MARY ALEXIS MANNING 345 W. MAIN AVE DE PERE, WI 54115	**MANNING, MARYALEXIS** 345 MAIN ST. 345 Main Ave DE PERE, WI 54115-2202 COUNTY: BROWN

Invoice Number: 202023 **Invoice Date:** 10/18/2013 **Contract Number:** 4082TA257

Customer Account Number: MANNM **Sales Rep.:** Denissen, Charlie

Order Shipped Complete

Contract Amount (not including tax)	*$3,993.25*
Total Deposit Received	*$4,212.88*
Taxable Subtotal	$3,993.25
Sales Tax	$219.63
Non Taxable Subtotal	$0.00
Invoice Total	$4,212.88
Deposit Applied to Invoice	$4,212.88
Net Amount Due	$0.00

Payment Terms:
Paid In Full

Finance Charges of 1.5% will be assessed monthly on all overdue balances.

Questions regarding this invoice may be directed to Ver Halen, Inc P.O. Box 11968 Green Bay, WI 54307 or 800-242-1008

STATEMENT

DATE: DEC. 4, 2013

TERMS:

TO
345 MAIN LLC
MARY ALEXIS PFUTZENTER & RON MANNING
345 MAIN AVE. DEPERE, WI. 54115

IN ACCOUNT WITH
DAN VANIA
DAN'S CARPENTRY SERVICE

		345 MAIN AVE.				
		WINDOW REPLACEMENT				
		FRONT FACADE				
		MAT.			710	00
		LABOR			3000	00
		TOTAL			3710	00

CURRENT	OVER 30 DAYS	OVER 60 DAYS	TOTAL AMOUNT		

Item #2: Review the Façade Grant receipts for 345 Main Ave. Applicant: 345 Main LLC.

At the October meeting, the RDA approved the façade grant application for 345 Main Ave with a grant amount up to the maximum amount of $2,000. The project has been completed and inspected by the Building Department.

The receipts submitted to the City total $7,922.88. All of the receipts qualify for the grant, which would make the grant total $1,980.72.

Recommendation:
Staff would recommend approval of the receipts and the façade grant amount of $1,980.72. The recommendation would need to be forwarded to Finance Committee and City Council.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 11, 2014**
DEPARTMENT:	**Finance Department**
FROM:	**Joe Zegers**
SUBJECT:	**Recommendation for Water/Sewer Bill Printing & Mailing Services.**

ATTACHMENTS:

- Waterbilling Memo (DOCX)
- Malicom Consulting LLC (PDF)
- 2014 Waterbill Printing (PDF)

To: Mayor Michael J. Walsh
Lawrence Delo, City Administrator
Finance/Personnel Committee Members
From: Joe Zegers, Finance Director
RE: Proposal for Water/Sewer Bill Printing & Mailing Services
Date: February 4, 2014

The water/sewer utility presently prints, sorts, and mails the quarterly and final bills in our office. We have been utilizing the same printing devices which can handle this heavy duty job for approximately 15 years. We currently quarterly bill around 8,800 customer accounts which we estimate costs us 41 cents/bill including postage. We have had to have various repairs to the printers over the last several years but we are running out of time on that option as parts for this are becoming less and less available. As such, we will either need to purchase a new printer for approximately $3,500 every three years to continue printing the bills on a quarterly basis in-house or look for a third source printer and mailer to perform this task.

With this in mind, I have attached two proposals and an analysis for water/sewer bill printing and mailing services. The attached proposals indicate that we would pay 55 cents/bill (MailCom) to 59 cents/bill (Wells Fargo) including postage to outsource this function. Although our out-of-pocket cost is higher initially, both proposals include printing, sorting, stuffing, & mailing a one-page bill in an envelope instead of the current postcard format. Since bills would now be mailed in envelopes, we could then resume printing the customer name on the bill. We can not do this presently with the two-part postcard bill customers currently receive. The analysis also indicates that the additional costs will be made up by labor and vehicle savings when the new remote read meters and software are fully implemented. Additionally, with the MailCom Consulting proposal, they would be able to insert an additional page in the envelope for any other information the City would like to convey to our customers at no extra charge.

I am recommending that the Finance Committee approve the concept of outsourcing printing, sorting, enclosing, & mailing water/sewer bills and that we approve the MailCom proposal since it is less expensive and more flexible than the Wells Fargo proposal pending final contract approval from the City Attorney. We could then start the new billing process starting with our 1st quarter water bills which would occur around April 1st.

MailCom Consulting LLC

(262) 542-751

FAX (262) 408-562

N27W23953 Paul Road, Suite 10

Pewaukee, WI 53072-624

January 24, 2014

Karen Hornick
City of DePere
333 S Broadway St
De Pere WI 54115

Re: Proposal for Water Bill Mailing Services

Dear Karen,

It was a pleasure to talk with you yesterday regarding how we can help you with the outsourcing of your quarterly water bills. Below is a quick summary of the services we can provide and the cost. At the bottom is a list of references of clients we currently provide this same service. Please contact them to learn how they feel about our service.

Sincerely,

Kent

Kent Moore

Project Summary

Implementation:	Use record layout and test file to create test samples Provide proofs of envelope and bill stock Provide samples of bills for final approval
Materials Provided:	8 ½ x 11 bill stock with perforation and backer printing #10 Window Envelope printed in black
Services Provided:	Create PDF of all bills for approval and archival purposes Laser print, fold and insert bills in #10 Window envelope Mail First Class Mail Insert multiple bills in 9 x 12 window envelope. Provide insert printing if needed on occasional basis
Cost:	$250 One-Time Setup Cost $0.55 per bill
References:	Jeff Tschudy, Wauwatosa, 414-479-8966 Katie Dern, Sheboygan Falls, 920-467-7906 Kristin Victory, Greendale, 414-423-2100 Debi Heisner, Mineral Point, 608-987-2361

WELLS FARGO

Wells Fargo Treasury Management Proposal

Print Services - City of DePere

Pricing as of January 2014

Service Description	Price	Monthly Volume	Activity Charges
MSC-TM			
PRNT TOTAL MTH POSTAGE AND HANDLING	0.43000	8,500	3,655.00
Subtotal			**3,655.00**
Print Services			
PRINT SERVICES IMAGE FILE TRANSMIT	5.00000	1	5.00
PRINT SERVICES FILE TRANSMISSION	5.00000	1	5.00
PRINT SERVICES MANUAL RENDERING	7.00000	0	0.00
PRINT SERVICES MONTHLY BASE	50.00000	1	50.00
PRINT SERVICES NCOA PER ITEM	0.05000	1	0.05
PRINT SERVICES OUTER ENVELOPE 6X9	0.12000	0	0.00
PRINT SERVICES OUTER ENVELOPE 9X12	0.16000	0	0.00
PRINT SERVICES PAGE SIDE PRINTED	0.02500	1	0.03
PRINT SERVICES PER IMAGE ITEM TRANS	0.01000	17,000	170.00
PRNT SERVICE SPECIAL HANDLING PULLS	24.00000	0	0.00
PRNT SVC B/W BILL/INVOICE DUPLX PKG	0.09000	8,500	765.00
Subtotal			**995.08**
Total Monthly Activity Charges	≈ .59/Bill		**4,650.08**
Setup Charges			
PRNT SERVICES STD IMPLEMENTATION	300.00000	1	300.00
Total Setup Charges			**300.00**

The above pricing estimate is based on certain assumptions drawn from projected volume, scop
services and/or other information you have provided. The pricing is subject to change if the actu
volume and/or scope of services differ from the assumptions upon which the pricing estimate wa

Zero Volume Elements - Elements with zero volume are not included in the estimated monthly analysis fee but are included for disclosure purposes.
29715, 29751, 29770, 29791

De Pere Water Utility
Bill Printing Analysis
2014

		Processed In-Office		MailCom Proposal		Wells Fargo Proposal
Current Meters & Billing Software Quarterly Billing						
Projected Annual Costs* (8,800 X 4 quarters X rate)	$	14,432	$	19,360	$	20,768
Projected Additional Labor Costs With Envelopes**		7,450		-		-
Projected Additional Material Costs With Envelopes***		2,880		-		-
Meter Reading Labor & Costs(****Estimated)		20,000		20,000		20,000
		$44,762		$39,360		$40,768

*Postcard Bills for In-Office, envelopes for proposals

**72 hours/quarter for 4 quarters

***$720 additional postage/envelopes/paper per quarter

****The estimate is based on a labor rate of $26 X 8 hours X 7 days X 2 people X 1.45 fringe rate & adding $50/ day per vehicle for gasoline,etc.

		MailCom Proposal		Wells Fargo Proposal
New Meters & Billing Software Quarterly Billing				
Projected Annual Costs (8,800 X 4 quarters X rate)	$	19,360	$	20,768
Meter Reading Labor & Costs(Estimated)		0		0
	$	19,360	$	20,768
Annual Costs for Proposals for Printing For Monthly Billing (Above X 4)	$	77,440	$	83,072

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **February 11, 2014**

DEPARTMENT: **Public Works**

FROM: **Scott Thoresen**

SUBJECT: **Consider out of State Travel For Street Superintendent**

The national snow conference for the American Public Works Association is being held this year in Cincinnati, Ohio from Sunday May 4th through Wednesday May 7th.

I am requesting approval for Al Luberda to attend this conference. The program seminars, training sessions, and exhibitors will provide numerous opportunities to learn of the latest equipment, methods, and materials available to continue to provide cost effective service in the public works department.

The 2014 Public Works Administration program budget has sufficient funds under “seminars and conferences” to cover the cost of this conference.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **February 11, 2014**

DEPARTMENT: **Public Works**

FROM: **Scott Thoresen**

SUBJECT: **Consider Out of State Travel for Director of Public Works**

The national conference for the American Public Works Association is being held this year in Toronto, Ontario from Saturday August 17th through Thursday August 21st.

I am requesting approval to attend this conference. The program seminars, training sessions, and exhibitors will provide numerous opportunities to learn of the latest equipment, methods, and materials available to continue to provide cost effective service in the public works department.

The 2014 Public Works Administration program budget has sufficient funds under "seminars and conferences" to cover the cost of this conference.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 11, 2014**
DEPARTMENT:	**Human Resources**
FROM:	**Shannon Metzler**
SUBJECT:	**Out of State Training**

As you may be aware, any requests for out-of-state training are approved in the department budget, and before the training takes place, a separate request is taken before the Finance/Personnel Committee for approval. Previously, an alderperson had requested a yearly report summarizing who attended out of state training and a synopsis of what the training was about.

As we continue working to streamline processes and procedures, the City Administrator and I recommend eliminating the approval process again before the training takes place and the yearly summary being that you approve the dollar value in the budget already. If any out of state training is requested that is not specifically budgeted for, we would then take that request forward for approval prior to the training.

If you have any questions in advance of the meeting, please contact me at 339-4045.

Thank you.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 11, 2014**
DEPARTMENT:	**Public Works**
FROM:	**Scott Thoresen**
SUBJECT:	**Authorization for Funding to Purchase New Garbage & Recycling Trucks**

The City has budgeted for in 2014 for the purchase of new compressed natural gas garbage and recycling trucks for a combined total of $560,000.

The garbage truck was budgeted under account 100-53620-810 for the 1st year payment of $92,315 as shown on pages 172 and 173 of the adopted 2014 budget. The City intended to borrow the remaining of $187,685 ($280,000-$92,315=$187,685)

The recycling truck was budgeted under account 100-53650-810 for $280,000 as shown on page 182 of the adopted 2014 budget.

Staff created equipment proposal E 14-02 and advertised for bids on December 19, 2013 and December 26, 2013. Sealed bids were opened on January 3, 2014. The City received the following bids for Proposal E 14-02:

Body Only: Bridgeport Manufacturing Inc. = $ 293,288.00 for two (2) bodies

Chassis Only: JX Peterbilt = $ 306,405.00 for two (2) chasses

As part of the bidding process we also requested trade in values for our existing 2008 garbage & recycling trucks. Bridgeport Manufacturing Inc. offered $107,700 and JX Peterbilt offered $120,500. Also the staff received a request from the City of Green Bay to purchase both trucks for $130,000.

Staff recommends the following:

- Award Body Only to Bridgeport Manufacturing Inc. in the amount of $293,288.
- Award Chassis Only to JX Peterbilt in the amount of $306,405.00.
- Sell our 2008 garbage and recycling trucks to City of Green Bay in the amount of $130,000.00.

The total cost to the City for the above recommendations is $469,693.00. Now that the bids have been opened, the balance that would need to be borrowed would be $97,378 (($469,693) - ($280,000+$92,315) =$97,378).

Staff is also recommending not borrowing for the $97,378 but instead utilize the fund balance in the capital equipment fund which has a balance of $399,416.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 11, 2014**
DEPARTMENT:	**Board of Public Works**
FROM:	**Scott Thoresen**
SUBJECT:	**Consider Funding Additional Single Leaf Loader**

Originally in the 2014 Storm Water Utility Leaf Collection budget it had $100,000 budgeted for the conversion of an existing garbage truck into a single leaf vacuum. The reason for this memo is to request to fund an additional $20,000 for two single leaf loaders instead of the budgeted request of one single leaf loader.

Here's a little background information on our leaf collection operation. The single leaf loaders are used for both spring and fall leaf collection and have been used for the past ten years. These single leaf loaders consist of a vacuum leaf loader mounted on dump truck frames. In addition, during the fall collection, the City would contract for baling of the leaves. In 2010, staff converted an existing garbage truck into a single leaf loader (See attached photos). Staff found that this piece of equipment could collect and haul twice the volume of leaves compared to our older existing leaf loaders that are mounted on a dump truck frame. Also because of the size of the leaf vacuum on this truck it will vacuum leaves quicker. Because the efficiencies increased greatly, staff started planning for replacing of our existing single leaf loaders mounted on dump truck frames with retrofitting our existing garbage trucks when the garbage trucks were due for replacement. In 2012, we lost our ability to contract for baling leaves so we had to utilize our existing trailer towed leaf vacuum into the operations. Using the trailer towed leaf vacuum is less efficient because it requires two employees to operate. Since we lost the ability to bale leaves, staff felt to be more efficient it would be best to have four converted garbage trucks into single leaf vacuums.

What does it take to convert a garbage truck into a single leaf vacuum? Basically, a leaf vacuum needs to be purchased and mounted on to the existing garbage truck. The existing garbage truck is modified and retrofitted so that the leaf vacuum can be mounted on it. As part of the process, various materials and parts are purchased for the retrofit. Once everything is completed then the retrofitted truck is painted. Other than the painting, the labor for the retrofit is performed by City staff.

As part of the equipment replacement planning process, staff proposed converting one of our existing garbage trucks into another single leaf loader therefore budgeted $100,000 in the Storm Water Utility Leaf Collection budget. During the bidding process of the new garbage and recycling trucks staff obtained an offer from the City of Green Bay to purchase the two trucks for $130,000. Also during this process, the Village of Allouez informed us they had two existing garbage trucks for sale and would be willing to sell them to the City for a total of $44,850. It would be in the best interest of the City to sell our existing garbage and recycling trucks to Green Bay and purchase Allouez's trucks for the conversion to single leaf loaders.

In order to convert the two garbage trucks to single leaf loaders, two leaf vacuums need to be purchased. Staff received quotes for two leaf vacuums for a price of $56,400. Staff has been informed that this price will increase another $15,000 per leaf vacuum once the current year models are sold out therefore it is in the City's best interest to buy the current year model.

Staff is requesting to fund the conversion of two garbage trucks into single leaf loaders instead of one as originally requested. The total amount for the conversion of the trucks would be $120,000 and would consist of $44,850 (Purchasing Allouez trucks), $56,400 (Purchase of leaf vacuums), and the remaining $18,750 would be used for materials, parts, and painting. This would mean an additional $20,000 would need to be added to account 650-53320-810 of the Storm Water Utility Leaf Collection budget. The additional funding needed can be taken from account #650-53300-810 of the Storm Water Utility Street Cleaning budget because the bids opened for the budgeted street sweeper came in approximately $60,000 under budget.

The following are reasons for the request:

- Improve efficiencies for leaf collection by eliminating the two person leaf vacuum operations.
- Savings of buying two used garbage trucks locally (Allouez) instead of most likely having to go out of state to purchase.
- The Allouez garbage trucks are the same make and model as ours so we will be salvaging the garbage collection components from these trucks to utilize for future repairs of our existing trucks.
- The pricing for the leaf vacuums will increase as mentioned above by $15,000 per each leaf vacuum.

Staff is recommending a budget amendment to increase the Storm Water Utility Leaf Collection account # 650-53320-810 an additional $20,000 for funding of two single leaf loaders. The additional funding would come from excess monies in account #650-53300-810 of the Storm Water Utility Street Cleaning account.

If you have any questions on this matter please feel free to contact me.

ATTACHMENTS:

- HPIM2005 (JPG)
- HPIM2004 (JPG)
- HPIM2002 (JPG)


OLSON
TRAILER & BODY
GREEN BAY, WI.
(920) 499-0881
OLSON
TRAILER & BODY
GREEN BAY, WI.
(920) 499-0881
09/28/2011 02:01 PM


80
CITY OF DE PERE
STREET DEPT
Peterbilt
WARNING
ADVERTENCIA
DANGER
PELIGRO
09/28/2011 02:00 PM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09/28/2011 01:59 PM

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 11, 2014**
DEPARTMENT:	**Police**
FROM:	**Derek Beiderwieden**
SUBJECT:	**Consideration of Donation of Building Maintenance and Construction Labor to Police Department**

The De Pere Police Department has a number of routine maintenance items and minor construction projects it would like to accomplish but has had difficulty finding the time and labor to do them. The Unified School District has a construction class (the class that builds homes) that approached the department that would like to donate their time and labor to help the department accomplish the construction projects.

I have met with the class instructor and some students and have done a walk through to gauge the level of interest and capabilities of the class. After the walk thorough I was impressed at the levels of expertise the students appeared to have.

The projects the department is considering are: Re-varnishing damaged woodwork and trim, repairing or replacing tiles in common areas and hallways, re-plastering walls and corners to repair damages, repainting common area walls, adding corner protectors to wall corners, adding a simple wall and shelving in our basement defense tactics training room , building and/or installing a counter top or cabinet array in the soon-to-be restored firearms range, and the like. The students will be obtaining any building permits needed as part of the project.

There are no costs of labor as the students are in a learning environment. The costs for the materials will be paid by the department from our building maintenance account. We will be researching the ReStore (resale business run by Habitat-for Humanity) for used cabinets removed from other renovation projects around the Green Bay area. If so, this will save original costs. The students have already found a used countertop for the range part of the project.

The students will be available for our projects in about 5-6 weeks. I am requesting approval of the donation of labor by the school/class and to approve entering into this arrangement. The City Attorney has not reviewed all aspects of the proposal and insurance requirements. This will be done when the proposal is approved. If an agreement is needed, I can facilitate it through the school district.

Please contact me if there are any questions about this donation. Thank you in advance.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **February 11, 2014**

DEPARTMENT: **Police**

FROM: **Derek Beiderwieden**

SUBJECT: **Consideration of Police Department Reorganization Request**

The De Pere Police Department is currently structured into three divisions each headed by a captain, lieutenant or a counterpart business manager. Each division has a number of personnel assigned depending on the division function. We will concentrate on the Field Services and Support Services divisions. The third Administrative division is not scheduled for any changes in this concept.

Recently, an internal review of the police department was conducted by Human Resources. During that review I was made aware of a few challenges some department personnel were having with management and other staff. Further internal analysis of the operations of the department caused us to look at management of personnel on various shifts and in various functions. The police department is requesting to make a change in the structure by implementing the proposal outlined below. The changes will make a positive difference on how the department operates.

Background

When I became chief in 2002, there were three captains each in charge of a division (Administrative, Patrol and Support). I proposed some administrative changes in 2004 that were approved by council, which eliminated one captain position and the administrative secretary and created a business manager (handling such things as records, paying bills, and supervising the secretary staff). It also left two captains one each in charge of a division (Patrol and Support). In 2010, with the approval of the council, I proposed to reorganize the command staff in two phases. First phase was to create two lieutenant positions that would job share the management of the patrol division. I promoted one person to a lieutenant position. Second phase was to promote a second lieutenant when a sergeant retired. We were able to promote just the one lieutenant but have not filled the second position. This arrangement continues today. However, we continue to have challenges in communication, proper information sharing, supervision, and a management presence that is consistent each day and throughout the day on various shifts. The duties of the management staff have also changed over time as administrative work loads continue to increase as the face-to-face shift contact decreases. It also appears we have pulled away a little from our roots of community policing that has brought great pride to our department in the past.

Proposal Overview

The proposed restructure integrates well into our team policing philosophy. I have already made decisions and changes to address some of the concerns staff, and I, had about the department supervision and management of employees. Among other things, we changed some of the responsibilities and accountabilities of the sergeants (first line supervisors), and changed some processes, especially report submissions and reviews. However, some of the biggest concerns staff and I had were the lack of management presence on various shifts, a confusion by some personnel about the chain of command, a lack of full accountability by all employees, inconsistent rule and procedure enforcement, unbalanced workloads, unfulfilled communications and accountability and other high importance issues.

Reorganization request

I am proposing to eliminate the current captain and lieutenant positions and create three manager positions of equal rank called commanders. There would be one commander in charge of the support division and two commanders in the patrol division, one in charge of operations on the west side and one in charge of the operations on the east side. The department chain of command and general structure, except for the addition of a manager, would not change and the look of the department would not be much different than it is today. All three commanders and the business manager would report directly to the chief. (See accompanying organization chart).

The commander of the support services would continue to perform some administrative duties as is done today and will continue to perform management functions with the detective sergeants, school liaison officers, crossing guards and the community service officers. This manager would process in-custody cases, fingerprints, department interns, citizen academy applications and background checks, equipment and enforcement grants, asset forfeiture, CrimeStoppers etc. This would be primarily a day position.

The commanders of the west and east side districts will continue to perform some administrative duties including vehicle maintenance, ride-a-longs, neighborhood watch, schedules, daily media relations, department training, special events team projects, etc., but will divide the duties between the two managers. They will manage the personnel assigned to patrol including sergeants and officers. To decrease costs and to enable the changes we will be eliminating the community resource officer position (crime prevention and neighborhood watch) and applying those duties to the district commanders and staff. These commander positions would vary hours of work to meet needs in the divisions/districts but mostly late day, afternoon, or evening shifts.

The positioning of the commanders will allow the road sergeants to concentrate on supervising officer activity and to be able to respond to more calls for service and have a presence in neighborhoods more than today. There would be a better integration into the community and, the neighborhood watch programs would be accomplished by patrol instead of a specialty officer. Crime prevention would be part of everything we do and there would be increased communication and accountability to and from neighborhoods, to and from the chief and to and from commanders, sergeants and staff.

Costs

There would be an additional very modest cost to implement this proposal that is offset by the elimination of the community resource officer and depends on what the council decides where the commander position would fall in the organization chart. A preliminary recommendation is to slot the commander position in the “P” position in the City compensation matrix. Healthcare, retirement, social security and other benefit costs are negligible since it is assumed an internal employee will be promoted to the commander position and that promoted employee is already receiving those benefits. The salary and related benefits costs would increase about $30,000 due to the increase in salary for the newly promoted commander and the slotting in the “P” category of the remaining command staff.

Union

I discussed this proposal with the union leadership and have presented this to the general union membership at a mandatory meeting held on January 22, 2014. The union leadership was in support of the proposal. Some individual union members have expressed support for the change, and to date none have expressed concern. I also discussed this with the officer involved in the elimination of the community resource officer position and he understood the proposal.

Summary

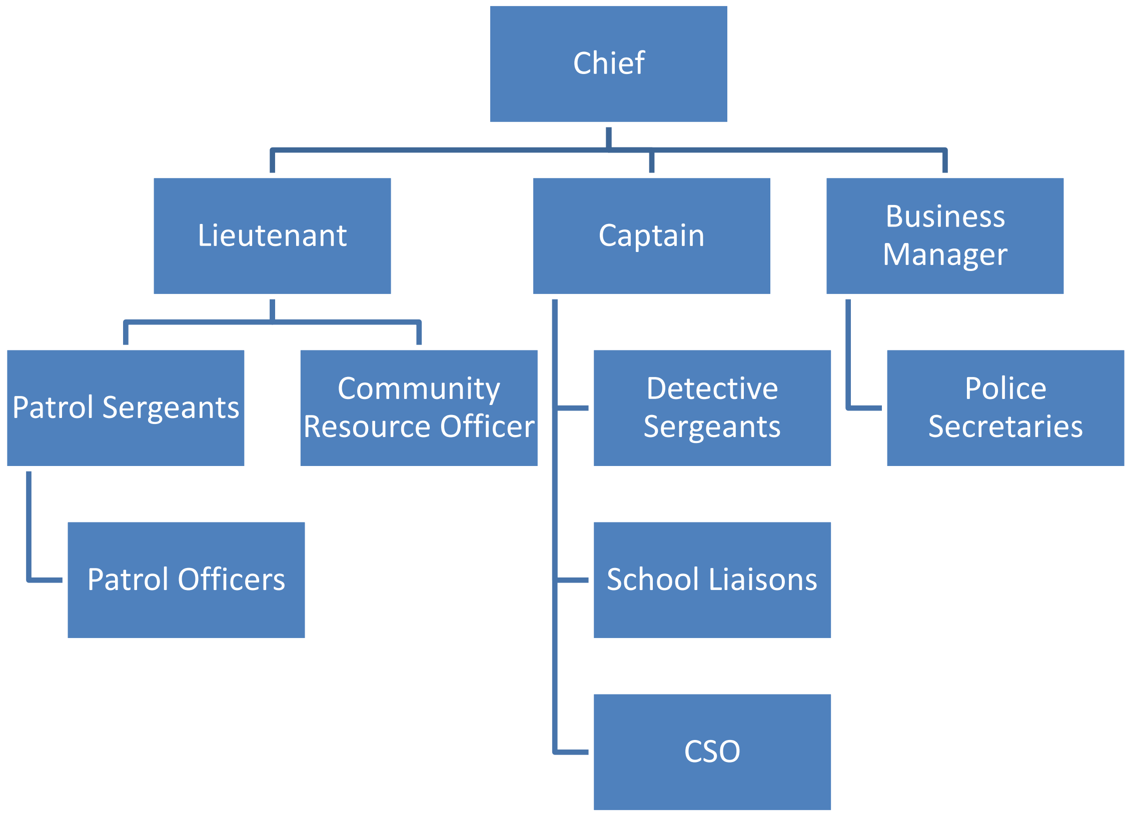
I submit to you this important proposal that is a better use of limited resources while it increases operational effectiveness all at a reasonable cost. The proposal can be accomplished within the next three to four months as promotional processes take place and new roles assumed. At the end of the promotional processes, we will eliminate the community resource officer position and integrate it back into patrol. The road patrol staff will remain with the same number of sworn staff as it is today so there will be no impact to police response. Also, the same number of personnel will remain in the department organization except for a change in the rank.

Please support this change. I am available for questions on Monday or Tuesday February 10 or 11, 2014. Please contact me at your convenience.

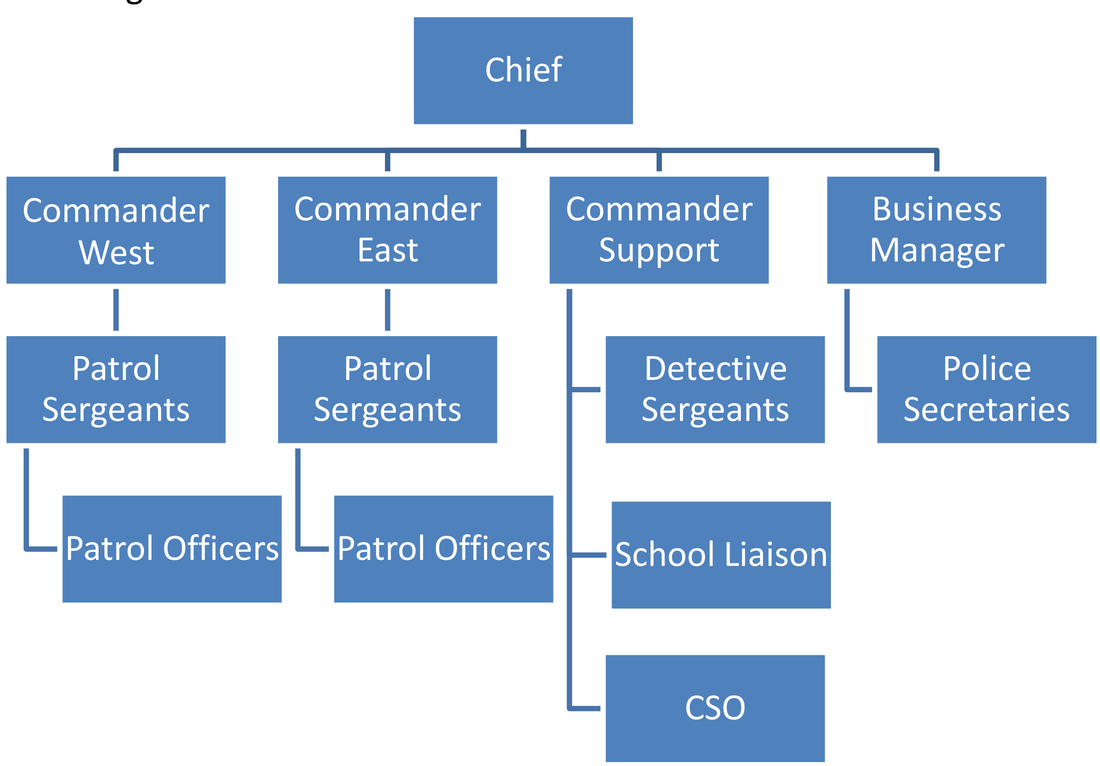
ATTACHMENTS:

- Organization at a Glance (DOCX)

Current Organization



Proposed Organization



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **February 11, 2014**

DEPARTMENT: **Common Council**

FROM: **Lisa Renier**

SUBJECT: **Community Survey Proposal.**

ATTACHMENTS:

- Survey Memo 01-23-14 (DOCX)
- City of De Pere Community Survey Proposal 2014 (PDF)
- The National Citizen Survey (PDF)
- 2004 Survey Questions (PDF)
- 2008 Survey Questions (PDF)

MEMORANDUM

TO: Personnel & Finance Committee

FROM: Larry Delo, City Administrator

DATE: January 23, 2014

SUBJECT: Community Survey Proposal

I have attached proposals from the St. Norbert College Strategic Research Institute (SRI) and a price guide from ICMA and the National Research Center (NRC) to complete a community survey on municipal services and issues in 2014. I have also attached copies of the previous phone survey questionnaires utilized by the City in 2004 and 2008 for your convenience.

The SNC proposal includes an option to complete the survey either by phone or mail. The phone survey would provide responses from 400 interviews matching community demographics. This is the same format that was utilized by SRI to complete the 2004 and 2008 community surveys. Proposed cost is $14,350.

The SRI mail survey would be randomly sent to 1,500 households with the goal of receiving 400 responses (which may require a telephone follow-up call process). The proposed cost for this survey format is $19,486.

The NRC survey can be a web or mail format and provides a pricing guide that allows the municipality to select the service options that best meet the needs of the community. The cost to complete the NRC mail survey with approximately the same service options that were included in the SRI 2004, 2008 and proposed 2014 surveys would be $20,930. This includes:

$10,900 for mail survey to 1,200 households (also available on-line if ordered by March 31st)
$1,580 to add 400 households for a total of 1,600 household mailings
$625 for demographic comparisons
$625 for geographic area information
$3,000 for two open ended questions
$2,800 for in-person presentation
$1,400 for comparison to prior survey results

The 2014 Budget includes $14,350 to complete a community survey. The Administration is recommending the City proceed with the St. Norbert College Strategic Research Institute phone survey proposal for $14,350.

Attachment: Survey Memo 01-23-14 (1824 : Community Survey Proposal)

City of De Pere

City of De Pere Community Survey Proposal 2014

Includes

- Quality of Life
- Evaluating City Services
- Fees and Taxes
- Information Dissemination
- Economic Enhancements

Prepared by: St. Norbert College Strategic Research Institute

Research Objective

The Primary Research Objective is to develop and conduct a survey that will gauge community sentiment on such issues as:

- Quality of Life
- Evaluating city services
- Fees and taxes
- Information dissemination
- Economic enhancement of downtown De Pere
- Demographic characteristics

Telephone Research Strategy

The St. Norbert College Strategic Research Institute (SRI) will field a telephone survey using a random sample of the residents of the City of De Pere. The interview length will be approximately ten minutes. The questionnaire will be designed to collect information sufficient to meeting the research objectives identified above as well as demographic information such as age, gender, location, length of residence, etc.

The SRI will conduct all telephone interviewing. Interviewing will be monitored to ensure procedures and quality control standards are being met. A total of 400 interviews will be completed which will provide a margin of error of +/-5% at the 95% confidence level.

All materials, questionnaires, sampling, staffing, and all other duties associated with fielding a telephone based survey will be performed by the SRI.

Mail Research Strategy

The St. Norbert College Strategic Research Institute (SRI) will field a mail survey using a random sample of households in the City of De Pere. The questionnaire length will be approximately 4-6 pages. The questionnaire will be designed to collect information sufficient to meeting the research objectives identified above as well as demographic information such as age, gender, location, length of residence, etc. There will also be an online survey option that citizens could use instead of the mail survey option. We would anticipate sending survey materials to a random sample of 1500 households in De Pere.

The SRI mailing survey strategy utilizes three separate mailings to each household in the sample:

Mailing 1: A Prenotification Letter from the City of De Pere, Mayor, City Administrator, etc.

Mailing 2: The survey packet including a cover letter from Dr. Wegge, a professionally designed questionnaire booklet and a postage paid return envelope.

Mailing 3: A Thank You/ Reminder postcard.

If the goal of 400 completed interviews has not been reached, then we may implement a telephone follow-up call process.

Questionnaire Design

This proposal is designed with the SRI conducting all aspects of the project. The goal will be to have approximately 400 completed surveys. This level of completions will provide a margin of error of +/-5% at the 95% confidence level.

All materials, questionnaires, sampling, staffing, and all other duties associated with fielding a mail survey will be performed by the SRI.

The questionnaire will be developed in close collaboration with the City of De Pere. The questionnaire from the previous De Pere community survey will provide a starting point for the design of the 2014 questionnaire. It will be important to retain some of the exact questions in this study to allow for longitudinal tracking of the data.

The questionnaire content will be driven by the information needs of the City of De Pere. The SRI will control the final question wording, location of the questions in the questionnaire and any other methodological decisions to insure that the research will meet the methodological standards of the research industry. The SRI will establish overall coding procedures for any open-ended questions that might be included. The questionnaire will be a professionally designed booklet questionnaire.

All research conducted by the SRI will conform to the Code of Ethics of the American Association for Public Opinion Research (AAPOR) and the mission statement of St. Norbert College. All staff and interviewers must sign a confidentiality pledge before working on any SRI project. Additionally, before starting an interview, a confidentiality statement is read to respondents informing them that all information gathered is kept completely confidential and will be only used for data linking purposes so aggregate analyses can be performed.

Estimated Timeline

Activity	Completed By
Contract Awarded	TBD
Questionnaire Development	2 weeks
Data Collection	4 - 6 weeks
Analysis & Interpretation	2 weeks
Final Report	2 weeks

Deliverables

The final deliverable will be 2 copies of the PowerPoint Deck interpretive summary report in PDF format in both printed copy and electronic formats.

Research Team Qualifications

David Wegge, PhD, Professor of Political Science
Executive Director

Dr. Wegge has been a faculty member at St. Norbert College since 1979. He received his B.A. degree from of the University of Minnesota-Duluth and his Ph.D. from the University of Wisconsin-Milwaukee. He teaches courses on research methodology, statistics, and executive leadership. Dr. Wegge is also the Director of the Leadership Studies program at St. Norbert College. Wegge was the founder of the St. Norbert College Survey Center and served as its director for fifteen years from 1983-1998. In 2009, St. Norbert College outsourced the Survey Center to his consulting company, Wegge Strategic Research, Inc. Wegge's research has been used by The Wall Street Journal, London Financial Times, The Economist, The New York Times, MacNeil-Lehrer News Hour, Newsweek, USA Today, CBS News, ABC News, and CNN.

Craig Stencel, MS, Director of Operations and Senior Project Manager

Mr. Stencel received his Master of Science degree from Michigan Technological University in Industrial Archaeology. He has extensive experience with historical documentation, census records, and public opinion field research methods. Mr. Stencel's project experiences include census data evaluation, face-to-face interviewing, analysis of life ways, educational surveys, assessment surveys, health studies, customer satisfaction studies, quality of life surveys, referendums and longitudinal projects. He has also worked with assessment committees and service organizations such as United Way as well as a number of governmental and business entities. Additionally, he was a statistics teaching assistant for 3 years at St. Norbert College. He has extensive experience in designing and administrating questionnaires; face-to-face and mail surveys; analyzing data sets; managing research projects and report writing.

Mary Strebel, BS, Director of the Field Staff and Research Analyst

Ms. Strebel received her Bachelor of Science degree in Economics with an emphasis on Urban and Regional Studies from the University of Wisconsin at Green Bay. She has a wide range of experience designing and administering community-planning surveys. Her project experience includes the collection, evaluation and analysis of survey data for several communities in Wisconsin, including the Towns of Pierce and Liberty Grove and the City of Kewaunee. She is proficient in interpreting survey results and creating written reports.

References

Ken Pabich, Director
Community Development
City of De Pere
920-339-4043

Fred Monique, Vice President
Economic Development
Green Bay Area Chamber of Commerce
920-496-2118

David Pamperin, President
Greater Green Bay Community Foundation
920-432-5577

Sample Client List

Greater Green Bay Community Foundation
Green Bay Area Chamber of Commerce
City of De Pere
Denmark Community School District
Howard-Suamico School District
Green Bay School District
DOT – City of La Crosse - SEH
City of Janesville
Waunakee School District
L.I.F.E Studies (Brown County, Fox Cities, Oshkosh)

Contract Terms

The SRI generally requires 50% payment at the start of the project, 25% once the final questionnaire is agreed upon and 25% at the completion of the project. These terms can be altered to meet the needs of the client.

Investment

Total Telephone Strategy Investment = $ 14,350

Total Mail Strategy Investment = $ 19,486

For Further Information Contact

David G. Wegge, Ph.D., Executive Director
Strategic Research Institute
St. Norbert College
100 Grant Street
De Pere, WI 54115
920-403-3960 Office
920-217-7738 Cell
dave.wegge@snc.edu

Strategic
Research
Institute
100 Grant St., De Pere, WI 54115

THE NATIONAL CITIZEN SURVEY

WHAT'S *NEXT* FOR YOUR COMMUNITY

THE NATIONAL CITIZEN SURVEY™

The NCS™ gathers resident opinion across a range of community issues. Communities using The NCS have reported that the tool improved service delivery, strengthened communications with community stakeholders and helped leaders identify clear priorities for use in strategic planning and budget setting. The NCS is the only citizen survey endorsed by the International City/County Management Association and the National League of Cities.

(HTTP://WWW.N-R-C.COM/WP-CONTENT/UPLOADS/2013/08/DIVIDER-LINE.PNG)

NEW! *SHOULD WE CONDUCT OUR SURVEY ONLINE?* (HTTP://WWW.N-R-C.COM/WP-CONTENT/UPLOADS/2013/08/NCS-WEB-OPTION-2014-FINAL.PDF)

(http://www.n-r-c.com/wp-content/uploads/2013/08/divider-line.png)

ABOUT (HTTP://WWW.N-R-C.COM/WP-CONTENT/UPLOADS/2013/08/ABOUT-THE-NCS-20141.PDF)

FAQ (/FAQ/) PRICING (HTTP://WWW.N-R-C.COM/WP-CONTENT/UPLOADS/2013/09/THE-NCS-PRICING-2014-FINAL.PDF) TIMELINE (HTTP://WWW.N-R-C.COM/WP-CONTENT/UPLOADS/2014/01/THE-NCS-SAMPLE-TIMELINE-2014.PDF) SAMPLE (HTTP://WWW.N-R-C.COM/WP-CONTENT/UPLOADS/2014/01/SAMPLE-COMMUNITY-LIVABILITY-REPORT.PDF)

(http://www.n-r-c.com/wp-content/uploads/2013/08/divider-line.png)

ENROLL NOW! (HTTP://WWW.N-R-C.COM/WHAT-WE-DO/SURVEY-PRODUCTS/THE-NATIONAL-CITIZEN-SURVEY/NCS-ENROLLMENT/)

(HTTP://WWW.N-R-C.COM/WP-CONTENT/UPLOADS/2013/08/DIVIDER-LINE.PNG)

ICMA VOICE OF THE PEOPLE AWARDS

The Voice of the People Awards are announced each year by ICMA and NRC for the jurisdictions with the highest rated services (the Award for Excellence) and the services showing greatest improvement (The Transformation Award) according to The National Citizen Survey™. The awards recognize excellence in local government while enhancing the utility of citizen survey results.

To learn more about Voice of the People and see a list of past award winners, click here (http://www.n-r-c.com/category/vop).

2955 Valmont Road, Suite 300
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phone 303.444.7863
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(https(https://twitter.com/home/NRCtech)/company/352645?
trk=prof-
exp-
company-
name)

The National Citizen Survey™ Pricing for 2014

The NCS™ Basic Service includes:

- Full report of results, plus multiple layers of reporting to meet the needs of different stakeholders
- Responses weighted to reflect characteristics of your entire community
- "Next Steps" webinar to review your results
- Benchmarking against more than 500 citizen survey results
- FREE until March 31! Conduct your survey in both English and Spanish
- Tracking of response rates by geographic area

National Research Center, Inc.
2955 Valmont Road Suite 300
Boulder, CO 80301
303-444-7863
www.n-r-c.com/thencs
ncs@n-r-c.com

First step: Choose your Basic Service collection method:

	Price*	Notes
Primarily by mail (most common choice) **FREE** If you sign up by March 31, 2014, the mailed survey will also be available online! (Usually $900)	$10,900	Includes a sample size of 1,200 households
Web only, with mail invitations (using a scientific sample)	$9,000	Includes a sample size of 1,800 households
Web only, all residents are eligible, you promote participation (non-scientific)	$5,700	Opt in; no mailed or other individual invitations to participate

Second step: Choose your add-on options

	Price*	Notes
Larger sample size!	Varies	See below for example sample sizes
Reminder postcard (4th mailing)	Varies	See below for example sample sizes
Demographic Subgroup Comparison Report	$625	Compare results by population demographics
Geographic Subgroup Comparison Report	$625	Compare results by geographic area
Follow-up web survey (non-scientific)	$400	Following the scientific data collection, the survey will be available online and open to the entire community. These results will not be part of the scientific sample and will be provided as separate stand-alone tables.
Custom Benchmark Comparisons	$800	Benchmark results against communities meeting specific criteria
One open-ended question	$1,500	Includes one open-ended question added to survey. Responses will be categorized and reported in a table under separate cover, accompanied by a complete list of verbatim responses.
In-person presentation*	$2,800	Assumes location within 50 miles of int'l airport
Next steps workshop*	$3,650	Assumes location within 50 miles of int'l airport
Compare prior results	$1,400	Compare current results to those of a previous (non-NCS) survey

Example sample sizes

	Regular mailing (3 contacts)	Reminder postcard (4th contact)
+0	--	$650
+400 (1,600 total)	$1,580	$830
+800 (2,000 total)	$3,150	$1,000
+1,200 (2,400 total)	$4,730	$1,170
+1,800 (3,000 total)	$7,100	$1,430

Don't see what you need? Contact us today for additional options!

*Please note that all prices are subject to change.

What's NEXT for The National Citizen Survey™

The National Citizen Survey™ just keeps getting better. The tool you've trusted for more than a decade to deliver resident opinion on the issues that matter most has a different look, improved functionality, and a host of new features designed to help you discover what's **next** for your community.

The NCS™ measures eight aspects of community livability:

Community Engagement	Education & Enrichment	Recreation & Wellness	Economy	Built Environment	Natural Environment	Safety	Mobility

The NCS™ was among the first scientific surveys to gather resident opinion on a range of community issues, and has been used by more than 300 communities in 45 states. Communities using The NCS have reported that the tool improved service delivery, strengthened communications with community stakeholders and identified clear priorities for use in strategic planning and budget setting. The NCS is the only citizen survey tool endorsed by the International City/County Management Association (ICMA) and the National League of Cities (NLC).

LIMITED TIME OFFER! FREE Spanish-language translation of the survey instrument
LIMITED TIME OFFER! FREE tracking of response rates by geographic area
LIMITED TIME OFFER! FREE option for residents to complete their survey online
LIMITED TIME OFFER! FREE "Next Steps" webinar to review your results

The NCS Next begins with a customizable survey of questions relevant to your community. The survey measures public opinion in eight key areas of community livability. In each domain, residents report their perceptions about the quality of their community and related services, as well as their own engagement within the community. Now, you can get the quality you expect from NRC along with the following:

NEW! **Streamlined process** Customizing your experience with The NCS has never been easier with convenient prompts and helpful consultation.

NEW! **Add-ons at a reduced price**
- Custom benchmark comparisons
    - Demographic and Geographic Subgroup Comparisons
- Non-scientific web data collection option

NEW! **Enhanced options**
- Customized sample size
- Additional postcard mailings

NEW! **Collect ALL of your data online!**
The NCS now offers two ways to switch from mail-based data collection to web-only:
- Scientific: Randomly selected households will receive mailed invitations with instructions to complete the survey online
- Opt-in: All residents are eligible to participate - once participation is high enough, you'll receive The NCS regular reporting, including benchmark comparisons

20 YEARS
NRC
National Research Center

National Research Center, Inc.
2955 Valmont Road Suite 300
Boulder, CO 80301
303-444-7863

Learn More about The NCS!
www.n-r-c.com/thencs
Email ncs@n-r-c.com
Twitter @nrc_inc

Timeline for The National Citizen Survey™

Finalize survey materials

Postcard mails

2nd wave mails

Data collection ends

Reports finalized

1st wave mails

Draft reports received

week 6 | week 7 | week 8 | week 9 | week 10 | week 11 | week 12 | week 13 | week 14 | week 15 | week 16 | week 17

Item	Date
Preparing for the Survey	
⊙ The NCS survey process is initiated upon receipt of your enrollment form and first payment	week 1
← NRC emails you information to customize The NCS	week 1
→ Due to NRC: Selection of add-on options	week 3
→ Due to NRC: Drafts of the optional custom questions to be included in the survey	week 3
→ Due to NRC: Zip code information and GIS boundary data	week 4
→ Due to NRC: Additional payment for add-on options	week 5
⊙ NRC finalizes the survey instrument and mailing materials and sends .pdf samples for your records	week 6
⊙ NRC generates the sample of households in your community	weeks 5-6
⊙ NRC prints materials and prepares mailings	week 6
→ Due to NRC: Selection of custom benchmark profile(s) (if custom benchmark add-on selected)	week 6
Conducting the survey	
⊙ Survey materials are mailed	weeks 7 to 9
⊙ Prenotification postcards sent	week 7
⊙ 1st wave of surveys sent	week 8
⊙ 2nd wave of surveys sent	week 9
⊙ Data collection: surveys received and processed for your community	weeks 8-12
⊙ During this time, you will receive postcards that were undeliverable due to bad addresses, or vacant housing units. This is normal. Please count all the postcards, as we will subtract the number of returned postcards from the total number mailed to estimate the number of "eligible" households in calculating the final response rate.	
→ Due to NRC: Final count of returned postcards	week 12
⊙ Survey analysis and report writing	weeks 12-14
⊙ During this time, NRC will process the surveys, perform the data analysis, and produce a draft report for your community. The report of results will contain a description of the methodology, information on understanding the results, and graphs and tables of your results, as well as a description of NRC's database of normative data from across the U.S. and actual comparisons to your results, where appropriate.	
← NRC emails draft report (in PDF format) to you along with invoice for balance due on The NCS Basic Service and any additional add-on options	week 15
→ Due to NRC: community feedback on the draft report (most final reports are identical to the draft reports, except being labeled as final instead of draft)	week 16
← NRC emails final report and data file to you	week 17

<u>Legend</u>

← Indicates when items from NRC are due to you → Indicates when items from you are due to NRC ⊙ Indicates information items

The National Citizen Survey™

Carlton, IA

Community Livability Report

2014

National Research Center, Inc. | Boulder, CO
International City/County Management Association | Washington, DC

Contents

The National Citizen Survey™

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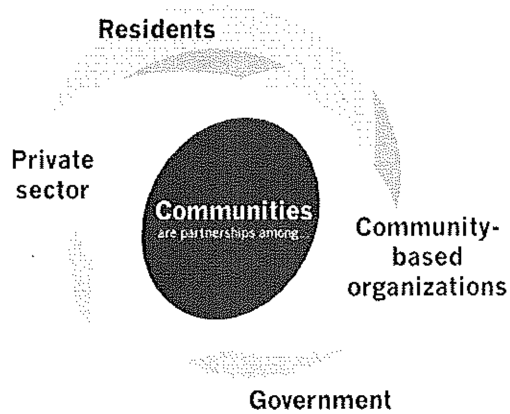
About

The National Citizen Survey™ (The NCS) report is about the "livability" of Carlton. The phrase "livable community" is used here to evoke a place that is not simply habitable but that is desirable. It is not only where people do live, but where they want to live.

Great communities are partnerships of the government, private sector, community-based organizations and residents, all geographically connected. The NCS captures residents' opinions within the three pillars of a community (Community Characteristics, Governance and Participation) and across eight central facets of community (Safety, Mobility, Natural Environment, Built Environment, Economy, Recreation and Wellness, Education and Enrichment and Community Engagement).

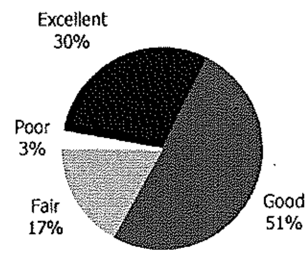


The *Community Livability Report* provides the opinions of a representative sample of 1,200 residents of the City of Carlton. The margin of error around any reported percentage is 5% for the entire sample (382 completed surveys). The methods used to garner these opinions can be found in the *Technical Appendices* provided under separate cover.

Quality of Life in Carlton

Most residents rated the quality of life in Carlton as "excellent" or "good," which was similar to ratings in other communities across the U.S.

Overall Quality of Life

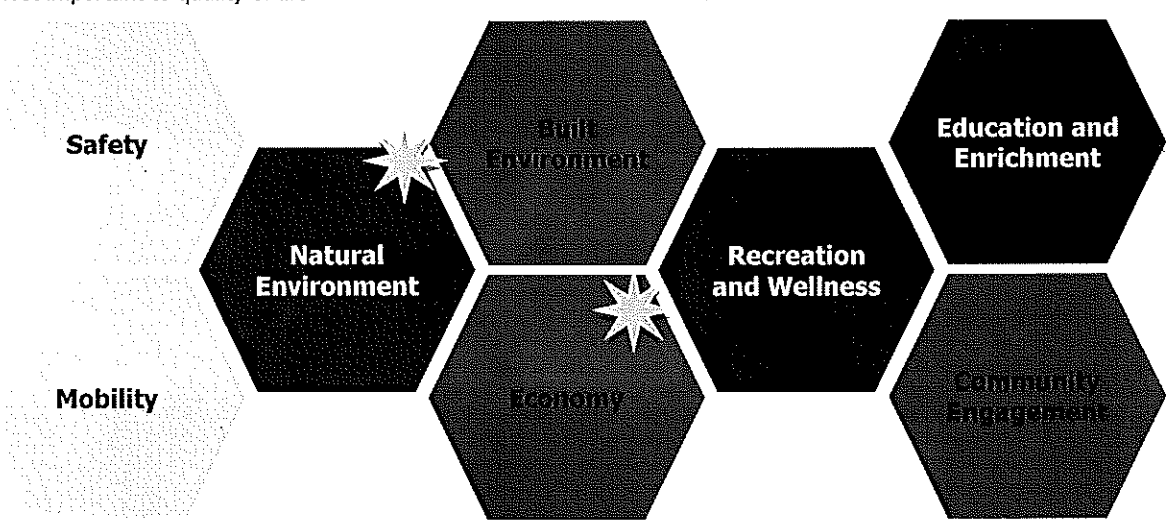


Shown below are the eight facets of community. The color of each community facet summarizes how residents rated it across the three sections of the survey that represent the pillars of a community – Community Characteristics, Governance and Participation. When most ratings across the three pillars were higher than the benchmark, the color for that facet is the darkest shade; when most ratings were lower than the benchmark, the color is the lightest shade. A mix of ratings (higher and lower than the benchmark) results in a color between the extremes.

In addition to a summary of ratings, the image below includes one or more stars to indicate which community facets were the most important to residents' overall quality of life. Residents identified these facets of community life, Natural Environment and Economy, as the most central to what makes Carlton their home. It is noteworthy that Carlton residents gave favorable ratings to most aspects of livability, especially in the areas of Safety and Recreation and Wellness. This overview of the key aspects of community quality provides a quick summary of where residents see exceptionally strong performance and where performance offers the greatest opportunity for improvement. Linking quality to importance offers community members and leaders a view into the characteristics of the community that matter most and that seem to be working best.

Details that support these findings are contained in the remainder of this Livability Report, starting with the ratings for Community Characteristics, Governance and Participation and ending with results for Carlton's unique questions.

Legend
- Higher than national benchmark
- Similar to national benchmark
- Lower than national benchmark
- Benchmark comparison not available
- Most important to quality of life



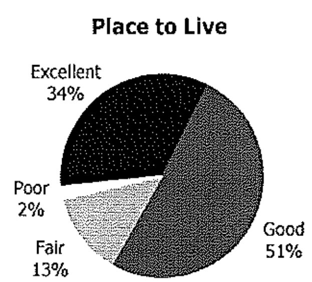
Community Characteristics

What makes a community livable, attractive and a place where people want to be?

Overall quality of community life represents the natural ambience, services and amenities that make for an attractive community. How residents rate their overall quality of life is an indicator of the overall health of a community. In the case of Carlton, 80% of residents rated their overall quality of life as "excellent" or "good" while only 3% of respondents felt they had a "poor" quality of life. Respondents' ratings of quality of life in Carlton were similar to ratings in other communities across the nation (see Appendix B of the *Technical Appendices* provided under separate cover).

In addition to rating their overall quality of life, respondents rated several aspects of community quality including Carlton as a place to live, raise children and retire, as well as their neighborhood as a place to live, the overall image or reputation of Carlton and its overall appearance. Carlton as a place to live was rated the most positively with 85% of respondents rating this aspect of the community as "excellent" or "good;" these ratings were similar to other communities in the U.S. While slightly fewer respondents in Carlton rated the overall image or reputation of Carlton and the overall appearance of Carlton positively (about 70% "excellent" or "good"), these aspects of the community were higher in Carlton than in other communities across the nation.

Delving deeper into Community Quality, survey respondents rated over 40 features of the community within the eight dimensions of Community Livability. Carlton performed strongly in the areas of the Natural Environment and Education and Enrichment. For example, aspects of the Natural Environment (including the overall natural environment, air quality and cleanliness) were rated as "excellent" or "good" by at least 7 in 10 respondents and all three aspects received ratings higher than the national benchmark.



Challenges for Carlton may lie in the areas of Safety and the Built Environment. About two-thirds of respondents rated the overall feeling of safety in Carlton as "excellent" or "good," which was lower than the national benchmark. While the majority of respondents felt "very" or "somewhat" safe in their neighborhood (78%), these ratings were lower in Carlton than in other communities in the U.S.

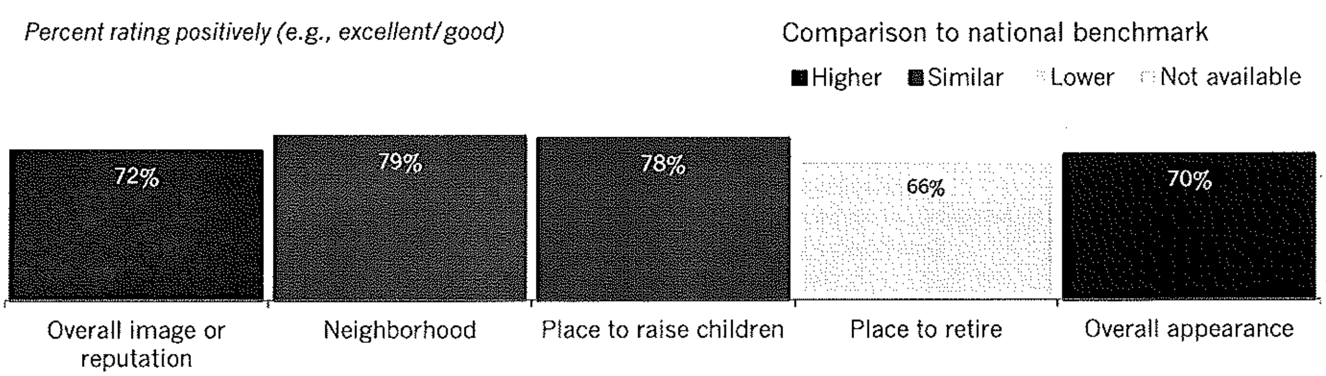
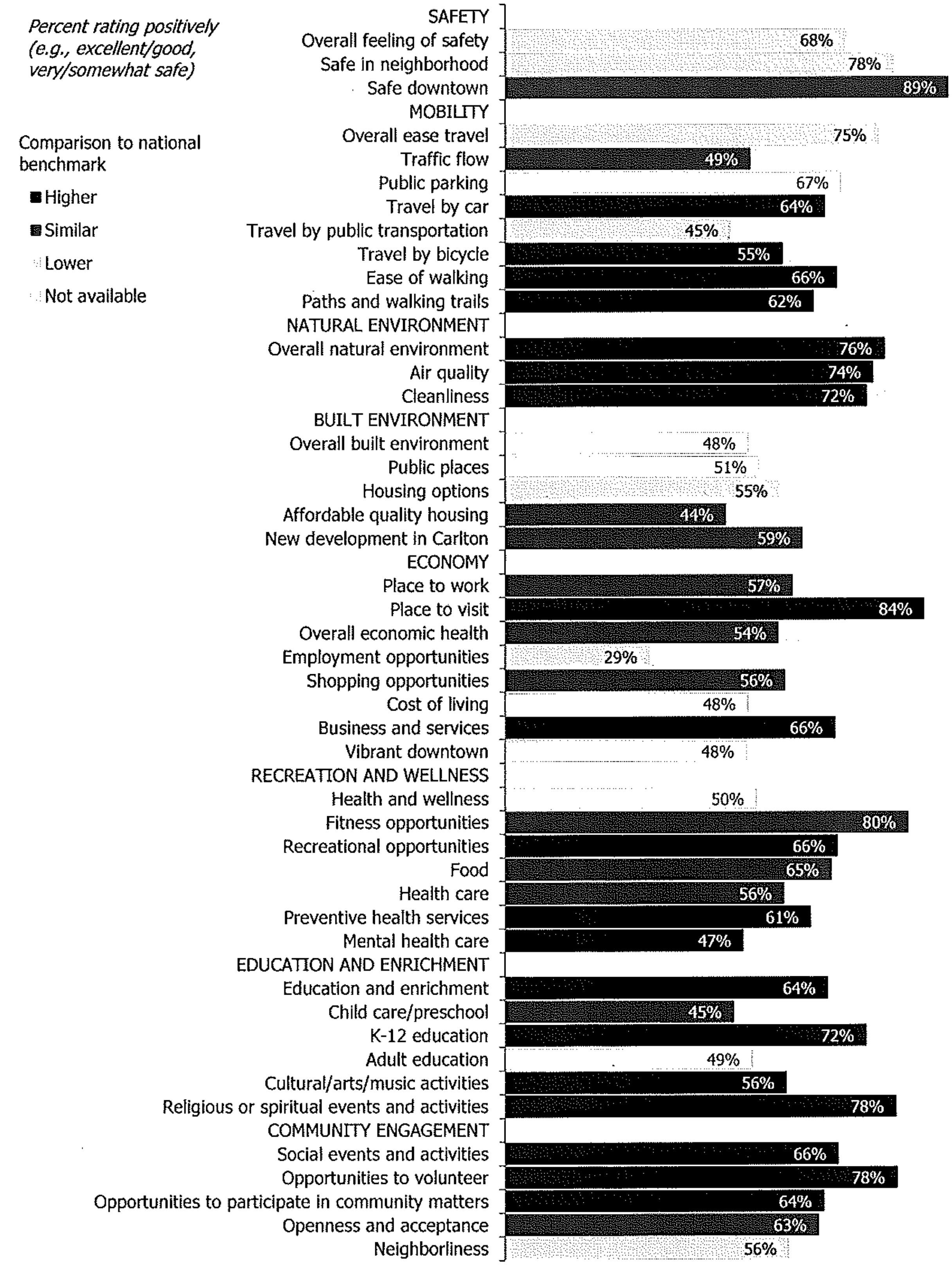


Figure 1: Aspects of Community Characteristics



Governance

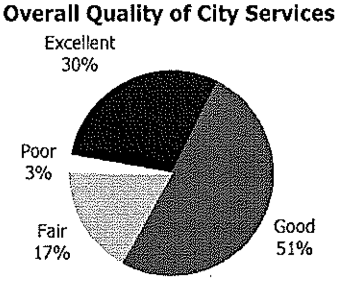
How well does the government of Carlton meet the needs and expectations of its residents?

The overall quality of services provided by Carlton as well as the manner in which these services are provided are key components of how residents rate their quality of life. About 8 in 10 survey respondents rated the overall quality of services provided by Carlton as "excellent" or "good" (about half as many felt this way about the services provided by the federal government). Ratings for the services provided by Carlton were higher than the benchmark when compared to other communities in the U.S.

Survey respondents also rated various aspects of Carlton's leadership and governance. Overall, about half of respondents felt the City did an "excellent" or "good" job of welcoming citizen involvement, acting in the best interest of Carlton and treating all residents fairly. While about 60% of respondents were pleased with the overall direction of Carlton, fewer (51%) had confidence in the government of Carlton. About 8 in 10 survey respondents felt City employees provided "excellent" or "good" customer service, a rating that was higher in Carlton when compared to its national peers.

Respondents evaluated over 30 individual services and amenities available in Carlton. Carlton performed well in the areas of Safety, Natural Environment and Recreation and Wellness. Of the seven Safety services rated, six were rated higher the national benchmark: fire, ambulance/EMS, police, fire prevention, crime prevention and emergency preparedness. Ratings for services related to the Natural Environment faired similarly well and all four Recreation and Wellness services were rated higher in Carlton when compared to other communities across the nation.

Overall Quality of City Services



Carlton may face some challenges in the areas of Mobility and the Built Environment. Overall, ratings for Mobility and Built Environment tended to be rated lower when compared to other services provided by the City; between half to three-quarters of respondents rated these services as "excellent" or "good."

Percent rating positively (e.g., excellent/good)

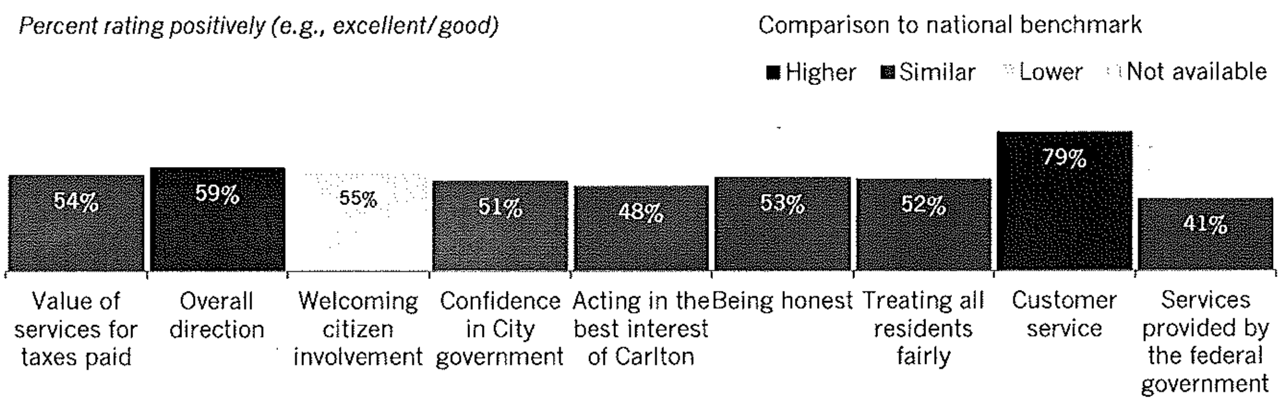
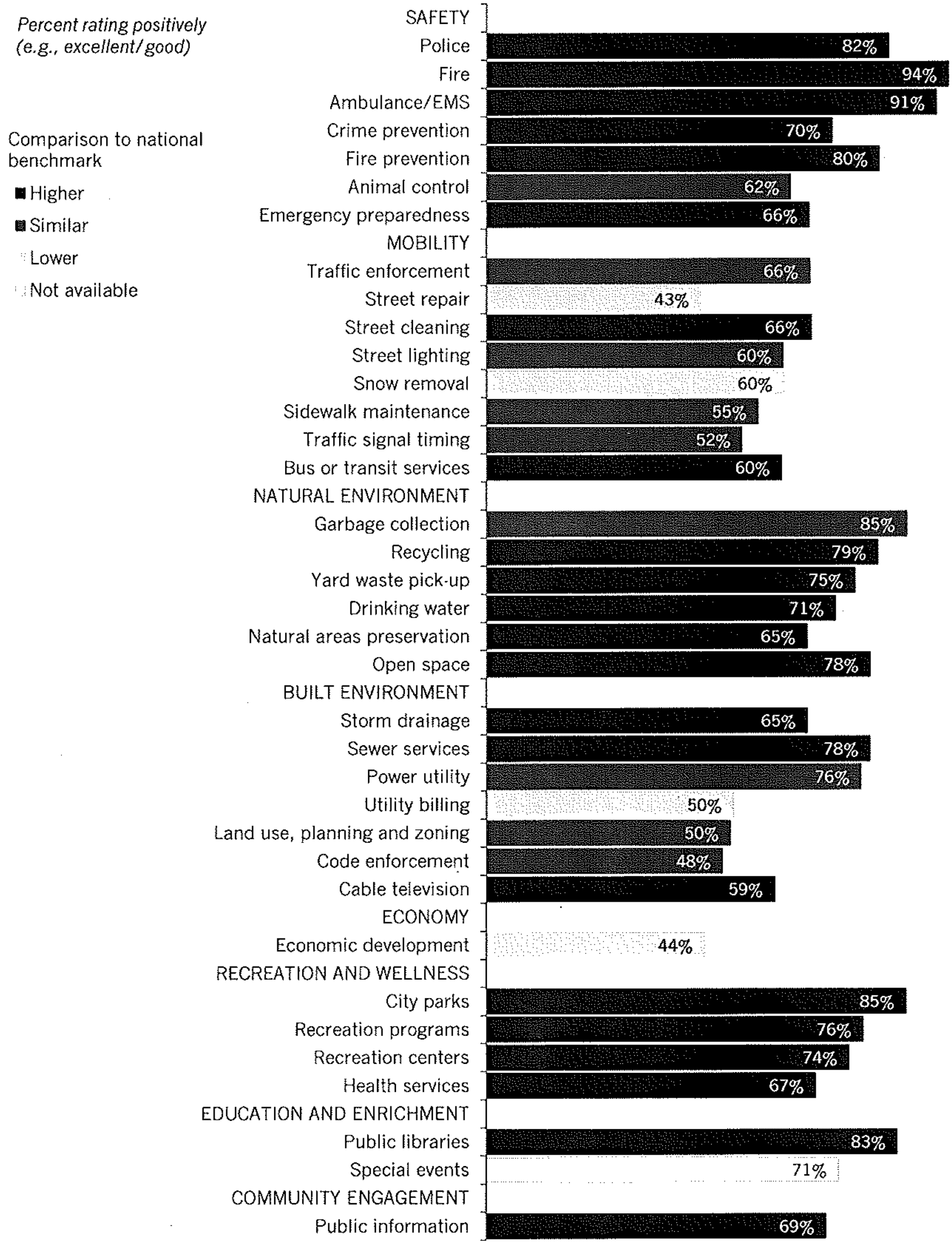


Figure 2: Aspects of Governance



Participation

Are the residents of Carlton connected to the community and each other?

The sense of community in Carlton was similar to other communities across the nation with about two-thirds of survey respondents rating it as "excellent" or "good." About three-quarters of respondents were "very" or "somewhat" likely to recommend living in Carlton to someone who asks (similar to the national benchmark) and to remain in Carlton for the next five years (higher than the national benchmark). Also, about half of respondents had reached out to the City for help or information, a proportion that was lower in Carlton than in its national peers.

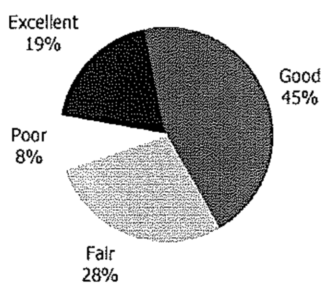
The survey included over 30 activities and behaviors that respondents indicated how often they participated in or performed each, if at all. Overall, for the 18 activities for which benchmark comparisons were available, Carlton residents tended to participate in these various activities at rates similar to or lower than residents in other communities across the country.

In the area of Community Engagement, about one-quarter of respondents had attended or watched a local public meeting, a proportion that was higher in Carlton than in other communities. However, fewer respondents in Carlton than in other U.S. communities had participated in other Community Engagement activities such as volunteering, talking with neighbors or voting in local elections.

While the proportion of residents who had visited a City park was similar to that of other communities (about 30%), compared to the national benchmark fewer residents in Carlton took advantage of other Recreation and Wellness activities such as using recreation centers (15% of respondents) or public libraries (21%). The percent of Carlton residents who reported themselves as being in "excellent" or "very good" health (69%) was similar to the national benchmark.

Survey respondents exhibited lower than average engagement in the area of the Natural Environment. Less than 6 in 10 respondents "sometimes" or "always" recycled at home, a rate that was lower in Carlton than in other communities across the nation. About one-third of respondents had conserved water or made their homes more energy efficient in the past 12 months; benchmark comparisons for these two activities were not available.

Sense of Community



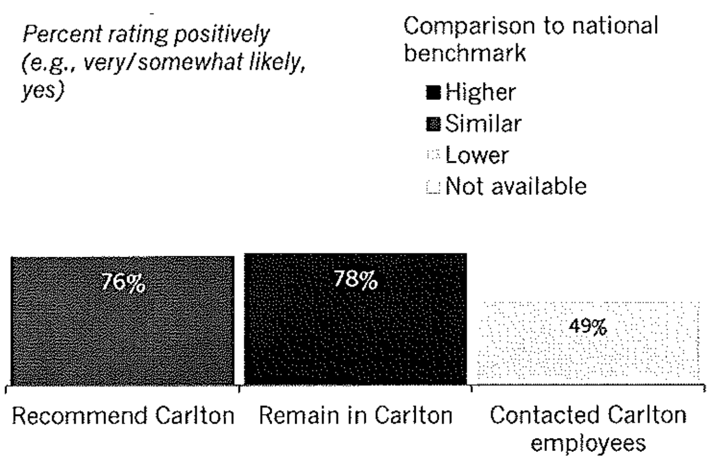
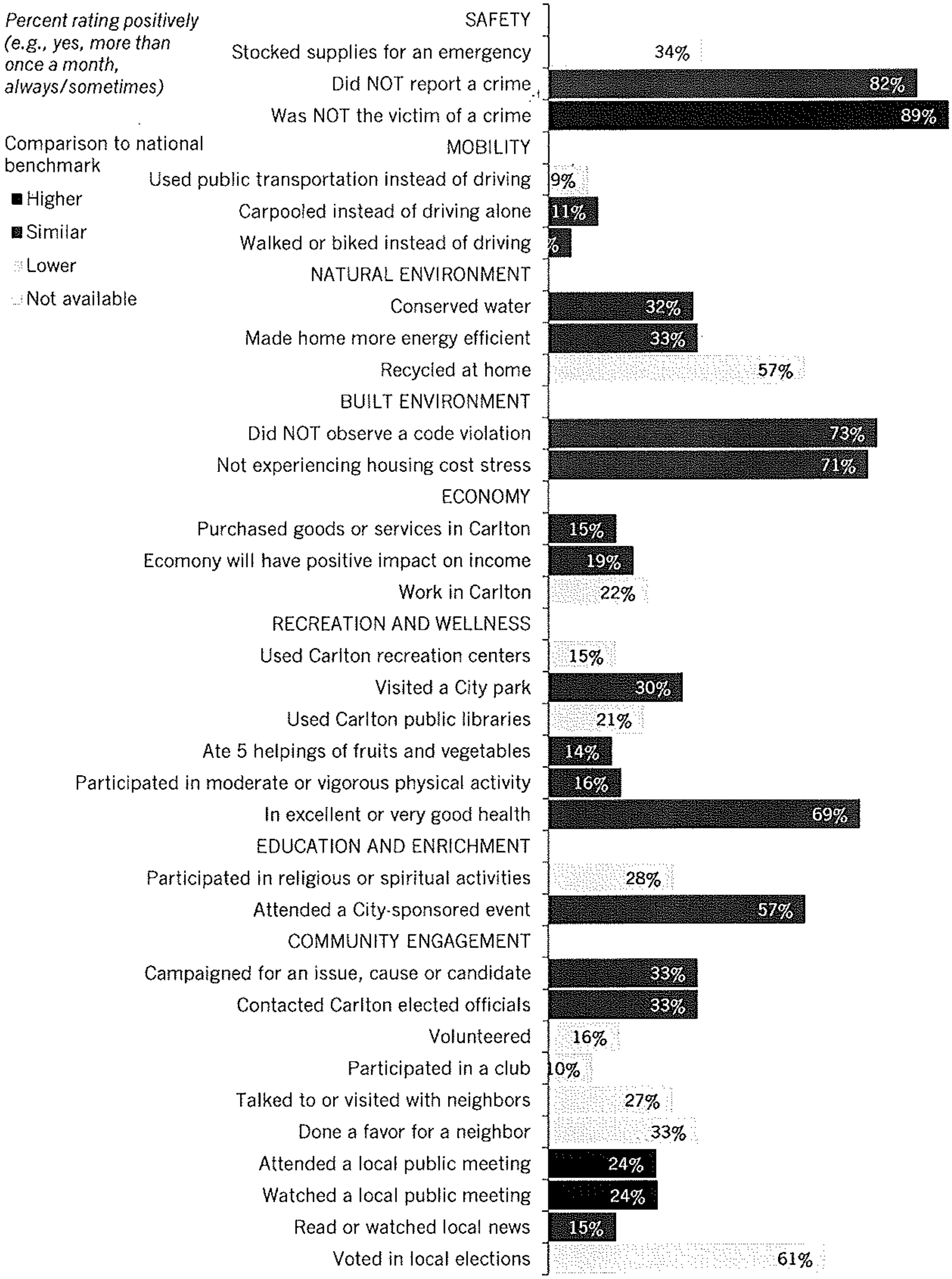


Figure 3: Aspects of Participation

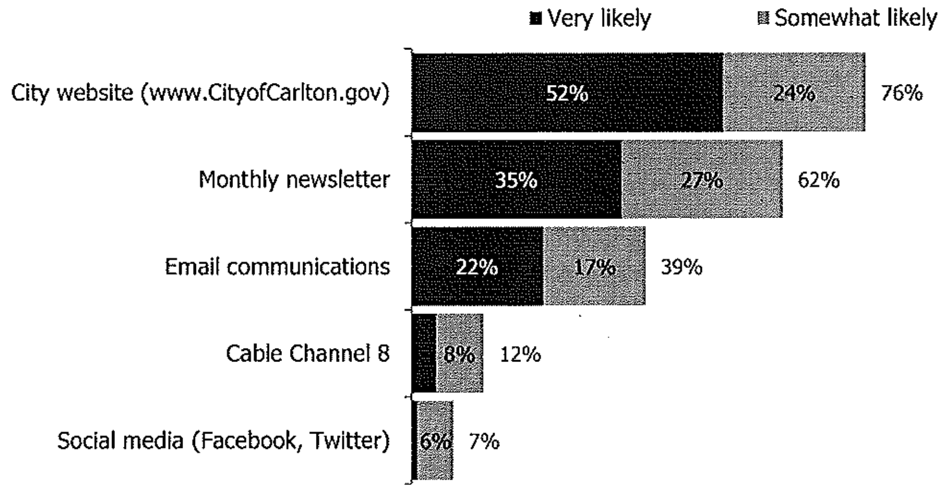


Special Topics

The City of Carlton included a question of special interest on The NCS. The City was interested in knowing which information sources residents would be the most likely to use. Overall, residents expressed strong preferences for the City's website and monthly newsletter, while few would use social media to find information about the City.

Figure 4: Question 13a

How likely or unlikely are you to use each of the following sources to find information about the City, its services, programs and events?



Conclusions

The Natural Environment is an asset of Carlton.

The overall natural environment, air quality and cleanliness of Carlton were rated as "excellent" or "good" by at least 7 in 10 respondents and all three aspects received ratings higher than the national benchmark. Between 65% and 85% of respondents rated recycling, open space, yard waste pick-up, drinking water and preservation of natural areas as "excellent" or "good" and all were higher than the national benchmark. However, less than 6 in 10 respondents "sometimes" or "always" recycled at home, a rate that was lower in Carlton than in other communities across the nation, and only one-third of respondents had conserved water or made their homes more energy efficient in the past 12 months.

Despite excellent Safety services and low crime victimization, residents do not feel safe.

Of the seven Safety services rated, six were rated higher the national benchmark: fire, ambulance/EMS, police, fire prevention, crime prevention and emergency preparedness. About 1 in 10 respondents had been the victim of a crime (which was lower in Carlton when compared to other communities) and 82% had reported a crime to police (which was similar in Carlton when compared to other communities). While the majority of respondents felt "very" or "somewhat" safe in their neighborhood (78%), this rating was lower in Carlton than in other communities in the U.S. The overall feeling of safety was rated as "excellent" or "good" by 68% of respondents and was lower than the national benchmark.

Residents appreciate Carlton's great Community Engagement opportunities.

Social events and activities, opportunities to volunteer and opportunities to participate in community matters received ratings higher than the national benchmark, as did the City's public information services. While higher proportions of residents in Carlton reported having attended or watched a local public meeting when compared to other communities across the country, fewer had volunteered, participated in a club, or voted in local elections. Both the sense of community and the openness and acceptance of people of diverse backgrounds were rated similar to the national benchmark. Compared to other communities in the U.S., Carlton residents were less likely to have talked or visited with neighbors or done a favor for a neighbor; this may account for the neighborliness of Carlton as being rated lower in Carlton than in other communities.

March 4, 2004

DE PERE CITIZENS' QUALITY OF LIFE SURVEY QUESTIONS

Hello, my name is____________ and I'm calling from the St. Norbert College Survey Center. We are conducting a public opinion survey among residents of De Pere. The purpose of the survey is to determine how people feel about various issues concerning the Quality of Life in De Pere. This survey will only take a short time and the responses are completely confidential.

Random Selection of Respondent, Resident of the City of De Pere and Age 18 or over.

Before we begin, I would like to assure you that this interview is completely voluntary, strictly confidential, and that we really appreciate your help.

Q1. Overall, how would you rate the City of De Pere as a place to live?

Excellent 1
Good..2
Fair 3
Poor 4
Not Sure 8
Refused/NA...9

Q2. During the past five years, how would you say the City of De Pere has changed?

The City has become a better place to live 1
The City has stayed the same..2
The City has become a worse place to live............................3
Not Sure 8
Refused/NA..9

Next, let's talk about City services and facilities.

Q3. Please indicate how satisfied you are with the following City services & facilities: Are you very satisfied, satisfied, dissatisfied, or very dissatisfied. Let's begin with…

Services	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	Don't know	Refused
Q3a. Street condition	1	2	3	4	8	9
Q3b. Snow removal	1	2	3	4	8	9
Q3c. Street sweeping	1	2	3	4	8	9
Q3d. Amount of street lighting	1	2	3	4	8	9
Q3e. Management of traffic	1	2	3	4	8	9

. ...ysical condition ...e parks	1	2	3	4	8	9
;. Services and ...lities for senior ...zens	1	2	3	4	8	9
ı. Quality of drinking ...er	1	2	3	4	8	9
. Garbage collection	1	2	3	4	8	9
. Police Department ...ices	1	2	3	4	8	9
:. Emergency Medical ...vices	1	2	3	4	8	9
. Fire Department ...ices	1	2	3	4	8	9
n. Recycling ...ection	1	2	3	4	8	9
ı. Swimming pools	1	2	3	4	8	9
). Public Health ...ices	1	2	3	4	8	9
). Recreational / ...sure Programs	1	2	3	4	8	9
ı. Public Bus ...ısportation	1	2	3	4	8	9
. Building Inspection ...vices	1	2	3	4	8	9
:. Playground ...ipment in parks	1	2	3	4	8	9
. Courteousness of ...ple who work in City ...ces	1	2	3	4	8	9
ı. Competence of ...ple who work in City ...ces	1	2	3	4	8	9
. Availability of ...etic fields (i.e. ...ball, soccer)	1	2	3	4	8	9
v. Availability of ...ntown parking	1	2	3	4	8	9

How important do you think it is for the City of De Pere to make the following changes in the services it provides: Do you think it is Very important, Somewhat important, or Not important. Let's begin with…

Services	Very Important	Somewhat Important	Not Important	Don't know	Refused
Q4a. Educate the public more about fire safety	1	2	3	8	9
Q4b. Expand community policing efforts	1	2	3	8	9
Q4c. Expand business parks	1	2	3	8	9
Q4d. Expand the police school liaison program	1	2	3	8	9
Q4e. Expand City Hall office hours	1	2	3	8	9
Q4f. Provide greater access to government services over the Internet	1	2	3	8	9
Q4g. Publish Common Council Meeting agendas in the De Pere Journal prior to meetings	1	2	3	8	9

Which of the following statements BEST describes how you think fees for the City services should be charged?

The City should charge user fees for more services which might result in lower or stable property taxes..........1
The City should charge user fees as it currently does which might result in keeping property taxes at the current level or may cause property taxes to increase 2
The City should charge user fees for fewer services which might result in higher property taxes 3
Not Sure 8
Refused/NA..9

In the past twelve months, have you made a complaint to the City of De Pere?

Yes, and I was satisfied with the way my complaint was handled 1
Yes, and I was dissatisfied with the way my complaint was handled ..2
No, I have not made a complaint 3
Not Sure 8
Refused/NA...9

Q7. Which of the following best describes your views regarding the quality of information provided by the City about its policies and services.

Very satisfied 1
Somewhat satisfied 2
Somewhat dissatisfied...3
Very dissatisfied...4
Not Sure 8
Refused/NA..9

Q8. How helpful are each of the following when you need information or need to have a problem resolved by the City: Is it Very helpful, Somewhat helpful, or Not helpful. Let's begin with... **(Read 1-4)**

Personnel/Programs	Very helpful	Somewhat helpful	Not helpful	Have not used	Don't know	Refused
Q8a. The Mayor	1	2	3	4	8	9
Q8b. The City Council	1	2	3	4	8	9
Q8c. City administrative personnel (Assessor, City Clerk, City Attorney, City Administrator, etc.)	1	2	3	4	8	9
Q8d. Building Inspection Department	1	2	3	4	8	9
Q8e. Police personnel	1	2	3	4	8	9
Q8f. Fire personnel	1	2	3	4	8	9
Q8g. Public Health personnel	1	2	3	4	8	9
Q8h. Public Works personnel involved with Utilities, snow removal, and engineering	1	2	3	4	8	9
Q8i. Parks/Recreation personnel	1	2	3	4	8	9
Q8j. Planning and Economic Development Personnel	1	2	3	4	8	9
Q8k. Neighborhood meetings on topics such as public works, city redevelopment, and inspections	1	2	3	4	8	9

Q9. Within the past year, have you attended a public meeting related to a City of De Pere issue?

Yes 1
No..2
Not Sure 8
Refused/NA...9

Q10. How much of your information about what happens in De Pere do you get from the following sources: Would you say Very much, Some, Very little, or None. Let's begin with… **(Read 1-4)**

Sources	Very much	Some	Very little	None	Don't know	Refused
Q10a. De Pere Journal	1	2	3	4	8	9
Q10b. Green Bay News-Chronicle	1	2	3	4	8	9
Q10c. Green Bay Press Gazette	1	2	3	4	8	9
Q10d. Green Bay TV Stations	1	2	3	4	8	9
Q10e. Local radio stations	1	2	3	4	8	9
Q10f. Channel 4 Council Meeting Broadcasts	1	2	3	4	8	9
Q10g. By Attending City Meetings	1	2	3	4	8	9

Q11. How often do you require the following Friday special collection services: Would you say Four or fewer times a year, five to eight times a year, eight to 12 times a year, or 13 or more. How about…

Types of Collection	Four or fewer times a year	Five to eight times a year	Nine to 12 times a year	13 or more	Don't know	Refused
Q11a. Brush collection	1	2	3	4	8	9
Q11b. Large / Bulky items collection	1	2	3	4	8	9
Q11c. Appliances/metals collection	1	2	3	4	8	9

Q12. Currently the City only collects brush, appliances and bulky trash at locations where residents call-in for the service. Do you believe residents should be required to call-in their request for Friday Special Collection or should the service be provided throughout the entire community without requiring a call-in from residents?

Call-in their request	1
Services provided without call-in	2
Not Sure	8
Refused/NA	9

Q13. Should the City of De Pere publish and distribute a City calendar similar to the calendar produced prior to 2004 at a cost of approximately $13,500?

Yes	1
No	2
Not Sure	8
Refused/NA	9

Q14. Are there any types of additional businesses you would like to see locate in De Pere?

____

Now a few questions about yourself.

Q15. How long have you lived in De Pere?

Less than 1 year	1	
1 to 5 years	2	
6 to 10 years	3	**GOTO Q17**
11 to 15 years	4	**GOTO Q17**
16 to 20 years	5	**GOTO Q17**
More than 20 years	6	**GOTO Q17**
Not Sure	8	**GOTO Q17**
Refused/NA	9	**GOTO Q17**

Q16. If you moved to the City of De Pere within the past five years, from where did you move?

City of Green Bay	1
Elsewhere in Brown County	2
Fox Valley (Appleton, Neenah, Menasha)	3
Elsewhere in Wisconsin	4
Another State, please specify________________	5
Not Sure	8
Refused/NA	9

Q17. Apart from its proximity to your place of employment, what was your primary reason for selecting De Pere as your place of residence? **(Read choices 1-5 only)**

Quality of Life..1
Quality of Schools..2
Rate of taxes..3
Recreational facilities...4
Born/lived here whole life/family lives here 5
Other, please specify____________________ 6
Not Sure 8
Refused/NA..9

Q18. How likely would you be to use a City web site as a source to:

Uses	Very likely	Somewhat likely	Not likely	Don't know	Refused
Q18a. View or download information	1	2	3	8	9
Q18b. Submit requests for information	1	2	3	8	9
Q18c. Submit requests for services	1	2	3	8	9
Q18d. Pay for products and services via credit / debit cards	1	2	3	8	9

Q19. What age range do you fall into? **(Read List)**

18 to 24 1
25 to 34 2
35 to 44 3
45 to 54 4
55 to 64 5
65 and over...6
Not Sure 8
Refused/NA..9

Q20. What ward do you live in? (used to identify City of De Pere Ward you live in 1 - 15) (If they do not know, check street list for Ward number, probe if more specifics are needed) **(If not on list code as 99)**

Ward Number ___________

Q21. What is the most important issue for the City of De Pere to address over the next five years?

____

Q22. If you could make one improvement in the City of De Pere, what would you do?

____

Q23. Since 1990 De Pere's population has grown from 16,500 citizens to approximately 22,000 citizens. The City's living area is approximately 11.6 square miles. What do you think would be the ideal size of the City's population?

No Growth 1
22,000 to 25,000 2
25,001 to 30,000 3
More than 30,000 4
Not Sure 8
Refused/NA...9

[Verification of phone #]:

"Is your phone number __ __ __ - __ __ __ - __ __ __ __ "

Thank you for participating in this survey for the City of De Pere Quality of Life Study. Your participation is important to helping us better understand the needs of the people of your community. We appreciate your time and your continued interest in this important study.

Q24. Respondent Gender (DO NOT ASK)

Male 1
Female..2

March 25, 2008

CITY OF DE PERE MUNICIPAL SERVICES SURVEY

Hello, my name is____________ and I'm calling from the St. Norbert College Survey Center. We are conducting a public opinion survey among residents of De Pere. The purpose of the survey is to determine how people feel about various issues concerning municipal services and the quality of life in De Pere. This survey will only take a short time and the responses are completely confidential.

Random Selection of Respondent, Resident of the City of De Pere and Age 18 or over.

Before we begin, I would like to assure you that this interview is completely voluntary, strictly confidential, and that we really appreciate your help.

Q1. Overall, how would you rate the City of De Pere as a place to live? (Read 1-4)

Excellent 1
Good....................2
Fair....................3
Poor....................4
Not Sure....................8
Refused/NA....................9

Q2. During the past five years, how would you say the City of De Pere has changed? (Read 1-3)

The City has become a better place to live 1
The City has stayed the same....................2
The City has become a worse place to live....................3
Not Sure....................8
Refused/NA....................9

Next, let's talk about city services

Q3. Please indicate how important each of the following city services is to you: very important, somewhat important, not too important, not at all important. Let's begin with… [Randomize]

Services	Very Important	Somewhat Important	Not too Important	Not at all Important	Don't know	RF
Q3a. Condition of city streets	1	2	3	4	8	9
Q3b. Snow plowing	1	2	3	4	8	9
Q3c. Garbage collection	1	2	3	4	8	9
Q3d. Recycling collection	1	2	3	4	8	9
Q3e. Traffic management	1	2	3	4	8	9
Q3f. Condition of city buildings	1	2	3	4	8	9

Q3g. Wastewater sewer services	1	2	3	4	8	9
Q3h. Water supply/ quality	1	2	3	4	8	9
Q3i. Storm water control	1	2	3	4	8	9
Q3j. Building code enforcement	1	2	3	4	8	9
Q3k. Internet access to city services	1	2	3	4	8	9
Q3l. Promoting economic development	1	2	3	4	8	9
Q3m. Well trained workforce	1	2	3	4	8	9
Q3n. Provide public health services	1	2	3	4	8	9
Q3o. Emergency medical response	1	2	3	4	8	9
Q3p. Fire protection	1	2	3	4	8	9
Q3q. Traffic enforcement	1	2	3	4	8	9
Q3r. Crime resolution	1	2	3	4	8	9
Q3s. Community policing	1	2	3	4	8	9
Q3t. Adult recreational services	1	2	3	4	8	9
Q3u. Youth recreational services	1	2	3	4	8	9
Q3v. Senior citizen recreational services	1	2	3	4	8	9
Q3w. Maintenance of existing parks	1	2	3	4	8	9
Q3x. Development of new parks	1	2	3	4	8	9
Q3y. Development of an indoor aquatic facility	1	2	3	4	8	9
Q3z. Development of more athletic facilities	1	2	3	4	8	9
Q3aa. Improve access/ use of Fox River	1	2	3	4	8	9

Q4. Which of the following statements BEST describes how you think fees for the City services should be charged? (Read 1-3)

The City should charge user fees for <u>more</u> services which might result in <u>lower</u> or <u>stable</u> property taxes...........1
The City should charge user fees as it currently does which might result in keeping property taxes at the current level or may cause property taxes to increase 2
The City should charge user fees for <u>fewer</u> services which might result in <u>higher</u> property taxes 3
Not Sure 8
Refused/NA...9

Q5. Would you be willing to pay higher property taxes to maintain existing municipal services you think are important?

Yes 1
No 2
Not Sure 8
Refused/NA 9

Q6. Would you pay higher property taxes to increase existing municipal services or add new ones you think are important?

Yes 1
No 2
Not Sure 8
Refused/NA 9

Q7. Should the city reduce or eliminate less important services to…

Reduce taxes 1
Stabilize taxes 2
Introduce new services 3
Increase more important services 4
Not Sure 8
Refused/NA 9

Q8. Which of the following best describes your views regarding the quality of information provided by the City about its policies and services. (Read 1-4)

Very satisfied 1
Somewhat satisfied 2
Somewhat dissatisfied 3
Very dissatisfied 4
Not Sure 8
Refused/NA 9

Q9. Are there any types of additional businesses you would like to see locate in De Pere?

____

Next, are a few questions regarding cable television

Q10. Do you subscribe to Time/Warner Cable TV?

Yes 1
No .... 2 **GOTO Q13**
Not Sure .... 8 **GOTO Q13**
Refused/NA .... 9 **GOTO Q13**

Q11. Do you watch programming on Channel 4 (City of De Pere Channel)?

Yes 1
No 2
Not Sure 8
Refused/NA 9

Q12. What additional or different type of information should the city provide on channel 4? (Currently: City council meetings, bulletins and special information)

____

Finally, just a few questions about yourself

Q13. How long have you lived in De Pere? (Read 1-6)

Less than 1 year 1
1 to 5 years 2
6 to 10 years 3
11 to 15 years 4
16 to 20 years 5
More than 20 years 6
Not Sure 8
Refused/NA 9

Q14. Apart from its proximity to your place of employment, what was your primary reason for selecting De Pere as your place of residence? **(Read choices 1-5 only)**

Quality of Life 1
Quality of Schools 2
Rate of taxes 3
Recreational facilities 4
Born/lived here whole life/family lives here 5
Other, please specify____________________ 6
Not Sure 8
Refused/NA 9

Q15. Would you be very likely, somewhat likely or not likely to use a city web site as a source to:

Uses	Very likely	Somewhat likely	Not likely	Don't know	Refused
Q15a. View or download information	1	2	3	8	9
Q15b. Submit requests for information	1	2	3	8	9
Q15c. Submit requests for services	1	2	3	8	9
Q15d. Pay for products and services via credit / debit cards	1	2	3	8	9

Q16. What age range do you fall into? **(Read List)**

18 to 24 1
25 to 34 2
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Not Sure 8
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Q17. What ward do you live in? (used to identify City of De Pere Ward you live in 1 - 15) (If they do not know, check street list for Ward number, probe if more specifics are needed) **(If not on list code as 99)**

Ward Number __________

Q18. What is the most important issue for the City of De Pere to address over the next five years?

____

Q19. If you could make one improvement in the City of De Pere, what would you do?

____

[Verification of phone #]:

"Is your phone number __ __ __ - __ __ __ - __ __ __ __ "

Thank you for participating in this survey. Your participation is important to helping us better understand the needs of the people of your community.

Q20. Respondent Gender (DO NOT ASK)

Male 1
Female.. 2

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **February 11, 2014**

DEPARTMENT: **City Clerk-Treasurer**

FROM: **Shana Defnet**

SUBJECT: **Approval of First Floor Copier Lease.**

The current copier machine lease for First Floor City Hall ($644.42 quarterly, $2,577.68 annually) is expiring. Attached and listed below are the quotes received for a new lease, for a machine with the same capabilities as the current machine but with an additional fax feature added. (Lanier/Ricoh 6002sp model)

Name:	Lease Term	Maintenance	Usage (est. 25,000 copies /quarter)	Quarterly Total	Annual Total
Ricoh Business Solutions (Appleton) **(current lease)**	48 month	.0054 per copy	135.00	$644.42	$2,577.68
Wisconsin Document Imaging (GB)	48 month	.0039 per copy	97.50	$622.50	$2,490.00
Badger Office City (Manitowoc)	48 month	.0040 per copy	100.00	621.48	$2,485.92
Ricoh Business Solutions (Appleton)	48 month	.0037 per copy	92.50	635.41	$2,541.64

I recommend signing a lease with Wisconsin Document Imaging. They are located in Green Bay and I believe they would provide us with the best service based on their location and their response time to service calls.

ATTACHMENTS:

- Ricoh Aficio MP 6002 Information (PDF)
- Wisconsin Document Imaging Quote for Copier (PDF)

- Badger Office City Quote for Copier (PDF)
- Ricoh Business Solutions Quote for Copier (PDF)
- Lease with Wisconsin Imaging(PDF)

RICOH
imagine. change.

Ricoh Aficio MP 6002/MP 7502/ MP 9002

Multifunction B&W

☑ Copier ☑ Printer ☑ Facsimile ☑ Scanner

MP 6002
60 ppm monochrome

MP 7502
75 ppm monochrome

MP 9002
90 ppm monochrome

Experience more power, more features in a sleek, compact, sustainable design

You may not be able to predict the future. But you can prepare for it. The RICOH® Aficio® MP 6002/MP 7502/MP 9002 combines user-friendly customization, access to cloud-based solutions and a sleek, easy-to-use design to streamline an array of everyday tasks efficiently. The services-led platform of the 60 ppm, 75 ppm and 90 ppm black-and-white multifunction devices offers advanced printing, copying, scanning, and distribution capabilities to ensure fast-moving, intuitive workflows that help reduce total cost of ownership. Choose the one that works best for you — as the primary system for your workgroup or as an integral part of the Ricoh Managed Document Services (MDS) strategy — and bolster productivity throughout your organization.

- Produce up to 90 prints/copies per minute
- Simplify complex tasks with exceptional multifunction performance
- Customize workflow to improve productivity
- Streamline administration with intuitive document management
- Protect documents and data

Smart technology designed for convenience

Accelerate workflow, enhance efficiencies

Be more productive

Choose from three speeds (60, 75 and 90-ppm) for reliable throughput that helps you transition from one job to the next with ease and efficiency. Users can consolidate tasks — including copying, printing and scanning — with the Aficio MP 6002/MP 7502/MP 9002. Start quickly and deliver first print times in as little as 2.9 seconds (90-ppm) on a wide range of paper stocks without compromising space or your budget. Extend productivity even further with optional faxing and finishing.

Control how you work

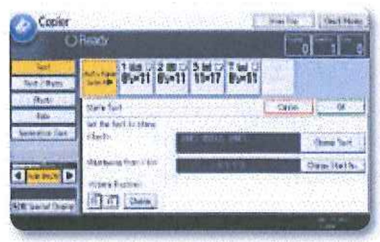
Take responsibility for improving workflow in your office. Powered by an enhanced controller, these intuitive MFPs maximize efficiency while minimizing impact on the environment. Scan to and print from a USB/SD card right from the control panel — no PC is required. Plus, Quota Setting allows administrators to set limits on output for individual users to curb excessive use.

Enjoy the comforts of home

Ricoh-customized efficiency is at your fingertips. Add frequently used functions as icon shortcuts directly to the full-color, animated home screen. Access cloud-based solutions or HotSpot printing quickly using the MFP Browser. You can attach an external keyboard via USB cable for more user-friendly navigation. In addition, you can return to the home screen at any time with convenient one-touch operation.

Protect the integrity of your business

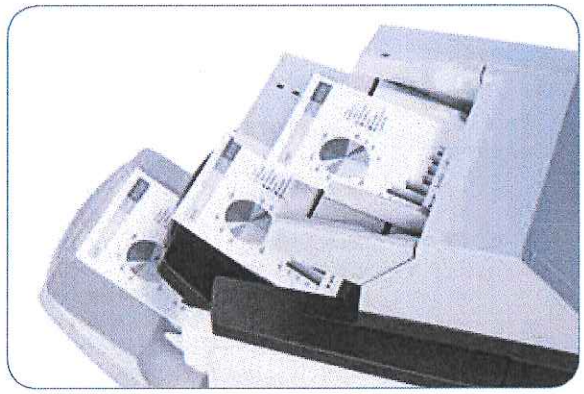
Overwrite all stored data on the hard disk drive with standard DataOverWrite and encrypt the address book, authentication information and stored documents using standard HDD Encryption. Enhanced Encryption Level (AES256bit, SHA-2) offers safer, more secure encryption algorithms. Plus, standard Bates Numbering provides identification protection and automatic consecutive numbering of documents.



Manage more documents in less time

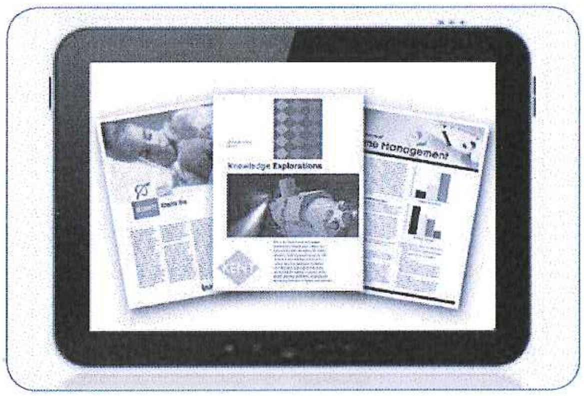
Powerful print performance

Print high-quality documents at high speeds. The versatile systems offer 1200 x 1200 dpi resolution for compelling output that is sure to impress. Schedule Print enables users to print larger jobs during off-peak hours to reduce network congestion. Use Auto Job Promotion to skip error print jobs. You can also preview PDF, JPEG and TIFF documents from a USB/SD card to minimize print errors.



Output on the go

Business moves fast — so should you. These flexible systems offer convenient mobile printing from most manufacturers' smartphones/tablets and other web-enabled devices to ensure productivity in more places. Simply download the new RICOH Smart Device Print app and gain access to functions that streamline workflow and enhance efficiency.



Professional finishing options

Choose from a variety of impressive finishing options to ensure end-to-end document production in more settings, from smaller offices to Central Reprographic Departments. Use the 3,000-sheet multi-tray finisher with 50- or 100-sheet staple capacity to expedite larger jobs. The 2,000-sheet finisher with saddle-stitch stapler can produce professional-grade booklets. Take advantage of hole punching, multi-folding option, a user-assignable 9-bin mailbox and more to produce high-quality, finished documents on a wide range of paper stocks and sizes.

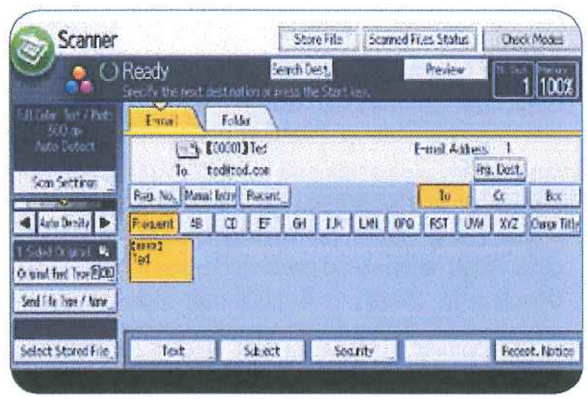
Choose your own functionality

Fast, easy scanning

These versatile systems offer advanced capabilities to improve the speed and security of scanning tasks. Enhanced Batch Scan lets users alternate between one- and two-sided scanning of original documents in a single job. The size of high-quality PDF files can be reduced significantly with JBIG2 compression support for faster, easier distribution. In addition, users can save scans as digitally signed PDFs or in PDF/A format to protect the data more efficiently and securely.

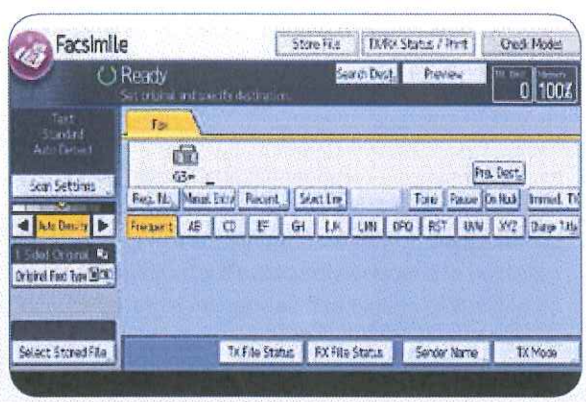
Cost-effective distribution

Share more information with more people. Scan full-color or black-and-white originals, access LDAP-registered directories and distribute a wide range of documents using scan to web-mail/e-mail/SMB/FTP/URL/NCP with incredible control and minimal effort. Plus, users can send scans and faxes simultaneously to streamline distribution.



User-friendly faxing

Speed communications while reducing costs with optional faxing capabilities. With IP Fax (T.38) and Internet Fax (T.37), users can distribute documents directly to e-mail addresses for more cost-effective delivery. Users can simplify inbound faxing as well. Faxes can be forwarded automatically to e-mail addresses, network folders or the system hard drive. Add faxing capabilities to your system to check, print, delete, retrieve, or download documents using your computer for paperless faxing that cuts steps and helps to reduce costs. In addition, several services-led platform Ricoh devices can be connected to share phone lines helping to reduce costs further.



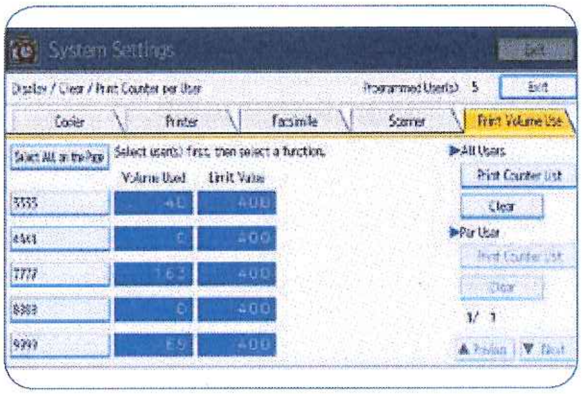
Simplify the way you work

Embrace and enhance sustainability

With the new services-led platform, backed by Ricoh's environmental stewardship, these compact MFPs are designed with default duplex printing to reduce paper consumption significantly. Users can visualize cost and paper resources by displaying the Eco-Friendly indicator, showing the percentage of paper reduction achieved. With class-leading TEC values, these systems offer an energy consumption reduction while maintaining productivity. In addition, Ricoh is the first manufacturer to incorporate electric furnace melted steel sheets into our multifunctional devices. These sheets are made of 100% recycled steel, which help to reduce the consumption of environmental resources.

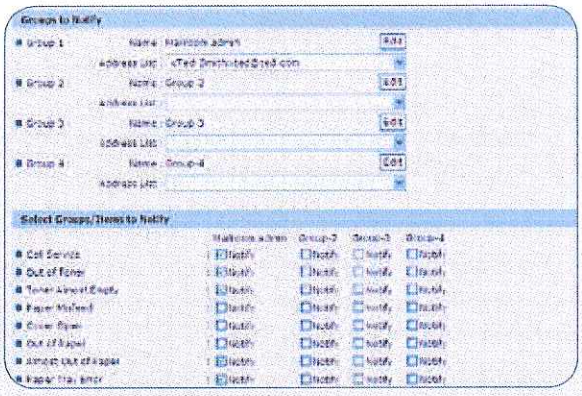
Manage users, maintain efficiency

Streamline fleet management with intuitive, unobtrusive administrative controls. Efficiently reset print volume counters automatically to manage excess print and copy costs for individual users or workgroups. Import and export preference settings — including applications, system settings and shortcuts — from other Ricoh services-led platform devices for fast, convenient deployments. Identify up to 1,000 user codes to check usage and status via SmartDeviceMonitor. Use banner page printing to separate print jobs to determine who printed each job.



Integrated device management

Integrated, scalable administrative controls can save time and help reduce costs. Use WebSmartDeviceMonitor from any web browser to configure and diagnose network devices remotely. Easy-to-use @Remote software automates service calls and simplifies the collection of critical device data. Plus, administrators can receive email alerts to ensure that devices are replenished with supplies promptly.



Big impact in a compact design

Ricoh Aficio MP 9002

1. **Cover Interposer Tray CI4000 (Option)**
Add full-color or black-and-white covers and insert sheets with the Cover Interposer.

2. **Multi-Fold Unit FD4000 (Option)**
Accommodate various folding needs with the flexible in-line Multi-Fold Unit. Available patterns include: Half-Fold, Letter Fold-in (Tri-fold), Letter Fold-out (Tri-fold), Gate-Fold, Double Parallel (Four-Fold) and Z-Fold.

3. **2,000-Sheet Saddle-Stitch Finisher with 50-Sheet Stapler SR4070 (Option/shown)**
Also choose from two separate Finishers; SR4080 3,000-Sheet Finisher with 100-Sheet Stapler or SR4060 3,000-Sheet Finisher with 50-Sheet Stapler.

4. **Large Capacity Tray RT4010 (Option)**
Increase total paper capacity to 8,300 sheets with the optional 4,000-sheet Large Capacity Tray (LCT).

5. **Two 550-Sheet Paper Trays**
Standard paper capacity is an ample 4,300 sheets, which includes dual front-loading paper trays.

6. **Automatic Document Feeder**
The one-pass color duplex scanning document feeder can scan up to 88 ipm simplex black-and-white and color and 176 ipm duplex black-and-white and color documents per minute.

7. **Full-Color LCD Control Panel with USB/SD Slot**
Navigate from job to job easily with fingertip control via the intuitive angled control panel featuring a user-friendly slot for USB/SD cards.

8. **Bypass Tray**
Copy up to 110 lb. Index through the 100-Sheet Bypass Tray

9. **Tandem Paper Tray**
This tray holds 1,550 sheets in each of two compartments for a total capacity of 3,100 sheets. Load paper on-the-fly while copying/printing.

10. **Normal/Reverse Grip Handles**
Easy grip handles on all paper trays allow any user to reload paper quickly and conveniently.

Ricoh Aficio MP 6002/MP 7502/MP 9002

Aficio®

SYSTEM SPECIFICATIONS

Specifications

Memory (RAM)	1.5 GB
HDD	250 GB
First Copy Time	MP 6002: 3.9 seconds MP 7502: 3.2 seconds MP 9002: 2.9 seconds
Recovery Time to Print Ready Mode	MP 6002/MP 7502: 30 seconds MP 9002: 300 seconds
Copy Speed	60/75/90 copies/minute multiple sets (Letter LEF)
Original Size	Up to 11" x 17"
Copy Size	5.5" x 8.5" – 11" x 17"
Copy Resolution	True 600 x 600 dpi
Grayscale	256 levels
Zoom	25% – 400% in 1% increments
Paper Capacity	Standard: Tray 1: 1,550 sheets x 2 (tandem) = 3,100 (Letter); Trays 2 & 3: 550 sheets each (user adjustable) Bypass: 100 sheets Total Standard/Max: 4,300/8,300 sheets
Paper Weight	Trays 1 – 2: 52 – 169 g/m² (14 lb. Bond – 45 lb. Bond) Tray 3: 52 – 216 g/m² (14 lb. Bond – 80 lb. Cover)
Power Requirements	120V/60Hz/20A (Requires dedicated 20A outlet) MP 9002: 208-220V/60Hz/20A (Requires dedicated 20A outlet)
Typical Electricity Consumption (TEC)	MP 6002: SP version: 6.02 kWh MP 7502: SP version: 6.83 kWh MP 9002: SP version: 14.07 kWh
Dimensions (WxDxH)	27.2" x 31.5" x 46.1" (690 x 799 x 1171 mm)
Weight	471.6 lbs. (214 kg)

System Accessories

Automatic Document Feeder (Standard)

Original Size	5.5" x 8.5" – 11" x 17"
Paper Weight	Simplex: 11 lb. – 34 lb. Bond (40 – 128 g/m²) Duplex: 14 lb. – 34 lb. Bond (40 – 128 g/m²)
Capacity	150 sheets (based on 20 lb. Bond – 75 g/m²)

Options

RT4010 Large-Capacity Tray (LCT)

Paper Size	8.5" x 11"/A4 (LEF)
Paper Weight	14 – 34 lb. Bond (52 – 128 g/m²)
Paper Capacity	4,000 sheets (20 lb. Bond – 75 g/m²)
Dimensions (WxDxH)	12.36" x 18.03" x 25.94" (314 x 458 x 659 mm)

8.5" x 14" Paper Size Tray Type 9002

Enables legal-size (8.5" x 14") paper to be fed through LCT.

Paper Size	8.5" x 14"/B4, 8.5" x 11" /A4 SEF
Paper Capacity	2,500 sheets (20 lb. Bond – 75 g/m²)

CS4000 9-Bin Mailbox

Compatible with SR4060 and SR4070 Finishers.

Number of Bins	9
Stack Capacity	100 sheets/bin (20 lb. Bond – 75 g/m²)
Paper Size	5.5" x 8.5" – 11" x 17"

Copy Tray Type 9002

Paper Capacity	500 sheets (8.5" x 11", 8.5" x 15"), 250 sheets (5.5" x 8.5", 11" x 17")

11" x 17" Tray Type 9001

Enables 8.5" x 11" – 11" x 17" paper to be fed from Tray 1.

Paper Size	11" x 17" SEF, 8.5" x 14" SEF, 8.5" x 11"
Paper Capacity	1,000 sheets

Cover Interposer Tray Type CI4000

Compatible with all three finishers.

Paper Size	5.5" x 8.5" – 11" x 17"
Paper Weight	17 lb. Bond – 110 lb. Index (64 – 216 g/m²)
Paper Capacity	200 sheets (20 lb. Bond – 75 g/m²)

FD4000 Multi-Folding Unit

Compatible with SR4080 and SR4070 only.

Folding Type

Single Sheet Mode	Z-Fold, Half-Fold, Letter Fold-in, Letter Fold-out, Double Parallel, Gate-Fold
Multiple Sheets Mode	Half-Fold, Letter Fold-in, Letter Fold-out. Up to 3 sheets

Paper Size

Single Sheet Mode	Z-Folding: 8.5" x 11" – 11" x 17" Half-Folding: 8.5" x 11" – 11" x 17" Letter Folding: 8.5" x 11" – 11" x 17" Double Parallel/Gate-Folding: 8.5" x 11"
Multiple Sheets Mode	Half-Folding: 8.5" x 11" – 11" x 17" Letter Folding: 8.5" x 11"

SR4070 2,000-Sheet Saddle-Stitch Finisher with 50-Sheet Stapler

Proof Tray

Paper Size	5.5" x 8.5" – 11" x 17" (A5-A3) SEF
Paper Weight	14 lb. Bond – 90 lb. Index (52 – 128 g/m²)
Stack Capacity	250 sheets (8.5" x 11" or smaller) 50 sheets (8.5" x 14" or larger) 30 sheets (Z-Fold/8.5" x 14" or larger) 20 sheets (Z-Fold/8.5" x 11" or smaller)

Shift Tray

Paper Size	5.5" x 8.5" – 11" x 17" (SEF)
Paper Weight	14 lb. Bond – 80lb. Cover (52 – 216 g/m²)
Stack Capacity	2,000 sheets (8.5" x 11" LEF) 1,000 sheets (8.5" x 11" SEF, 8.5" x 14" SEF, 11" x 17" SEF) 100 sheets (5.5" x 8.5" SEF) 30 sheets (Z-Fold/8.5" x 14" or larger) 20 sheets (Z-Fold/8.5" x 11" or smaller)

Staple Capacity

Same Paper Size	50 sheets (8.5" x 11" or smaller) 30 sheets (8.5" x 14" or larger)
Mixed Paper Size	30 sheets (8.5" x 11", 11" x 17")
Z-Fold Paper Only	5 sheets
Saddle-Stitch	15 sheets (8.5" x 11" SEF, 8.5" x 14" SEF, 11" x 17" SEF)
Staple Position	Top, Bottom, 2 Staples, Top Slant Booklet
Dimensions (WxDxH)	25.9" x 24.1" x 37.8" (657 x 613 x 960mm)

Punch Unit Type 3260 (For use on SR4060/4070 finishers)

Hole Positions	2 or 3 holes
Paper Size	5.5" x 8.5" – 11" x 17"
Paper Weight	14 lb. Bond – 90 lb. Index (52 – 163 g/m²)

SR4080 3,000-Sheet Finisher with 100-Sheet Stapler

Proof Tray

Paper Size	5.5" x 8.5" – 11" x 17" (A5-A3) SEF
Paper Weight	14 lb. Bond – 80 lb. Cover (52 – 216 g/m²)
Stack Capacity	500 sheets (8.5" x 11" or smaller) 250 sheets (8.5" x 14" or larger) 30 sheets (Z-Fold)

Shift Tray

Paper Size	5.5" x 8.5" – 11" x 17" (A5-A3) SEF
Paper Weight	14 lb. Bond – 110 lb. Index (52 – 216 g/m²)
Stack Capacity	3,000 sheets (8.5" x 11" LEF) 1,500 sheets (8.5" x 11" SEF, 8.5" x 14" SEF, 11" x 17" SEF) 500 sheets (5.5" x 8.5" LEF) 100 sheets (5.5" x 8.5" SEF) 30 sheets (Z-Fold)

Staple Capacity

Same Paper Size	100 sheets (8.5" x 11") 50 sheets (8.5" x 14", 11" x 17")
Mixed Paper Size	50 sheets (8.5" x 11" LEF, 11" x 17" SEF)
Z-Fold Paper	Only 10 sheets
Staple Positions	Top, Top Slant, Bottom, 2 Staples
Dimensions (WxDxH)	31.5" x 28.7" x 38.6" (800 x 730 x 980mm)

Punch Unit Type 1075

Hole Positions	2 or 3 holes
Paper Size	5.5" x 8.5" – 11" x 17"
Paper Weight	14 lb. Bond – 90 lb.Index (52 – 162 g/m²)

SR4060 3,000-Sheet Finisher with 50-Sheet Stapler

Proof Tray

Paper Size	5.5" x 8.5" – 11" x 17" SEF
Paper Weight	14 lb. Bond – 90 lb. Index (52-163 g/m²)
Stack Capacity	250 sheets (8.5" x 11" or smaller) 50 sheets (8.5" x 14" or larger)

Shift Tray

Paper Size	5.5" x 8.5" – 11" x 17" SEF
Paper Weight	14 lb. Bond – 80 lb. Cover (52 – 216 g/m²)
Stack Capacity	3,000 sheets (8.5" x 11" LEF) 1,500 sheets (8.5" x 11" SEF, 8.5" x 14" SEF, 11" x 17" SEF) 100 sheets (5.5" x 8.5" SEF)

Staple Capacity

Same Paper Size	50 sheets (8.5" x 11" or smaller) 30 sheets (8.5" x 14" or larger)
Mixed Paper Size	30 sheets (8.5" x 11" LEF, 11" x 17" SEF)
Staple Positions	Top, Bottom, 2 Staples, Top Slant
Dimensions (WxDxH)	25.9" x 24.1" x 37.8" (657 x 613 x 960mm)

GBC StreamPunch PRO

Paper Size	8.5" x 11" LEF
Paper Weight	20 lb. Bond – 110 lb. Index (75 – 216 g/m²)
Die Sets	CombBind®, Twin Loop Wire (2:1 or 3:1), ColorCoil®, VeloBind®, Three-Ring, ProClick®

BK5010e Production Booklet Maker

Paper Size	8.5" x 11" – 11" x 17"
Paper Weight	16 lb. Bond – 110 lb. Index (60 – 216 g/m²)

Print Controller Specifications

Print Speed	MP 6002: 60 ppm MP 7502: 75 ppm MP 9002: 90 ppm
CPU	Intel Celeron M 1.0 GHz
Host Interface	Standard: 10Base-T Ethernet/100Base-TX Ethernet, USB 2.0, SD Card Interface Optional: IEEE 1284 (Parallel), IEEE 802.11a/b/g (Wireless LAN), Gigabit Ethernet
Network Protocol	TCP/IP (IPv4/IPv6), IPX/SPX'

'Requires Netware Option

Memory Capacity	1.5 GB
PDL	Standard: PCL5e, PCL6 Optional: Adobe PostScript 3®
Print Resolution	PCL5e: 300/600 dpi PCL6: 600/1200 dpi PS 3: 300/600/1200 dpi
Drivers	PCL5e/PCL6 /PS3

Scanner Specifications

Scan Speed	B/W 200 dpi (LT): 88 ipm (Simplex)/ 176 ipm (Duplex) B/W 300 dpi (LT): 88 ipm (Simplex)/ 176 ipm (Duplex) Color 200 dpi (LT): 88 ipm (Simplex)/ 176 ipm (Duplex) Color 300 dpi (LT): 88 ipm (Simplex)/ 120 ipm (Duplex)
Optical Resolution	100 dpi – 600 dpi (100 – 1200 dpi with TWAIN)
Output Format	Single Page: TIFF/JPEG, PDF, High Compression PDF, Encrypt PDF, PDF/A Multi Page: TIFF, PDF, High Compression PDF, Encrypt PDF, PDF/A
Interface Support	Standard: 10Base-T Ethernet/ 100Base-TX Ethernet; Optional: IEEE 802.11a/b/g, Gigabit Ethernet
Drivers	Network TWAIN Driver and WIA Driver'
Scan-to-Email	Yes (up to 500 addresses per send)
LDAP Support	Yes (Version 3)
Max Stored Destinations	2,000
Authentication	SMTP/POP before SMTP
Scan-to-Folder	Yes (up to 50 folders per job)
Protocol Support	SMB, FTP, NCP (requires netware option)
Scan-to-Media	USB/SD Card

'Download driver from website.

Facsimile Specifications (Optional)

Type	ITU-T (CCIT) G3, Additional G3 (Optional)
Circuit	PSTN, PBX
Resolution	200 x 100 dpi (Standard Mode); 200 x 200 dpi (Detail Mode); 200 x 400 dpi (Fine Mode); 400 x 400 dpi (Super Fine Mode; available with optional SAF memory)
Modem Speed	33.6 Kbps with auto fallback
Compression Method	MH, MR, MMR, JBIG
G3 Transmission Speed	Approximately 2 seconds/page (with JBIG); Approximately 3 seconds/page (with MMR)
Scan Speed	0.70 seconds/page (Standard/Detail/Super Fine Mode; LTR SEF)
Auto Dialing	2,000 Quick Dials, 100 Group Dials (500 locations each)
SAF Memory Capacity	Standard: 4 MB (Approximately 320 pages); Maximum: 28 MB (approximately 2,240 pages) with memory option
Additional Modes	Internet Fax by e-mail (T.37), IP Fax (T.38), LAN Fax, Fax Forward to E-mail/Folder, LDAP support
Options	G3 Interface Unit Type 9002 (provides one additional G3 line; up to two lines may be added for a maximum of three lines); Memory Unit Type B (32 MB for fax option), Fax Connection Unit Type E

Accessories

Gigabit Ethernet Type B, IEEE802.11a/g Interface Unit Type J, PostScript3 Unit Type 9002, SD Card for NetWare Printing Type L, Browser Unit Type J, Fax Connection Unit Type E, File Format Converter Type E, 32MB Memory Unit Type B, Copy Data Security Unit Type F

For maximum performance and yield, we recommend using genuine Ricoh parts and supplies

RICOH
imagine. change.

www.ricoh-usa.com

Ricoh Americas Corporation, 70 Valley Stream Parkway, Malvern, PA 19355, 1-800-63-RICOH

R3374-1

Shana Defnet

From: Mike Sevcik <mikes@wis-imaging.com>
Sent: Thursday, January 23, 2014 9:06 AM
To: Shana Defnet
Subject: Ricoh MP6002SP proposal

Hi Shana, I just spoke to my manager about the proposal I did for you on the Ricoh MP6002SP. I was able to get a lower lease price for you to be more competitive, the maintenance agreement would stay the same at .0039, that was the best he could do on that. I was able to lower your 36 month lease to $244.00 per month or a 48 month lease to $197.50 per month.
The fax options would stay the same at $12.00 for the 36 month and $10.00 for the 48 month. I hope this helps you.
If you have any questions let me know, and I will touch base on Monday as you asked.
Thank you

Mike Sevcik
Digital Imaging Specialist

Copiers, printers, fax, shredders, document management

Wisconsin Document Imaging
Phone 920-593-1814
Fax 920-593-1830
Email mikes@wis-imaging.com

Wisconsin Document Imaging

1850 Velp Ave.
Green Bay, WI 54303

Direct Line
1-920-593-1814
Toll Free Line
1-800-236-1372 Ext. 1814
Fax
1-920-593-1830
e-mail
mikes@wis-imaging.com

January 6, 2014 CITY OF DEPERE – SHANA DEFNET

RICOH 6002SP COPIER PROPOSAL

MACHINE FEATURES

Network printing, scanning, with scan to email and full color scanning
60 Pages per minute/ Console copier
Easy to use display panel, same as your current machine
User can identify sender name when scanning to email
Beltless automatic document feeder (150 sheets single pass duplex)
3000 sheet multi position stapling finisher with automatic hole punching
4300 Sheet standard paper supply from four sources
1 GB RAM Memory with an 250 GB hard disk drive
Intel Celeron M 1.0 GHz processor
1200X1200 DPI quality
30 Second warm up from a cold start
Automatic duplex and combining

Lease:

36 Months	no payments in advance	$255.00 per month

Pricing is based on Ricoh's non-profit municipality discount

48 month $207.-

No charge for delivery or training.

Options:

Professional network installation	$136.00 per hour
33.6 fax modem (allows faxing hard copy and from the computers)	$12.00 per month

48 month $10.00

MAINTENANCE AGREEMENT:

Billed at $.0039 per page, includes all service calls, parts, labor and preventive maintenance. Includes all supplies of toner, developer, drums and staples. Everything you need, except paper. Invoiced in arrears, quarterly based on actual volume.

The Ricoh's have a built in free feature called @ Remote. It will email our service dept. your meter readings so we don't have to bother you for them. It allows us to remotely do firmware upgrades so you always have the latest version. It also will email our dispatchers if any service codes come up on your copier and we will contact you to confirm it and arrange a service call.

Sincerely,

Mike Sevcik

Mike Sevcik
Digital Imaging Specialist
Wisconsin Document Imaging

RICOH
Service Excellence
Certified Dealership
2013

BADGER OFFICE CITY

SUPPLIES - FURNITURE - MACHINES

Bruce G Sengbusch

4716 Expo Drive
Manitowoc WI 54220

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

Bruce@badgerofficecity.com
920-676-4388 cell

Lanier MP 6002sp Black Copier/Printer/Scanner(color scan)

- 60 pages per minute black & white
- 1.5 GB RAM - 250 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 80lb cover**
- Auto Paper Select
- Date Stamp
- Electronic/Rotate Sorting
- **Security Features**
  - HDD Encryption
  - HDD Data Overwrite
  - Encrypt Address Book
- **Copy**
  - Auto reversing document feeder (150 originals)
  - Automatic 2 sided copying
- **Network ready**
  - Printer
    - Sample
    - Hold
    - Stored and locked print
    - Classification Code
  - Scanner – **one pass color duplex**
    - speed up to 88 ipm – 176 ipm duplex
    - Scan to email (with LDAP Support)
    - Scan to folder (SMB/FTP/NCP)
    - Scan to URL
- **SR4060 3,000 Sheet Finisher with 50 sheet stapler**
  - 14 – 90lb Index
- **2 or 3 Hole Punch**
- Warm up time is less than 19 seconds
- Power Requirements
  - 120v, 60hz, 20A
- Energy Star
- Installation
- Training

Lease Options:

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

36 months..$236.03/month
36 months..$246.75/month*Includes property tax

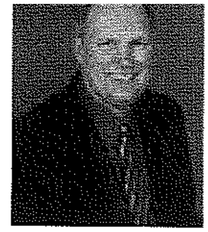
48 months..$186.17/month
48 months..$196.30/month*Includes property tax

LANIER gets it. RICOH hp savin brother destroyit BUSINESS SHREDDERS

Badger Office City is Locally Owned and Operated

BADGER OFFICE CITY

SUPPLIES - FURNITURE - MACHINES



Bruce G Sengbusch
4716 Expo Drive
Manitowoc WI 54220
Local: (920) 684-3671
Toll Free: 1-800-783-3671
Bruce@badgerofficecity.com
920-676-4388 cell

Fax Option

- **Next Generation Fax**
  - Scanning Speed 0.7 sec
  - Modem Speed 33.6 k – 2,400 bps
  - Quick/Speed Dials 2,000
  - Group Dials 100 Groups (500 per group)
  - Internet Fax by E-mail
  - IP Fax
  - Lan Fax
  - Fax Forward to E-mail/Folder
  - LDAP Support

Lease Options:
NO security deposit / NO down payment / NO advance payments
FMV buyout at end of the lease. Plus one time documentation fee and tax.

36 months..........$13.02/month
36 months..........$13.61/month*Includes property tax

48 months..........$10.27/month
48 months..........$10.86/month*Includes property tax

Maintenance Program:

Includes

- Service Calls
- Labor
- All Parts
- Preventive Maintenance
- Response time 4 hours or less
- Toner
- Paper and Staples not included
- **CPC (Cost per Click) pay for what you use for the month**
- B&W billed at **$0.0040**
- @Remote (Networked)
  - Automatically takes meter reading
  - Automatically notify your Badger when the system needs service or toner.
  - Keep the device up-to-date with remote firmware upgrades

***A minimum of $300.00 charge for service per year or $25.00 per month**

Ricoh MFD options for:
City of De Pere

	Purchase price	36 month lease payment (monthly payments)	48 month lease payment (monthly payments)	48 month lease payment (monthly payments)
Band 7 **Ricoh MP6002SP (60 ppm) copy/print/scan**	$7,786.00	$235.06	$193.72	$576.48

features included above:
(2) 550 sheet drawers, 100 sheet bypass
(1) 3,100 sheet paper tray
80 GB hard disk drive
Single pass duplex RADF (150 page auto feeder)
hinged RADF for book copying
auto stackless duplex
reduction and enlargement, book copy modes
SR4060 finisher (auto stapling - staples up to 50 sheets per set)
batch / job building, document server
touchscreen control panel with shortcuts
Margin shifting and erasing
500 access codes
secure/confidential print
B/W and color scanning

2/3 hole punch option for finisher	$255.00	$7.70	$6.34	$18.88
fax option	$541.00	$16.33	$13.46	$40.06
TOTAL	$8,582.00	$259.09	$213.52	$635.41

	Purchase price	36 month lease payment (monthly payments)	48 month lease payment (monthly payments)	
Optional accessories: Data Overwrite Security System (DOSS)	$180.00	$5.43	$4.48	$13.33

Maintenance :

Includes all service, toner, and staples.
We will bill for actual pages made each quarter at $.0037/page

RICOH

provided by: usbank EQUIPMENT FINANCE

Dealer Lease Agreement

Send Account Inquiries to: 1310 Madrid Street, Suite 101 • Marshall, MN 56258 • Phone: (800) 328-5371 • Fax: (800) 328-9092
Send Payments to: P.O. Box 790448 • St. Louis, MO 63179-0448

The words **Lessee, you** and **your** refer to **Customer.** The words **Lessor, we, us** and **our** refer to **U.S. Bank Equipment Finance, a division of U.S. Bank National Association** ("**U.S. Bank Equipment Finance**").

CUSTOMER INFORMATION

FULL LEGAL NAME | STREET ADDRESS

CITY | STATE | ZIP | PHONE | FAX

BILLING NAME (IF DIFFERENT FROM ABOVE) | BILLING STREET ADDRESS

CITY | STATE | ZIP | E-MAIL

EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)

SUPPLIER INFORMATION

NAME OF SUPPLIER			STREET ADDRESS	
Wisconsin Imaging LLC			1850 Velp Ave.	
CITY	**STATE**	**ZIP**	**PHONE**	**FAX**
Green Bay	WI	54303	920-593-1800	920-593-1831

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES | SERIAL NO.

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.

☐ See the attached Schedule A

TERM AND PAYMENT SCHEDULE

Term in ________ Months ________ Payments* of $ ________ **plus applicable taxes*

The lease contract payment ("Payment") period is monthly unless otherwise indicated.

END OF LEASE OPTIONS

You may choose one of the following options within the area you check and initial at the end of the original term, provided that no event of default under the Agreement has occurred and is continuing. If no box is checked and initialed, then Fair Market Value will be your end of lease option. Leases with $1.00 or $101.00 purchase options will not be renewed. To the extent that any purchase option indicates that the purchase price will be the "Fair Market Value" (or "FMV"), such term means the value of the Equipment in continued use.

☐ 1) Purchase all but not less than all the Equipment for the Fair Market Value per paragraph 1, 2) Renew the Agreement per paragraph 1, or 3) Return the Equipment per paragraph 3. ____ Customer's Initials

☐ 1) Purchase the Equipment for $1.00, or 2) Return the Equipment per paragraph 3. ____ Customer's Initials

THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT; THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.

LESSOR ACCEPTANCE

U.S. Bank Equipment Finance

LESSOR | SIGNATURE | TITLE | DATED

CUSTOMER ACCEPTANCE

By signing below, you certify that you have reviewed and do agree to all terms and conditions of this Agreement on this page and on page 2 attached hereto.

X

CUSTOMER (as referenced above) | SIGNATURE | TITLE | DATED

FEDERAL TAX I.D. # | PRINT NAME

ACCEPTANCE OF DELIVERY

You certify that all the Equipment listed above has been furnished, that delivery and installation has been fully completed and is satisfactory. Upon you signing below, your promises herein will be irrevocable and unconditional in all respects. You understand that we have purchased the Equipment from the Supplier, and you may contact the Supplier for a full description of any warranty rights under the supply contract, which we hereby assign to you for the term of this Agreement (or until you default). Your approval as indicated below of our purchase of the Equipment from the Supplier is a condition precedent to the effectiveness of this Agreement.

X

CUSTOMER (as referenced above) | SIGNATURE | TITLE | DATE OF DELIVERY

AGREEMENT: For business purposes only, you agree to lease from us the goods (the "Equipment") and/or to finance certain licensed software and services ("Financed Items", which are included in the wo[rd] "[Equ]ipment" unless separately stated), all as described on page 1 of this Agreement, as it may be supplemented from time to time. You agree to all of the terms and conditions contained in this Agreement and a[ny su]pplement, which (with the acceptance certification) is the entire agreement regarding the Equipment ("Agreement") and which supersedes any purchase order or invoice. You authorize us to correct or insert miss[ing Equi]pment identification information and to make corrections to your proper legal name and address. This Agreement becomes valid upon execution by us and will start on the date we pay the Supplier. Interim rent/due da[te] adjustments will be in an amount equal to 1/30th of the Payment, multiplied by the number of days between the Agreement start date and the first Payment due date. This Agreement will renew for month-to-month term[s] unless you purchase or return the Equipment (according to the conditions herein) or send us written notice between 90 and 150 days (before the end of any term) that you do not want it renewed. If any provision of t[his] Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others.

2. **RENT, TAXES AND FEES:** You will pay the monthly Payment (as adjusted) when due, plus any applicable sales, use and property taxes. The base Payment will be adjusted proportionately upward or downward: (1) by up to 10% to accommodate changes in the actual Equipment cost; (2) if the shipping charges or taxes differ from the estimate given to you; and (3) to comply with the tax laws of the state in which the Equipment is located. If we pay any taxes, insurance or other expenses that you owe hereunder, you agree to reimburse us when we request and to pay us a processing fee for each expense or charge we pay on your behalf. We may charge you for any filing fees required by the Uniform Commercial Code (UCC) or other laws, which fees vary state-to-state. By the date the first Payment is due, you agree to pay us an origination fee, as shown on our invoice or addendum, to cover us for all closing costs. We will have the right to apply all sums, received from you, to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for nonpayment, you will pay us a bad check charge of $30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

3. **MAINTENANCE AND LOCATION OF EQUIPMENT; SECURITY INTEREST:** At your expense, you agree to keep the Equipment: (1) in good repair, condition and working order, in compliance with applicable manufacturers' and regulatory standards; (2) free and clear of all liens and claims; and (3) only at your address shown on page 1, and you agree not to move it unless we agree. As long as you have given us the written notice as required in paragraph 1 prior to the expiration or termination of this Agreement's term, if you do not purchase the Equipment, you will return all but not less than all of the Equipment and all related manuals and use and maintenance records to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. You are solely responsible for removing any data that may reside in the Equipment you return, including but not limited to hard drives, disk drives or any other form of memory. You grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us, and you authorize us to file a financing statement (UCC-1). You will not change your state of organization, headquarters or residence without providing prior written notice to us so that we may amend or file a new UCC-1. You will notify us within 30 days if your state of organization revokes or terminates your existence.

4. **COLLATERAL PROTECTION; INSURANCE; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against risk and loss, with us as lender's loss payee, in an amount not less than the original cost until this Agreement is terminated. You also agree to obtain a general public liability insurance policy with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. Your insurance policy(s) will provide for 10 days advance written notice to us of any modification or cancellation. You agree to provide us certificates or other evidence of insurance acceptable to us. If you fail to comply with this requirement within 30 days after the start of this Agreement, we may charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT. We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, use, condition, inspection, removal, return or storage of the Equipment. You are responsible for the risk of loss or for any destruction of or damage to the Equipment. You agree to promptly notify us in writing of any loss or damage. If the Equipment is destroyed and we have not otherwise agreed in writing, you will pay to us the unpaid balance of this Agreement, including any future rent to the end of the term plus the anticipated purchase price of the Equipment (both discounted at 2%). Any proceeds of insurance will be paid to us and credited, at our option, against any loss or damage. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to loss or damage to the Equipment. All indemnities will survive the expiration or termination of this Agreement.

5. **ASSIGNMENT: YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** Without our prior written consent, you shall not reorganize or merge with any other entity or transfer all or a substantial part of your ownership interests or assets. We may sell, assign, or transfer this Agreement without notice. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. You agree that the new Lessor will not be subject to any claims, defenses, or offsets that you may have against us. You shall cooperate with us in executing any documentation reasonably required by us or our assignee to effectuate any such assignment. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

6. **DEFAULT AND REMEDIES:** You will be in default if: (a) you do not pay any Payment or other sum due to us or any other person when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or any material agreement with any other lender, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves or terminates existence, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement. If any part of a Payment is more than 5 days late, you agree to pay a late charge of 10% of the Payment which is late or if less, the maximum charge allowed by law. If you are ever in default, at our option, we can terminate this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated purchase price of the Equipment (both discounted at 2%). We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any or all of the remedies available to us under Articles 2A and 9 of the UCC and any other law, including requiring that you: (1) return the Equipment to us to a location we specify; and (2) immediately stop using any Financed Items. In addition, we will have the right, immediately and without notice or other action, to set-off against any of your liabilities to us any money, including depository account balances, owed by us to you, whether or not due. In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay our reasonable attorney's fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. If we have to take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement. YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will not be subject to any penalties.

7. **INSPECTIONS AND REPORTS:** We will have the right, at any reasonable time, to inspect the Equipment and any documents relating to its use, maintenance and repair. Within 30 days after our request, you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. This may include: (i) compiled, reviewed or audited annual financial statements (including, without limitation, a balance sheet, a statement of income, a statement of cash flow, a statement of changes in equity and notes to financial statements) within 120 days after your fiscal year end, and (ii) management-prepared interim financial statements within 45 days after the requested reporting period(s). Annual statements shall set forth the corresponding figures for the prior fiscal year in comparative form, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement submitted to us shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains.

8. **FAXED OR SCANNED DOCUMENTS, MISC.:** You agree to submit the original duly-signed documents to us via overnight courier the same day of the facsimile or scanned transmission of the documents. Any faxed or scanned copy may be considered the original, and you waive the right to challenge in court the authenticity or binding effect of any faxed or scanned copy or signature thereon. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing any telephone number, now or in the future, for a cell phone or other wireless device, you are expressly consenting to receiving communications, regardless of their purpose, at that number, including, but not limited to, prerecorded or artificial voice message calls, text messages, and calls made by an automatic dialing system from us and our affiliates and agents. These calls and messages may incur access fees from your provider.

9. **<u>WARRANTY DISCLAIMERS</u>: YOU AGREE THAT YOU HAVE SELECTED THE SUPPLIER AND EACH ITEM OF EQUIPMENT BASED UPON YOUR OWN JUDGMENT AND YOU DISCLAIM ANY RELIANCE UPON ANY STATEMENTS OR REPRESENTATIONS MADE BY US. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. THE SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF THE SUPPLIER, AND NOTHING THE SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATION UNDER THIS AGREEMENT. YOU WILL CONTINUE TO MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS.**

10. **LAW, JURY WAIVER:** **<u>Agreements, promises and commitments made by Lessor, concerning loans and other credit extensions must be in writing, express consideration and be signed by Lessor to be enforceable.</u>** This Agreement may be modified only by written agreement and not by course of performance. This Agreement will be governed by and construed in accordance with Minnesota law. You consent to jurisdiction and venue of any state or federal court in Minnesota and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **YOU AND WE WAIVE ALL RIGHTS TO A TRIAL BY JURY.**

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **February 11, 2014**

DEPARTMENT: **City Clerk-Treasurer**

FROM: **Shana Defnet**

SUBJECT: **WI Act 190 - Distribution of Lottery Tax Credit and School Tax Credit**

Dear Mayor and Alderpersons:

Effective April 11, 2008, Wisconsin Act 190 modified the distribution of the school levy and lottery property tax credits. Prior to this Act, the City received these distributions. With the passage of this Act, Counties receive the credits first, which they distribute to the other taxing jurisdictions. There is a lapse of time before the money is disbursed where interest is earned on the deposit. Rather than have the County collect the interest, it is best that the City of De Pere request that the State distribute the credits directly to us.

Because the City of De Pere receives over $3 million in payments annually, we are eligible to request direct payments of the lottery tax credit and school tax credit from the Wisconsin Department of Administration, with the approval of the majority of the Common Council. I am requesting approval from the Council and ongoing authorization to send a request to the Department of Revenue requesting the State disbursements be sent directly to the City.

Respectfully submitted,

Shana Defnet, Clerk-Treasurer

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **February 11, 2014**

DEPARTMENT: **Human Resources**

FROM: **Shannon Metzler**

SUBJECT: **Summary of Compensation Appeals**

As part of the compensation study, all employees had the opportunity to file for an appeal if they felt their position was not appropriately classified. The consultant reviewed 31 positions. Of those, 16 positions were increased in pay, one position was decreased, and two appeals were put on hold due to an upcoming departmental reorganization.

Since the time the positions were studied, we had a retirement and changed the requirements for the position. We are now requiring our Maintenance Technician to be a certified Electrician. Therefore, the pay rate was increased accordingly. We also have determined we are going to hire our own Sanitarian and have determined the rate of pay for that position.

The City Council had asked that each year we provide the number of times we had to hire employees above step 1 of the new compensation scale. I will plan to do a report on that each year. Please let me know if there is any additional information you would like to see in that report. Thank you.

If you have any questions regarding this report please feel free to contact me at 339-4045.

Thank you.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **February 11, 2014**

DEPARTMENT: **Human Resources**

FROM: **Shannon Metzler**

SUBJECT: **Updates on 2014 Policy Manual (Hours of Work, Compensatory Time)**

Summer Hours

The City Policy Manual sets forth summer hours for City Hall, the Community Center and the MSC. In the interest of considering citizen preference, the City solicited citizen feedback through a survey in the newsletter directing them to an online survey. There were 4 responses to the survey. A summary of the policy manual and the first and second choice preference, based most selected, are listed below.

Location	Policy Manual Summer Hours	Survey Results 1st Preference	Survey Results 2nd Preference
City Hall	**Monday - Thursday:** 7:30 a.m. - 5:00 p.m. **Friday:** 7:30 a.m. - 11:30 a.m.	**Monday - Thursday:** 7:00 a.m. - 4:30 p.m. **Friday:** 7:00 a.m. - 11:00 a.m.	**Monday - Thursday:** 7:30 a.m. - 5:00 p.m. **Friday:** 7:30 a.m. - 11:30 a.m.
Community Center	**Monday - Thursday:** 7:30 a.m. - 5:00 p.m. **Friday:** 7:30 a.m. - 11:30 a.m.	**Monday - Thursday:** 7:30 a.m. - 4:30 p.m. **Friday:** 7:30 a.m. - 1:30 p.m.	Leave the hours as they exist today (**Monday - Friday**, 8:00 a.m. - 4:30 p.m.)
MSC	**Monday - Thursday:** 7:00 a.m. - 4:30 p.m. **Friday:** 7:00 a.m. - 11:00 a.m.	**Monday - Thursday:** 7:00 a.m. - 4:30 p.m. **Friday:** 7:00 a.m. - 11:00 a.m.	Tie between: **Monday - Thursday:** 7:30 a.m. - 5:00 p.m. **Friday:** 7:30 a.m. - 11:30 a.m. and Leave the hours as they exist today (**Monday - Friday**, 7:30 a.m. - 4:00 p.m.)

We recommend a change to Community Center summer hours from what was approved in the Policy Manual. The Brown County meal program runs until Friday afternoon. Therefore, we recommend the Community Center summer hours are Monday-Thursday 7:30 a.m. to 4:30 p.m. & Friday 7:30 a.m. to 1:30 p.m. Also, we recommend that the summer hours for the MSC building are the same as City, hall which is Monday-Thursday 7:30 a.m. to 5 p.m. and Friday 7:30 a.m. to 5 p.m.

Compensatory Time

In lieu of overtime pay and with supervisory approval, non-exempt employees may earn compensatory time (comp time) to take at a later date. Compensatory time is earned at the rate of one and one-half hours for every hour worked above 40 hours. The policy manual stated that compensatory time may be accumulated to a cap of 80 total hours earned between December 1 and November 30 of the following year. Unfortunately, our payroll system is not able to cap compensatory time on an annual basis. Therefore, compensatory time for non-exempt employees will continue to be earned on a rolling basis. This means that when 80 hours are earned, an employee could use some hours and have the ability to earn up to 80 hours again.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 11, 2014**
DEPARTMENT:	**Human Resources**
FROM:	**Shannon Metzler**
SUBJECT:	**Approval of 2014 Compensatory/Administrative Time**

The compensatory time policy was adopted in 1990. It applies to management exempt employees, whose attendance is required at meetings of the Council, committee meetings, etc., and/or who work hours in excess of a 40-hour workweek as required by their job responsibilities. It provides a set number of hours be granted to a position based upon the duties of the position. The policy is reviewed annually and, if there are unusual conditions that occur during the year that is also considered. The maximum number of hours granted to a position is 40 hours per year. There is no carryover nor is unused time paid out.

The administration of the policy requires an annual review of individual management supervisory timesheets; and a discretionary determination of the time to be allotted to each employee based upon the duties of the position.

We have reviewed all relevant positions in the City and do not believe any changes are necessary to the attached compensatory time policy for 2014. Please note, the term compensatory time is now referred in the policy manual as administrative time to differentiate hourly employee's compensatory time versus this time. We would ask that you approve the 2014 policy as recommended.

This policy comes for approval each year. If there are not any changes to the amount of leave time, I'd recommend not taking it forward each year. The amount of time will continue be evaluated each year. If changes are being recommended, we would then take the policy forward for approval.

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

Thank you.

Attachment

ATTACHMENTS:

- 2014.policy (DOCX)

Compensatory Time Policy
January 1, 2014

Position	Compensatory Time Per Calendar Year
Assistant City Engineer	40 Hours
Assistant Fire Chief	40 Hours
Building Inspector	24 Hours
City Administrator	40 Hours
City Attorney	40 Hours
City Engineer	40 Hours
City Forester	40 Hours
Clerk-Treasurer	40 Hours
Community Center Manager	24 Hours
Director of Parks, Recreation and Forestry	40 Hours
Director of Planning and Economic Development	40 Hours
Director of Public Works	40 Hours
Finance Director	40 Hours
Fire Chief	40 Hours
Health Officer/Director	40 Hours
Human Resources Director	40 Hours
Information Technology Administrator	40 Hours
Park and Recreation Supervisor	40 Hours
Police Lieutenant	40 Hours
Police Captain	40 Hours
Police Chief	40 Hours
Police Business Manager	24 Hours
Public Health Sanitarian	24 Hours
Street Superintendent	40 Hours

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **February 11, 2014**

DEPARTMENT: **Human Resources**

FROM: **Shannon Metzler**

SUBJECT: **End of Year Report on Health Insurance Plan**

I would like to share with you how our health plan is trending now that another plan year is completed. In 2013 we had a number of high dollar claims. Unfortunately our rates (premium rates) are not coming close to paying our costs. Our goal is to have a reserve of $800,000 for the health plan. We started 2013 with $350,000 in reserves and our goal was to build that reserve balance up over the next few years. Unfortunately, at the end of 2013 we had $30,000 in reserves. Premium rates were increased by 10% for 2014.

The rate being charged for active employees is covering the costs of claims as we ended the year at 99%; so slightly under budget. However, that is not the same for retirees under the age of 65 and those eligible for Medicare (65+ year of age). Costs for retirees under the age of 65 were at 196%, and costs for Medicare eligible (65+) retirees were over 300%. The attached chart shows how the groups compare.

As previously discussed, the City has been subsidizing the retiree's portion of the medical plan for several years. Currently, retirees over the age of 65 pay only approximately 50% of the active employee rate for their insurance, which has attributed to a large subsidy on the part of taxpayers. (The standard Medicare rate with subsidies is 90% of the active employee rate). Although retirees under the age of 65 pay 102% of the active premium, this portion of the medical cost has also been subsidized. In total, the City has been subsidizing approximately $1.4 million over a 9-year period.

If we were to increase the retiree rates based on the average subsidized by the City from 2007 through 2012, the increases would be 57.5% for the over 65 retirees and 103.1% for the retirees under age 65 years of age.

RETIRESS UNDER 65
The retirees under age 65 currently pay 102% of the rate that active employees pay. The monthly 2014 rates for that segment are as follows:

Single under 65	$689.40
EE+1 under 65	$1,283.10
Family under 65	$2,104.48

As a comparison, if retirees under age 65 were to purchase coverage on the public Marketplace (Exchange), the costs in Brown County would vary, depending on the carrier. Following is an example of those ranges for a Silver plan, which is comparable to the City's plan:

Type of Coverage	**Range of Monthly Rates** (rates do not include subsidies for which individuals may be eligible)
Individual Adult age 50	$425 to $525
Employee + 1 under 65	$610 to $750
Family under 65	$844 to $1,040

MEDICARE ELIGIBLE RETIREES
Most groups that offer insurance to retirees don't continue to offer the insurance after the retirees are eligible for Medicare. For those groups that do, we have done a comparison of Medicare rates provided to us by our consultant, McClone, and our carrier, Humana, has shown that most groups that offer coverage for retirees over age 65 charge a higher Medicare rate than the City's current structure. Generally, that charge is 90% of the active employee single rate, when the plan coordinates and is secondary to Medicare coverage. As indicated above, the City only charges approximately 50% of the active rate. If the City were to follow general practice with Medicare rates, the change would be as follows:

Level of Coverage	2014 City Medicare Rates	Medicare Rates (90%)
Medicare Single over 65	$337.79	$608.00
Medicare Two over 65	$641.53	$1,216.00
Medicare one over one under 65	$846.84	$1,283.88

Over the past two years we have been communicating to the retirees that are on the City's health insurance educating them on Medicare and the costs associated with that. Some have cancelled the City's plan as they have discovered that in fact a Medicare Supplement or Medicare Advantage plan was a much cheaper option for better coverage.

As a result of these comparisons, we would like direction on how you would like to proceed.

<u>OPTIONS</u>

We can change the premium level that retirees and Medicare eligible retirees pay, however; we still need to offer them coverage. We could no longer offer coverage to employees who retiree in the future after a certain date.

Below I've outline the different options that are available.

Retirees Under 65

1. Increase premium levels

2. No longer offer coverage for those retirees that retire in the future. (This excludes represented public safety officers who have a labor contract which states the City will offer coverage.)

3. No Change

Medicare Eligible Retirees

1 Increase premium levels

2. No longer offer coverage for those retirees that retire in the future. (This excludes represented public safety officers who have a labor contract which states the City will offer coverage.)

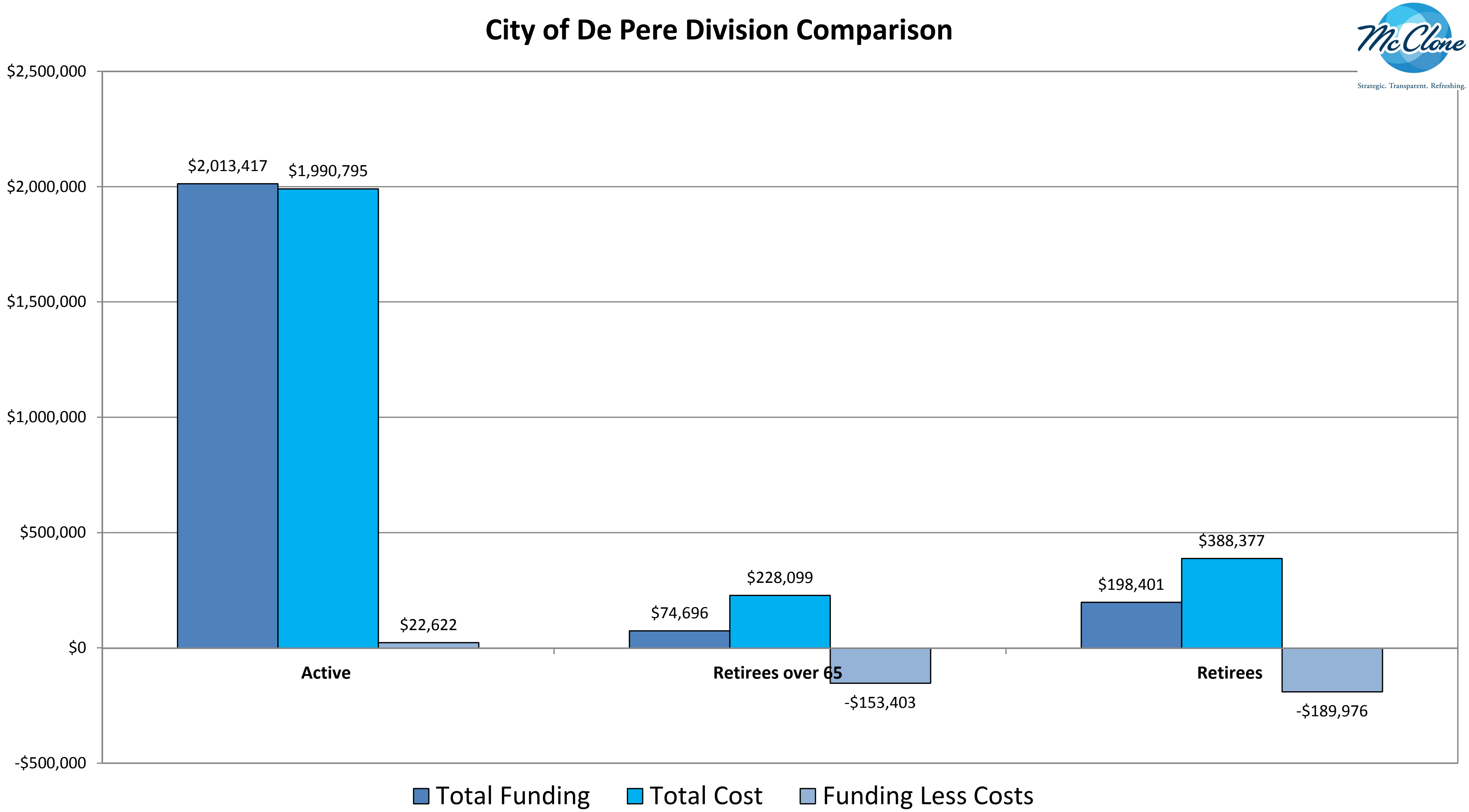
3. No Change

In October of 2013 the Health Insurance Review Team met. At that time, purchasing insurance through the exchange was still very challenging. Therefore, the team did not discuss increasing the rate for retiree insurance and decided to hold off on that discussion at that time. They did recommend that the City no longer offer insurance for those 65+ that retiree in the future. They also recommend increasing the Medicare premium from 50% to 90% being they are able to purchase insurance through Medicare. They felt a 6 month period of time was an adequate amount of time to provide notice of the rate increase, and in the meantime, to hold additional meetings with Medicare experts to help educate them.

The intent for bringing this forward tonight was for informational purposes. Before any changes are decided, we would like to notify the retirees. Therefore, we plan to put this item on the March Finance/Personnel Committee agenda.

ATTACHMENTS:

- 2013 Comparison (3) (PDF)


City of De Pere Division Comparison
McClone
Strategic. Transparent. Refreshing.
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
-$500,000
$2,013,417
$1,990,795
$22,622
$74,696
$228,099
-$153,403
$198,401
$388,377
-$189,976
Active
Retirees over 65
Retirees
Total Funding
Total Cost
Funding Less Costs