



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Agenda

Tuesday, January 13, 2015

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **January 13, 2015** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115**.

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

Call to order.

1. Roll call.
2. Approval of the minutes of the December 9, 2014 regular meeting of the Finance/Personnel Committee.
3. Police Overtime Report for December 2014
4. Fire Department Overtime and EMS Billing Report for the month of December.
5. Consideration of Audit Firm Proposals*
6. Review Facade Grant receipts for 125 S Broadway (ED-824). Applicant: Beilke LLC. *
7. Discussion on Department of Agriculture Drug Disposal Grant Terms and Alternatives. *
8. Review recommendation on Request for Proposals for a new City sign off HWY 41. *
9. Review recommendation on Request for Proposals for an Area Development Plan for the City future growth area. *
10. Approve funding for emergency repair to heating unit for MSC Water Room. *
11. Approve bid from B.A.T.I for installation of digital control system for City Hall HVAC.*
12. Public comment and announcements.
13. Future agenda items.
14. Consider disposition of tax foreclosed properties.

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(e), the Council may convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

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

15. Adjournment.

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

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: January 13, 2015

DEPARTMENT: City Attorney

FROM: Jeni Dupont

SUBJECT: Approval of the minutes of the December 9, 2014 regular meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- December 9, 2014 DRAFT Minutes (DOC)



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Tuesday, December 9, 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 Meeting to order on at 7:30 PM on December 9, 2014 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

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

Also present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Planning & Economic Development Director Ken Pabich, Finance Director Joe Zegers, Parks, Recreation & Forestry Director Marty Kosobucki, Human Resources Director Shannon Metzler, Police Captain Dale Haagen and Judge David Matyas.

2. Approval of the minutes of the November 11, 2014 regular meeting of the Finance/Personnel Committee.

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

3. Approval of Police Overtime for November 2014

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

4. Fire Department Overtime and EMS Billing Report for the Month of November.

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

5. Consider Facade Improvement Grant for 365 Main Av. Applicant: Saks Holdings. *

Discussion followed motion with Planning & Economic Development Director Pabich responded to committee member questions regarding the property owner, location and overall facade grant process.

Attachment: December 9, 2014 DRAFT Minutes (2991 : Approval of minutes)

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

6. Consider Facade Improvement Grant for 123 S Broadway. Applicant: Saks Holdings.*

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

7. Consider Proposals for Snow Removal on West Business Park Spur Line. *

Discussion followed motion regarding reason why the railroad isn't handling the snow removal. Planning & Economic Development Director Pabich explained the spurs located in City right-of-way are owned by the City.

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

8. Consideration of donation from Culver's.*

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

9. Consideration of DATCP grant award in the amount of \$3,100 to assist with prescription drug disposal program*

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

10. Request from Police Department to Apply for Grant to Receive Forensic Software and Computer *

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

11. Consider Proposal for Phase I Environmental Study and Soils Assessment for 102 N Broadway. *

Discussion followed motion with Planning & Economic Development Director Pabich responding to committee member questions. The total of the other bid submitted was \$6,600.

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

12. Consider System Support Agreement and License Agreement with Titan Public Safety Solutions, L.L.C.*

Discussion followed motion with Judge Matyas and City Attorney Schmidt-Lehman responding to committee member questions.

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

13. Consideration of Contract Extension with Master Plumber Allen Farvour

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

14. Consider 2015 Pay Recommendations for Part-Time & Seasonal Employees and Consideration of Changing Practice for Parks and Public Works Hiring Residents over Non-Residents *

Discussion followed motion with Human Resources Director Metzler summarizing the need for making the recommended changes.

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

15. Approval of Planner II job description and Administrative Time (i.e. compensatory time)

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

16. Consider Re-write of Chapter 106 De Pere Municipal Code Regarding Licenses and Permits.*

Discussion followed motion with City Attorney Schmidt-Lehman providing an overview of the rewrite and responding to committee member questions.

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

17. Public comment and announcements.
None.
18. Future agenda items.
None.
19. Adjournment.

Upon motion by Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 8:19 p.m.

Respectfully submitted,
Jennifer Dupont

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: January 13, 2015

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Police Overtime Report for December 2014

Please see attached overtime (OT) reports for December 2014/year end, and 2013 and 2012 year end reports for comparison.

Staffing overtime continues to be high due to scheduled vacations in December and continuous FMLA leave for two employees on the same shift.

December's Miscellaneous OT of 31.75 total hours is comprised of 11.5 hours Patrol 1.5 fraction allotments and 20.25 hours for new hire background investigations. The December's Reimbursed Miscellaneous OT of 104.25 total hours is comprised of 45.75 Drug Task Force Investigation hours and 58.5 OWI Saturation Grant hours.

Please contact me if you have any questions or would like to discuss this overtime report.

ATTACHMENTS:

- 2012 PD OT Summary (PDF)
- 2013 PD OT Report Summary (PDF)
- December 2014 PD OT (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 3/31/2012 - 4/27/2012	#Period 6/23/2012 - 8/3/2012	^^Period 9/29/2012 - 10/26/2012
**Period 2/4/2012 - 3/2/2012	++Period 4/28/2012 - 5/25/2012	##Period 8/04/2012 - 8/31/2012	*+Period 10/27/2012 - 11/23/2012
***Period 3/3/2012 - 3/30/2012	^Period 5/26/2012 - 6/22/2012	^^Period 9/1/2012 - 9/28/2012	*+*Period 11/24/2012 - 12/21/2012

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

Total Overtime Budget: **\$133,357.00**

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

Percent of Total Budget: **108.74%**

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: January 13, 2015

DEPARTMENT: Fire Department

FROM: Diane Yashinsky

SUBJECT: Fire Department Overtime and EMS Billing Report for the month of December.

ATTACHMENTS:

- dec (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.	TOTAL
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	279.4
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	1607.1
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	1759
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	4485.1

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2014

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	73.5	147	98.75	48	112.5	85.25	59.75	39	83	56.25	143	48	994
EMS TRAINING	70.5	83	81	53.5	35.5	3	12	18.5	12	168.25	76.5	67.5	681.2
FIRE TRAINING	11	5.5	6	48.75	0	8	2.25	0	0	35.25	46	216.75	379.
RESCUE CALLS	15.5	17	3.5	8.5	15.5	0	11.25	1	5.25	16	22.5	5.5	121.
FIRE CALLS	0	0	0	0	0	0	5.25	0	0	39.75	19	0	64
MEETINGS	15	16.5	18	26.25	21	11.25	15	20.25	18.5	21.25	27.25	36.75	247
STAFFING REP.	0	41.25	3	0	6.75	51	288	45.75	17	40.5	219.75	108	821
MAINTENANCE	0	3.5	0	0	31	23	0	24	29.5	0	0	0	111
PUB. ED.	0	0	5.25	0	0	3	0	0	18.75	12.75	71.75	12	123.
SPECIAL EVENTS	0	20	0	21	36	119.5	0	21	7.5	0	0	0	225
# FIRE RUNS	30	31	22	25	30	25	27	27	27	41	27	167	479
# of EMS RUNS	147	145	136	139	160	174	142	161	154	164	144	30	1691
DISPATCH ERRORS	6	1	3	3	9	1	4	1	5	0	1	2	36
TOTAL HRS.	185.5	333.75	215.5	206	258.25	304	393.5	169.5	191.5	390	625.75	661.5	3767.

Special Events included in Overtime - None

Total Overtime Budget \$97,012 Expenditures through December 18 \$71,347 73.6%

Attachment: dec (2996 : Fire Department Overtime and EMS Billing Report for the month of December.)

Incident Type Report (Summary)
From 01/01/14 To 12/31/14
Report Printed On: 01/06/2015

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Fire, other (100)	5	0.23%	\$200.00	\$3,000.00	\$3,200.00	0.66%
Building fire (111)	18	0.82%	\$358,500.00	\$77,500.00	\$436,000.00	90.05%
Fires in structure other than in a building (112)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Cooking fire, confined to container (113)	8	0.36%	\$1,100.00	\$1,000.00	\$2,100.00	0.43%
Fuel burner/boiler malfunction, fire confined (116)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Mobile property (vehicle) fire, other (130)	1	0.05%	\$800.00	\$0.00	\$800.00	0.17%
Passenger vehicle fire (131)	4	0.18%	\$4,500.00	\$300.00	\$4,800.00	0.99%
Off-road vehicle or heavy equipment fire (138)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Natural vegetation fire, other (140)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Brush or brush-and-grass mixture fire (142)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Outside rubbish fire, other (150)	1	0.05%	\$5,000.00	\$500.00	\$5,500.00	1.14%
Outside rubbish, trash or waste fire (151)	2	0.09%	\$10.00	\$0.00	\$10.00	0.00%
Garbage dump or sanitary landfill fire (152)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Dumpster or other outside trash receptacle fire (154)	2	0.09%	\$1,500.00	\$0.00	\$1,500.00	0.31%
Outside equipment fire (162)	1	0.05%	\$100.00	\$100.00	\$200.00	0.04%
	48	2.22%	\$371,710.00	\$82,400.00	\$454,110.00	93.79%
2 Overpressure Rupture, Explosion, Overheat(no fire)						
Overpressure rupture, explosion, overheat other (200)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Overpressure rupture from air or gas, other (220)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Excessive heat, scorch burns with no ignition (251)	5	0.23%	\$0.00	\$0.00	\$0.00	0.00%
	7	0.33%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
Rescue, EMS incident, other (300)	78	3.56%	\$0.00	\$0.00	\$0.00	0.00%
Medical assist, assist EMS crew (311)	4	0.18%	\$0.00	\$0.00	\$0.00	0.00%
Emergency medical service, other (320)	40	1.82%	\$0.00	\$0.00	\$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	1543	70.36%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	47	2.14%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle/pedestrian accident (MV Ped) (323)	5	0.23%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	12	0.55%	\$30,000.00	\$0.00	\$30,000.00	6.20%
Search for person on land (341)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Extrication of victim(s) from vehicle (352)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Removal of victim(s) from stalled elevator (353)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
High-angle rescue (356)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Swimming/recreational water areas rescue (361)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Ice rescue (362)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Rescue or EMS standby (381)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
	1736	79.19%	\$30,000.00	\$0.00	\$30,000.00	6.20%
4 Hazardous Condition (No Fire)						
Hazardous condition, other (400)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Combustible/flammable gas/liquid condition, other (410)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Gasoline or other flammable liquid spill (411)	4	0.18%	\$0.00	\$0.00	\$0.00	0.00%
Gas leak (natural gas or LPG) (412)	6	0.27%	\$0.00	\$0.00	\$0.00	0.00%
Oil or other combustible liquid spill (413)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Toxic condition, other (420)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Chemical hazard (no spill or leak) (421)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide incident (424)	22	1.00%	\$50.00	\$0.00	\$50.00	0.01%
Electrical wiring/equipment problem, other (440)	5	0.23%	\$0.00	\$0.00	\$0.00	0.00%
Overheated motor (442)	3	0.14%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	11	0.50%	\$0.00	\$0.00	\$0.00	0.00%
Arcing, shorted electrical equipment (445)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Vehicle accident, general cleanup (463)	3	0.14%	\$0.00	\$0.00	\$0.00	0.00%
	60	2.76%	\$50.00	\$0.00	\$50.00	0.01%
5 Service Call						
Service Call, other (500)	11	0.50%	\$0.00	\$0.00	\$0.00	0.00%
Person in distress, other (510)	2	0.09%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	10	0.46%	\$0.00	\$0.00	\$0.00	0.00%
Water problem, other (520)	7	0.32%	\$0.00	\$0.00	\$0.00	0.00%
Water or steam leak (522)	4	0.18%	\$0.00	\$0.00	\$0.00	0.00%
Smoke or odor removal (531)	10	0.46%	\$0.00	\$0.00	\$0.00	0.00%
Animal rescue (542)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Public service assistance, other (550)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Assist police or other governmental agency (551)	2	0.09%	\$0.00	\$0.00	\$0.00	0.00%
Police matter (552)	1	0.05%	\$0.00	\$0.00	\$0.00	0.00%
Public service (553)	2	0.09%	\$0.00	\$0.00	\$0.00	0.00%

Attachment: dec (2996 : Fire Department Overtime and EMS Billing Report for the month of December.)

Assist invalid (554)	79	3.60%	\$0.00	\$0.00	\$0.00	0.0
Cover assignment, standby, moveup (571)	1	0.05%	\$0.00	\$0.00	\$0.00	0.0
	131	5.99%	\$0.00	\$0.00	\$0.00	0.0
6 Good Intent Call						
Good intent call, other (600)	5	0.23%	\$0.00	\$0.00	\$0.00	0.0
Dispatched and cancelled en route (611)	47	2.14%	\$0.00	\$0.00	\$0.00	0.0
Wrong location (621)	31	1.41%	\$0.00	\$0.00	\$0.00	0.0
No incident found on arrival at dispatch address (622)	5	0.23%	\$0.00	\$0.00	\$0.00	0.0
Steam, other gas mistaken for smoke, other (650)	2	0.09%	\$0.00	\$0.00	\$0.00	0.0
Smoke scare, odor of smoke (651)	1	0.05%	\$0.00	\$0.00	\$0.00	0.0
HazMat release investigation w/no HazMat (671)	3	0.14%	\$0.00	\$0.00	\$0.00	0.0
	94	4.29%	\$0.00	\$0.00	\$0.00	0.0
7 False Alarm & False Call						
False alarm or false call, other (700)	20	0.91%	\$0.00	\$0.00	\$0.00	0.0
Malicious, mischievous false call, other (710)	2	0.09%	\$0.00	\$0.00	\$0.00	0.0
Local alarm system, malicious false alarm (715)	1	0.05%	\$0.00	\$0.00	\$0.00	0.0
Sprinkler activation due to malfunction (731)	1	0.05%	\$0.00	\$0.00	\$0.00	0.0
Extinguishing system activation due to malfunction (732)	2	0.09%	\$0.00	\$0.00	\$0.00	0.0
Smoke detector activation due to malfunction (733)	4	0.18%	\$0.00	\$0.00	\$0.00	0.0
Heat detector activation due to malfunction (734)	1	0.05%	\$0.00	\$0.00	\$0.00	0.0
Alarm system sounded due to malfunction (735)	12	0.55%	\$0.00	\$0.00	\$0.00	0.0
CO detector activation due to malfunction (736)	20	0.91%	\$0.00	\$0.00	\$0.00	0.0
Unintentional transmission of alarm, other (740)	7	0.32%	\$0.00	\$0.00	\$0.00	0.0
Sprinkler activation, no fire - unintentional (741)	2	0.09%	\$0.00	\$0.00	\$0.00	0.0
Smoke detector activation, no fire - unintentional (743)	13	0.59%	\$0.00	\$0.00	\$0.00	0.0
Detector activation, no fire - unintentional (744)	4	0.18%	\$0.00	\$0.00	\$0.00	0.0
Alarm system activation, no fire - unintentional (745)	18	0.82%	\$0.00	\$0.00	\$0.00	0.0
Carbon monoxide detector activation, no CO (746)	3	0.14%	\$0.00	\$0.00	\$0.00	0.0
	110	5.02%	\$0.00	\$0.00	\$0.00	0.0
9 Special Incident Type						
Special type of incident, other (900)	6	0.27%	\$0.00	\$0.00	\$0.00	0.0
Citizen complaint (911)	1	0.05%	\$0.00	\$0.00	\$0.00	0.0
	7	0.32%	\$0.00	\$0.00	\$0.00	0.0
Total Incident Count:	2193			Total Est. Loss:	\$484,160.00	

Attachment: dec (2996 : Fire Department Overtime and EMS Billing Report for the month of December.)

**DE PERE FIRE RESCUE
MUTUAL AID REPORT
DECEMBER, 2014**

MUTUAL AID GIVEN

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
2019	ASHWAUBENON	EMS
2083	ASHWAUBENON	EMS
2136	GREEN BAY	FIRE
2137	GREEN BAY	FIRE
2138	GREEN BAY	FIRE
2149	ASHWAUBENON	EMS

MUTUAL AID RECEIVED

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
2028	ASHWAUBENON	EMS
2053	ASHWAUBENON	EMS
2056	ASHWAUBENON	FIRE
2068	GREEN BAY	FIRE
2139	COUNTY RESCUE	EMS
2160	GREEN BAY	EMS
2185	COUNTY RESCUE	EMS

DECEMBER, 2014

*OVERTIME CAUSED BY SICK LEAVE

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
23-Nov	24	36
13-Dec	24	36
TOTALS	48	72

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

DE PERE AMBULANCE VS. EMS BILLING

	DE PERE	EMS	DE PERE	EMS	DE PERE	EMS BILLING	DE PERE	EMS
	SEPT. '12	BILLING SEPT. '13	OCT. '12	BILLING OCT. '13	NOV. '12	NOV. '13	DEC. '12	BILLING DEC. '13
CHARGES	101,994	92,267	103,599	91,014	84,739	70,395	104,816	102,557
PAYMENTS	36,054	0	40,424	19,889	80,362	47,269	58,582	75,414
ADJUSTMENTS	15,987	26,098	23,906	29,586	46,990	24,018	30,474	31,739
WRITE OFFS	5,461	0	3,279	160	1,797	5	3,476	33
	JAN. '13	JAN. '14	FEB. '13	FEB. '14	MAR. '13	MAR. '14	APR. '13	APR. '14
CHARGES	94,084	88,627	106,987	75,043	117,304	100,284	89,582	87,748
PAYMENTS	63,285	77,461	57,432	50,484	84,596	44,840	88,305	53,295
ADJUSTMENTS	30,496	31,499	26,136	23,106	45,632	32,787	50,304	29,914
WRITE OFFS	8,441	373	2,568	0	3,278	11	616	9
	MAY '13	MAY '14	JUNE '13	JUNE '14	JULY '13	JULY '14	AUG. '13	AUG. '14
CHARGES	92,696	108,198	81,726	54,770	0	143,280	0	86,331
PAYMENTS	47,440	52,628	52,844	53,816	37,237	42,347	55,541	55,228
ADJUSTMENTS	19,605	35,437	30,071	16,149	24,703	34,597	20,565	34,546
WRITE OFFS	5,983	4	2,371	280	6,130	0	4,473	0
	SEPT. '13	SEPT. '14	OCT. '13	OCT. '14	NOV. '13	NOV. '14	DEC. '13	DEC. '14
CHARGES	0	94,738	0	135,983	0	70,303	0	
PAYMENTS	20,786	42,864	6,602	81,766	2,496	61,724	1,367	
ADJUSTMENTS	5,666	38,836	1,771	46,894	541	26,748	225	
WRITE OFFS	4,431	860	3,506	84	1,939	400	1,200	

Payments to EMS	
Jan. 2014	5,422
Feb. 2014	3,534
March 2014	3,139
April 2014	3,731
May 2014	3,684
June 2014	3,767
Jul-14	2,964
Aug. 2014	4,036
Sept. 2014	3090
Oct. 2014	5867
Nov. 2014	4495
Dec. 2014	
Total Paid	\$43,728

	DP Collections 2013	EMS Collections 2014
Jan.	63,285	77,461
Feb.	57,432	50,484
Mar.	84,596	44,840
April	88,305	53,295
May	47,440	52,628
June	52,844	53,816
July	37,237	42,347
Aug.	55,541	55,228
Sept.	20,786	42,864
Oct.	6,602	81,766
Nov.	2,496	61,724
Dec.	1,367	
TOTAL	\$517,931	\$616,452

	DP Charges 2013	EMS Charges 2014
Jan.	94,084	88,627
Feb.	106,987	75,043
Mar.	101,015	100,284
Apr.	89,582	87,748
May	92,696	108,198
June	81,726	54,770
July	***	143,280
Aug.	***	86331
Sept.	***	94738
Oct.	***	135983
Nov.	***	70303
Dec.	***	
TOTAL	\$566,089	\$1,045,306

Attachment: dec (2996 : Fire Department Overtime and EMS Billing Report for the month of December.)

***Effective July 1, 2013 De Pere no longer did their own billing for EMS services.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: January 13, 2015

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Consideration of Audit Firm Proposals*

ATTACHMENTS:

- Memo from Finance Dept. (DOC)
- Cost Proposal Schenck (PDF)
- Cost Proposal KerberRose (PDF)
- Cost Proposal Hawkins Ash (PDF)
- Original Request for Proposal (PDF)
- Schenck Proposal (PDF)
- Schenck Proposal with totals (PDF)
- Kerber Rose Proposal (PDF)
- KerberRose Proposal with totals (PDF)
- Hawkins Ash Proposal (PDF)
- HawkinsAsh Proposal with totals (PDF)

To: Honorable Mayor and Members of the Finance Committee
 From: Joe Zegers, Finance Director
 Shana Defnet, City Clerk-Treasurer
 Date: January 7, 2015
 Subject: Recommendation for 2015-2019 Auditing Services

We have attached our recent request for proposal for auditing services for 2014 to 2018 which was sent to Baker Tilly of Madison, CliftonLarsonAllen of Milwaukee, and HawkinsAsh, KerberRose & Schenck all from the Green Bay area in December 2014. CliftonLarsonAllen chose not to bid since they didn't feel they would be competitive based on reviewing our current audit costs while Baker Tilly also declined to bid.

The proposals were evaluated based on four factors with following point factors:

Completeness of the RFP	20
Firm Experience in Auditing Local Government Units	30
Qualifications of Staff Members	30
Cost	20
Total	100

The firms' scores for these four factors were as follows:

	HawkinsAsh	KerberRose	Schenck
Completeness	10	15	20
Firm Experience	25	25	30
Staff Members Qualifications	20	25	30
Costs	10	20	15
Total	65	85	95

The firms' proposed fees for 2014-2018 were as follows:

	HawkinsAsh	KerberRose	Schenck
2014	\$28,600	\$25,500	\$28,100
2015	\$29,100	\$26,300	\$28,600
2016	\$29,600	\$27,200	\$29,300
2017	\$30,100	\$27,800	\$29,800
2018	\$30,600	\$28,800	\$30,400

We believe that Schenck scored first for completeness due to among other things their detailed audit plan and specific departmental audit procedures included in the RFP. Their firm experience also appears greater than the others due to their extensive client profile of more than 300 government clients including 35 Wisconsin cities as well as a larger combined staff and experience to draw upon to service the City of De Pere. We believe Schenck's qualifications of staff members is superior to the others due to the increased number of both years and experience with cities the size of De Pere. KerberRose costs for the audit is roughly \$2,000/year less than the others and thereby scores first in this category.

We have attached the proposed fees from Hawkins Ash, KerberRose and Schenck. The proposals range from a total of \$25,500 to \$28,600 per year starting for 2014 and increasing slightly for 2015 to 2018. For comparison purposes our 2013 audit bid from Schenck was \$27,600. The RFP required the fee to include the single audit as well as assistance in the preparation of the government-wide GASB financial statements, an annual department review and the calculation of net unreimbursed costs for the six TID districts as was requested in the RFP. The RFP's from KerberRose and Schenck include the requirements while the HawkinsAsh RFP specifically states it does not include the GASB statement preparation which I would estimate would be roughly \$2,000.

As a result of a review of the RFP's and the corresponding scoring as indicated above, we recommend the City accept the bid of Schenck for 2014-2018 auditing services due to their increased experience and ability to service the City's needs. We believe these factors outweigh the additional costs of slightly over \$2,000 per year from the lowest bid of KerberRose. The additional costs would be offset in two ways by savings in staff time and fees in setting up the City's capital asset information and in completing required statutory TIF audits in 2015. First, we will save time since we will be able to electronically transfer our pre-2014 capital asset information that Schenck previously maintained into our capital asset software. This will save hours of input time and help us comply with the need to maintain our capital asset information internally as was noted in prior management letter comments. Secondly, we will also save staff time in preparing for TIF statutory audits and fees due to Schenck's familiarity with our historical TIF activity. Schenck also provides the City with quick turnaround time on accounting and payroll questions that come up throughout the course of the year at no additional cost as well as inexpensive training opportunities for payroll seminars. Feel free to call or email us should you have any questions. Joe will be on vacation next Monday thru Wednesday and will not be able to attend the Finance Committee meeting on Tuesday but Shana will be there to answer questions regarding our recommendation.

COST PROPOSAL

Financial Statement Audit Services for

City of De Pere

January 6, 2015

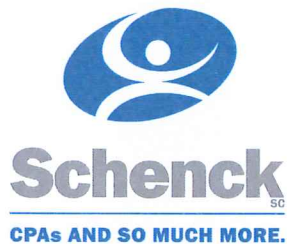
Schenck SC

**For more information,
please contact:**

Mike Konecny, CPA
Shareholder
920-455-4112
mike.konecny@schencksc.com

Tom Karman, CPA
Shareholder
920-455-4111
tom.karman@schencksc.com

2200 Riverside Drive
Green Bay, WI 54301-1908
920-436-7800



Proposed fees

Name of firm

Schenck SC

Total all-inclusive maximum price for the engagement

As detailed on the following pages, our all-inclusive maximum price for your engagement for the years ending December 31 will be as follows:

Services	2014	2015	2016	2017	2018
Audit of Basic Financial Statements; including assistance with preparation of government-wide GASB 34 conversion	\$22,500	\$23,000	\$23,500	\$24,000	\$24,500
Compilation of financial status of each TID for annual report; including calculation of net reimbursed costs (\$600 per District)	3,600	3,600	3,600	3,600	3,600
Departmental review (if requested)	2,000	2,000	2,200	2,200	2,300

Timely and quality service

Our proposed fees include routine correspondence and discussions between City of De Pere and Schenck. We strongly encourage effective communication between us and therefore will not bill you for routine conversations concerning financial and related matters.

Our fees are dependent on the following:

- Your office personnel will assist us by providing appropriate documents and records necessary to complete our services.
- Your operations do not change significantly.
- There are no significant changes in auditing, accounting or reporting requirements.

If changes occur to any of the above, we would discuss a revised fee proposal with you prior to commencing any work.

Upon your acceptance of our proposal, we will prepare a formal engagement letter as required by professional standards.

Hourly rates

Our standard hourly rates for each year are listed below:

Hourly Rates for Additional Services	2014	2015	2016	2017	2018
Partner	\$200	\$224	\$228	\$233	\$238
Manager	\$160	\$163	\$166	\$169	\$172
Supervisor	\$130	\$133	\$136	\$139	\$142
Senior	\$110	\$112	\$114	\$116	\$118
Staff	\$100	\$102	\$104	\$106	\$108

Because of our long-term relationship with the City we have discounted our rates by approximately 20% to arrive at our quoted fees.

Out-of-pocket expenses

Out-of-pocket costs have been included in the fees listed above.

Manner of payment

Interim billings will be made based on the hours of work completed and the total not-to-exceed fee. Interim billings will cover at least one calendar month. Financial payment will be due upon delivery of Kenosha Joint Services' final review reports.

Authorized signature

Mike Konecny, CPA, is entitled to submit this proposal on behalf of Schenck, and sign a contract with City of De Pere. Our firm, if selected, agrees to perform the services as identified in your Request for Proposal, and to sign a contract stating the same.



Mike Konecny, CPA
Shareholder

1/6/15

Date



January 6, 2015

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

Dear Mr. Zegers:

Our fees are based on the amount of time required to complete an assignment and the level of personnel assigned. We render interim billings as work progresses and a final billing at the conclusion of each engagement.

Our fees are based on the assumption that the accounting records will be readily available and that we will receive assistance from your personnel in the preparation of detailed analyses, workpapers, etc., including trial balances or schedules prepared in the normal course of business. A listing of such schedules will be provided to your personnel during the planning phase of each audit.

If requested we will provide additional services to the City and provide the City with a cost estimate prior to undertaking the tasks. These services will be billed at the standard hourly rates.

Also, please be assured that although the following are our maximum estimated fees for each year based on the information we received, our fees may be less if we incur less time and costs while performing the services for the City. We say this because our firm is founded on working with municipalities to provide additional training and explanations for any adjustments, so the City personnel may perform certain tasks in the future.

The all-inclusive fees for each of the three years are as follows:

	2014	2015	2016	2017	2018
City Audit	\$ 21,250	\$ 21,900	\$ 22,650	\$ 23,100	\$ 23,950
City Dept. Review (16 Hours max.)	1,750	1,800	1,850	1,900	1,950
Total All-Inclusive Audit Fee	<u>\$ 23,000</u>	<u>\$ 23,700</u>	<u>\$ 24,500</u>	<u>\$ 25,000</u>	<u>\$ 25,900</u>
Single Audit, if required	\$ 2,500	\$ 2,600	\$ 2,700	\$ 2,800	\$ 2,900

Schedule of rates for each staff category:

Category	2014 Hrly Rates	2015 Hrly Rates	2016 Hrly Rates	2017 Hrly Rates	2018 Hrly Rates
Partner	\$ 225	\$ 230	\$ 235	\$ 235	\$ 235
Manager	160	165	170	175	175
Senior	110	113	117	120	125
Staff	90	93	95	98	100
Clerical	30	30	30	30	30

The rates for subsequent years reflect an inflationary increase of approximately 3% per year. Karen Kerber, partner is authorized to submit this proposal, represent the firm and sign contracts for services to the City of De Pere.

The time requirement of City staff will be higher in the initial year of the contract as we review your policies and internal controls by interviewing staff and observing the procedures to process various transaction of the City. We always strive to minimize the City's staff time by utilizing reports the City already prepares for year end balances. We will ask that the City provide schedules or reconciliations of material balance sheet accounts as well as transaction detail of individual accounts we identify for review. To minimize interruptions for account transactions, we will request an electronic file that contains all the transaction of each account for the year being audited. It has been our experience that the time requirements of City personnel is minimal provided that the City accounting records are complete and all requested schedules have been prepared prior to the audit.

Sincerely,

KerberRose SC



Karen Kerber, CPA, CITP, CGMA
Partner

Summary of Fees

Hawkins Ash CPAs hereby submits the following all inclusive audit fees for years ended December 31. This is effective for 90 days from the date submitted.

Engagement Year	Financial Audit	Department Focused Review	
2014	\$25,000	\$100 per hour	
2015	\$25,500	\$100 per hour	
2016	\$26,000	\$100 per hour	
2017	\$26,500	\$100 per hour	
2018	\$27,000	\$100 per hour	

The above fees include routine consultations of a brief nature, accounting and payroll inquiries that can be answered without research, and out-of-pocket expenses. Progress billing will be prepared on the basis of hours of work completed during the course of the engagement.

The above fees do not include the implementation of new Governmental Accounting Standards Board statements or revisions to generally accepted governmental auditing standards.

Additional Services Fees:

If additional services are required, they will be discussed prior to performing work and billed out at our standard rates listed below.

Auditor Level	Hourly Rate
Associate/Senior Associate	\$60 - \$150
Manager/Senior Manager	\$150 - \$200
Partner	\$285 - \$300

Randall L. Miller, is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of De Pere.

Randall L. Miller, Partner

rmiller@hawkinsashcpas.com
920.684.7128

December 23, 2014

HAWKINS | ASH
Part of your business. Part of your life. | **CPAs**

2014 SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Partner	\$ 285	6	\$ 1,710
Senior Manager	183	109	19,947
Senior Associate	110	43	4,730
Associate	75	82	6,150
Administrative Support	70	<u>10</u>	<u>700</u>
Total		<u>250</u>	33,237
Out of Pocket			<u>374</u>
Grand Total			33,611
Less Discounts from Standard Rates			<u>(8,611)</u>
Net Total			<u>\$ 25,000</u>

2015 SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Partner	\$ 285	6	\$ 1,710
Senior Manager	187	109	20,383
Senior Associate	112	43	4,816
Associate	77	82	6,314
Administrative Support	71	<u>10</u>	<u>710</u>
Total		<u>250</u>	33,933
Out of Pocket			<u>374</u>
Grand Total			34,307
Less Discounts from Standard Rates			<u>(8,807)</u>
Net Total			<u>\$ 25,500</u>

2016 SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Partner	\$ 285	6	\$ 1,710
Senior Manager	191	109	20,819
Senior Associate	114	43	4,902
Associate	79	82	6,478
Administrative Support	72	<u>10</u>	<u>720</u>
Total		<u>250</u>	34,629
Out of Pocket			<u>374</u>
Grand Total			35,003
Less Discounts from Standard Rates			<u>(9,003)</u>
Net Total			<u>\$ 26,000</u>

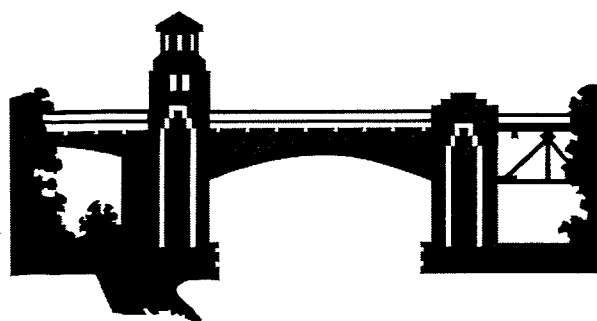
2017 SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Partner	\$ 285	6	\$ 1,710
Senior Manager	195	109	21,255
Senior Associate	116	43	4,988
Associate	81	82	6,642
Administrative Support	73	<u>10</u>	<u>730</u>
Total		<u>250</u>	35,325
Out of Pocket			<u>374</u>
Grand Total			35,699
Less Discounts from Standard Rates			<u>(9,199)</u>
Net Total			<u>\$ 26,500</u>

2018 SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Partner	\$ 285	6	\$ 1,710
Senior Manager	199	109	21,691
Senior Associate	118	43	5,074
Associate	83	82	6,806
Administrative Support	74	<u>10</u>	<u>740</u>
Total		<u>250</u>	36,021
Out of Pocket			<u>374</u>
Grand Total			36,395
Less Discounts from Standard Rates			<u>(9,395)</u>
Net Total			<u>\$ 27,000</u>

City of De Pere, Wisconsin



Request For Proposal Auditing Services

December 2014

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A. PURPOSE OF REQUEST

The City of De Pere, Wisconsin (City) is requesting proposals for the purpose of retaining a certified public accounting firm (Firm) to audit the City's financial records. All detailed information needs are outlined in subsequent sections of this request for proposal (RFP). The term of the contract with the successful Firm shall commence no later than January 20, 2016 and shall be for the audit of the City's financial records for five successive fiscal years beginning with the year ending December 31, 2014.

Any inquiries/clarifications concerning the request for proposal should be directed in writing to the City Finance Director, Joseph G. Zegers via e-mail at jzegers@mail.de-pere.org and should be received no later than the date specified in the time schedule. No information provided verbally, or by any other personnel, will be considered binding. All respondents should use this written document and its attachments as the sole basis for proposal at this time.

The City prohibits communication initiated by the respondent to any City official, representative for another entity or employee evaluating or considering the proposals, prior to the time a decision has been made.

This RFP seeks professional services, and statutory bidding laws do not apply.

B. TIME SCHEDULE

The City intends to use the following timetable for evaluation and selection of an auditing firm:

Week of December 19, 2014	Send out request for proposal (RFP).
January 6, 2015	Deadline for receipt of responses by the City. <u>No responses will be accepted after this date.</u>
January 13, 2015	Finance Committee Recommendation.
January 20, 2015	Council award of contract with Auditing Firm.

C. INSTRUCTIONS TO AUDITING FIRMS

1. All responses must be addressed to, and mailed or delivered to:

City of De Pere
Finance Department
ATTN: Joe Zegers
(920) 339-4041
335 S. Broadway
De Pere, Wisconsin 54115

2. Questions should be addressed to the Finance Department as shown above, by fax to (920) 330-9491, or via email to jzegers@mail.de-pere.org.

3. All proposals must be in writing, must be in a sealed envelope and clearly marked in the lower left corner: "Auditing Services Proposals." **All proposals must be received by 3:00 PM on January 6, 2015. Proposals received after that date and time will be rejected.** Proposals will not be opened publicly.
4. Fifteen (15) copies of each technical proposal must be provided. In addition, fifteen (15) copies of the cost proposal must be provided in a separate envelope from the technical proposal.
5. This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the City of De Pere to do so. The City may require the Firms selected to participate in negotiations, and to submit such price, technical or other revisions in their proposal as may result from negotiations.
6. No official or employee on the evaluation committee shall have any financial interest, either direct or indirect, in the contract. No official or employee of the evaluation committee shall exercise any undue influence in the awarding of the contract.
7. Amendment of proposals may be done as follows:
 - a. **By City:** Proposals may be amended by the City in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors **and must be signed and returned by the vendor as specified in the amendment.**
 - b. **By Firm:** Proposals may only be amended after receipt by the City by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the City.
8. Proposals may be withdrawn only in total, and only by a written request to the City prior to the time and date scheduled for opening of proposals.

D. DESCRIPTION OF ENTITY AND RECORDS TO BE AUDITED

The City of De Pere is located in Brown County, and is part of the Green Bay metropolitan area. Incorporated in 1890, the City of De Pere covers approximately 13 square miles and has a population of 24,180 (per state Department of Administration). The City operates under the Mayor-Council-Administrator form of government. The eight alderpersons represent four districts, serving two-year staggered terms, with one alderperson per district elected every year years. The Mayor is elected to serve a two-year term and serves as the City's chief executive and officer. The Administrator is appointed by the Common Council and serves as the City's chief administrative officer. De Pere provides a full range of services typical of municipal governments, including police, fire and emergency medical protection; public works activities such as highway and street maintenance, refuse and recycling collection, water, storm and wastewater utilities; health department; parks and recreation activities; community development

activities including planning and zoning enforcement, economic development, and construction inspection; and general and financial administration. As of the most recent debt issue in October, 2014, the City continues to maintain an AA+ rating from Fitch Ratings and an Aa2 rating from Moody's Investor's Service, Inc.

The City government includes 11 departments. The City employs 158 full time equivalent (excluding part-time and seasonal) employees. Primary responsibility for preparation of the Comprehensive Annual Financial Report rests with the City Finance Department. The City's fiscal year ends on December 31.

The City's 2015 adopted budget of approximately \$54 million includes approximately \$14 million for capital improvements. The remaining \$40 million funds a wide range of municipal services. A summary of the various funds used by the City is included in the prior years' Comprehensive Annual Financial Reports, management letters and 2015 Executive Budget. Visit the homepage of the City's Website, www.de-pere.org for these reports. The city's 2013 total payroll was \$10,051,604. Other payroll and retirement information is included in the City's financial statements.

The City has utilized Invision / Incode as its primary administrative software since 2005. The City currently uses the following modules: General Ledger, Time Entry, Accounts Payable, Accounts Receivable, Cash Collections, and Human Resources/Payroll. The City's water and sewer utility billings use Casselle Accounts Receivable Software.

E. BASIS OF ACCOUNTING

The City follows generally accepted accounting principles as applicable to governmental units in the preparation of its financial statements. The accrual basis of accounting is used for all governmental funds as well as for all proprietary funds.

Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

F. SCOPE OF AUDIT

The audit shall cover the entire financial operation of the City, and must be performed in accordance with generally accepted auditing standards as contained in the U.S. General Accounting Office Governmental Auditing Standards and the American Institute of Certified Public Accountants Industry Audit Guide, Audits of State and Local Government Units, and Government Accounting Standards Board.

The City will provide the audit firm with complete trial balances of all City funds. The City will also provide information for all government-wide adjustments necessary to complete the government-wide financial statements. The financial statements, including the notes to the financial statements, will be drafted by the audit firm. The City will review the completed financial statements and assume responsibility for the completion and accuracy of the information. An opinion will be expressed based on the examination of all individual funds and fund types.

The City currently has six TIF Districts. The annual audit should include a test of transactions, including a calculation of net unreimbursed costs, of each of the Districts. Any statutorily required TIF District compliance audits are not included in the proposal and will be contracted at a subsequent time when required.

G. REPORTS TO BE ISSUED

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles. If applicable, a report on compliance and internal control over financial reporting based on an audit of the financial statements will also be issued.

The auditor shall communicate in a letter to management any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts.

Reporting to the Common Council. Auditors shall assure themselves that the Common Council is informed of each of the following:

- 1) The auditor's responsibility under generally accepted auditing standard
- 2) Significant accounting policies
- 3) Management judgments and accounting estimates
- 4) Significant audit adjustments
- 5) Other information in documents containing audited financial statements
- 6) Disagreements with management
- 7) Management consultation with other accountants
- 8) Major issues discussed with management prior to retention
- 9) Difficulties encountered in performing the audit

In addition, the Firm will:

- 1) Attend Finance Committee and Common Council meetings to present the annual report to the council.

2) Perform a focused review of internal control or accounting procedures in certain City departments, selected annually at the discretion of the City, with a maximum of 16 hours of staff time allocated by the Firm annually. An applicable letter report to management regarding the results of such procedures is to be submitted to the City. Should the City choose not to have the Firm perform such procedures, the audit fee for the applicable year will be adjusted accordingly.

3) The work completion schedule includes the following deadlines for the fiscal year audited:

Preliminary fieldwork	December – January 2015
Final fieldwork	March – April 2015
Draft reports completed	Mid May

4) Provide the following number of copies of reports:

Opinion Letter for CAFR (if needed)	25
Annual Financial Report	25
Management Letter	25
Letter report regarding focused procedures	15

H. ASSISTANCE AVAILABLE TO SELECTED FIRM

The City has been audited by Schenck, Certified Public Accountants. Previous audit workpapers prepared by Schenck will be made available for inspection after the selection of an audit firm has been completed.

The primary contacts for the audit will be the Finance Director and City Clerk/Treasurer. Other Finance Department Staff and other City staff will be available to provide information and explanations as required. The organizational chart for the City is on the last page of this RFP.

The City will provide adequate office space, office furniture, photocopying, telephone and fax service at no cost to the auditor.

I. TERMS AND CONDITIONS

Insurance

All proposals must include either a description of the Firm's insurance or a certificate of insurance outlining the Firm's insurance policies which evidence compliance with the requirements contained herein. The successful Firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the City. Such insurance shall be primary. Prior to execution of the written contract, the successful Firm shall furnish the City with a Certificate of Insurance listing the City as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement.

Failure to submit an insurance certificate, as required, can make the contract voidable at the City's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by City of De Pere.

Applicable Law

Any law suits related to or arising out of disputes under this agreement shall be commenced and tried in the Circuit Court of Brown County, Wisconsin, and the City and successful Firm shall submit to the jurisdiction of the Circuit Court for such lawsuits.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

This contract may not be assigned or subcontracted by the Firm without the written consent of the City.

Independent Contractor Status

The Firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The Firm agrees to indemnify, hold harmless, and defend the City, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Firm, its employees, agents or subcontractors.

Contract Period

The term of this contract shall commence no later than January 16, 2015. The contract will be for five (5) years.

Termination of Contract for Cause

If through any cause, the Firm shall fail to fulfill in timely and proper manner his obligations under this contract, or if the Firm shall violate any of the covenants, agreements or stipulations of this contract, the City shall thereupon have the right to terminate this Contract by giving written notice to the Firm specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the Contractor under this contract shall, at the option of the City, become the property of the City of De Pere (including electronic files and data).

Notwithstanding the above, the Firm shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the contract by the Firm, and the City may withhold any payments to the Firm for the purpose of set off until such time as the exact amount of damages due to the City from the Firm is determined.

Auditor Access

All parties contracting with the City shall, upon request, provide access to and furnish the city auditors with requested information, records and reports regarding powers, duties, activities, organization, property, financial transactions, methods of operation, or any and all other records, reports or information in their custody. In addition, they shall provide access for the auditors to inspect all property, equipment and facilities within their custody.

Working Papers

Audit working papers must be retained for at least seven years from the final year of the audit engagement, and be made available for examination by authorized representatives of the cognizant federal or state audit agencies, General Accounting Office, the City, successor auditors (if appointed), and/or any other parties authorized by the City of De Pere.

J. TECHNICAL PROPOSAL REQUIREMENTS AND PROPOSAL FORMAT

In order for the committee to adequately compare proposals and evaluate them uniformly and objectively, all proposals **must** be submitted according to this format. Each proposal should be bound, include a table of contents and be separated by section and tabbed with the proposal heading. **NOTE: There are to be no costs/fees included in the technical proposal.**

Your proposal should provide a straightforward, concise description of the proposed delivery of services and your ability to achieve the same in the format provided. Emphasis should be on completeness and clarity. Unnecessarily elaborate brochures, artwork or other presentations beyond that sufficient to present a complete and effective proposal **is not desired**.

Title Page

The proposal should identify the subject, the name of the Firm, address, telephone number, fax number, e-mail address, name and title of the contact person, and date of submission. The response should confirm that the proposal is effective for ninety (90) days from the date submitted.

Table of Contents

The table of contents of the proposal should include a clear and complete identification of the material submitted by section and page number.

Letter of Transmittal

The letter of transmittal should summarize the following information:

1. A brief understanding of the services to be performed.
2. A positive commitment to perform the services as specified.
3. The name(s) of the person(s) authorized to represent the Firm; their title, address, telephone number, fax number and e-mail address if different from the individual who signs the transmittal letter.

Certification of License to Practice in Wisconsin

Firm must affirm that they are licensed to practice as Certified Public Accountants in the State of Wisconsin. Firm must also affirm that they do not have a history of substandard work.

Certification of Independence

Firm must certify that the firm, partners and all staff members assigned to the engagement are free from impairments to independence with respect to the City of De Pere, as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards. Firm must commit to maintaining an independent attitude and appearance through the full term of the engagement.

A. Profile of the Firm

This section should include information on:

1. The type of organization and size of the Firm.
2. The location of the office from which the work is to be performed, and the number of partners, managers, supervisors, seniors and other professional staff employed at that office.
3. The length of time the Firm has been in existence, as well as the length of time the Firm has been performing audits of local governments.

B. Firm's Qualifications

This section should include the following:

1. Resumes of all key staff members to be assigned to the engagement. The resumes should include experience and educational information relative to the work proposed. In addition, list detailed time commitments of all key staff members. The Firm shall not replace any key staff member without approval of the City, whose approval will not be reasonably withheld. The resumes may be included as an appendix.
2. Description of the Firm's recent experience with local government audits of local government clients similar to that being requested. Provide references from at least three prior clients, including the names, titles, addresses, telephone numbers and e-mail addresses of key client staff members.
3. Information regarding the Firm's participation in or with the Government Finance Officers Association, Governmental Accounting Standards Board, American Institute of Certified Public Accountants, Wisconsin Institute of Certified Public Accountants, government accounting forums, government cognizant agencies and other organizations.
4. A description of the Firm's quality control procedures and audit review process.
5. Any other information relevant to the Firm's qualifications for the proposed engagement. This could include library or research facilities, specialized technical expertise, EDP resources, etc.
6. The Firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three years. In addition, the Firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the Firm during the past three years with state regulatory bodies or professional organizations

C. Firm's Approach to the Examination

1. An outline of the work plan for the audit, including the following:
 - a. A description of the basic audit program.
 - b. Use of statistical sampling.
 - c. Use of EDP audit or other technical specialists.
 - d. Organization of audit team and approximate percentage of time spent on audit.
 - e. Sample management letter.
 - f. Typical assistance expected from government's staff.

- g. Tentative schedule for completing audit within the time required.
2. An outline of the estimated hours for each segment of the engagement, in the following format:

	2014	2015	2016	2017	2018
	<u>Hrs.</u>	<u>Hrs.</u>	<u>Hrs.</u>	<u>Hrs.</u>	<u>Hrs.</u>
Segment					
Partner					
Manager					
Supervisor					
Senior					
Staff					

K. COST PROPOSAL

The cost portion must be provided as a separate document from the technical proposal. It will be scored separately and not opened nor considered by the reviewers until the technical evaluation is completed. Do not make references to costs anywhere else in the proposal.

The cost proposal should include a "not to exceed" fee for each year, inclusive of all costs. This will be the cost to be used in determining point scores for cost evaluation purposes. Any special projects outside the scope of this request would be negotiated separately.

A schedule of rates for each staff category should be provided by year in the following format:

	2005	2006	2007	2008	2009
	<u>Hrs.</u>	<u>Hrs.</u>	<u>Hrs.</u>	<u>Hrs.</u>	<u>Hrs.</u>
Category					
Partner					
Manager					
Supervisor					
Senior					
Staff					

L. EVALUATION OF PROPOSALS

The following factors will be considered in evaluating the proposals:

- | | | |
|----|--|--------------------|
| 1. | The completeness of the proposal, including scope, approach and detailed work plan. | 0-20 points |
| 2. | Firm experience in auditing local governmental units, OMB Circular A-133 audits, GASB 34, etc. Governmental references will also be considered here. | 0-30 points |
| 3. | Qualifications of staff members that would be assigned to the audit. Education, position in the firm, years and type of experience as shown on the resumes will be considered. | 0-30 points |
| 4. | Not to exceed costs. | <u>0-20 points</u> |
| | Maximum total points | 100 points |

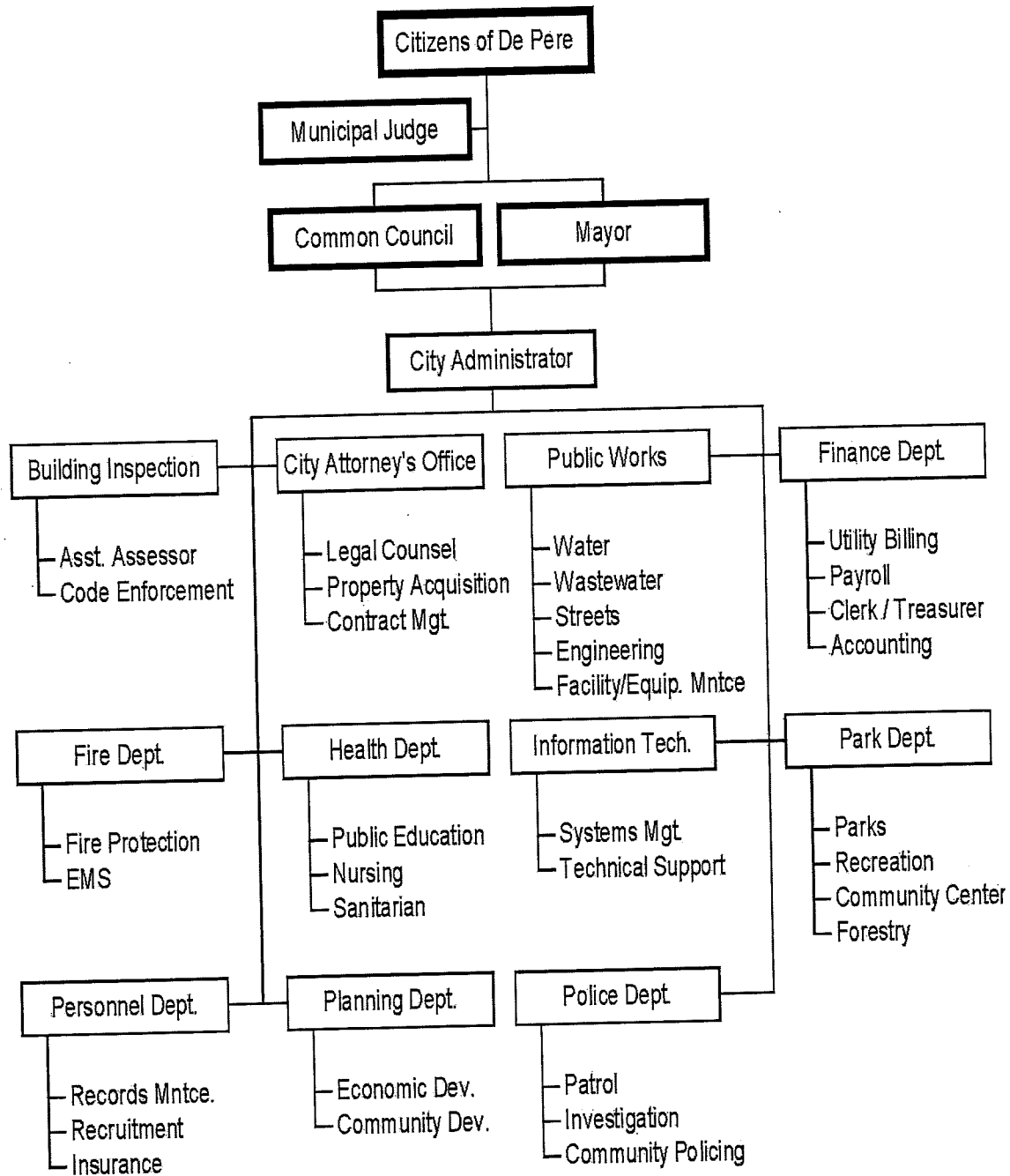
M. PROFESSIONAL SERVICES CONTRACT

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the Firm's technical and price proposals, and any other written offers/clarifications made by the Firm and accepted by the City, will be incorporated into a contract between the City and the Firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the Firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Common Council, execution of the contract by the proper City officials, and delivery of the fully-executed contract to the Firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful Firm. The contract may be amended only by written agreement between the Firm and the City of De Pere.

City of De Pere Organization Chart



TECHNICAL REQUIREMENTS

Financial Statement Audit Services for

City of De Pere



January 6, 2015

Schenck SC

**For more information,
please contact:**

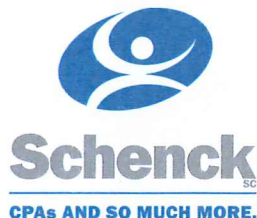
Mike Konecny, CPA
Shareholder
920-455-4112
920-617-2510 (fax)
mike.konecny@schencksc.com

Tom Karman, CPA
Shareholder
920-455-4111
920-617-2512 (fax)
tom.karman@schencksc.com

2200 Riverside Drive
Green Bay, WI 54301-1908
920-436-7800
schencksc.com



Schenck
SC
CPAs AND SO MUCH MORE.



January 6, 2015

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

Dear Joe:

Thank you for inviting Schenck to submit this proposal to provide audit services for the City of De Pere. We are committed to providing you with high quality, timely and personalized service. In addition, our significant experience serving government organizations throughout Wisconsin allows us to perform our services efficiently and add value.

Our proposal represents a firm and irrevocable offer to perform the audit of City of De Pere for the fiscal years ending December 31, 2014, 2015, 2016, 2017 and 2018. Our proposal represents a firm and irrevocable offer for ninety (90) days. We will meet your timing requirements for your audit as described in your RFP.

Our professionals will invest the time to fully understand your city and your goals in order to improve your financial strength and efficiency. Benefits to working with Schenck include:

- Deep experience in the government sector: with more than 300 governmental clients including 35 Wisconsin cities, we understand your government's accounting and financial needs
- Experienced auditors who focus solely on serving government entities, and who can help you maintain GASB compliant data
- A constructive management letter providing insightful suggestions for improvements and efficiencies in your procedures
- An annual review of your city's procedures and controls, as part of our audit

We appreciate this opportunity, and look forward to continuing our long-term relationship with the City of De Pere. Please contact either of us if we can provide further information on our firm or our proposal.

Sincerely,

Mike Konecny, CPA
Shareholder

Tom Karman, CPA
Shareholder

2200 Riverside Drive
Green Bay, WI 54301-1908
920-436-7800



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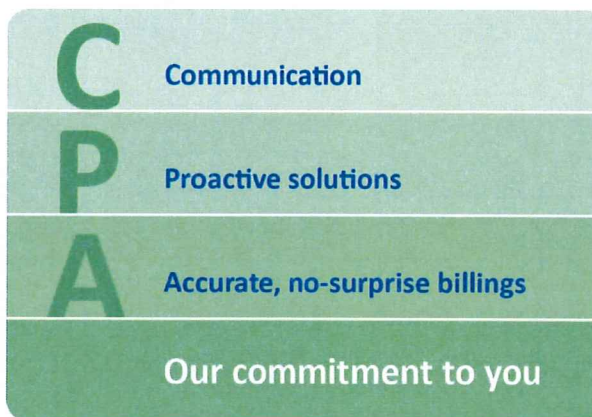
Service that exceeds your expectations

The Schenck Way

More than 80 years in business have taught us that clients want three key things from their CPA firm: regular communication, proactive ideas and solutions, and clear and accurate billing. To make sure we're meeting your expectations in each of these areas, we developed a set of client service standards that are followed by every employee in each of our offices. We call this philosophy of client service "The Schenck Way."

As our valued client, what does that mean for you?

- **Accessibility.** You'll always know how you can reach your account team—if we're not readily available for some reason, our voicemail greetings and email responses will let you know who can help in the meantime.
- **Timely service.** Expect financial statements and other reports and filings prepared in a timely manner to comfortably meet your deadlines. No last minute fire drills.
- **Face time.** Technology makes communication easier and faster than ever before. But we believe it's important to also meet with you in person on a regular basis, to discuss your goals and your direction, to provide our input as your advisor, and to get your feedback on how we're doing and how we can help.
- **Proactive advice.** We translate the insight we gain through serving you into ideas and opportunities to strengthen your organization. Because you'll work closely with the senior leaders of your service team, you can expect practical and constructive ideas throughout the year to help you achieve your goals.



- **Timely alerts and updates.** Like all government organizations, City of De Pere is affected by new accounting, reporting, and other business developments on a regular basis. We help you stay one step ahead through our Audit Central alerts, other email communications and regular educational events.
- **Clear and accurate invoices.** Our "no surprise" billing policy means just that—no charges for unexpected "out of scope" work.

As a key advisor to your government, we take these responsibilities seriously and work hard to exceed your expectations.

RFP responses

Insurance

All proposals must include either a description of the Firm's insurance or a certificate of insurance outlining the Firm's insurance policies which evidence compliance with the requirements contained herein. The successful Firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the City.

Schenck SC confirms that it maintains insurance coverage in excess of the minimum requirement. If requested, the firm will furnish the City with an appropriate Certificate of Insurance.

Certification of License to Practice in Wisconsin

Firm must affirm that they are licensed to practice as Certified Public Accountants in the State of Wisconsin. Firm must also affirm that they do not have a history of substandard work.

Personnel assigned to your engagement in any supervisory capacity will be licensed Certified Public Accountants of the State of Wisconsin. Schenck SC is licensed to practice in Wisconsin and Michigan.

Certification of Independence

Firm must certify that the firm, partners and all staff members assigned to the engagement are free from impairments to independence with respect to the City of De Pere, as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards. Firm must commit to maintaining an independent attitude and appearance through the full term of the engagement.

In accordance with government auditing standards, Schenck is independent of City of De Pere. Schenck has no existing relationships that would jeopardize our independence or our ability to meet your professional accounting services needs.

Profile of the Firm

This section includes information on:

- 1. The type of organization and size of the Firm.**
- 2. The location of the office from which the work is to be performed, and the number of partners, managers, supervisors, seniors and other professional staff employed at that office.**
- 3. The length of time the Firm has been in existence, as well as the length of time the Firm has been performing audits of local governments.**

At Schenck, we focus on providing high quality service to our clients, who rely on us as their advisor of choice for accounting, audit, tax and consulting solutions. Our understanding of the demands our clients face, combined with a sincere concern for their success and continued growth, has driven our success over the past 80-plus years. Today, more than 500 Schenck employees serve clients throughout the Midwest from eight Wisconsin office locations.

Schenck's Government industry team has been serving government clients since 1930 and presently audits hundreds of public organizations, including counties, municipalities, school districts, utilities and other governmental units. This team of six shareholders and more than 40 employees focuses almost exclusively on providing services to governmental and not-for-profit clients. Our government audit team is located in four Schenck offices. Your audit would be completed by our government team from our Green Bay office which consists of four shareholders, six managers, two supervisors, ten seniors and thirteen other professional staff.

At Schenck, our goal is to be not just your audit firm, but your financial advisor of choice to help you take advantage of new opportunities and address your challenges.

As government specialists, we not only perform the required audit procedures, but we are always on alert for situations where your operations could be more efficient or internal controls could be strengthened. Some of our clients have experienced revenue increases or cost savings in excess of their annual audit fee by implementing the recommendations in our management letter.

We bring the right resources to serve you:

- Professionals who specialize in serving government organizations, who can help you enhance your efficiency and effectiveness
- New ideas and trusted business advice from the leaders of your engagement team
- Additional specialists to help you save money and enhance profitability
- Knowledgeable staff who are current on laws, regulations and reporting requirements

Your engagement team leaders, Mike Konecny and Tom Karman, understand the environment government entities are facing today, and are committed to your success.

CPAs and so much more

Our Government industry team members stay current on the trends and changes affecting our clients by sharing expertise and attending industry-specific events and training. You can expect proactive solutions and advice that helps you save money and strengthen your organization financially.

Our expertise serving government clients also includes:

- Internal control reviews
- Information technology consulting and system implementations
- Industry benchmarking
- Human resources consulting
- Payroll preparation and filing of quarterly payroll tax returns
- Documentation of accounting policies and procedures

Plus, we provide clients with frequent training and educational opportunities, including our webinar series on topics such as the GAO's revisions to Government Auditing Standards and preventing workplace fraud.



Schenck is a member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center, which helps us achieve the highest standards in performing quality governmental audits.

Firm's Qualifications

This section should include the following:

- Resumes of all key staff members to be assigned to the engagement. The resumes should include experience and educational information relative to the work proposed. In addition, list detailed time commitments of all key staff members. The Firm shall not replace any key staff member without approval of the City, whose approval will not be reasonably withheld. The resumes may be included as an appendix.**

We've assembled a team of experienced professionals to meet the needs of City of De Pere. The following individuals, all of whom are licensed to practice as CPAs in Wisconsin, will supervise all services provided to your organization. Detailed biographies of each have been provided in Appendix A.

Team member	Title	Role	Contact information
Mike Konecny	Shareholder	Lead all audit services to City of De Pere for the 2014 audit	920-455-4112 mike.konecny@schencksc.com
Tom Karman	Shareholder	Assist in completion of the 2014 audit and lead all audit services for audits in subsequent years	920-455-4111 tom.karman@schencksc.com
Scott Sternhagen	Manager	Lead planning, fieldwork and financial statement preparation	920-455-4132 scott.sternhagen@schencksc.com
Sue Pable	Manager	Technical review and GASB statement coordinator	920-455-4305 sue.pable@schencksc.com

During the 2014 audit we will begin to transition the audit shareholder role to Tom Karman. Mike Konecny will be retiring in 2016 and will be available to assist Tom in the transition.

Continuing professional education

A few of the training seminars attended by members of our government team include:

- National Government Finance Officers Association Annual Conference
- National Governmental Accounting & Auditing Update
- WICPA/WGFOA Quarterly Conferences
- WICPA Local Government Accounting Conference
- Single Audit Requirements
- Yellow Book Government Auditing
- Various in-house seminars and meetings

Schenck or our professionals are members of the following professional organizations:

- Wisconsin Government Finance Officers Association
- National Government Finance Officers Association
- American Institute of Certified Public Accountants
- Wisconsin Institute of Certified Public Accountants
- WICPA Local Government Accounting Committee
- Ad Hoc Committee to State of Wisconsin - Single Audit Guidelines
- WICPA Department of Public Instruction Committee

A consistent engagement team

Our Schenck team will remain consistent from year to year, providing you several benefits:

- Efficient service, reducing your time investment and keeping your costs down
- A team at Schenck to reach out to with questions throughout the year
- Proactive and practical advice to strengthen your government from professionals who understand your organization

2. Description of the Firm's recent experience with local government audits of local government clients similar to that being requested. Provide references from at least three prior clients, including the names, titles, addresses, telephone numbers and e-mail addresses of key client staff members.

One of the best ways to learn about the quality of service we provide is to talk to some of our other clients. Listed below are a few client references. We encourage you to check with these clients to learn firsthand about the services and solutions we provide.

Name, title & contact information	Organization	Engagement partner	Scope of work	Dates served	Total hours
Karen Simons, Clerk-Treasurer 920-468-5225	Village of Bellevue	Mike Konecny	Audit	2001 to present	220
Steve Corbeille, Finance Director/Treasurer 920-686-6960	City of Manitowoc	Tom Karman	Audit	1980 to present	350
Hal Wortman, Director of Admin 920-322-3405	City of Fond du Lac	Tom Karman	Audit	2003 to present	400

A complete list of our county, city, village and town clients is included in Appendix C.

3. Information regarding the Firm's participation in or with the Government Finance Officers Association, Governmental Accounting Standards Board, American Institute of Certified Public Accountants, Wisconsin Institute of Certified Public Accountants, government accounting forums, government cognizant agencies and other organizations.

Schenck government personnel are extensively involved in the national and state Government Finance Officers Associations. Tom Karman has been an officer in the state organization and he, along with other Schenck shareholders and managers have been frequent speakers at quarterly meetings. Many of our staff routinely attend both the GFOA national conference, as well as, quarterly state meetings. Also, all of our professional staff annually complete continuing education in excess of the requirements of government auditing standards and include various seminars sponsored by the AICPA and WICPA.

4. A description of the Firm's quality control procedures and audit review process.

All Schenck attestation services, including all governmental audits, are completed under the guidelines set forth in the firm's quality control document. Adherence to the guidelines is monitored by the firm's Director of Quality Control and includes independent reviews of work papers and final reports before issuance of any financial statements. Annual internal inspections are also completed whereby additional reviews are completed of a sample of each type of attestation work.

In addition, the firm has a peer review completed every three years as required by government auditing standards. Our peer report, representing an unmodified opinion is in Appendix B.

5. Any other information relevant to the Firm's qualifications for the proposed engagement. This could include library or research facilities, specialized technical expertise, EDP resources, etc.

Schenck is able to provide other requested services to our municipal clients from our various consulting teams. Our consulting teams available for expanded municipal engagements include the following: Human Resources, Process Improvement and Risk Management. Services completed by our Risk Management consultants include an in-depth analysis of automation and computer controls. Many of our clients have made changes to their organizations because of recommendations included in special studies and consulting engagements. In their opinion, the implementation of the recommendations has resulted in more effective and efficient delivery of services.

6. The Firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three years. In addition, the Firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the Firm during the past three years with state regulatory bodies or professional organizations

Federal and state agencies have routinely performed desk reviews or field reviews of our audits, and have noted no problems. Schenck has assisted the State of Wisconsin in reviewing draft copies of audit programs for the State, and presented at conferences on single audit issues. Our firm has never been subject to disciplinary action by any federal or state agency.

Firm's Approach to the Examination

An outline of the work plan for the audit, including the following:

- 1. A description of the basic audit program.**
- 2. Use of statistical sampling.**
- 3. Use of EDP audit or other technical specialists.**
- 4. Organization of audit team and approximate percentage of time spent on audit.**
- 5. Sample management letter.**
- 6. Typical assistance expected from government's staff.**
- 7. Tentative schedule for completing audit within the time required.**

Scope of engagement

The purpose of our engagement will be as follows:

1. We will express an opinion on the fair presentation of the City of De Pere, Wisconsin's basic financial statements in conformity with accounting principles generally accepted in the United States of America for years ending December 31, 2014, 2015, 2016, 2017 and 2018. As part of our audit, we will also perform audit procedures and express an opinion on the City's non-major governmental, enterprise and internal service funds presented as supplemental information in the City of De Pere, Wisconsin's Annual Financial Report (full-scope audit). In addition, we will perform limited procedures on the City's required supplementary information (Management Discussion and Analysis (MD&A) and budgetary comparisons of the City's general).

Our audit quote includes helping the City to implement any new accounting standards which may arise during the term of our contract. As indicated in our qualifications section, Sue Pable, manager within the government & not-for-profit group, is available for consultation throughout the year and available to all our clients to assist them in implementing new GASB standards. Because of the size of our practice, we are able to dedicate a manager to quality control and client assistance.

2. We will also issue a management letter to the City which will include an independent auditors' report on internal control and compliance as required by government auditing standards generally accepted in the United States of America. This report will disclose any significant deficiencies or material weaknesses in the City's overall internal control structure that we observe during our audit. Since our staff work exclusively with government entities, we have developed internal control checklists which we will be reviewed with City personnel throughout the audit. We will also include financial analysis of various City funds and any other suggestions for improvements to City policies or procedures, including our responsibilities as auditors, in your management letter.

As part of our engagement, we will also be testing your compliance with the laws of the State of Wisconsin and applicable federal regulations. Because we have extensive experience auditing Wisconsin municipalities, we have developed a listing of applicable laws and regulations that we annually test the City's compliance.

3. If the City expends at least \$500,000 in federal awards in any year under contract, we will complete the City's single audit report. The purpose of a single audit is to express an opinion on the City's compliance with requirements applicable to each of the City's major federal and state programs and internal control over compliance in accordance with *U.S. Office of Management and Budget (OMB) Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations* and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration.

Our audit engagements will be performed in accordance with auditing standards generally accepted in the United States of America as promulgated by the American Institute of Certified Public Accountants (AICPA) and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

An engagement made in accordance with the above standards, is subject to certain limitations and the inherent risk that errors or irregularities, if they exist, will not be detected. However, if, during the course of our engagement, we become aware of such errors or irregularities, we will bring them to your attention. Should you then wish us to expand our normal auditing procedures, we will be pleased to work with you on developing a separate engagement for that purpose. No extended services will be performed unless they are authorized in an amendment to the original audit contract.

Audit philosophy

While each Wisconsin governmental entity has many similar characteristics, we believe extensive communication with our clients during the audit and throughout the year is essential to fully understand the unique characteristics and the specific circumstances of your engagement. We use this understanding to effectively plan your engagement by tailoring our audit programs to effectively and efficiently complete your audit.

Our policies toward staffing engagements require a "hands on" approach, which requires a higher percentage of shareholder and manager hours on audit fieldwork compared to most other CPA firms. Both Mike Konecny and

Tom Karman will be involved and oversee all aspects of the audit engagement, including field work. We believe this practice provides for higher quality auditing services.

Both Mike Konecny and Tom Karman are available throughout the year to meet with City personnel to address any issues or concerns. Mike Konecny and Tom Karman will also update you on the status of the engagement, areas of concern that have arisen and any other issues that have come to our attention throughout the audit. Communication with members of the engagement team and representatives of the City of De Pere is an integral part of performing an audit at the level of services you desire.

Segmentation of audit engagement

Because many issues facing the City effect both governmental and proprietary fund operations, we will staff the City's audit utilizing a one-team audit approach. In our opinion, this increases audit efficiency by allowing us to combine certain audit procedures over all City funds, reducing interruptions of your staff.

Since staff assigned to the City's engagement team work primarily on governmental audits, all supervisory staff have extensive experience with issues affecting both governmental and proprietary fund operations. By utilizing a one-team audit approach, City personnel can contact either Mike Konecny or Tom Karman with any issue throughout the year.

Level of staff and number of anticipated hours

Our audit will be conducted in three phases. Hours by staffing level for each phase is summarized in the following table:

	Estimated Annual Hours for Years 2014 to 2018			
	Preliminary	Interim	Final	Total
On-site audit fieldwork team:				
Shareholders	8	16	24	48
Manager	8	24	40	72
Senior Accountants	4	24	24	52
Staff Accountants		24	24	48
Quality control manager			4	4
Administrative			16	16
Total	20	88	132	240

Sample size and sampling techniques

Sample sizes vary by type of test and expected variations and generally range from 25 - 60 items per test, based on nationally recognized sampling guidance. We will utilize both statistical and non-statistical sampling techniques throughout the audit based on our expectation of results and the purpose of the procedure.

In many instances, we like to use judgmental sampling procedures, which allow us to use our experience in auditing governments to choose a specific type of sample that we feel best tests the specific transactions we are reviewing. We believe the audit procedures we perform give us better results in our testing of various general and departmental transactions.

Extent of use of information technology in the engagement

Schenck SC utilizes technology to improve audit efficiency, as summarized below:

- All audit files are totally paperless. Information provided by City personnel in either a Word, Excel, or PDF format is easily downloaded directly into our audit file. This makes it very efficient to e-mail requested documents to us to avoid postage and reprinting. It also allows us to easily communicate information between audit team personnel located in different offices. Finally, we are able to easily retrieve data from your audit file and answer any questions you may have even when we are not physically located in our offices.
- An integrated trial balance database, with grouping lists based on financial statement categories and funds, is used to generate financial statements and lead schedules for preparation or review purposes.
- We also use IDEA® - Data Analysis Software to enhance our auditing and analytical capabilities, detect fraud and meet documentation standards. IDEA® - Data Analysis Software allows you to quickly import, join, analyze, sample and extract data from almost any source, including reports printed to a file.
- Audit standards also require us to customize audit programs based on control and environmental risks. We utilize PPC Smart Practice Aids® to generate audit programs and have developed customized audit procedures specific to Wisconsin municipalities to incorporate into PPC Smart Practice Aids®. After completing preliminary and interim audit procedures to understand the unique characteristics of your engagement and internal controls, we will generate customized audit programs to efficiently and effectively complete your audit, concentrating audit procedures on riskier or more difficult to audit areas.

Analytical procedures

Analytical procedures are an integral part of our audit process. As required by auditing standards, we use analytical procedures in both audit planning and final financial statement review. In addition, we use analytical procedures throughout the audit as substantive tests, where appropriate, based on our risk assessment and designed audit programs. The following are typical areas where we use analytical procedures:

- Comparison of current year actual results with prior year actual and current year budget balances to identify unusual or unexpected fluctuations based on our audit expectations. Preliminary analytical procedures have an integral part of the planning and audit program generation process.
- Obtain non-financial data and compare the relationship of non-financial data with actual results. For example, we will utilize water consumption data and pumping statistics, including quantities of purchased water, to evaluate water and sewer sales. We may analyze number of building permits issued to evaluate permit revenue.

Procedures to gain understanding of the City's internal control structure

While financial system processing controls are extremely important in a computerized accounting environment, they represent only a portion of the total system of accounting controls. Our review of the City's internal accounting controls is not only designed to help plan our audit procedures, but also to identify ways for the City to improve its accounting systems.

Our approach to gaining an understanding of your internal control structure will consist of the following:

Documentation of the City's internal control structure. During our preliminary audit phase, we will obtain available documentation (policies and procedures, organizational chart, 2014 minutes, 2014 and 2015 approved budgets, financial management policies, etc.) to identify systems where we will need to understand the City's internal control policies and procedures to properly plan the audit.

Because of our extensive experience in performing governmental audits, we have developed internal control questionnaires that our staff will review with applicable staff of the City. We would communicate to you prior to our interim phase the individuals and records needed to complete our documentation of internal controls, including estimated time frames. We try to be always cognizant that your staff's daily responsibilities continue throughout our audit and therefore minimize disruptions.

We plan to select a sample of payroll and cash disbursement transactions to determine that expenditures are properly authorized, supported and classified. As part of our disbursement testing process we also incorporate testing of credit card and electronic banking transactions. We would also select a sample of accounts receivable, utility billing and cash receipt transactions to verify City procedures. Finally, we will review budget amendments and ensure approved amendments are appropriately posted to the City's general ledger. These transactions will also be used to test the City's computer system.

Finally, as noted in the detailed audit plan section of this proposal, we would include certain procedures at City department levels. While the City may have centralized certain receipt functions, we find supporting documentation for many transactions of the City originate in departments. We therefore believe it is essential to periodically test procedures in City departments for the following reasons:

- 1) Based upon our experience with city governments, we may be able to suggest improvements in the financial operations of your departments.
- 2) An annual review by outside auditors tends to decrease the potential for cash mismanagement or misappropriation in departments.

We have developed audit programs for city departments that allow us to concentrate our audit testing on issues specific to each department. This allows us to test departmental operations effectively and efficiently.

The overall objective of testing department operations will be to obtain and document an understanding of the internal control structure of the department by testing of an appropriate number of transactions through the accounting system. Any weaknesses or suggestions for improvement noted during this review will be communicated to appropriate City personnel with our recommendations for improving present procedures.

Our review of your internal control systems and procedures will allow us to evaluate the control strengths and weaknesses in each of the City's functional areas and to concentrate our tests where the controls are the weakest, thereby preventing unnecessary and excessive detail testing.

Compliance with applicable laws and regulations

Because of our experience with Wisconsin municipalities, we have identified over twenty specific Wisconsin statute and administrative code references that we test for compliance during our audit. The statutes include items such as payroll, sales tax, Wisconsin retirement, budgeting, property tax levy and collection, public contracts, related party transactions, fees and fines, and others and are tested annually.

Single Audit samples

The sample sizes we choose for testing specific audit testing and grant compliance in accordance with the requirements of the federal and state single audit are based upon our firm's "in-house" individualized sampling plan. Sample sizes are consistent with guidance provided in a nationally recognized provider of audit programs to CPA firms. The firm's sample sizes have been included in the Single Audits of our governmental clients that have been reviewed by the federal and state agencies and have been deemed to be appropriate.

Each member of the audit team uses a laptop computer with audit programs, OMB A-133 compliance supplement, the *State Single Audit Guidelines* and other information readily available to efficiently complete the engagement.

Detailed audit plan

Preliminary phase

Because of our experience and knowledge auditing Wisconsin municipalities, the transition to new auditors should not be a difficult or time consuming process. We will accomplish the transition during the pre-audit meeting and preliminary fieldwork. Our pre-audit meeting will be a get-acquainted meeting to set the audit schedule, discuss problem areas you want special attention given during the audit and answer any questions on procedures, etc. Prior to our preliminary phase, we would request copies of relevant documents, manuals, debt agreements, leases, contracts, etc. that we will need in our permanent files and also secure the necessary audit workpapers from the previous auditor.

The preliminary phase of the audit involves understanding your unique characteristics and the specific circumstances of your engagement sufficiently to plan your engagement and tailor our audit programs to effectively and efficiently complete the audit. Procedures during the preliminary phase consist of the following:

1. Interview management employees for their input as to problem areas during the year and for any areas that may pose difficulties in auditing the City. Statement of Auditing Standard No. 99 also requires us to communicate with other employees within the City throughout the audit.
2. Obtain an understanding of the City's internal and administrative control systems sufficient to plan the engagement.
3. Review the Council and Finance minutes to obtain an understanding of current issues affecting the City. We also look for indications that additional revenues will be received by the City, such as land or equipment sales or new grant programs, or areas where increased or additional fees are authorized. We then use this information as part of our audit testing in an effort to determine that the City is receiving the revenue it is entitled to.
4. Determine such items as risk factors and materiality limits. After gaining an understanding of the system and testing the same, we are in a position to determine and document the various risk factors and materiality limits, which will guide the remainder of the work.
5. Perform a risk assessment, if required, based on guidance contained in OMB Circular A-133 and the *State Single Audit Guidelines* to determine the City's major federal and state financial assistance programs. Because of our extensive knowledge and experience with many of the programs administered by the City, we are able to efficiently assess risk for each federal and state financial assistance program. Inquiries will be made with City personnel regarding any potential concerns they may have with any federal or state program as part of this assessment. The results of our assessment will be communicated to the respective City personnel.
6. Perform a preliminary analytical review of revenue and expenditure accounts using the City's approved budget and comparing significant balances to the interim financial statements for unusual differences. We would also compare current year actual totals with prior years and investigate unusual changes.

Our objective during the preliminary phase is an overview of the City's internal control policies and procedures and is generally completed in our audit to plan preliminary fieldwork. As indicated previously, we would anticipate spending a day on site during the initial year audit to review the City's organizational chart, budget documents and financial operations manuals and procedures.

We then will tailor our audit procedures to your specific needs and develop detailed time budgets and tentative staffing schedules. We will review these plans with you and agree upon specific dates when our interim and final phases of the engagement will be performed paying careful attention to your reporting deadlines.

A detailed audit plan will be developed based on the results of our preliminary audit fieldwork. This audit plan, including a list of all client prepared work papers, will be discussed with appropriate City personnel. This document has been found to assist clients in planning their schedules as we realize they must still attend to their day-to-day responsibilities during our audit. Our audit plan will be communicated prior to December 1 each year.

Interim phase

A portion of our audit will be completed at an interim period. The interim phase would normally include the performance of detailed tests and analytical procedures, as well as, devoting substantial attention on problem areas identified during our review and evaluation of internal controls and assessment of audit risks.

Most of our interim work will be performed at a time when your staff is least burdened. This allows us to balance our workload while disrupting the routine of your personnel as little as possible.

Our interim work will concentrate on performing procedures to further understand and document the City's internal control structure, including testing certain transactions at the City's departments and proprietary fund operations. Examples of audit procedures performed at City departments follows:

City Clerk

We will analytically review recorded revenues based on statistical data like number of licenses and permits issued, etc. We will also take a sample of license approvals in minutes to actual receipt, or verify the City's system for tracking payments.

Community Development

Review the department's role in managing the City's revolving loan fund program. Obtain repayment schedules and documentation supporting monitoring efforts of the department.

Fire Department

Review the department's procedures over monitoring ambulance and other billings issued by the department. As part of our review, we would evaluate the relationship with the billing company overseeing ambulance billings for the City.

Building Services/Inspection

As part of our audit, we would recalculate fees assessed based on the department's fee schedule and analytically review recorded revenues based on statistical data like number of permits issued, etc.

Parks Department

We would review procedures over fees, including an analytical review of the municipal pool operations. An analytical review of recorded revenues based on approved budget and prior year amounts would also be performed.

Police Department

We would review procedures over the accountability of parking tickets and traffic citations, including the City's procedures over collection and monitoring of outstanding parking tickets. We will also analytically review recorded revenues based on approved budget, number of citations issued, etc. for determining reasonableness.

Wastewater Utility

As part of our audit, we would select customer billings for agreement to utility approved rates. In addition, we would analyze revenues and expenses based on budget and prior year activity to determine areas where additional audit attention may be warranted. We will review the system for accumulating costs of utility construction work orders and recording completed assets.

Water Utility

As part of our audit, we would select customer billings for agreement to utility approved rates. In addition, we would analyze revenues and expenses based on budget and prior year activity to determine areas where additional audit attention may be warranted.

Other procedures generally performed at Interim

In addition to internal control testing, we also like to accomplish certain tasks which can be easily updated at final as follows:

- a) The tax roll and municipal treasurer's settlement for the current year will be reconciled to amounts recorded in the general ledger to determine that all amounts have been properly recorded.
- b) Balance sheet accounts will also be analytically reviewed to determine that recorded amounts are reasonable.
- c) Debt Service Fund Testing - All payments made on City debt will be compared to the appropriate debt repayment schedules. Amount recorded for other long-term obligations will be reviewed for reasonableness. The debt margin representing the amount of additional debt the City could incur under Wisconsin Statutes will also be calculated for inclusion in the basic financial statements.
- d) Capital Projects Testing - Significant transactions in the capital projects funds will be reviewed to determine that all recorded amounts are reasonable, properly classified, and properly capitalized if considered a capital asset. As part of this testing, we will review bidding procedures on public works projects.

Final Phase

Generally, our audits are designed to verify all material balance sheet accounts, as identified during our planning procedures. A brief description of our audit procedures for each significant audit area based on our review of your prior year financial statements follows.

A. Cash and Investments

- Confirm year end account balances and collateral held by the City's agent in the City's name.
- Obtain bank reconciliations and substantiate reconciling items.
- Test reasonableness of the City's investment earnings and proper valuation of investments based on accordance with GASB Statement No. 31.
- Analyze accrued interest receivable to supporting documentation.
- Review City investments for conformity with the City policy and Wisconsin Statutes.
- Verify cash restrictions to bond resolutions or other supporting documents.
- Review City petty cash procedures.

B. Property Taxes Receivable

- Review property tax settlements to the City's tax system and bank deposits verifying the adequate settlement payments to other municipalities and the final reimbursement received from the County.
- Review allocation of property tax levy by fund to the approved budget.
- Obtain detail of delinquent personnel property taxes and agree with the general ledger.

C. Federal and State Grant Receivables/Revenues

- Obtain year end claim forms and agree recorded revenues/expenditures or deferred revenue to the City's general ledger. Cash payments made by the State of Wisconsin will be verified to state payments registers obtained directly from the State.
- Review subsequent year receipts.

D. Other Accounts Receivable/Revenues of Governmental and Enterprise Funds

- During our testing of City policies and procedures, we will review City billings for contract services and other services provided. Based on our risk assessment, we will either rely on confirmations and/or subsequent receipts.
- Review reasonableness of the recorded allowance for uncollectible accounts.
- Revenues will be analytically compared to prior year actual and current year budget. Significant account variations will be reviewed.
- Revenues of business-type activities will be analytically reviewed to the related cost of providing the services.
- Analytical review of recorded revenues will be performed to available statistical information.
- Review the reasonableness of any deferred revenues.
- Review the City's procedures for preparing special assessment billings and monitor subsequent collections.
- Obtain detail of loan receivable transactions and test for reasonableness of recorded balances. New loans financed with intergovernmental grants will be tested in accordance with the grant requirements.

E. Interfund Balances

- Review interfund receivables and payables for agreement. Determine the reason for each receivable/payable for footnote disclosure.
- Analyze any long-term advances between City funds. Determine if repayment schedules exist and evaluate disclosure of fund balance reserves for non-current portions.

F. Inventories

- Observe physical inventories, if considered necessary based on our audit planning.
- Review pricing quantities and extensions of final inventories.

G. Prepaid Items

- Obtain year end detail and compare reasonableness to the prior year.
- Review December disbursements for unrecorded prepaid expenditures.
- Review the City's insurance coverage.

H. Capital Assets

- Obtain schedules of capital assets including additions, retirements and accumulated depreciation.
- Test additions and deletions based on testing of capital projects funds, statistical information from utilities, etc. Review project files, including developer contributions, for proper accounting and classification for the financial statements and PSC report.
- Review bidding procedures for compliance to the Wisconsin statutes.
- Analyze work order processing for capital assets.

I. Accounts Payable and Other Liabilities/Expenditures or Expenses of Governmental and Proprietary Funds

- Review accounts payable as of December 31 and determine proper cutoffs and review for unrecorded liabilities.
- Determine the appropriateness of other liability accounts including accrued payroll and related withholdings.
- Verify vested compensated absences and other postretirement benefits.
- Expenditures/expenses will be compared to prior year actual and current year budget. Significant account variations will be reviewed.

J. General Obligation Debt, Revenue Bonds and Other Long-term Liabilities

- Verify balances owed, information on new issues including verification of bond proceeds to bank deposits, and agree scheduled repayments to the general ledger.
- Test the City's compliance with debt limitations per the Wisconsin Statutes.
- Recalculate accrued interest, bond discounts, and other debt related accounts.
- Review arbitrage calculations, if applicable.
- Review the City's compliance with revenue debt covenants.
- Review the City's methodology for determined other long-term liabilities.

K. Fund Equity/Net Assets

- Verify the appropriateness of designations and reservations of fund equity.
- Analyze classification of net assets for government-wide financial statements.

L. Budget

- Review the City's procedures for adopting and amending their budget.
- Review budget amendments for proper approval.

M. Tax Incremental Districts

- Review TID debt payments for agreement with annual debt schedules.
- Review advances to (from) TIDs for reasonableness and agreement with ending balances.
- Calculate the net unreimbursed costs of each TID.

N. GASB 34 Statements

- GASB 34 entries to convert the City's current financial statements to the statement of net assets and statement of activities will be determined throughout the audit. We will accumulate the adjustments and post to an excel database.

O. Representations

- Obtain a letter from the City's legal counsel regarding any pending or potential legal issues the City may be involved in.
- Discuss with management whether, to the best of their knowledge, the City has complied with all applicable laws and regulations and there were no fraudulent activities that occurred during the year. Also, discuss whether there were any unusual transactions after the balance sheet date which should be disclosed in the basic financial statements.

Please understand that the above procedures are only a summary of our audit approach. Additional audit procedures may be considered necessary after our review of your internal control policies and procedures. Because of our experience with audits of municipalities, our audit approach should be considered as sufficient as that of any other accounting firm proposing on this audit. If you need further information, we would be happy to discuss our procedures in more detail with the City's personnel.

Providing added value

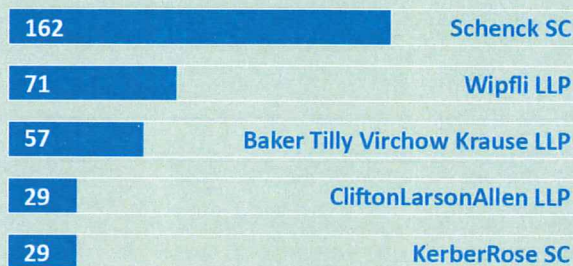
Our approach to the City of De Pere audit

We understand you want more from your audit investment than simply a report on your financial results. You want your CPA to identify new ideas and opportunities.

At Schenck, we provide you that added value. What sets our audit services apart?

- **Shareholders and managers actively involved in your engagement.** Mike Konecny and Tom Karman, who will lead our audit services to City of De Pere, will participate in audit planning and will be readily available to you throughout the audit. Mike Konecny and Tom Karman will be on-site during portions of your fieldwork. This limits return visits and follow-up questions after year-end fieldwork is completed.
- **Experienced auditors.** Our team exclusively serves local governments.
- **Regular communication.** We set expectations for the timing and deliverables of each phase of your audit up front and provide regular status updates throughout. You will always know where we are in the process, and what we need from you and when.
- **A quality audit designed around your unique risks.** Schenck serves more than 300 government clients, including 35 Wisconsin cities. Based on this experience and our planning conversations with you, we will develop a customized audit approach for City of De Pere that addresses your unique business and control risks.

Number of CPAs in Northeast Wisconsin



Source: *The Business News*, February 2014. Data reflects information for Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowish, Marinette, Oconto, Outagamie, Shawano, Sheboygan & Winnebago counties.

- **A consistent engagement team.** With turnover rates below industry averages, we strive to maintain the same audit team on your account each year. This facilitates planning and fieldwork for a smoother audit process.
- **An efficient audit process.** Whenever possible, we collect data electronically for greater accuracy and to minimize your staff's time. Our workpapers are paperless and stored in a digital format, and we've developed proprietary templates to flow data efficiently from fieldwork through financial statement and tax return preparation. We seek out and incorporate the latest technology to enhance the efficiency, security and accuracy of our audits.

Ensuring timely service**Work plan & timeline**

Based on our conversations with you, following is an outline of the timing of our work. In our initial planning meeting with you, we will discuss this timeline in greater detail and make adjustments as appropriate to meet your schedule.

By November 15
Initial planning meeting with City of De Pere to finalize schedule
December 1
Provide detailed list of items to be prepared for interim by City of De Pere
December-January
Preliminary audit work • information gathering • evaluation of internal controls • risk assessment • meeting with management to discuss results
February 15
Provide detailed list of items to be prepared by City of De Pere
April
Audit fieldwork • conduct audit procedures • closing meeting to discuss findings
Mid May
Draft of financial statements and recommendations for City of De Pere
June 1
Final financial statements and management letter
June Meetings
Audit results communicated to Finance Committee and Common Council

About Schenck



At Schenck, we focus on providing high quality service to our clients, who rely on us as their advisor of choice for accounting, tax and consulting solutions. Our understanding of the demands our clients face, combined with a sincere concern for their success and continued growth, has driven our success over the **past 80-plus years**.

Today, we meet the business and financial needs of our clients in:

- Accounting and auditing
- Business optimization
 - Operations
 - Technology
 - Human resources
- Cost segregation services
- Employee benefit plan audits
- Estate and trust planning
- Human resources consulting
- International business
- Investment management
- Medical billing
- Mergers and acquisitions
- Ownership transition planning
- Payroll services
- Retirement plan administration
- Risk services: accounts payable testing, fraud prevention, internal controls reviews
- Tax planning and compliance
- Technology solutions: software selection, business process flow, installation, implementation, training and ongoing support
- Valuations and litigation support

Resources across the world

Because of today's global approach to business, Schenck is an independent firm associated with AGN International, Ltd., one of the largest accounting and business services associations in the world. AGN affiliates are located in 92 countries and more than 100 U.S. cities. Together with these trusted firms, we're able to provide you professional services worldwide.

Providing added value and keeping you informed

The world of business is constantly changing. To keep you updated on important business issues that may impact you, Schenck regularly publishes newsletters and other email alerts to help you find savings, stay in compliance,

or take advantage of new opportunities.

You're also invited to join us for our business improvement workshops and webinars, held regularly on topics that impact you—like health care reform, payroll updates and changes to government auditing standards.



Our commitment to our culture and our employees

At Schenck, we take pride in our work and strive to create a healthy culture throughout our firm. Our employees have the opportunity to be challenged, to develop their strengths, and to make an impact both at work and in our communities.

As a result, Vault, a publisher of career guides and employer rankings, has named Schenck **one of the top 25 CPA firms in the nation to work for**. Rankings are based on confidential surveys of employees and focus on firm culture, work/life balance, compensation, business outlook, firm prestige and overall job satisfaction.

In addition, Schenck is proud to have been ranked by our employees as a Top Milwaukee Workplace in the Milwaukee Business Journal's annual survey.

Appendix A

Account team biographies

Shareholder

Mike Konecny, CPA



Areas of specialization

Government accounting, auditing and consulting

Not-for-profit auditing and consulting

Tax incremental district consulting

Government and not-for-profit industry team leader

mike.konecny@schencksc.com
800-676-0829

Experience

Mike is currently the managing shareholder of services provided to Schenck's government and not-for-profit clients, presently totaling over 300. He supervises staff personnel who work exclusively in this area and is responsible for quality control on all government and not-for-profit engagements completed by Schenck. With over 30 years of experience, he has managed auditing and consulting engagements on numerous government clients, including county, city, village, school districts, and special districts. Mike also has extensive experience with many not-for-profit clients, ranging from small community organizations to regional and statewide organizations.

Specific consulting engagements include:

- **Door, Washington, Marinette, Calumet Counties.**

Mike reviewed in detail the administrative and financial recordkeeping functions of specific county department offices and presented many recommendations to increase office efficiency and internal controls. The departments reviewed include: Clerk of Courts, Human Services, Nursing Homes, Highway, and Solid Waste.

- **Wisconsin Supreme Court—Circuit Court Automation Project.** Mike served as the primary financial consultant in the design phase of the development of financial applications and provided additional assistance in other phases of project.
- **Utility Rate Studies and Analyses.** Mike has completed numerous water and sewer rate studies and analyses for Wisconsin municipal utilities, including testifying in contested rate cases before the Public Service Commission of Wisconsin.

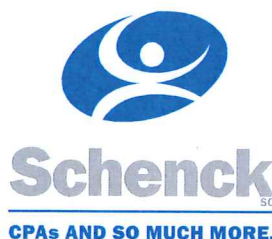
Prior to joining Schenck, Mike was a partner in the firms of Konecny & Sabel and Jonet & Fountain. He is a previous Staff Auditor with the Bureau of Municipal Audit - Wisconsin Department of Revenue.

Education

University of Wisconsin—Madison, BBA, Accounting

Professional memberships

Wisconsin Institute of Certified Public Accountants
American Institute of Certified Public Accountants
Government Finance Officers Association



schencksc.com

Shareholder**Tom Karman, CPA****Areas of specialization**

Local governments

Municipal utilities

Tax increment districts

Not-for-profit organizations

tom.karman@schencksc.com**800-676-0829****Experience**

Tom has over 30 years of experience working exclusively in the areas of accounting and auditing for governments and not-for-profit organizations. In addition to providing auditing and financial reporting services, Tom keeps clients up to date on new accounting standards, and assists clients with the implementation of new standards when necessary.

Tom's approach to client service often has him on-site at client locations working directly with the audit team and the client's staff. This allows his clients the opportunity to directly discuss any accounting, auditing or operational issues which may arise.

Accomplishments

- Assisted local governments in preparing financial reports which met the criteria of the Government Finance Officers Association Certificate of Achievement program
- Assisted municipal water and electric utilities in the development of rate studies and their subsequent filing with the Wisconsin Public Service Commission

Education

University of Wisconsin-Whitewater, BBA, Accounting

Professional memberships

Wisconsin Government Finance Officers Association,
Associate Member

Wisconsin Institute of Certified Public Accountants

American Institute of Certified Public Accountants



Schenck
SC

CPAs AND SO MUCH MORE.

schencksc.com

Manager**Scott Sternhagen, CPA****Areas of specialization**

Government accounting

Government auditing

scott.sternhagen@schencksc.com
800-676-0829

Experience

Scott joined Schenck in 2006 and is responsible for performing the field work of audits for Wisconsin municipalities and school districts. He has experience preparing the financial statements, Public Service Commission Reports, State Financial Report Forms, and the Schedule of Federal and State Awards for municipalities and school districts. Clients he has worked with include:

Counties:

Brown

Florence

Forest

Langlade

Marinette

Menominee

Cities, villages and towns:

City of Algoma

City of Brillion

City of De Pere

City of Green Bay

City of Niagara

Village of Bellevue

Village of Denmark

Village of Saukville

Village of Suamico

School districts:

Fox Valley Technical College

Moraine Park Technical College

Goodman-Armstrong Creek School District

School District of Florence

School District of Niagara

Utilities:

Green Bay Utilities

Algoma Utilities

Fish Creek Sanitary District

Education

Northern Michigan University, BA, Accounting
and Computer Information Systems

Certified Public Accountant, Wisconsin and Michigan

Professional memberships

Wisconsin Institute of Certified Public Accountants

Government Finance Officers Association

Wisconsin Government Finance Officers Association



Schenck
SC

CPAs AND SO MUCH MORE.

schencksc.com

Manager**Susan Pable, CPA****Areas of specialization**

Government accounting

Quality control

susan.pable@schencksc.com
800-676-0829**Experience**

Sue is responsible for the technical review of audited financial statements of the firm's governmental clients and the implementation of new accounting pronouncements. She has assisted clients with the implementation of new capital asset reporting systems, internal control evaluations, and new financial reporting requirements.

Sue has over twenty years experience in governmental accounting and auditing, and has held the positions of Internal Auditor, Assistant Finance Director and Acting Finance Director with various Wisconsin governmental organizations.

Education

University of Wisconsin-Oshkosh, BBA, Accounting

Professional memberships

Wisconsin Institute of Certified Public Accountants

Community involvement

Girl Scouts of America, Council Delegate,
School Coordinator and former troop leader
Ours Through Adoption of Northeast Wisconsin,
member and past Treasurer
Friends of the Brown County Library, Treasurer

**schencksc.com**

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Appendix B

Peer review report



Rehmann Robson

570 Seminole Rd., Suite 200

Muskegon, MI 49444

Ph: 231.739.9441

Fx: 231.733.0031

www.rehmann.com

SYSTEM REVIEW REPORT

September 6, 2013

Shareholders
Schenck SC
and the
National Peer Review Committee of the American Institute of CPAs Peer Review Board

We have reviewed the system of quality control for the accounting and auditing practice of **Schenck SC** (the "Firm") applicable to non-SEC issuers in effect for the year ended April 30, 2013. Our peer review was conducted in accordance with the *Standards for Performing and Reporting on Peer Reviews* ("Standards") established by the Peer Review Board of the American Institute of Certified Public Accounts. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the Standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*; audits of employee benefit plans, and examinations of service organizations (Service Organizations Control (SOC) 1 engagements).

In our opinion, the system of quality control for the accounting and auditing practice of **Schenck SC** applicable to non-SEC issuers in effect for the year ended April 30, 2013, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **Schenck SC** has received a peer review rating of *pass*.

Appendix C

Client listing

Schenck Government Clients

(Excluding Sanitary Districts and School Districts)

Counties			Cities		
Adams	Kewaunee	Ozaukee	Algoma	Kiel	Oshkosh
Brown	Langlade	Portage	Antigo	Lake Geneva	Peshtigo
Calumet	Lincoln	Shawano	Brillion	Manitowoc	Plymouth
Clark	Manitowoc	Sheboygan	Chilton	Marinette	Ripon
Door	Marinette	Taylor	Clintonville	Marshfield	Sheboygan
Florence	Menominee	Vilas	Crandon	Medford	Sturgeon Bay
Fond du Lac	Monroe	Washington	De Pere	Menasha	Thorp
Forest	Oconto	Waupaca	Elkhorn	Merrill	Tomahawk
Green Lake	Oneida	Waushara	Fond du Lac	Monona	Two Rivers
Kenosha	Outagamie	Winnebago	Green Bay	Nekoosa	Wausau
			Iron Mountain	Niagara	West Allis
			Kaukauna	Oconomowoc	Wisconsin Rapids
Villages			Towns		
Brown County	Kenosha County	Portage County	Adams County	Kewaunee County	Outagamie County
Allouez	Twin Lakes	Almond	Rome	Carlton	Buchanan
Ashwaubenon		Amherst			Dale
Bellevue	Kewaunee County	Junction City	Brown County	Lincoln County	Grand Chute
Denmark	Casco	Plover	Holland	King	Greenville
Hobart	Luxemburg		Lawrence		Oneida
Pulaski		Racine County	Ledgeview	Manitowoc County	Seymour
Suamico	Langlade County	Mount Pleasant	New Denmark	Cooperstown	
Wrightstown	White Lake		Pittsfield	Gibson	Portage County
		Shawano County	Scott	Mishicot	Grant
Calumet County	Manitowoc County	Birnamwood	Wrightstown	Rockland	Plover
Harrison	Kellnersville	Bonduel		Two Creeks	
Hilbert	Maribel		Calumet County	Two Rivers	Shawano County
Stockbridge	Mishicot	Sheboygan County	Harrison		Wescott
Sherwood	St. Nazianz	Adell		Marathon County	
		Howards Grove	Door County	McMillan	Sheboygan County
Clark County	Marathon County	Oostburg	Baileys Harbor	Rib Mountain	Sheboygan
Curtiss	Kronenwetter		Egg Harbor		Wilson
Granton	Marathon City	Taylor County	Gibraltar	Marinette County	
		Stetsonville	Liberty Grove	Stephenson	Vilas County
Columbia County	Marinette County		Sevastopol		Plum Lake
Arlington	Coleman	Waukesha County		Menominee County	Boulder Junction
		Sussex	Florence County	Menominee	
Dane County	Oconto County	Waushara County	Aurora	Oconto County	Waupaca County
Waunakee	Suring	Plainfield	Fence	Doty	Farmington
	Outagamie County	Wild Rose	Forest County	Little Suamico	Winnebago County
Door County	Black Creek		Blackwell	Mountain	Clayton
Egg Harbor	Nichols	Winnebago County	Lincoln	Morgan	Neenah
Ephraim		Winneconne	Hiles		
Sister Bay	Ozaukee County			Wood County	
	Saukville	Wood County	Kenosha County	Grand Rapids	
Green County		Biron	Salem		
New Glarus		Port Edwards			

Proposed fees

Name of firm

Schenck SC

Total all-inclusive maximum price for the engagement

As detailed on the following pages, our all-inclusive maximum price for your engagement for the years ending December 31 will be as follows:

Services	2014	2015	2016	2017	2018
Audit of Basic Financial Statements; including assistance with preparation of government-wide GASB 34 conversion	\$22,500	\$23,000	\$23,500	\$24,000	\$24,500
Compilation of financial status of each TID for annual report; including calculation of net reimbursed costs (\$600 per District)	3,600	3,600	3,600	3,600	3,600
Departmental review (if requested)	<u>2,000</u> \$ 25,100	<u>2,000</u> \$ 25,600	<u>2,200</u> 27,300	<u>2,200</u> 27,800	<u>2,300</u> 30,400

Timely and quality service

Our proposed fees include routine correspondence and discussions between City of De Pere and Schenck. We strongly encourage effective communication between us and therefore will not bill you for routine conversations concerning financial and related matters.

Our fees are dependent on the following:

- Your office personnel will assist us by providing appropriate documents and records necessary to complete our services.
- Your operations do not change significantly.
- There are no significant changes in auditing, accounting or reporting requirements.

If changes occur to any of the above, we would discuss a revised fee proposal with you prior to commencing any work.

Upon your acceptance of our proposal, we will prepare a formal engagement letter as required by professional standards.

Hourly rates

Our standard hourly rates for each year are listed below:

Hourly Rates for Additional Services	2014	2015	2016	2017	2018
Partner	\$200	\$224	\$228	\$233	\$238
Manager	\$160	\$163	\$166	\$169	\$172
Supervisor	\$130	\$133	\$136	\$139	\$142
Senior	\$110	\$112	\$114	\$116	\$118
Staff	\$100	\$102	\$104	\$106	\$108

Because of our long-term relationship with the City we have discounted our rates by approximately 20% to arrive at our quoted fees.

Out-of-pocket expenses

Out-of-pocket costs have been included in the fees listed above.

**PROPOSAL FOR AUDITING SERVICES
FOR THE YEARS ENDED
DECEMBER 31, 2014, 2015 AND 2016
FOR THE
CITY OF DE PERE, WISCONSIN**

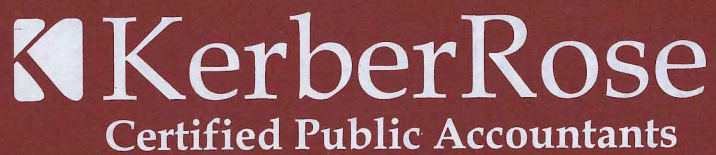


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Fees – In a separate sealed envelope	



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

Dear Mr. Zegers:

Thank you for the opportunity to submit a proposal for auditing services. Selecting an audit firm that provides quality, timely services and understands the governmental sector as it relates to the City of De Pere is important to the continued success of your City. Our proposal is based on KerberRose SC's substantial experience with governmental entities and review of prior year financial statements. Based on this experience, we will meet or exceed all requirements detailed in your request for proposal. This proposal is effective through February 28, 2015 and represents a firm offer to complete the audits of the City of De Pere, for the years ended December 31, 2014, 2015, and 2016.

We believe our proposal will demonstrate that as a full service firm providing audit, management consulting, information technology, and other services, we are especially well-qualified to serve the City of De Pere.

We understand the following services are being requested:

- Financial review of all Governmental, Proprietary, and Fiduciary Funds of the City of De Pere.
- Prepare the City's annual financial statements in conformity with Generally Accepted Accounting Principles (GAAP).
- Issue auditors report on the fair presentation of the financial statements in conformity with GAAP.
- Review and provide assistance as needed for the annual Financial Report Form C for Wisconsin municipalities, required by the State of Wisconsin, Department of Revenue, and Bureau of Local Financial Assistance.
- Review and provide assistance as needed for the Wisconsin Public Service Commission Annual Report.
- We will conduct the audit as required by the Wisconsin Department of Revenue for purposes of complying with regulations pertaining to tax incremental financing districts.
- Perform a focused review of internal control or accounting procedures in certain City Departments, selected annually at the discretion of the City. Submit applicable letter to City regarding the results.
- Provide final audit reports, the financial statements, footnotes and schedules, the management letters and quantities of each in accordance with the schedule detailed in the Request for Proposal. All documents will be provided as a searchable PDF document.
- Submit a management letter incorporating required communications to the City Council and recommendations for improvement to the system of internal control, accounting procedures, and efficiency. Such letter shall be based upon observations made during the course of the audit.
- Hold a conference with appropriate City Staff upon completion of field work to review the preliminary audit results.
- Appear before the City Council at the conclusion of the audit to explain the financial reports and to discuss the findings resulting from the audit. Appear at additional meeting if requested.

Page 2

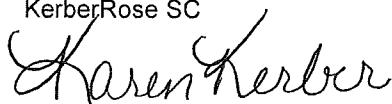
What should be considered when selecting a CPA and consulting firm to provide audit and other professional services for the City? We believe the following are important factors:

- **The people who will serve the organizations.** This is important because auditing is a process built on relationships. Karen Kerber will be the audit partner on the audits of the City of De Pere. She is based in our Shawano office and will oversee the performance of the audit as well as respond to your needs during the year in a timely manner. Jay McMahon will be the audit manager who will be on site each day of the audit and will have direct communication with City personnel.
- **Related experience of the engagement team.** Karen Kerber has been providing audit and consulting services to governmental and non-profit entities for over 25 years. Joe Galarowicz, a partner in our Appleton office who will be the concurring partner for the audits has over 25 years of experience with governmental entities including specific experience with municipalities. Jay McMahon has over 20 years of governmental auditing and accounting experience including Cities and is a recent addition to the firm.
- **Fees.** As governmental and non-profit organizations, we understand your need to control costs without sacrificing quality and timeliness. Our lower overhead, compared to many of our competitors, is reflected in our hourly rates and fee structure.
- **Communication.** Communication is an important process that needs to occur throughout the year rather than just during the audit. Consequently, we will inform the City's management throughout the year of significant events affecting governmental accounting or the accounting profession in general as it relates to your organization. One means of communication is through our periodic "Governmental Perspectives" newsletters.

We sincerely appreciate the opportunity to submit this proposal. If you require any additional information, please contact me as I am the authorized representative for the firm. I can be reached at 115 E Fifth Street, Shawano, Wisconsin, Phone: 715-526-9400, Fax: 715-524-2599, email: Karen.Kerber@kerberrose.com.

Sincerely,

KerberRose SC



Karen Kerber, CPA, CITP, CGMA
Partner

PROFILE OF THE FIRM

The Government Audit Team is headquartered in Shawano with personnel also located in our Appleton office. Our staff of professionals are dedicated to performing audit and other services for our governmental clients and as such will be responsible for the City of De Pere audit. The staff dedicated to providing services to our governmental clients consists of a total of fourteen individuals and is comprised of three partners, three managers, seven seniors and three staff accountants.

We will staff the City audit team with individuals trained and dedicated to providing services to our governmental clients. This will include two partners, a manager, a senior and a staff accountant. The staffing for the City audit team will come from our Shawano office. Our Shawano office is a full service office with a total of 22 employees that provide a wide range of services indicated below.

KerberRose SC is a Wisconsin based service corporation. We are a full service regional firm of certified public accountants and management consultants providing audit, tax, information technology, payroll, consulting, human resource, accounting and investment advisory services. Our roots began in the City of Shawano in the late seventies and we have been auditing government entities since 1984. By providing quality, timely services to our clients, our firm has grown to include approximately seventy employees located in eight offices in Shawano, Appleton, Oshkosh, Green Bay, Rhinelander, Sturgeon Bay, Sister Bay and Clintonville. These locations are shown below:



PROFILE OF THE FIRM

We serve clients in both the public and private sector – from small to large in both categories. It is our philosophy to be unique by providing the broad range of services and in-depth industry experience our clients expect, and at the same time, retain the personal service and responsiveness which has contributed to our growth.

We are different from most, if not all, of our competitors. What makes us different is our size. We are a niche firm. As such, we are able to attract highly talented people and offer more services than smaller firms, but at the same time, our smaller, less complex organizational structure allows us to be more cost effective than the larger firms. Our partners believe in a high level of involvement in addressing our client's needs. On audits, partners or managers are on-site during a significant portion of the fieldwork which results in an accurate and timely audit process. Our clients are attracted to this personal contact that allows relationships to develop.

Legal and Regulatory Action

Our firm has not been involved in any disciplinary action with any regulatory bodies or involved in any lawsuits since our period of inception.

Subcontracting

We affirm that there will be no subcontracting of any portion of the services set forth in this proposal.

FIRM'S QUALIFICATIONS

Licensed to Practice as a Certified Public Accountant

All assigned key professional staff are properly licensed in the State of Wisconsin. In addition, the firm of KerberRose is licensed in the states of Wisconsin and Michigan.

Independence

Our firm and the staff to be assigned to the City of Monroe audit are independent in accordance with generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards.

Peer Review

Our most recent peer review report is included in this proposal for your review in Appendix B. Our most recent peer review was successfully completed in October 2012. As on our prior peer reviews, we received a "clean" opinion – the highest level of assurance we can obtain regarding our audit and accounting practice.

Quality Control

KerberRose SC is proud of its reputation of providing clients with high quality services. We monitor our system of quality control continuously throughout the year and subject our audit and accounting policies and procedures to an independent outside review (referred to as a peer review) every three years as required by our membership in the American Institute of Certified Public Accountants. KerberRose SC's system of quality control is based on the AICPA's quality control standards. As such, each element of quality control as defined by the AICPA – leadership responsibilities for quality within the firm, relevant ethical requirements (e.g. independence, integrity, objectivity, concern for the public interest), acceptance and continuance of client relationships and specific engagements, human resources, engagement performance, and monitoring – is addressed in our quality control manual. In this manual, there are policies and procedures to assure that the firm and its personnel maintain independence with respect to audit and accounting clients, that qualified individuals are hired and trained, and that engagements are performed in accordance with the myriad of professional standards and appropriately reviewed. Our most recent peer review report is included in this proposal for your review. Our most recent peer review was successfully completed in October 2012. As on our prior peer reviews, we received a "clean" opinion – the highest level of assurance we can obtain regarding our audit and accounting practice. In addition to the peer review, we perform internal office inspections annually. This ensures that we maintain the quality of our audit and accounting practice on a continuous basis.

Our firm's quality control manual includes a formal process for planning, supervision and review throughout the audit process and an independent quality review of the final audited financial statements by a partner with over 25 years of governmental accounting experience. Our firm also utilizes PPC practice aids for audits of local governments. The practice aids include audit programs, checklists and correspondence to assist in ensuring that we perform the required procedures throughout the audit in accordance with generally accepted auditing standards. The practice aids are updated annually to include the most current changes to the governmental auditing standards.

FIRM'S QUALIFICATIONS

Financial statement audits of governmental entities represent a critical portion of the many audits performed by CPAs each year. The American Institute of Certified Public Accountants (AICPA) is committed to helping its members achieve the highest standards in performing quality audits. To help CPAs meet the challenges of performing quality audits in this unique and complex area, the AICPA launched the Governmental Quality Audit Center, which is a firm-based voluntary membership center for firms that perform these types of audits. KerberRose SC is one of the original members of the Quality Center.

The Center's primary purpose is to promote the quality of audits. To meet this overall goal, the Center:

- Creates a community of firms that demonstrate a commitment to audit quality.
- Serves as a comprehensive resource provider for member firms.
- Provides information about the Center's activities to other stakeholders.
- Raises awareness about the importance of audits.
- Provide Center members with an online forum tool for sharing best practices as well as discussions on audit, accounting, and regulatory issues

The continuing education philosophy of KerberRose SC is to provide a balanced mix of national training conferences with state training related to specific issues for Wisconsin governments as well as in-house training for new standards and changes. This approach ensures that each auditor involved in not-for-profit and governmental audits will have the skills and knowledge to apply the most recent changes in accounting and auditing standards. KerberRose SC also subscribes to numerous publications pertaining to the area of government accounting, auditing and single audits that are instrumental in keeping us informed of new developments and changes in governmental accounting. The following is a partial list of training attending by our government and not-for-profit auditors the past two years:

- AICPA National Governmental Accounting and Auditing Update Conference
- AICPA National Governmental and Not-for-Profit Training Program
- National Government Finance Officers Association Annual Conference
- Wisconsin Government Finance Officers Association Conferences
- Wisconsin School District Audit Update
- Governmental GAAP Update on Accounting Issues
- Single Audit Requirements for Not-for-Profit and Governmental Organizations

Karen Kerber has served as the chairperson of the AICPA Technical Issues Committee which provides input to various organizations setting standards for the accounting and auditing profession. Karen continues to be an active committee member of the technical issues committee that meets with GASB annually which gives our auditing team advance knowledge of issues and changes for future audits.

FIRM'S QUALIFICATIONS

In addition, we have memberships in the following organizations:

- American Institute of Certified Public Accountants
- Wisconsin Institute of Certified Public Accountants
- Government Finance Officers Association
- Wisconsin Government Finance Officers Association
- WICPA Department of Public Instruction Committee
- Wisconsin Peer Review Committee

FIRM'S QUALIFICATIONS

Additional Resources Available Through PrimeGlobal Association

KerberRose SC is a member of PrimeGlobal, an association of independent accounting firms. PrimeGlobal is among the strongest associations of independent accounting firms around the world and ranks third largest in North America representing \$2.8 Billion in combined member revenue. In North America, there are 54 member firms with over 3,600 professional staff that service nearly every type of industry in our country. PrimeGlobal provides a framework for sharing ideas and resources consistent with the independence of each member firm. This framework enables member firms to cooperate in order to provide benefits to their clients in a consistently superior manner, but without sacrificing member firm autonomy. As part of our firm's association with PrimeGlobal, we receive a wide range of services that includes education, training, contacts and resources to help us better service our clients and improve their competitiveness in individual marketplaces. Needless to say, the association with PrimeGlobal gives KerberRose SC a clear advantage in our ability to service clients of all sizes and industries.

Experience with Government Accounting Software

Our diversified client list has given us experience in numerous governmental and not-for-profit accounting software packages. We have experience with Workhorse, QuickBooks, Great Plains, Caselle, Civic Systems, JD Edwards, and PeopleSoft to name a few. This experience allows us to begin working on your audit immediately instead of taking time to learn your accounting software. Our auditors are skilled in Microsoft Excel and Word and are able to receive documents prepared in this format or answer software related questions. We also have IT professionals on staff that can assist with software reviews and recommendations for improving internal controls and security.

In addition, as discussed later in this proposal Kerber Kerber is a Certified Information Technology Professional which is a designation earned through the AICPA. It reflects her ability to combine her auditing expertise along with information technology expertise in order to effectively audit the City's accounting system.

Staff Assigned to the City of De Pere

We will staff the City audit team with individuals trained and dedicated to providing services to our governmental clients. The staff assigned to your audit are 100% dedicated to governmental and not-for-profit auditing and receive more than the required annual training in the area of government auditing. Your team will include two partners (engagement partner and quality control partner), a manager, a senior accountant and a staff accountant.

Management Letter

The service that the City will receive does not end with the audited financial statements. We feel that the management letter we provide can provide more useful information to the management of the city and the City Council than the financial statements. Since we audit numerous municipalities with similar operations as the City of De Pere, we have developed tests of transactions of at the City Departments responsible for collecting receipts or initiating disbursements. These tests will help us identify areas where procedures or internal controls can be improved. In addition, we provide recommendations that arise from our experience with other municipalities that are applicable to the City of De Pere.

FIRM'S QUALIFICATIONS

Comprehensive Annual Financial Report

We have worked with several clients that have submitted their Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association for the Certificate of Achievement for Excellence in Financial Reporting. We currently perform the audit for the following municipalities that receive the award:

- Village of Howard – Karen Kerber is the partner in charge
- Village of Little Chute – Joe Galarowicz is the partner in charge

Jay McMahon also has experience auditing municipalities that prepare a CAFR and received the Certificate of Achievement for Excellence in Financial Reporting during his previous experience with another audit firm. The following is a list of his prior experience prior to joining KerberRose SC:

- City of Oconomowoc
- City of Waukesha
- City of Manitowoc
- Village of Ashwaubenon
- Brown County
- Washington County
- Ozaukee County

Karen Kerber and Jay McMahon are members of the Certificate of Achievement Program's Special Review Committee (SRC). As a member of the committee, Karen and Jay review CAFR's from municipalities outside of Wisconsin and rate them for adhering to the CAFR guidelines and recommend whether they should receive the award.

FIRM'S QUALIFICATIONS

Single Audits Performed

We annually perform between 30 and 40 single audits for municipalities, school districts and non-for-profit entities. Our staff participates in annual training specifically focused on both federal and state single audits. We also utilized PPC practice aids for planning and performing the required audit procedures for all major grant programs.

As mentioned in the RFP, the city had a single audit in 2013 and may need a single audit in 2014. We feel that we have the experience to audit any federal or state financial assistance program that the city may receive. A sample of recent municipal single audits and the major programs are listed below:

- City of Oconto Falls – Capitalization Grants for Clean Water State Revolving Funds 66.458 (\$8.1 million Sewer Project)
- City of Oconto Falls – Capitalization Grants for Drinking Water State Revolving Funds 66.468 (\$1.3 million Water Project)
- City of Wautoma – Community Development Block Grant 14.228, Community Facilities Loans and Grants 10.766 and Water and Waste Disposal Systems for Rural Communities 10.760 (These grants were part of a \$5 million Water, Sewer and Streets project)

FIRM'S QUALIFICATIONS

Municipal References

The governmental client base of KerberRose SC has grown significantly over the last ten years. Feel free to contact any of our clients for further information about the services we provide. As requested, a listing of three clients for your reference is list below:

Village of Howard

Mr. Chris Haltom, Executive Director

Howard, Wisconsin

920-434-4640 chaltom@villageofhoward.com

Partner: Karen Kerber

Type of Services: Financial audit – Includes sewer utility, regulated water utility and TIF districts

City of Wautoma

Mr. Ryan McCue, City Administrator/Clerk/Treasurer

Wautoma, Wisconsin

920-787-4044 cwautoma@centurytel.net

Partner: Karen Kerber

Type of Services: Financial audit and OMB A-133 compliance audit – Includes sewer utility, regulated water utility and TIF districts

City of Oconto Falls

Ms. Eve Wallace, Deputy Treasurer

Oconto Falls, Wisconsin

920-846-4505, dtreasurer@ci.ocontofalls.wi.us

Partner: Karen Kerber

Type of Services: Financial audit and OMB A-133 compliance audit – Includes sewer utility, regulated water, electric and cable utilities, and TIF districts

City of Oconto

Ms. Sara Perrizo, City Administrator

Oconto, Wisconsin

920-834-7711 admin@cityofocoonto.com

Partner: Karen Kerber

Type of Services: Financial audit – Includes sewer utility, regulated water utility and TIF districts

Village of Richfield

Mr. Jim Healy, Village Administrator

Richfield, Wisconsin

262-628-2260 Ext. 115 administrator@richfieldwi.gov

Partner: Karen Kerber

Type of Services: Financial audits, OMB A-133 compliance audits

FIRM'S QUALIFICATIONS

Assigned Partners and Managers

Karen Kerber will serve as the partner responsible for the services to be provided to the City. She has over twenty five years of auditing experience. Her industry focus is on governmental and non-profit organizations.

As the engagement partner, Ms. Kerber will have the following responsibilities:

- Overall direction of the audit engagement
- Selection and direction of the resources of the firm necessary for the success of the engagement
- Assurance of technical quality of the final reports
- Review all work performed by members of the engagement team
- Presentation of the audit reports to Management and Council

Besides serving as the audit partner for numerous governmental and non-profit entities, Ms. Kerber is a member of KerberRose SC's quality assurance committee, is a technical reviewer for the GFOA Certification Program, and is former chairperson of the AICPA's Technical Issues Committee which provides input to the various organizations setting standards for the accounting and auditing profession. Karen continues to be a committee member of the technical issues committee that meets with GASB annually.

As indicated earlier, Karen is also a Certified Information Technology Professional. This is an additional credential she earned through the AICPA. As discussed more fully in the "additional expertise and experience" section, it demonstrates her ability to bridge technology and auditing.

In addition, Karen had authored various publications for the AICPA related to auditing which including auditor's reports and risk assessment (foundation of the current auditing standards). She routinely presents on governmental accounting and auditing topics for the AICPA, WICPA and other state societies. Karen was also served on the committee which developed our current compliance auditing standard. This standard is the foundation for the performance of single audits.

Karen along with Joe Galarowicz performs peer reviews of other audit firms that perform governmental audits. This experience enhances her ability to perform governmental audits as she has obtained best practices and new procedures from other firms across the United States.

In May of 2014, Ms. Kerber was presented with the Achievement Award from the WICPA for her outstanding accomplishments with the WICPA and AICPA.

FIRM'S QUALIFICATIONS

Assigned Partners and Managers (Continued)

Jay McMahon will serve as the on-site audit manager responsible for managing the City audit engagement and directing the audit team. He has over 20 years of experience in governmental accounting and auditing. Jay was the manager in charge of auditing numerous city and village municipalities (see resume for partial list) during the past fourteen years and brings that experience to the KerberRose government audit team. He also spent three years working for the City of Janesville as the City Accountant and Utility Accountant.

As the manager, Mr. McMahon will have the following responsibilities:

- Overall direction of the audit engagement
- Direct participation in the execution of audit objectives
- Review all work performed by members of the engagement team

Kathleen Ciantar, CPA will serve as the senior accountant for the City's audit. Kathleen has six years of experience in accounting and auditing of governmental entities including city audits. She is a graduate of Albion College. As a senior accountant, Kathleen will be responsible for the execution of the audit objectives and completion of the reports.

Kathleen obtains continuing professional education in governmental accounting each year. Among the courses are the following:

- Single Audit
- The New Yellow Book
- GASB Updates

She will be on-site throughout the performance of the fieldwork.

Joe Galarowicz will serve as the concurring partner for the City audit. He has over twenty-five years of experience in auditing governmental and non-profit organizations. Joe is a member of KerberRose SC's quality assurance committee, a reviewer for the WICPA and AICPA peer review programs and a former member of the AICPA's Technical Issues Committee. As the concurring partner, Mr. Galarowicz will have the following responsibilities:

- Act as a resource for any consultation required on the engagements
- Assurance of technical quality of the final report

Their resumes are included in Appendix A of this proposal.

FIRM'S QUALIFICATIONS

Continuity of Assigned Audit Staff

We have selected a service team to provide the talents required by this engagement. The staff assigned to your engagement will remain consistent from year to year. This is essential in order to facilitate the development of a relationship between our staff and the City personnel. We believe staff consistency is important to providing efficient, quality service to our clients. Consistent staffing also results in a high level of client satisfaction. It is our intent to keep the key engagement personnel in this proposal on the audit team for the duration of our contract. Should a key person leave KerberRose SC during this period, we would immediately contact the appropriate City personnel. We understand the City retains the right to approve or reject any replacement supervisory personnel.

FIRM'S QUALIFICATIONS

Communication Coordination with Management

KerberRose SC understands the time and financial demands on local governments. That is why we try to limit the number of visits to the City's office. Our philosophy has always been to use one audit team for the City and Utility audits. We believe this minimizes the time demands of the City's staff by testing transactions and analyzing account balances across both the City and Utility operations. The audit team will include the engagement partner and manager both of which have over 20 years of governmental auditing and accounting experience. This experience means that your staff will not have to answer routine questions and many of the audit procedures will be complete by experienced professionals. Jay McMahon will be the Manager on the Audit. He will be in direct communication with Joe Zegers on an on-going basis to plan and schedule the various aspects of the audit.

Workpaper Retention

We will retain our workpapers for at least seven years from the final year of the audit engagement. They will be made available for examination by authorized representatives of the cognizant federal or state audit agencies, General Accounting Office, the City, successor auditor, and/or other parties authorized by the City of De Pere.

Nondiscrimination

Our firm does not discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry.

FIRM'S APPROACH TO THE EXAMINATION

PERFORMANCE SPECIFICATIONS

KerberRose SC agrees to meet or exceed the requirements of the Request for Proposal – Financial Auditing Services.

Tentative Schedule

<u>Phase</u>	<u>Tentative Timing</u>
Planning	November or December
Preliminary Fieldwork	December or January
Final Fieldwork	March or April
Provide Draft Reports	By May 15th
Issue Final Reports	By June 15 th
Audit Presentation	Date agreeable to the City

Audit Process

KerberRose SC will staff your engagements with a team of audit professionals who specialize in governmental auditing led by the individuals mentioned in the previous section. The team assigned to your engagement will remain consistent from the planning stage, internal control and compliance testing to final field work and financial statement preparation.

Personnel from your audit team will meet with members of your management team periodically to coordinate the audit and provide updates on the current progress of the audit and any issues that may come to our attention. The engagement team will include active participation from the Partner and Manager levels with the Manager being on site throughout the audit. We feel this provides a better quality audit to you because the Partner and Manager experience can be utilized to train and provide answers to the lower level staff without interrupting the staff of the City. We acknowledge that your staff's time is valuable and we will make every effort to minimize the interruptions during the audit.

During the first year of the audit, we anticipate spending additional time understanding your operations, internal controls, policies and procedures, and financial reporting as they relate to your financial transactions and federal and state grants.

As a result, we segregate our audits into four identifiable phases – planning, interim audit work, year-end work and reporting. Each of these areas is described below.

FIRM'S APPROACH TO THE EXAMINATION

Planning Phase

	2014	2015	2016	2017	2018
Partner Hours	4	4	4	4	4
Manager Hours	4	4	4	4	4
Senior Hours	4	4	4	4	4
Staff Hours	4	4	4	4	4

During this phase, we will establish a proper basis for the audit to maximize audit effectiveness and minimize audit costs. This phase includes discussions with appropriate client personnel to cover such matters as:

- Initial audit concerns;
- Our preliminary plan for conducting the audit to meet the organizations' timing requirements;
- Reporting issues; and
- Coordination of workpapers to be provided by the City.

Analytical review procedures to be performed during planning include examination of trends, budget comparisons and other available data. Planning will also include review, evaluation and documentation of the organization's internal controls; identification of areas where potential material fraud could exist, and review of Council minutes of meetings held during the year. The final step of the planning phase will be finalizing an audit program based on the data accumulated during planning. This program is approved by the engagement partner prior to commencement of the next phase. For the 2014 audit, we will need to obtain copies of certain workpapers from the 2013 audit from the predecessor auditor.

Interim Audit Phase

	2014	2015	2016	2017	2018
Partner Hours	8	8	8	8	8
Manager Hours	16	16	16	16	16
Senior Hours	16	16	16	16	16
Staff Hours	16	16	16	16	16

The evaluation of internal controls completed during planning may have identified specific policies and procedures that may be relied upon to detect or prevent material misstatements of financial data. It may then be practical to perform tests of controls to evaluate the effectiveness of such policies and procedures. This phase will also include testing of internal controls relating to the federal and state awards received by the City, tests of compliance with related laws and regulations, test of city departments with decentralized receipting functions and other matters we deem appropriate to test at this time. At the conclusion of interim field work we will conduct an exit conference to communicate the results of the audit to date and to affirm the date for final field work.

FIRM'S APPROACH TO THE EXAMINATION

Year-End Audit Phase

	2014	2015	2016	2017	2018
Partner Hours	20	24	24	24	24
Manager Hours	48	48	48	48	48
Senior Hours	44	44	44	44	44
Staff Hours	16	16	16	16	16

This phase will commence when the City accounting personnel have prepared a trial balance of the organizations' year-end general ledger accounts and completed the workpapers agreed upon during planning. This phase will primarily involve performance of substantive procedures. The purpose of substantive tests will be to provide reasonable assurance of the validity of account balances as produced by the accounting system. These tests involve obtaining or examining evidence to verify the propriety of such balances. All work performed is reviewed by the partner. At the conclusion of final field work we will conduct an exit conference to communicate the results of the audit to date and set a schedule for completing the reports.

Reporting Phase

	2014	2015	2016	2017	2018
Partner Hours	4	4	4	4	4
Manager Hours	6	6	6	6	6
Senior Hours	10	10	10	10	10
Staff Hours	4	4	4	4	4
Clerical	6	6	6	6	6

The final phase involves preparation of financial statements, reports and the management letter. Preliminary drafts of the audit report and financial statements will be provided to management for review prior to finalizing the reports. We anticipate this occurring within four weeks of the end of fieldwork. We will provide final copies of the report and financial statements within five business days of receiving approval from you regarding the draft copies.

OTHER MATTERS

Statistical Sampling

Certain areas of the audit, due to the volume of transactions involved, are best audited via sampling procedures whereby attributes of the transactions are examined and results projected to the population of activity in the account balances being audited. In governmental audits, we utilize sampling techniques in testing certain aspects of an organization's internal controls and in the areas of cash receipts, cash disbursements, and payroll. The sample sizes are determined based on the AICPA's Audit Sampling Guide which provides authoritative guidance in this area.

FIRM'S APPROACH TO THE EXAMINATION

EDP Auditing

Substantially, all of our clients utilize accounting software of various levels of sophistication. Karen Kerber has received the designation of certified information technology professional and as such is uniquely qualified to audit within a computerized environment. She will develop audit plans in conjunction with the other partners and managers that include IT audit objectives such as:

- Assessing the entity-level IT functions and controls.
- Assessing the role of third parties including inherent risks and adequacy of mitigating controls.
- Documenting the role of IT applications used to support one or more financial statement accounts, financial statement preparation, and the reporting process. This may include the preparation of documentation to depict the flow of financial information from transaction initiation, through various stages of processing and reporting
- Assessing activity-level inherent risks and the adequacy of mitigating controls for one or more IT applications used to support one or more financial statement accounts, financial statement preparation, and the reporting process.
- Identifying relevant IT processes that support the relevant applications and inherent general control risks, and the adequacy of controls to mitigate these risks.
- Identifying opportunities to leverage computer assisted audit tools and techniques (CAATTs) in the execution of tests for fraud and substantive procedures.

As part of our audit process, we will gain an understanding of the effect of IT on internal control. Information gathered and consider for risk assessment purposes, will include, but not be limited to, the following:

- The role of IT in the initiation, authorization, recording, processing, and reporting of transactions.
- How the entity manages information technology.
- Evaluating the design of internal controls and determining whether they have been deployed to mitigate the risk associated with the use of information technology.
- Application Controls

FIRM'S APPROACH TO THE EXAMINATION

Gathering this information allows us to have comfort that the data has integrity and that there are controls over that data. CAATTs then allows us to use your data files to assess transactional and supporting data and allows us to take vast amounts of normalized data and integrate and analyze that data, creating stratification of data:

- Identification of data that is potentially an outlier or anomaly
- Assists in sample selection

The following are examples of substantive procedures the auditor may perform using CAATTs:

- Recalculation including the use of CAATTs to recalculate report balance
- Reperformance
- Analytical procedures including using CAATTs to test journal entry files for unusual entries

CAATTs enable us to expand the extent of our use of substantive procedures. For instance, when testing an entity's transactions, of which there may be thousands or more, CAATTs allows us to test across the entire population as opposed to being limited to a smaller sample.

FIRM'S APPROACH TO THE EXAMINATION

Audit Plan and Approach

The following audit plan and approach will be applied to all funds of the City as appropriate.

I. Engagement Planning and Administration

- Obtain signed engagement letter.
- Complete independence procedures.
- Review previous audit reports and management letter.
- Update permanent file records.
- Hold planning and progress conferences with client, establish key dates.
- Read minutes of meetings for issues affecting the city and other indications of potential changes (new or increased fees, debt issues or property purchases/sales).
- Review, evaluate, and document understanding of internal controls.
- Perform preliminary analytical review comparing current balances to the budget and prior year balances to identify areas to test during field work.
- Develop and approve audit programs.
- Determine single audit major programs and develop plan for compliance testing (if required).
- Document the City's procedures for adopting and amending the annual budget.
- Review budget amendments for proper approval and inclusion in the financial statements.
- Accumulate all points to be included in management letter, draft letter and meet with management to review.
- Review workpapers for completeness.
- Undergo partner level work paper reviews and concurring reviews.
- Hold exit conference with key personnel.

II. Cash and Investments

- Review ledger account entries, compare cash account balances.
- Confirm year-end account balances with depositories.
- Obtain bank reconciliations and substantiate reconciling items.
- Substantiate interbank transfers.
- Test investment transactions, test interest earned and trace to receipts and ledger accounts.
- Confirm investment balances.

FIRM'S APPROACH TO THE EXAMINATION

III. Inter-fund Balances

- Verify that inter-fund receivables and payable agree.
- Review inter-fund receivables and payable for long-term advances. Review repayment schedule for any long-term advances and obtain information for proper disclosure.
- Verify that inter-fund transfers agree and obtain the reason for each transfer.

IV. Revenue and Receivables

- Compare revenues to prior year actual and current budget.
- Select a sample or receipt for internal control testing and compare procedures to the city's policies and procedures manual. Identify potential improvements and communicate the results to management.
- Test existence of accounts receivable and taxes receivable.
- Review property tax settlements to city records and bank deposits.
- Agree settlement amounts for each jurisdiction to final settlement statement from the County.
- Verify tax levy allocation for each fund to the final budget.
- Review list of delinquent personal property taxes for significant balances.
- Confirmation and reconciliation of state aids.
- Verify and reconcile state and federal aids related to major programs (If required).
- Reconcile other revenues to claims and invoices filed.
- Review functional classifications of revenues for government-wide financial statements.
- Perform tests of billing rates when changes to those rates are implemented.

V. Expenditure and Liabilities

- Compare expenditures to prior years and budgeted amounts.
- Account analysis of significant variations.
- Select a sample of payroll and accounts payable transaction for internal control testing and compare procedures to the city's policies and procedures manual. Identify potential improvements and communicate the results to management.
- Select sample and perform state and federal single audit compliance testing during interim and year-end phases (if required).
- Review vouchers payable listings, determine proper cutoffs and review for unrecorded liabilities.
- Verify vested vacation and sick pay liabilities.
- Determine appropriateness of other liability accounts including accrued payrolls and related withholdings.

FIRM'S APPROACH TO THE EXAMINATION

VI. Inventories and Prepaid Items

- Review and compare balance to prior year.
- Obtain or observe physical inventory and test a sample of items.
- Obtain list of December disbursements and test material items for possible prepaid items.

VII. Property

- Obtain capitalization policy for capital assets.
- Obtain summary schedules of capital assets including additions, retirements, and accumulated depreciation.
- Test capital asset additions and deletions.
- Test capital asset depreciation calculations.
- Obtain schedules of infrastructure assets including beginning balances, additions, retirements, and ending balances.
- Test infrastructure additions and deletions.
- Test infrastructure depreciation calculations.
- Record utility plant additions.

VIII. Financing

- Verify bond and note balances; obtain information on new issues, if any; trace transactions to general ledger, recomputed interest paid.
- Determine nature and appropriateness of other equity balances.
- Check compliance with bond covenants, if any.

IX. Financial Reporting

- Ascertain that all items of audit significance contained in the minutes have been considered and cross-referenced to the working papers.
- Obtain a working trial balance.
- Post all adjusting entries and obtain adjusted trial balance.
- Prepare the financial statements.
- Review management discussion and analysis (MD&A).
- Perform subsequent events review to date of completion of fieldwork.
- Obtain management and attorney representation letters.
- Review the GASB 34 conversion entries in preparation for converting the City's fund financial statements to the government-wide Statement of Net Position and Statement of Activities.
- Draft all required reports.

FIRM'S APPROACH TO THE EXAMINATION

X. Department Testing

- Identify city departments with cash receipting and disbursement responsibilities.
- Perform entrance conference with department head and financial staff.
- Perform test of transaction to document the department's internal controls to identify any weaknesses and to verify city policies and procedure are being followed. We will use audit programs that we have developed over the years auditing other municipalities.
- Trace department transactions from the department all the way through the City's financial system to verify that the internal control system is in place and working at each step.
- Meet with the department head to discuss results of testing and possible recommendations for improvement.

ADDITIONAL EXPERTISE AND EXPERIENCE

Karen Kerber is also a Certified Information Technology Professional (CITP). This is an additional credential earned by Certified Public Accountants which demonstrates their unique ability to bridge between technology and auditing. There are five key dimensions to this certification which include:

Section 1 – Risk Assessment

Initial evaluation of risks that may impact the possibility of a material misstatement or the vulnerability of an organization's assets with initial assumptions, research, and uncertainties

Section 2 – Fraud Considerations

Consideration of the risks of material misstatement due to fraud and determine specific IT techniques to detect fraud.

Section 3 – Internal Control and IT General Controls

Internal Controls

Provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial statements for external purposes/use.

Information Technology General Controls

Control objectives relate to the confidentiality, integrity, and availability of data and the overall management of the IT function of the business enterprise.

Information Security

Understand, identify, design, implement, and monitor processes/systems used to enable security of information.

Section 4 – Evaluate, Test, and Report

Types of Audit and Attest Services

Provide assurance to the public on financial statements, a client service, or a specific segment or piece of an entity's operations.

Auditing Techniques & Procedures

Techniques and options to design and execute testing procedures.

Assessment of Controls

Evaluation process of controls and the entity's environment after examination and testing.

Information Assurance

Provide assurance on the presentation, timeliness, and auditability of information.

Section 5 – Information Management & Business Intelligence

Information Management

Ensure that information is managed such that it provides value in a number of aspects.

Business Process Improvement

Identify opportunities and understand the value of using information technology to create work flows and processes that enable more effective use of resources.

Data Analysis & Reporting Techniques

Process of gathering, modeling, and transforming data with the goal of highlighting useful information, suggesting conclusions, and supporting decision making.

Performance Management

Apply data analysis and reporting concepts to analyze enterprise performance and help the organization achieve its accountability goals and objectives, using financial and non-financial information.

ADDITIONAL EXPERTISE AND EXPERIENCE

Technology Services Consulting

KerberRose SC also has a Technology Services Team with expertise in technology solutions to meet your needs. A partial list of available services follows:

- Managed Services
- Networks
- Application Virtualization
- Accounting Software
- Productivity Software
- Enterprise Software
- SPAM/Antivirus Software
- Network Monitoring

Our firm can also offer the following services by our government audit team or other teams within the firm:

- Performed Water and Electric rate cases filings for the Public Service Commission and have also prepared rate increase analysis for sewer utilities.
- Performed TIF audit for 30% completion, end of the construction period and TIF close out. We also perform tests of existing TIF's with the annual audit to make the required TIF audits more efficient.
- We have a team of payroll professionals that can assist with any payroll related question or perform payroll functions if requested.
- We have capital asset software for maintaining your inventory of capital assets and calculating depreciation expense.
- Assisted with the implementation of software including chart of accounts design.
- Assisted with interviews of key financial staff.

ADDITIONAL EXPERTISE AND EXPERIENCE

Our firm also provides a service for individuals to report fraud, employee tips are the number one way fraud is detected. This service is also a great reflection of the "tone at the top" which is the number one way fraud is prevented. This service includes:

- A nationwide toll-free number staffed by live operators 24/7/365.
- A web reporting portal available 24/7/365.
- The ability to report in both English and Spanish.
- Posters to be hung at key locations within your entity.
- Quarterly emails to all employees to encourage familiarity with the hotline.
- Quarterly newsletter to management regarding financial ethics and risks.
- 1-hour live fraud awareness seminar for your employees.
- Pre-recorded fraud awareness webinar for your future use.
- Detailed reports.

APPENDIX A



Karen Kerber, CPA

Shareholder, Shawano

Email: Karen.Kerber@kerberrose.com

Phone: (715) 526-9400 Ext. 204

Relevant Experience

Karen has over 25 years of accounting and auditing experience with KerberRose SC. She provides financial auditing and accounting services for not-for-profit organizations, municipalities, utilities, school districts, and commercial entities. Specific experience includes:

- Partner-in-charge of financial auditing and consulting services to municipal, not-for-profit, and commercial clients
- Provides A-133 compliance audits of federally funded programs to municipal, educational and not-for-profit clients
- Provides forensic and fraud investigation services to municipal, not-for-profit and commercial clients
- Provides peer review services to various accounting firm through-out the United States
- Assists clients with implementation of new accounting standards
- Serves on KerberRose's Quality Assurance, Strategic Planning, Human Resources, and Technology Committees
- Certified Information Technology Professional

Education

- University of Wisconsin – Green Bay, BS Accounting

Industry Involvement

- AICPA – American Institute of Certified Public Accountants
- WICPA – Wisconsin Institute of Certified Public Accountants
- AICPA – Technical Issues Committee Chairperson (2011-2013)
- AICPA – Technical Issues Committee Member (2008-Present)
- AICPA – Private Company Practice Section Executive Committee
- WICPA – Peer Review Committee
- WICPA School District Committee
- Reviewer for GFOA Excellence in Reporting Program

Continuing Professional Education

- AICPA National Governmental and Not-For-Profit Training Program
- Single Audit Requirements for Non-Profit and Governmental Organizations
- Not-for-Profit Organizations – Special Accounting and Tax Considerations
- Governmental GAAP Update on Accounting Issues
- Governmental Reporting and Technical Excellence Seminars
- Peer Review Conference
- Various other in-house seminars relating to governmental, nonprofit and general accounting issues



Jay McMahon, CPA, MBA

Manager, Shawano

Email: Jay.McMahon@kerberrose.com

Phone: (715) 526-9400 Ext. 206

Relevant Experience

Jay has over 20 years of government accounting and auditing experience. He provides financial accounting, auditing and consulting services to counties, municipalities, utilities, school districts, colleges and tribes. He has managed audits of Wisconsin municipalities and not-for-profit organizations, prepared financial statements, Single Audits, Public Service Commission Reports and State Financial Report Forms for governmental entities. He also provides guidance and assists with implementing new Governmental Accounting and Auditing Standards. A summary of his work experience follows:

- Seven years working for the State of Wisconsin in the Department of Health Services. Jay was a Financial Supervisor for Disability Services.
- Three years as the City of Janesville's city and utility accountant where he worked with payroll, utility billing, monthly financial analysis and reports, annual budget and the annual audit and financial reports.
- Jay spent the last fourteen years as a government auditor. He managed numerous audits annually leading audit teams of 1 to 6 members from planning through completion of the audit. Jay worked on large counties, cities, colleges and school districts to small towns and villages. His experience allowed him to identify best practices and make recommendations to improve efficiency. Below is a partial list of his experience:

Fox Valley Technical College
Brown County
Door County
Vilas County
City of De Pere
City of Manitowoc

City of Monona
City of Oconomowoc
City of Oconto
City of Oconto Falls
City of Two Rivers
City of Wausau

City of Wautoma
Village of Ashwaubenon
Village of Bellevue
Village of Howard
Wisconsin Rapids Water Works & Lighting
Manitowoc Public Utilities

Education

- University of Wisconsin – Whitewater, MBA, Finance
- University of Wisconsin – Oshkosh, BBA, Accounting

Professional Involvement

- American Institute of Certified Public Accountants
- Wisconsin Institute of Certified Public Accountants
- Government Finance Officers Association (GFOA)
- Wisconsin Government Finance Officers Association
- Comprehensive Annual Financial Report (CAFR) Reviewer for GFOA

Continuing Professional Education

- AICPA National Governmental and Not-For-Profit Training Program
- AICPA National Governmental Accounting and Auditing Update
- AICPA – The Yellow Book: Government Auditing Standards
- Government Finance Officers Association National Conference
- Governmental GAAP Update on Accounting and Auditing Issues
- In-house seminars relating to governmental accounting and auditing issues
- Obtain between 60 and 80 hours of continuing education annually



Kathleen Ciantar, CPA

Senior Auditor, Shawano

Email: Kathleen.Ciantar@kerberrose.com

Phone: (715) 526-9400 Ext. 226

Relevant Experience

Kathleen has over 5 years of government accounting and auditing experience. She provides financial accounting and auditing services to counties, municipalities, district courts, authorities, and school districts. She has in-charged audits of both Wisconsin and Michigan municipalities and not-for-profit organizations, prepared financial statements, and Single Audits for governmental entities. A summary of her work experience follows:

- She participates in numerous audits annually; actively involved in audit details from planning through completion of the audit
- Provides A-133 compliance audits of federally funded not-for-profit and governmental clients
- Specializes in providing services to governmental clients, including those subject to OMB A-133 audit requirements and the State Single Audit Guidelines.
- Assists clients with implementation of new accounting standards
- Kathleen spent the last five years as a government auditor. Below is a partial list of her experience:

Wayne County, MI
Macomb County, MI
City of Farmington Hills, MI
City of Roseville, MI
City of Grosse Pointe, MI
City of Grosse Pointe Farms, MI
Clinton Township, MI
48th District Court, MI

Southeast Michigan Community Alliance - Taylor, MI
Recreation Authority of Roseville & Eastpointe – Roseville, MI
South East Regional Emergency Services Authority - Roseville, MI
Port of Greater Cincinnati Development Authority - OH
City of Oconto, WI
City of Wautoma, WI
Village of Lena, WI
Village of Howard, WI

Education

- Albion College, BA, Economics & Management with concentration in Accounting, Magna Cum Laude

Professional Involvement

- American Institute of Certified Public Accountants
- Wisconsin Institute of Certified Public Accountants
- Michigan Association of Certified Public Accountants
- Shawano Area Young Professionals

Continuing Professional Education

- In-house seminars relating to governmental accounting and auditing issues
- Obtain between 60 and 80 hours of continuing education annually



Joseph R. Galarowicz, CPA

Shareholder, Fox Cities

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Relevant Experience

Joe has over 25 years of accounting and auditing experience. He provides financial auditing and accounting services for not-for-profit organizations, municipalities, utilities, colleges, school districts, housing projects, and employee benefit plans. Specific experience includes:

- Partner-in-charge of financial auditing and consulting services to municipal, not-for-profit, educational, low income housing, and employee benefit plan clients
- Provides A-133 compliance audits of federally funded programs for municipal, not-for-profit, college, and educational clients
- Helps clients implement new accounting standards
- Team Leader on Kerber Rose's Quality Assurance Committee that establishes and monitors policies and procedures for the firm's accounting and auditing practice
- Performs peer reviews for other CPA firms throughout the country
- Evaluates accounting systems and related internal controls

Education

- University of Wisconsin – Madison

Industry Involvement

- American Institute of Certified Public Accountants
- Wisconsin Institute of Certified Public Accountants
- WICPA Peer Review Committee (Past Chair)
- AICPA Technical Issues Committee (Past Member)

Continuing Professional Education

- National Governmental and Not-For-Profit Training Program
- National Accounting and Auditing Advanced Technical Symposium
- Benefits of Testing Internal Controls
- GFOA National Conference
- GASB 34 Implementation
- Accounting and Auditing Updates

APPENDIX B

System Review Report

To the Shareholders of
Kerber, Rose, & Associates, S.C.
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Kerber, Rose, & Associates, S.C. (the firm) in effect for the year ended May 31, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Kerber, Rose, & Associates, S.C., in effect for the year ended May 31, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Kerber, Rose, & Associates, S.C. has received a rating of *pass*.

Pestlethwaite & Netterville

Baton Rouge, Louisiana

October 11, 2012

APPENDIX C

MANAGEMENT LETTER
SAMPLE CITY, WISCONSIN

December 31, 2013

SAMPLE CITY, WISCONSIN

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To the Mayor and Common Council
SAMPLE CITY
SAMPLE CITY, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the SAMPLE CITY, Wisconsin (City) as of and for the year ended December 31, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated information in our engagement letter to you as well as during our initial planning meetings. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of the City. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the City's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests is not to provide an opinion on compliance with such provisions.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore our audit involved judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Any internal control related matters that are required to be communicated under professional standards are included later in this letter.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the SAMPLE CITY are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2013. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the SAMPLE CITY financial statements was:

Management's estimate of the useful lives of the capital assets is based on industry standards. We evaluated the key factors and assumptions used to develop the estimated useful lives in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no sensitive disclosures affecting the financial statements. The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We proposed adjustments to the City's general ledger some of which were material to the financial statements taken as a whole. These misstatements were detected as a result of audit procedures and were corrected by management. The entries related primarily to properly recording capital assets and depreciation for the utility, recording state grant and other receivables, and recording additional liabilities.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Internal Control Over Financial Reporting

In planning and performing our audit of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all such deficiencies have been identified.

A *deficiency* in the internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. A *material weakness* is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiencies in the City's internal control to be material weaknesses.

Segregation of Duties - The City has a limited number of people who are responsible for and perform substantially all of the bookkeeping and accounting functions. Good internal control requires a complete separation of duties with respect to the handling and recording of transactions. In order to provide for an adequate segregation of duties, additional personnel may have to be involved in the performance of the accounting and bookkeeping functions. We recognize that this may not be practicable based on the size of the City and limited resources. This is not unusual for entities your size, but we are required to inform you that this condition exists. Because some procedural controls do not exist, the board has compensating controls such as approval of invoices and review of receipts and revenues which allow it to rely heavily on its knowledge of the City's operations in order to safeguard assets.

Financial Reporting - One of the components of internal control over financial reporting is that staff of the City be sufficiently knowledgeable to record the entity's financial transactions in accordance with generally accepted accounting principles (GAAP) and to prepare the entity's financial statements including the footnotes in accordance with those principles. The City's staff do not have the training in GAAP to prepare financial statements including the related notes in accordance with GAAP. The City's management does review the financial statements and footnotes and accepts responsibility for them. This matter is common in most small organizations since they do not have the resources to devote to this area of internal control.

Material Account Adjustments - During our audit, we proposed and management accepted material adjustments to the City's general ledger. Material misstatement occurred due to management not recording transactions in accordance with generally accepted accounting principles.

Internal Control Over Compliance

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. Accordingly, we do not express an opinion on compliance. The results of our tests disclosed no instances of noncompliance or other matters that is required to be reported under Government Auditing Standards.

Other Matters

In addition, we felt the other matters described in the following paragraphs were important to the operation of the City. These matters may involve internal controls, general operations, recommendations for the adoption of policies and other such items that we feel will enhance the City.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various City personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Current Year Observation

Fund Deficits

During our audit, we noted that the City has several funds with deficit balances. The funds with deficit fund balances listed below also had negative cash and investment balances as a result. The large deficits in the Docks/Breakwater and 2005 Capital Projects funds were due in part to 2013 projects that will require additional funding sources either from an external source or from the City's General Fund.

It is essential that governments maintain an adequate fund balance in the General Fund to provide short-term cash flow for unexpected expenditure and cash demands. In 2013, the Docks/Breakwater and 2005 Capital Projects funds had expenditures for projects that are being funded with state reimbursements. The City was required to pay the project costs and submit a claim for reimbursement. At year-end, the City had approximately \$1,075,000 due from the State of Wisconsin for project costs that was financed with available cash of the General Fund.

Recycling	\$ (74,001)
Tax Incremental District No. 3	(11,127)
Tax Incremental District No. 4	(84,520)
Docks/Breakwater	(413,631)
2005 Capital Projects Fund	(207,005)

We recommend that the City adopt a formal fund balance policy that defines the appropriate level of fund balance for cash flow purposes. The deficits in the above funds put a burden on the general fund as these funds had negative cash balances. The negative cash balances in these funds were required to be offset against the cash balance in funds with available cash in accordance with accounting standards. The City should also evaluate the deficit balances above for possible funding sources and if no external sources exist, develop a plan of reducing the deficit through General Fund transfers.

SUMMARY FINANCIAL INFORMATION

1. Government-Wide Net Position

Presented below is a summary of the various government-wide net position balances at December 31, 2013, including a comparison to the prior year. This information is provided for assisting management in assessing financial results for 2013 and for indicating financial resources available at the start of the 4 budget year.

	<u>12/31/13</u>	<u>12/31/12</u>
Governmental Activities:		
Net Investment in Capital Assets		
Net Capital Assets	\$ 15,707,278	\$ 14,232,549
Less: Related Long-Term Outstanding	<u>(5,376,155)</u>	<u>(5,873,498)</u>
Net Investment in Capital Assets	<u>10,331,123</u>	<u>8,359,051</u>
Restricted		
Airport Improvements	61,457	-
Capital Projects	-	569,616
CDBG Future Housing Loans	<u>251,135</u>	<u>180,583</u>
Total Restricted	<u>312,592</u>	<u>750,199</u>
Unrestricted	<u>104,006</u>	<u>245,723</u>
Total Governmental Activities Net Position	<u>\$ 10,747,721</u>	<u>\$ 9,354,973</u>
Business-Type Activities:		
Net Investment in Capital Assets		
Net Capital Assets	\$ 19,011,031	\$ 18,386,944
Less: Related Long-Term Outstanding	<u>(10,103,977)</u>	<u>(10,419,241)</u>
Net Investment in Capital Assets	<u>8,907,054</u>	<u>7,967,703</u>
Restricted		
Revenue Bond Reserve	-	185,860
Revenue Bond Sinking Fund	1,011,370	1,142,328
Equipment Replacement	<u>143,831</u>	<u>169,631</u>
Total Restricted	<u>1,155,201</u>	<u>1,497,819</u>
Unrestricted	<u>1,265,319</u>	<u>1,506,278</u>
Total Business-Type Activities Net Position	<u>\$ 11,327,574</u>	<u>\$ 10,971,800</u>

2. Governmental Fund Balances

Presented below is a summary of the various City governmental fund balance (deficits) at December 31, 2013, including a comparison to the prior year. This information is provided for assisting management in assessing financial results for 2013 and for indicating financial resources available at the start of the 20142013 budget year.

	<u>12/31/13</u>	<u>12/31/12</u>
General Fund		
Nonspendable	\$ -	\$ 14,350
Delinquent Special Assessments		
Assigned		
Employee Retirement	46,604	59,565
Police Equipment/Vehicle Replacement	4,812	4,099
Fire Equipment/Vehicle Replacement	-	654
Disaster Control Emergency Siren	-	6,800
Public Works Equipment Replacement	22,369	44,423
Street Construction and Maintenance	72,383	53,156
Sidewalk Maintenance	83,561	62,533
Park Equipment/Vehicle Replacement	3,000	7,784
Pool	91,295	55,413
Forestry Ranger Services	-	4,171
Total Assigned	<u>324,024</u>	<u>298,598</u>
Unassigned	<u>595,043</u>	<u>489,716</u>
Total General Fund	<u>919,067</u>	<u>802,664</u>
Non-Major Governmental Funds:		
Restricted:		
Airport Improvements	61,457	-
Community Development Revolving Loan	251,135	180,583
Committed:		
Tax Incremental District #2	844,257	679,679
Assigned:		
Airport Operation	10,699	77,740
Library	20,825	42,502
Campground	23,112	2,166
Unassigned:		
Recycling	(74,001)	(27,633)
Tax Incremental District #3	(11,127)	(11,127)
Tax Incremental District #4	(84,520)	(52,365)
Total Non-Major Governmental Funds	<u>1,041,837</u>	<u>891,545</u>
Debt Service Fund - Restricted	29,436	(32,964)
Docks/Breakwater Fund - Unassigned (Deficit)	(413,631)	(203,895)
2005 Capital Project Fund - Unassigned (Deficit)	<u>(207,005)</u>	<u>569,616</u>
Total Governmental Fund Balances	<u>\$ 1,369,704</u>	<u>\$ 2,026,966</u>

3. Community Development Revolving Loan Fund

The City administers loans to area businesses from a community development revolving loan fund (RLF). At December 31, 2013 the RLF had an available balance of \$251,135 and outstanding loan receivable balances of \$403,114 as detailed below:

	<u>Amount</u>
Current Loans:	
Hotel Associates	\$ 33,515
Kelly Company	31,141
City Construction	23,335
Kelly's Creative Design	10,556
Dock Side	80,760
T&S Metal	130,039
MARW	11,700
QSP Technology	82,069
	<u> </u>
Total	<u>\$ 403,114</u>

4. Water Utility Income Account and Rate of Return

Presented below are financial analysis to assist management in monitoring water utility operations.

Water Utility Income

A comparative summary for the years ended December 31, 2013 and 2012 is shown below:

	<u>2013</u>	<u>2012</u>
Operating Revenues:		
General Customers	\$ 563,065	\$ 542,662
Fire Protection	357,011	313,616
Other	4,679	3,915
Total Operating Revenues	<u>924,755</u>	<u>860,193</u>
Operating Expenses:		
Operation and Maintenance	352,448	350,752
Depreciaton	216,719	185,973
Total Operating Expenses	<u>569,167</u>	<u>536,725</u>
Operating Income	<u>\$ 355,588</u>	<u>\$ 323,468</u>

Water Utility Rate of Return

The Public Service Commission of Wisconsin (PSC) determines rates charged customers by calculating a rate of return on the water utility's base. Results for 2013 showed that the water utility earned 4.51% on its rate base for 2013 compared to the 3.87% for 2012.

	<u>2013</u>	<u>2012</u>
Utility Plant:		
Beginning	\$ 7,581,895	\$ 7,486,817
Ending	7,973,238	7,581,895
Average	<u>7,777,566</u>	<u>7,534,356</u>
Accumulated Depreciation:		
Beginning	(1,715,566)	(1,592,926)
Ending	(1,787,145)	(1,715,566)
Average	<u>(1,751,356)</u>	<u>(1,654,246)</u>
Materials and Supplies Inventory:		
Beginning	54,202	54,694
Ending	49,021	54,202
Average	<u>51,612</u>	<u>54,448</u>
Regulatory Liability:		
Beginning	(266,083)	(290,273)
Ending	(241,893)	(266,083)
Average	<u>(253,988)</u>	<u>(278,178)</u>
Average Net Rate Bases	<u>\$ 5,823,835</u>	<u>\$ 5,656,380</u>
Net Operating Income	<u>\$ 262,649</u>	<u>\$ 219,170</u>
Rates of Return	<u>4.51%</u>	<u>3.87%</u>

5. Sewer Utility Income Account and Rate of Return

Presented below are financial analysis to assist management in monitoring sewer utility operations:

Sewer Utility Income

A comparative summary for the years ended December 31, 2013 and 2012 is shown below:

	<u>2013</u>	<u>2012</u>
Operating Revenues:		
General Customers	\$ 1,104,338	\$ 1,029,266
Other	6,328	4,887
Total Operating Revenues	<u>1,110,666</u>	<u>1,034,153</u>
Operating Expenses:		
Operation and Maintenance	527,085	550,863
Depreciaton	151,507	150,378
Total Operating Expenses	<u>678,592</u>	<u>701,241</u>
Operating Income	<u>\$ 432,074</u>	<u>\$ 332,912</u>

Results for 2013 showed that the sewer utility earned 4.14% on its rate base compared to 3.23% in 2012. The increase was the result of a higher operating income.

	<u>2013</u>	<u>2012</u>
Utility Plant:		
Beginning	\$ 14,257,761	\$ 14,195,649
Ending	14,666,644	14,257,761
Average	<u>14,462,202</u>	<u>14,226,705</u>
Materials and Supplies Inventory:		
Beginning	4,848	5,348
Ending	4,738	4,848
Average	<u>4,793</u>	<u>5,098</u>
Accumulated Depreciation:		
Beginning	(4,009,834)	(3,869,552)
Ending	(4,068,577)	(4,009,834)
Average	<u>(4,039,206)</u>	<u>(3,939,693)</u>
Average Net Rate Bases	<u>\$ 10,427,790</u>	<u>\$ 10,292,110</u>
Net Operating Income	<u>\$ 432,074</u>	<u>\$ 332,912</u>
Rates of Return	<u>4.14%</u>	<u>3.23%</u>

6. Compliance

The agreement requires the City to generate annual "net revenues" of the wastewater treatment and waterworks system of not less than 125% of the highest annual principal and interest requirements of the existing long-term debt issues payable from the "net revenues".

To illustrate compliance with the agreement provision, presented below is the calculation based on 2013 results:

Operating Income	\$	787,662
Depreciation		368,226
Interest Income		6,268
Nonoperating Revenues		58,830
Payments from Other Sanitary Districts		16,398
Special Assessments		40,825
Adjusted Net Revenue	\$	<u>1,278,209</u>
Debt Retirement:		
Principal	\$	370,000
Interest		335,545
	\$	<u>705,545</u>
Debt Coverage Requirement - 125% of Total	\$	<u>881,931</u>
Debt Requirement Excess	\$	<u>396,278</u>

The above calculation indicates that the City is currently in compliance with the 125% debt coverage provision.

Closing

We would like to thank you for allowing us to be of service to the City. We received complete cooperation and appreciate your consideration of our comments and your implementation of suggestions.

This information is intended solely for the use by the Mayor and City Council, management, and others within the City and is not intended to be and should not be used by anyone other than these specified parties.

KerberRose SC
Certified Public Accountants
 Date, 2014

KerberRose

Certified Public Accountants

January 6, 2015

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

Dear Mr. Zegers:

Our fees are based on the amount of time required to complete an assignment and the level of personnel assigned. We render interim billings as work progresses and a final billing at the conclusion of each engagement.

Our fees are based on the assumption that the accounting records will be readily available and that we will receive assistance from your personnel in the preparation of detailed analyses, workpapers, etc., including trial balances or schedules prepared in the normal course of business. A listing of such schedules will be provided to your personnel during the planning phase of each audit.

If requested we will provide additional services to the City and provide the City with a cost estimate prior to undertaking the tasks. These services will be billed at the standard hourly rates.

Also, please be assured that although the following are our maximum estimated fees for each year based on the information we received, our fees may be less if we incur less time and costs while performing the services for the City. We say this because our firm is founded on working with municipalities to provide additional training and explanations for any adjustments, so the City personnel may perform certain tasks in the future.

The all-inclusive fees for each of the three years are as follows:

	2014	2015	2016	2017	2018
City Audit	\$ 21,250	\$ 21,900	\$ 22,650	\$ 23,100	\$ 23,950
City Dept. Review (16 Hours max.)	1,750	1,800	1,850	1,900	1,950
Total All-Inclusive Audit Fee	<u>\$ 23,000</u>	<u>\$ 23,700</u>	<u>\$ 24,500</u>	<u>\$ 25,000</u>	<u>\$ 25,900</u>
Single Audit, if required	\$ 2,500	\$ 2,600	\$ 2,700	\$ 2,800	\$ 2,900
	<u>\$ 25,500</u>	<u>\$ 26,300</u>	<u>\$ 27,200</u>	<u>\$ 27,800</u>	<u>\$ 28,800</u>

Schedule of rates for each staff category:

	2014	2015	2016	2017	2018
Category	Hrly Rates	Hrly Rates	Hrly Rates	Hrly Rates	Hrly Rates
Partner	\$ 225	\$ 230	\$ 235	\$ 235	\$ 235
Manager	160	165	170	175	175
Senior	110	113	117	120	125
Staff	90	93	95	98	100
Clerical	30	30	30	30	30

HAWKINS | ASH CPAs

Audit Proposal

City of De Pere

December 30, 2014

Letter of Transmittal



One East Wald Blvd, Suite 5
Manitowoc, WI 54221-2912
920.684.7128 / 920.684.3709
www.HawkinsAshCPAs.com

December 30, 2014

Dear Mr. Zegers,

Thank you for the opportunity to present this proposal to you for auditing services. We will perform an audit in accordance with generally accepted auditing standards, express an opinion on the financial statements and report on compliance and the internal control structure.

Our firm has long recognized the public sector's need for competent auditing, accounting, and consulting services, and has dedicated time and money for the ongoing development of this highly specialized skill. Hawkins Ash CPAs serves cities, villages, townships, public school districts, utilities, sanitary districts, public housing authorities, redevelopment authorities and several programs funded by federal and state resources. We have been providing services to municipalities since 1956. Our firm and professional staff are licensed to practice in Wisconsin and Minnesota. Our firm is comprised of eight closely knit offices. In Wisconsin, we have offices in Green Bay, Manitowoc, Marshfield, Medford, and La Crosse. Our Minnesota offices are located in Rochester, St. Charles, and Winona.

We have reviewed the performance specifications in your request for proposal and state that we can and will meet or exceed all specifications and can perform the work within the time frame requested.

We look forward to further discussing our proposal and will be pleased to supply any further information you may require.

Sincerely,

HAWKINS ASH CPAS, LLP

A handwritten signature in blue ink that reads "Randall L. Miller, CPA".

Randall L. Miller, Partner

Scope of Work

The objective of our service is to perform an audit of the financial statements of the City of De Pere and to express our opinion as independent certified public accountants on the statements. We will follow the fieldwork schedule noted in the request for proposal.

Our audit will be conducted in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards* and *Audit of States, Local Governments and Nonprofit Organizations*.

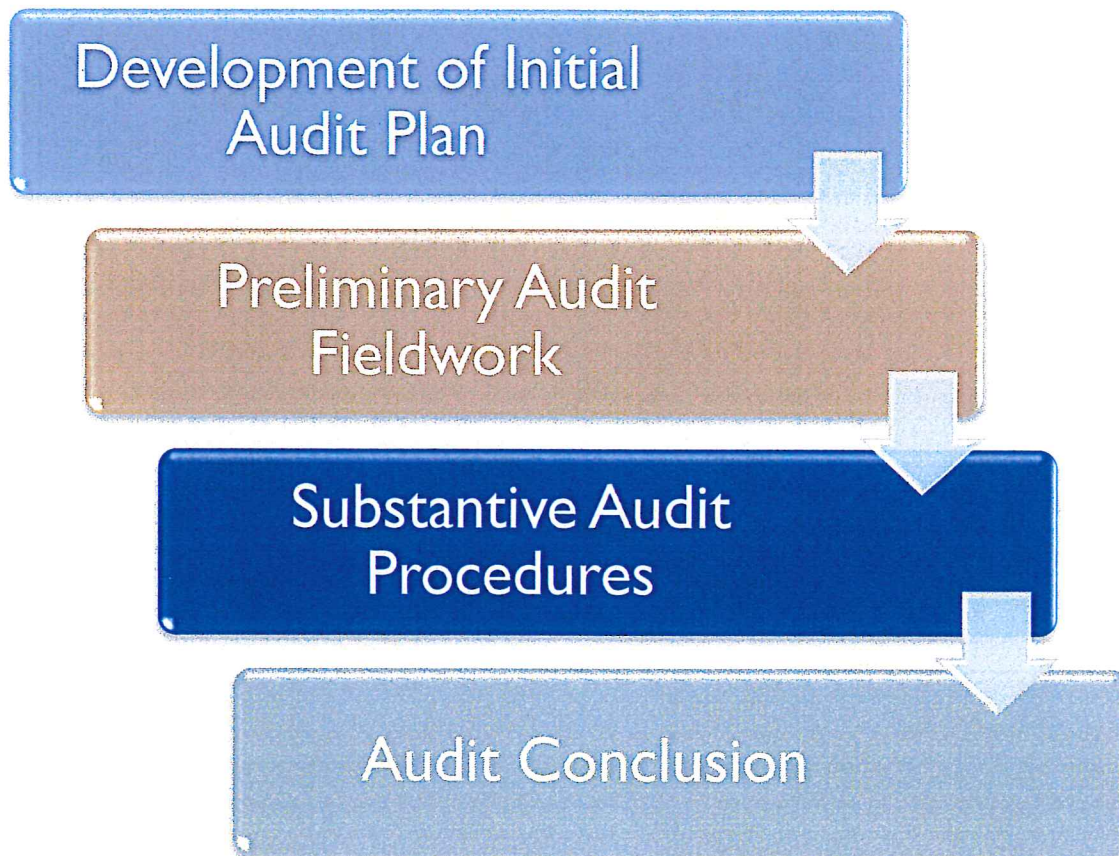
We will issue the following reports upon completion of the audit:

- Financial statements and an Independent Auditors' Report on the basic financial statements
- Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
- Independent Auditors' Report on Communication With Those Charged With Governance
- Independent Auditors' Report on Management Advisory Comments
- Irregularities and illegal acts, if required
- Present report to Finance Committee and Common Council

Audit Process

Our audit process was developed to ensure hidden opportunities and trouble areas are discovered and explored in a collaborative manner. To make our engagement as efficient as possible, we will make the best use of existing resources and technology.

Our audit team recognizes adherence to generally accepted auditing standards must not result in a “cook book” or “by-the-numbers” approach. Our auditors’ common sense, knowledgeable insight, alert skepticism, and thorough experience are integral parts of our audit procedures.



Audit Process

1. Develop Initial Audit Plan

The initial audit plan is designed for the engagement and is based on proposal requirements, preliminary interviews, and related procedures, such as reviewing documentation and manuals.

2. Preliminary Audit Fieldwork

The next several phases of the audit involve our review and evaluation of the internal accounting controls and administrative compliance requirements. We will:

- Survey internal control policies and procedures and document these control systems in a combination of narrative, flow-chart, or questionnaire forms.
- Identify and document compliance requirements that are material to your financial statements.
- Perform compliance tests to determine if the controls are in use and operating as planned.
- Perform analytical review of account balances.

Based on these tests, we will evaluate the internal controls to determine the extent they can be relied upon, and to what extent our subsequent substantive testing should be modified. At this point, we will modify the audit programs accordingly.

3. Substantive Audit Procedures

The next major phase is to substantiate account balances through substantive testing on-site. Both this phase and the preceding compliance testing will involve the use of appropriate statistical and non-statistical sampling as a technique to improve the quality of the tests.

4. Audit Conclusion

The concluding phase of the audit involves the preparation and your review and approval of our reports. The reports present our opinion regarding your financial statements and communicate our findings. In any instance where we cannot express an unqualified opinion on the financial statements, we will discuss our reasons with you before issuing the report.

In an effort to add value to the audit process, we will make suggestions to improve your controls, operations, and efficiencies in a management advisory letter.

Staffing

The services for the City of De Pere will be performed by our Manitowoc office. We anticipate the supervisory team to include some of the following:

Name	Title
Randall L. Miller, CPA	Partner
Charles N. Krueger, CPA	Senior Manager
Kevin Behnke, CPA	Senior Manager
Michelle Budysz	Senior Associate

Resumes of these professionals are presented on the following pages. An audit in-charge will be on-site 100 percent of the time, ensuring you receive the highest quality service. Your audit partner will review the file for adherence to our firm's quality control procedures and compliance with the AICPA's auditing standards.

Staff Rotation

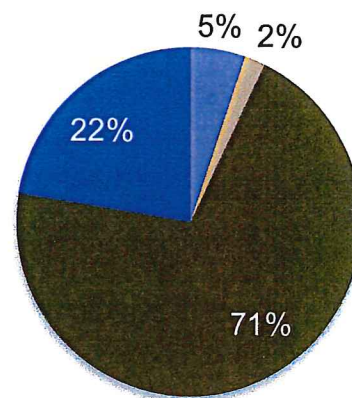
The engagement partner and supervisory personnel are to be assigned to your organization for the full term of the engagement. We believe that continuity of personnel enhances the effectiveness of the team and minimizes disruptions to your organization's normal work flow.

Continuing Professional Education

All of our audit staff participates in 50-70 hours of continuing professional education each year. In addition, all supervisory personnel receive at least 24 hours of governmental education every two years, as required by *Government Auditing Standards*. This ensures all of our audit staff remains up-to-date on the many changes taking place in the public sector.

Engagement Time Budget by Hour

- Development of Initial Plan, 13 Hrs
- Gain and Document an Understanding of Internal Controls and EDP System, 5 Hrs
- Substantive Audit Procedures, 176 Hrs
- Audit Conclusion, 56 Hrs



Staffing

Randall L. Miller, CPA

Partner

Summary

Randall Miller has provided accounting and auditing services from the firm's Manitowoc, WI office since 1982. He is the director of the firm's Accounting and Auditing Committee, a member of the firm's Employee Benefit Plan Service Group and is the chairperson of the firm's Executive Committee.

Randy has extensive experience providing auditing services to commercial entities, governmental entities, nonprofit organizations and employee benefit plans. He is the firm's designated partner for membership in the AICPA Employee Benefit Plan Audit Quality Center and the AICPA Governmental Audit Quality Center.

Professional Affiliations

American Institute of Certified Public Accountants
Wisconsin Institute of Certified Public Accountants
Peer Review Committee of the Wisconsin Institute of Certified Public Accountants
Chairperson
Government Finance Officers Association

Community Organizations

St. Francis of Assisi Parish
Trustee and President of Finance Council
St. Francis of Assisi School Foundation, Inc.
Treasurer and Secretary
Calvary Cemetery of Manitowoc, Inc.
Treasurer and Secretary
Manitowoc Elks Lodge No. 687
Member
Manitowoc-Two Rivers YMCA
Member



Contact Me

920.684.2541

miller@hawkinsashcpas.com

Focuses

Commercial Accounting and Auditing
Municipality Audits
School District Audits
Nonprofit Audits
Employee Benefit Plan Audits

Education

Bachelor of Science
Accounting
University of Wisconsin-Whitewater
Certified Public Accountant

Staffing

Charles N. Krueger, CPA

Summary

Chuck Krueger joined Hawkins Ash CPAs accounting and auditing staff in 1987. As a senior manager in the firm's Manitowoc, WI office, he provides audit services to school districts, municipalities and nonprofit entities. He is a member of the firm's Governmental Service Group and Nonprofit Service Group.

Professional Affiliations

American Institute of Certified Public Accountants
 Wisconsin Institute of Certified Public Accountants
 Wisconsin Department of Public Instruction-School District Task Force

Community Organizations

Kiwanis Club of Greater Manitowoc
 President
 Aquatic Center Board of Directors
 Treasurer



Contact Me

920.684.2547
ckrueger@hawkinsashcpas.com

Focuses

Commercial Accounting and Auditing
 Municipality Audits
 School District Audits
 Nonprofit Audits

Education

Bachelor of Science
 Business Administration
 Accounting
 University of Wisconsin-Milwaukee
 Certified Public Accountant

Staffing

Kevin Behnke, CPA Government Services Chairperson

Summary

Kevin Behnke joined Hawkins Ash CPAs in 1997. He is a senior manager and the government services chairperson, working from the Manitowoc, WI office. Kevin's experience includes in-charge audits of school districts, municipalities, commercial entities and nonprofit entities. He is a member the firm's Accounting and Auditing Committee.

Part of Kevin's continuing education includes courses and seminars on the Department of Public Instruction School District Auditor Update, Advanced Governmental Accounting and the Governmental Accounting and Auditing Update.

Professional Affiliations

American Institute of Certified Public Accountants
Wisconsin Institute of Certified Public Accountants
Government Finance Officers Association
Wisconsin Municipal Clerks Association
Wisconsin Association of School Business Officials
Municipal Treasurers Association of Wisconsin

Community Organizations

Rockea Hunting Club, Inc.
Board of Directors
Collins Paradise Sno-Riders
Board of Directors



Contact Me

920.684.2542

kbehnke@hawkinsashcpas.com

Focuses

Municipality Audits
School District Audits
Commercial Audits
Nonprofit Audits

Education

Bachelor of Business Administration
Accounting Major
University of Wisconsin-Oshkosh
Certified Public Accountant

Staffing

Michelle L. Budysz

Summary

Michelle Budysz joined Hawkins Ash CPAs in 2003. As a senior audit associate in the firm's Manitowoc, WI office, she handles audits for nonprofit entities, school districts, municipalities and commercial enterprises. Michelle also serves as the office network administrator.

Professional Affiliations

American Institute of Certified Public Accountants
Wisconsin Institute of Certified Public Accountants

Community Organizations

Manitowoc Sunrise Rotary Club
Treasurer



Contact Me

920.684.2543
mbudysz@hawkinsashcpas.com

Focuses

Municipality Audits
School District Audits
Nonprofit Audits

Education

Bachelor of Science
Business Administration in Accounting
University of Wisconsin-Green Bay

References

City of Marshfield

**Contact**

Mr. Keith Strey
Finance Director
715.387.3033

Engagement Duration

1980 - 2012

**Contact**

Ms. Jodie Olson
City Administrator
920.361.5400

Engagement Duration

2004 - Present

**Contact**

Ms. Elizabeth Milbrath
City Clerk
920.648.2344

Engagement Duration

1994 - Present

**Contact**

Ms. Nikol Van Grinsven
Accounting Supervisor
715.526.6138

Engagement Duration

2011 - Present

Village of Rib Lake, Wisconsin

Contact

Ms. Dawn Swenson
Clerk-Treasurer
715.427.5404

Engagement Duration

1980 - Present

Our Firm

Our firm has long recognized the needs of the public sector for competent auditing, accounting and consulting services, and has dedicated time and money for the development of this highly specialized expertise. We have been providing services to governmental entities since 1956. Our firm and professional staff are licensed to practice in Wisconsin and Minnesota. Our firm is comprised of eight closely knit offices. In Wisconsin, we have offices in Green Bay, Manitowoc, Marshfield, Medford, and La Crosse. Our Minnesota offices are located in Rochester, St. Charles, and Winona.

Hawkins Ash CPAs serves cities, villages, townships, utilities, sanitary districts, public school districts, public housing authorities, redevelopment authorities and several programs funded by federal and state resources. Some of the state agencies we have worked with include:

- Department of Revenue
- Department of Public Instruction
- Department of Transportation
- Department of Children and Families
- Department of Health Services
- Department of Natural Resources
- Department of Commerce
- Department of Financial Institutions
- Department of Justice
- Department of Administration
- Public Service Commission
- Wisconsin Housing and Economic Development Authority

We have performed state-wide audits of the Summer Food Service Program for the Department of Public Instruction, and interstate trucking companies and county highway departments for the Department of Transportation.

Independence

Hawkins Ash CPAs is independent of the City of De Pere as defined by generally accepted auditing standards and the U.S. General Accounting Office's *Government Auditing Standards*. We have had no relationships with you that would impair our independence.

	<u>Total Firm</u>	<u>Governmental Audit Staff***</u>	<u>Manitowoc Office</u>	<u>Proposed Audit Staff</u>
Partners	15	4	3	1
Managers	17	10	3	1
Seniors/Associates/Other	<u>88</u>	<u>19</u>	<u>11</u>	<u>3</u>
	<u>120</u>	<u>33</u>	<u>17</u>	<u>5</u>

*** All governmental audit staff exceed the annual continuing education requirements of the U.S. General Accounting Office's *Government Auditing Standards*.

The management of this engagement will be out of our Manitowoc office. We anticipate one partner with total engagement responsibility, one senior manager of fieldwork and overall in-charge auditor, a senior associate, an associate accountant and administrative assistant assisting on this engagement.

Our Quality Control System

Hawkins Ash CPAs is deeply concerned with performing quality work within the framework of auditing and reporting standards and the consistent application of generally accepted accounting principles. We have established policies and procedures for the conduct and supervision of our work to provide reasonable assurance our services meet our standards of quality.

Our quality control system meets the standards of the American Institute of Certified Public Accountants for quality control policies and procedures. In 2013, we completed our latest peer review and were issued an unqualified report, the best report available. This quality control review included several governmental engagements. The review was performed by Boyer & Ritter, Camp Hill, PA. The report is attached.

Since 1973, our firm has participated in volunteer quality review programs sponsored by the American Institute of Certified Public Accountants (AICPA) and the Wisconsin Institute of Certified Public Accountants (WICPA). We annually submit copies of audit reports to the WICPA for review and comment.

We have had no adverse results or findings from any desk reviews or field reviews, and no disciplinary action has been taken or is pending against our firm by state regulatory bodies or professional organizations.

Peer Review Report



211 House Ave., Camp Hill, PA 17011
P.O. Box 8300, Camp Hill, PA 17001-8300
Tel: 717.761.7210 | Fax: 717.761.7134
www.cpabr.com

System Review Report

To the Owners of
Hawkins Ash CPAs, LLP

Peer Review Committee of
Wisconsin Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Hawkins Ash CPAs, LLP (the firm) in effect for the year ended July 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Hawkins Ash CPAs, LLP in effect for the year ended July 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Hawkins Ash CPAs, LLP has received a peer review rating of *pass*.

Camp Hill, Pennsylvania
November 13, 2013

Camp Hill, PA • Carlisle, PA • Chambersburg, PA • State College, PA
An Independent Member of the BDO Seidman Alliance

Next Steps

Thank you again for the opportunity to present our qualifications and plan for serving the City of De Pere. We urge you to thoroughly review this proposal and contact the references we have provided. We look forward to further communications with your business and partnering with your organization. This proposal constitutes a firm offer which may be accepted at any time within 90 days from date submitted.

In the coming weeks, we will follow up this proposal with a phone call. Meanwhile, if you have any questions, or would like to accept this proposal, please contact:

Randall L. Miller, Partner

rmiller@hawkinsashcpas.com
920.684.2541

APPENDIX A - SCHEDULE OF ESTIMATED HOURS

<u>By Staff Level</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<u>Partner</u>					
Planning	1	1	1	1	1
Substantive Audit Procedures	4	4	4	4	4
Audit Conclusion and Report Preparation	1	1	1	1	1
Subtotal	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
<u>Senior Manager</u>					
Planning	14	14	14	14	14
Substantive Audit Procedures	82	82	82	82	82
Audit Conclusion and Report Preparation	13	13	13	13	13
Subtotal	<u>109</u>	<u>109</u>	<u>109</u>	<u>109</u>	<u>109</u>
<u>Senior Associate</u>					
Planning	1	1	1	1	1
Substantive Audit Procedures	40	40	40	40	40
Audit Conclusion and Report Preparation	2	2	2	2	2
Subtotal	<u>43</u>	<u>43</u>	<u>43</u>	<u>43</u>	<u>43</u>
<u>Associate</u>					
Planning	2	2	2	2	2
Substantive Audit Procedures	50	50	50	50	50
Audit Conclusion and Report Preparation	30	30	30	30	30
Subtotal	<u>82</u>	<u>82</u>	<u>82</u>	<u>82</u>	<u>82</u>
<u>Administrative</u>					
Planning	-	-	-	-	-
Substantive Audit Procedures	-	-	-	-	-
Audit Conclusion and Report Preparation	10	10	10	10	10
Subtotal	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
TOTAL	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>
<u>Total</u>					
Planning	18	18	18	18	18
Substantive Audit Procedures	176	176	176	176	176
Audit Conclusion and Report Preparation	56	56	56	56	56
Subtotal	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>

**INDEPENDENT AUDITORS' REPORT ON COMMUNICATION
WITH THOSE CHARGED WITH GOVERNANCE
AND MANAGEMENT ADVISORY COMMENTS**

DECEMBER 31, 2013



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DECEMBER 31, 2013

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2-4	Independent Auditors' Report on Communication With Those Charged With Governance
5-8	Independent Auditors' Report on Management Advisory Comments
Appendix A	Adjusting Journal Entries Report



**INDEPENDENT AUDITORS' REPORT ON
COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE**

To the City Council
[REDACTED]

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the [REDACTED] for the year ended December 31, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 11, 2013. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the [REDACTED] are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2013. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the estimated lives of depreciated assets is based on prior history and economic lives determined by the asset's manufacturer or vendor. We evaluated the key factors and assumptions used to develop the estimated lives of depreciated assets in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes all identified misstatements. Management has corrected all such misstatements. Adjusting journal entries 17, 18, 19, 25, 26, 31, 35, 37, 38, 43, 44, 48, 51, 52, 54, 59, 62, 63, 64, 65, 67, 68, 69, 71, 73, and 74 are material misstatements detected as a result of audit procedures and were corrected by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 21, 2014.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the City Council and management of the [REDACTED] and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

HAWKINS ASH CPAS, LLP

Hawkins Ash CPAs, LLP

Manitowoc, Wisconsin

April 21, 2014



INDEPENDENT AUDITORS' REPORT ON MANAGEMENT ADVISORY COMMENTS

To the City Council
[REDACTED]

We have audited the financial statements of the [REDACTED] "City") as of and for the year ended December 31, 2013 and have issued our report thereon dated April 21, 2014. We have also issued compliance reports and reports on the internal control structure in accordance with *Government Auditing Standards*. These reports disclosed any material instances of noncompliance, material weaknesses and significant deficiencies that were identified during the audit.

Other matters involving the internal control structure and the City's operations which came to our attention during the audit are reported on the following pages as management advisory comments.

We would like to take this opportunity to acknowledge the many courtesies extended to us by the City's personnel during the course of our work. In particular, we would like to note the considerable assistance and cooperation provided to us by [REDACTED]

We shall be pleased to discuss any of the matters referred to in this letter. Should you desire assistance in implementing any of the following suggestions, we would welcome the opportunity of assisting you in these matters.

HAWKINS ASH CPAS, LLP

Hawkins Ash CPAs, LLP

Manitowoc, Wisconsin
April 21, 2014

MANAGEMENT ADVISORY COMMENTS

Fund Balance Policy (from year ended 12/31/12 letter)

The City's fund balance policy does not include whether to first apply restricted or unrestricted resources when an expenditure is incurred for which both restricted and unrestricted resources are available. The policy also does not include whether to first apply committed, assigned, or unassigned fund balance amounts when a net loss is incurred for which amounts in any of these unrestricted fund balance classifications could be used. Per GASB 54 the default is to apply net losses to committed, assigned and then unassigned. We recommend the City update its policy to include a statement to apply restricted resources and then unrestricted resources to expenditures where both can be used and a statement to apply net losses first to unassigned then assigned and finally to committed fund balances.

Reconciling Cash Accounts (from year ended 12/31/12 letter)

During the audit, we noted some bank statements and reconciliations were not reconciled to the general ledger. Most of the problems encountered within the area of cash can be avoided if a proper system of checks and balances is incorporated into the City's procedures. We recommend that all of the bank accounts be reconciled monthly to the general ledger and that all suspicious reconciling items be promptly investigated and adjusted with adequate explanations. This will help provide accurate interim financial reports.

Unapproved Accounts (from year ended 12/31/12 letter)

During the audit we noted a certificate of deposit was using the City's federal identification number, but it was not the City's money. The Friends of the Library should not be allowed to use the City's federal identification number. We recommend the City review all cash accounts opened under their federal identification number and close those that are not City cash accounts.

Tax Roll (from year ended 12/31/12 letter)

During the audit, we noted the journal entries to record the tax roll had not been recorded. We recommend all journal entries be recorded for the property tax roll to provide accurate interim financial reports.

Tax Agency Fund (from year ended 12/31/12 letter)

During the audit, we noted a property tax agency fund is not being used. The City collects and remits property taxes to other governments and this financial information should be recorded in an agency fund. We recommend a separate fund be created to properly track property taxes due to other governments and to provide accurate interim financial reports.

Utility Depreciation Expense (from year ended 12/31/12 letter)

Water and sewer depreciation expense was not recorded. We recommend the City record monthly depreciation expense to provide accurate interim financial reports.

MANAGEMENT ADVISORY COMMENTS - ContinuedDebt Liabilities Activity (from year ended 12/31/12 letter)

The current year debt liabilities activity was not recorded in the debt service fund. The debt liabilities accounts did not reconcile to the year end liability actual amount owed by the City. We recommend recording the debt liability payments and proceeds activity as it occurs against the liabilities and reconcile the accounts to actual to provide accurate interim financial reports.

Allocating Interest Income (from year ended 12/31/12 letter)

We noted during the audit there is no interest income recorded in various funds even though they had common cash as of year end. We recommend allocating interest income on a monthly basis according to the month end common cash balance.

Fund Balance Descriptions (from year ended 12/31/12 letter)

We noted during the audit that the fund balance account descriptions have not been updated for *Governmental Accounting Standards Board Statement No. 54 – Fund Balance Reporting and Governmental Fund Type Definitions* which was effective for 2011. The chart of account descriptions for the government funds should be updated to include one of the following: nonspendable, restricted, committed, assigned and unassigned.

Subsidiary Ledgers (from year ended 12/31/12 letter)

In the process of performing our audit, we encountered various instances where audit schedules and support provided by management did not reconcile with amounts recorded in the general ledger. Accounting tasks such as monthly reconciliations play a key role in proving the accuracy of accounting data and information included in interim financial reports. In order to provide more accurate and timely accounting information, we recommend the City establish written monthly closing and reconciliation policies and procedures as a customary part of the accounting process. This would involve monthly reconciliations of various accounts, recording adjustments throughout the year that have typically been performed at year-end only, and performing more frequent reviews of the general ledger throughout the year, including making any necessary adjustments.

Written Year End Closing Procedures (from year ended 12/31/12 letter)

Our audit procedures revealed there is no systematic method of ensuring that timely and complete year end reconciliation and closing procedures take place. 59 (47 in 2012) entries were recorded after the City's financial information was sent to us for the year end audit. We recommend the City establish written year end closing and reconciliation policies and procedures as a customary part of the accounting process to ensure the year end financial information has been properly completed.

MANAGEMENT ADVISORY COMMENTS - ContinuedWater Rate (from year ended 12/31/12 letter)

The water utility's change in net position is listed below. The City should consider if a rate increase is necessary to recover its cost each year.

<u>Year Ended</u>	<u>Net Income (Loss)</u>
12/31/13	(\$46,116)
12/31/12	(\$5,858)
12/31/11	(\$39,134)

Sewer Rate (from year ended 12/31/12 letter)

The sewer utility's change in net position is listed below. The City should consider if a rate increase is necessary to recover its cost each year.

<u>Year Ended</u>	<u>Net Income (Loss)</u>
12/31/13	(\$106,840)
12/31/12	(\$86,194)
12/31/11	(\$15,520)

Water and Sewer Fixed Assets (current year)

Significant journal entries are being recorded during or after fieldwork for the audit. To prevent the need for these adjustments to the fixed asset accounts, we recommend the general ledger fixed asset accounts be reconciled to the detailed records as additions and disposals are completed. This will provide accurate interim financial reports and save the Utility time because additional time will not be needed to accumulate the additions and disposals that occurred throughout the year.

City Fixed Assets (current year)

The fixed asset information was not completed until after the audit fieldwork was started. We recommend updating the fixed asset information as fixed asset additions and disposals are completed. This will provide accurate interim financial reports and save the City time in completing the fixed asset information because additional time will not be needed to accumulate the additions and disposals that occurred throughout the year.

Summary of Fees

Hawkins Ash CPAs hereby submits the following all inclusive audit fees for years ended December 31. This is effective for 90 days from the date submitted.

Engagement Year	Financial Audit	Department Focused Review	*
2014	\$25,000	\$100 per hour $\times 1,600$	$\times 2,000 = 28,600$
2015	\$25,500	\$100 per hour $\times 1,600$	$\times 2,000 = 29,100$
2016	\$26,000	\$100 per hour $\times 1,600$	$\times 2,000 = 29,600$
2017	\$26,500	\$100 per hour $\times 1,600$	$\times 2,000 = 30,100$
2018	\$27,000	\$100 per hour $\times 1,600$	$\times 2,000 = 30,600$

The above fees include routine consultations of a brief nature, accounting and payroll inquiries that can be answered without research, and out-of-pocket expenses. Progress billing will be prepared on the basis of hours of work completed during the course of the engagement.

* The above fees do not include the implementation of new Governmental Accounting Standards Board statements or revisions to generally accepted governmental auditing standards.

Additional Services Fees:

If additional services are required, they will be discussed prior to performing work and billed out at our standard rates listed below.

Auditor Level	Hourly Rate
Associate/Senior Associate	\$60 - \$150
Manager/Senior Manager	\$150 - \$200
Partner	\$285 - \$300

Randall L. Miller, is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of De Pere.

Randall L. Miller, Partner

rmiller@hawkinsashcpas.com
920.684.7128

December 23, 2014

HAWKINS | ASH
Part of your business. Part of your life. **CPAs**

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

MEETING DATE: January 13, 2015

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review Facade Grant receipts for 125 S Broadway (ED-824).
Applicant: Beilke LLC. *

ATTACHMENTS:

- Systems_Rec (PDF)
- Jan2015_Finance_Facade_Systems (PDF)

Invoice

S. J. Schoen Construction Company.

2150 Memorial Dr.

Green Bay, WI. 54303

Phone : (920) 496-0326

Fax : (920) 496-0327

Date : December 2, 2014

Invoice Number: 1222014

Bill To : Systems Furniture
125 S Broadway
Depere, WI 54115

Terms: Due Upon Receipt

Description: Renovations at 125 S Broadway

Frost wall	1,520.00
Paint materials	399.62
Gas meter repiping	161.00
Masonry materials	6,709.75
Masonry Labor	7,195.50
Dumpster	180.00
Lumber	326.74
Front Door	1,268.16
Hardware	454.57
Rubber roof	3,336.62
Gutters	351.25
Awning	500.00
Windows & Glass	13,915.00
Eletrical	950.00
Sheet rock & Labor	1,050.00
Labor	6,683.25
Construction fee	6,750.22
Invoice Total	<u>\$51,751.68</u>
Payments	\$35,000.00
Balance Due	\$16,751.68

The Salt Box

Fax: 920-632-7539

126 S. Broadway

DePere, WI 54115

Invoice

Date	Invoice #
8/28/2014	2298

Bill To
Beilke, Curt
347-4040

Ch # 1192

P.O. No.	Terms	Project

ordered

Item	Description	Qty	Our Price	List Price	Amount
Lighting	HINK-2634BK-GU24-EXTERIOR	4	282.00	373.00	1,128.00T
Sales Discount	Sales Discount		-168.00		-168.00

			Subtotal	\$960.00
			Sales Tax (5.5%)	\$52.80
			Total	\$1,012.80
			Payments/Credits	-\$506.40
			Balance Due	\$506.40

CITY OF DE PERE

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



January 13, 2015

To: Finance Committee

From: Ken Pabich, Director of Planning and Economic Development

RE: Façade Grant for 125 S Broadway (Beilke LLC)

The façade grant for 125 S Broadway was approved by the RDA in May 2014. The façade grant was approved up to the maximum \$10,000. The owner has completed the back of the building (and some work on the front) and has submitted receipts. (Please see images below)

The owner provided copies of the receipts and staff met with the owner to review all of the items. After making some adjustments, the following invoices qualify for the façade program:

125 Broadway

Schoen	\$51,751.68
- Roof / Gutter	-\$3,687.87
Salt Box	\$1,012.80
Total Invoices	\$49,076.55
 4-1 Match:	 \$12,269.14

The project qualifies for a grant of \$10,000. Please note, due to schedules with RDA members, the RDA did not review these receipts for this façade grant. Ted Penn, the RDA Chair, supported that the receipts move forward for approval by Finance and the Common Council.

Recommendation:

Staff would like to thank the owners for their investment into the downtown. Staff would recommend approval of the receipts and that the request be forwarded to Common Council for approval of the grant in the amount of \$10,000.

Before



After



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

MEETING DATE: January 13, 2015

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Discussion on Department of Agriculture Drug Disposal Grant Terms and Alternatives. *

At the December 16, 2014 Meeting, the Common Council approved the Health Department acceptance of a grant from the WI Department of Agriculture, Trade and Consumer Protection Clean Sweep Grant Program in the amount of \$3,100. The grant was designed to assist De Pere in reducing risk of exposure to unwanted prescription drugs in homes. The money awarded would be for covering the cost of public awareness and the disposal once collected by the police department.

After receiving the grant, the terms of the grant were reviewed by the City Attorney, and later with the Health Director and Police Chief. It appears the terms of the grant may create certain legal difficulties for De Pere, which will be discussed in more detail at the Finance meeting. During the meeting we can discuss the further acceptance of the grant or alternatives to funding if disapproved.

We all can agree the disposal of unwanted drugs in De Pere is very important and the drug disposal program will continue even without the grant.

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

MEETING DATE: January 13, 2015

DEPARTMENT: Planning

FROM: Ken Pabich

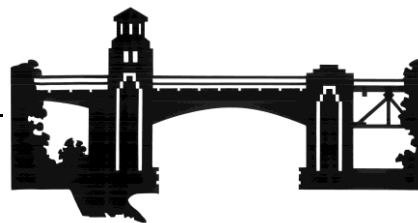
SUBJECT: Review recommendation on Request for Proposals for a new City sign off HWY 41. *

ATTACHMENTS:

- Jan2015_Finance_Sign (PDF)
- RFQ.De Pere.Orde (PDF)
- RFQ.De Pere.Creative (PDF)
- RFQ.De Pere.Jones (PDF)
- RFQ_Sign_DePere (PDF)

CITY OF DE PERE

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



January 13, 2015

To: Finance Committee

From: Ken Pabich, Director of Planning and Economic Development

RE: New City of De Pere Sign (off HWY 41)

The existing City sign that is off of HWY41 is in disrepair. The City has budgeted for a new sign from TID #8. Before a new sign is constructed, the City needs to work with a company to develop a design. Staff put out a request for qualifications (RFQ) for designing a new sign (see attached). The sign design would be owned by the City and it would be used to obtain bids for the construction and installation of the new sign.

Staff sent out the RFQ to 8 companies and received three quotes as follows:

Consultant	Fee
Orde Sign	\$750
Creative Sign	\$1,800
Jones Sign	\$3,240

A review team evaluated the proposals to see how the City can ensure that we can obtain the best design for the site. While cost was a factor considered, the team looked at the information provided on how the firm was going to work with the City to develop the sign. Based on these criteria, the team selected Jones Sign to recommend to the Finance Committee and City Council.

Recommendation:

Staff would recommend that Jones Sign is selected for the design of the new City sign off HWY 41.

City of De Pere
Ken Pabich, Director of Economic Development and Planning
335 South Broadway
De Pere, WI 54115



December 17, 2014

RE: RFQ: New City Sign Design-Hwy 41, De Pere, WI

Please accept this proposal as our interest in being considered for the opportunity to work with the City of De Pere for a new "Entrance Sign to the City" along Highway 41.

THE PROCESS

Orde Sign & Graphics understands an Entrance sign is not only the announcement to the City, but the first impression made when entering within a community. With this involved, a team effort needs to be made to create, design, fabricate and implement the process.

Taking into consideration community visions within the city is imperative. As the City Administrators and directors are first contacts, establishing a group meeting with those initiating the project is first on the list. Next would need to include other representatives from key organizations and community groups to allow input in the creation and design of this project. The next step would be to set a community meeting to allow citizens within the community to share their vision and thoughts on the design process. Finally, would be to correlate all comments, desires and projected designs to a selected group (representatives from the above partners) and choose a design appropriate for the City Entrance, keeping in mind the City's long range vision and desire to create that key first impression.

ORDE SIGN & GRAPHICS HISTORY

Orde Sign & Graphics has been located within Brown County for over 100 year. Originally located in Green Bay, moved to a location within De Pere where for many years remained there. In in January of 2013, built and moved to a new facility in your neighboring community of Hobart, near Hwy 41. The company has been family owned by the French Family until 2010, it was purchased by Jane Bertotti (long time employee of the business, who has always valued the family and team of Orde staff). Staff knowledge and experience in the sign industry is also extensive and vast.

During the initial analysis, Orde's team leads the client through a process of questioning, defining, and clarifying what their brand truly is and how to visually communicate it with their signage. We accomplish this with talented graphic designers, professional production and installation team, and exceptional sales and support staff.

Our highly skilled artists know how to put thoughts, ideas and concepts into a powerful message and image that works. We discover what our clients want and effectively deliver. We analyze each aspect of the design to determine how it will influence traditional construction methods by identifying potential interference. We suggest alternative ways to reduce project costs without jeopardizing the integrity of the project using design modifications, substitutions, new technologies and construction methods.

Orde prides itself on the quality of work, servant leadership value and respect to the communities we serve.

THE TEAM

The Design & Graphic's team has been employed with Orde for 26 years and 14 years respectively, with both Julie and Sara backgrounds in Graphic Arts. Both have received numerous design awards from the Wisconsin Sign Association and Signs of the Times Design Contests. Their knowledge of signage design and fabrication as well as listening to clients desires is phenomenal (touted by many in the area as the best in the business). The signage industry has its own specific terminology, their ability to translate client needs to "signage jargon" is imperative to future projects.

Our Operations and Fabrication team is led by Myron Mertens. With over 26 years at Orde, his knowledge of fabrication, time and project management regarding signage installation is irreplaceable. He leads a team of fabricators and installers who themselves have been with Orde for over 10 years many of them. The teamwork within the Orde Family is impressive.

Sign Consultant, Wendy Davis, though newer in the industry, is not new to Marketing, Graphics, and working with Municipalities. With her MBA in leadership and background as a former Downtown Revitalization Manager as well as Investment Advisor, her knowledge of understanding the processes unique to municipalities, budgeting protocols as well as meeting community needs to build awareness of core retail districts is an asset to the Orde Sign & Graphics team.

REFERENCES:

Having been in the design industry for over 100 years, Orde Sign & Graphics has worked with numerous types of business, industries and individuals to create quality signage to meet organizational needs. Below are just a few examples of such work. (See attached for contact information of References).

Village of Howard, Howard

Working with Dave Wiese, representing the Village of Howard a design team from Orde Sign and The village of Howard was chosen to create a one of kind signage plan welcoming those to the Village of Howard. Village signage including an electronic message center was created to bring the uniqueness of the village Touting their recreational areas and water fowl, the Village capitalized on the activities and outdoor areas bringing "Duck Creek Quarry" into the mix. With a "Duck Flying" and logo "Rising to new Heights", the Village brought the outdoors to their Welcome and announcement signage.



Proposed timeline for the City of De Pere Design project proposal is suggested as follows:

Initial Meeting with City Staff	2 hours
Meeting with City Key leaders and Business Owners	1 hours
Meeting with Residents & Community Members	2 Hours
Review meeting with Cumulative designs/visions	2 hours
Design & Revise Period for City Sign*	3 hours

10 hours total Project Design Cost: \$750.00

**Includes assistance with setting up terminology and RFP for sign fabrication & Installation.
Orde cost for design team and planning is \$75.00/hour*

The above scheduled meetings can be set up one week apart (allows time to review and correlate information to match ideas and visions for the Welcome sign Project. Barring changes and revisions, signage with all partners' contribution should be designed within 4-6 weeks. As this is a community Welcome Sign, it is important to allow time for community partners to become involved in the process. This instills a sense of ownership not only with the sign itself, but also future visions and developments the City of De Pere should have.

Once the design is finalized, Orde Sign & Graphics will assist the City of De Pere in creating the RFP for the sign fabrication. Having deep understanding of signage verbiage, needs, requirements and materials used, establishing a detailed RFP allows the City of De Pere to obtain proposals of like nature. These comparisons will set standards and adherence to materials, dimensions and fabrication so a quality sign can be obtained as well as no surprises down the road for additional requests for changes.

Attached is the Certificate of Insurance showing City of De Pere as additional Insured as well.

Thank you for allowing us the opportunity to be considered for this project. If you have any questions, please feel free to contact me with questions or to set a time to meet.

Sincerely,



Wendy Davis



SALES

Kelli Lax - SENIOR SIGN CONSULTANT 19 YEARS EXPERIENCE

Along with our team at Creative Sign Company, Kelli is committed to developing the best possible visual communication solutions through commercial signage for all of our clients, along with neutering strong partnerships. She brings over 19 years of experience in the sign sales industry selling all over the Midwest.

She works with such clients as Goodwill Industries, Oneida Casino/Tribe of Indians, Ameriprise Auto & Home Insurance, SCA Americas, St. Elizabeth Hospital/Affinity Health System, Unison Credit Union (currently providing the signs for their new location in De Pere), Marcus Cinema, Community First Credit Union, Fox Communities Credit Union, Potawatomi Casino in Milwaukee, Menominee Casino in Keshena, Thrivent Financial, First Presbyterian Church, St. Paul Lutheran School & Church, WPS/Integrays, Dental Associates and Pfefferle Management, to name a few. The majority of these clients are relationships that have spanned over more than 15 years.



PROJECT MANAGEMENT

Brian Meyer - DIRECTOR OF DESIGN & ENGINEERING 15 YEARS EXPERIENCE

Bachelor of Fine Arts in Graphic Design from the University of Wisconsin-Oshkosh. Brian has experience in the design field including logo design, identity management and custom award winning sign design. Brian has worked as an Art Director and Design Engineer where he has streamlined production processes and had an opportunity to share his knowledge by mentoring junior designers while overseeing their work. Brian

has worked directly with clients on their identity and sign programs from conception to production. Brian transfers his passion and experience of custom sign fabrication to the many architectural and national account sign packages Creative Sign Company. is associated with. Brian currently works in concert with the Fabrication Department to ensure fabrication details are in focus with conceptual design intent.

Randy Kraning - PRODUCTION/WORKFLOW MANAGER 25 YEARS EXPERIENCE

Randy has a combined 25 years of work experience in sign fabrication, installation and project management. His knowledge and expertise are keys to bringing your sign from conceptualization to reality in the most effective ways imaginable.



DESIGN

Bill Vandermause - GRAPHIC DESIGNER 10 YEARS EXPERIENCE

Bill has an array of experience in the design field including logo design, branding, web design, print marketing, award-winning newspaper publishing, magazine publishing and custom sign design. He has worked as a lead graphic designer where he has engaged directly with clients from their branding identity to bringing their brand to life in signage, print and digital media. Bill's passion for great design and attention to detail are present

in all the work he does at Creative Sign Company and he looks forward to working with you.



FABRICATION

With a skilled group of experienced and detail-oriented fabricators, Creative Sign Company sets itself apart from our competition with a focus on high quality and long-lasting signage.

Scott Barrett - LEAD FABRICATOR/SHOP FOREMAN 26 YEARS EXPERIENCE

Scott has spent 26 years perfecting his sign making abilities. He is involved in every facet of the fabrication of your sign. Creating a sign that is not only the highest quality, but also built to best allow any future service.

Don Karnz - CNC ROUTING & FABRICATION SPECIALIST 13 YEARS EXPERIENCE

Don Karnz has a wide experience base, having spent 13 years in the sign industry routing and fabricating, painting, installing, and servicing. Don's extensive sign fabrication knowledge is implemented into each sign we make allowing us to make beautifully durable signs.



SIGN SERVICE & INSTALLATION

Mike Heise - INSTALLATION LEAD/FOREMAN 14 YEARS EXPERIENCE

Mike Heise leads our precise and professional service & installation team. With over 14 years of sign installation experience, Mike encourages perfection in his teammates and enjoys a job that so often finds him outside and in the sky!

Our Creative Sign Company fleet includes two boom trucks, a ladder truck, a crane truck (with a 75' reach) and several pickup trucks to serve our customers with their projects big and small. Each vehicle is equipped with the latest in safety equipment and tools for any obstacle your signage or Mother Nature may throw our way.

505 Lawrence Dr.
De Pere, WI 54115
920.336.8900
www.greenbaysigns.com

PROPOSAL

Proposal: #1
Proposal Date: 12.18.14
Page: 1

Client: City of De Pere
335 South Broadway
De Pere WI 54115
Attn: Ken Pabich
Director of Economic Development
& Planning
kpabich@mail.de-pere.org 339.4043

Job Location: City of De Pere
Monument Sign
Highway 41 - South

DESIGN FEES:

Provide detailed RFP (Request for Proposal) for new monument sign on Highway 41 South of De Pere:

RFP to include detailed design options indicating materials, sizes, illumination source, day and night views and on site view location as well as power requirements and footing and foundation details.
Message center (if required) to be a WatchFire full color unit, optioning 25mm, 19mm and 16mm.

NOTE: If awarded the project, this would be deducted from the total amount of the sign project, therefore no charge for designs.

TOTAL: \$1,800.00 + tax

The proposal amount does not include sales tax, permits, obtainment fees, engineering, primary wiring, or final electrical connection unless specifically stated. Engineering cost if required to be paid by customer. Unforeseen/difficult digging conditions will be billed to customer. All signs are wired at 120 volts unless otherwise specified in writing.

Payment Terms: 75% down payment is required, balance due upon installation. 1.5% interest on all balances over 30 days. 18% annual fee applicable taxes added to invoice. Client agrees to reimburse Creative Sign Co. for the reasonable attorney's fees, costs, and necessary disbursements incurred by Creative Sign Co. to collect any amount client fails to pay to Creative Sign Co.

Sign project will be placed into production after receipt of all of the following; 1) Signed proposal acceptance, 2) signed drawing approval, 3) down payment, and 4) permit approval, if required. Approximately one week after receipt of these requirements, an estimated completion date will be communicated to the Client. No project will be started until down payment has been received, unless prior arrangements have been made.

All material is guaranteed to be as specified. Two year warranty on all parts and labor on new signs excluding lamps on electric signs. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications will be executed only upon written change order(s), and will become an extra charge, to be paid by the Client, over and above the proposal amount. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Worker's Compensation Insurance. All attorney and court fees to be paid by buyer if this is disputed in a court of law.

This proposal does not become effective until signed and dated by Creative Sign Co. and may be withdrawn if not accepted within thirty (30) days.

The prices, specifications, terms, and conditions contained herein are satisfactory and are hereby accepted. Creative Sign Co. is authorized to do the work as specified. Payment will be made in accordance with the terms above.

SIGNATURE: _____
Ken Pabich - Director of Economic Development & Planning

DATE: _____

SALESPERSON: _____
Kelli Lax - Senior Sign Consultant

DATE: _____

Permit(s) obtained by: Client _____ Creative Sign Co. _____
In addition to the actual permit fees charged by municipalities, permits obtained by Creative Sign Co. on behalf of client will be billed separately for obtainment and processing. Permit charges should be paid promptly to avoid potential delay of project.

SIGN SPECIFICATION & DESIGN AGREEMENT

OWNER: City of Depere
Ken Pabich
333 S. Broadway
De Pere, WI 54115

DESIGNER: Stratident
1711 Scheuring Road

PROJECT: Updated City Sign Design
Highway 41

Proposed scope of services for overall environmental graphic design:

1. Analysis Design Service: (3 @ \$90.00) \$270.00
 - Designer and Consultant to travel, for in person client meeting to discuss intent, study local environment, photograph and document local examples.
 - Understand and complement local environment and architectural design intent
 - Determine environmental graphics theming by presenting architectural element studies and conceptual drawings
 - Create the framework on which to design all signage and directional information systems
2. Programming: (1 hrs @ \$90.00) \$90.00
 - Review site lines and vision triangles
 - Develop a sign and placement map
3. Design Development: (20 hrs @ \$90.00) \$1,800.00
 - Create concept artwork and layouts of all sign types, wayfinding elements, and amenities.
 - Includes conceptual designs and visual theme for the overall project including pylons, monuments, primary and secondary identification signs, directional signage, way-finding signage, electronic displays and lifestyle center amenities such as gazebos, overhangs, sculptures, towers, decorative light posts, water fountains, fireplace, sconces, awnings, decorative clocks, archways.
 - Provide electronic artwork files of all design drawings
5. Conversion of Concepts to Working Drawings: (12 hrs @ \$90.00) \$1,080.00
 - Transform conceptual designs into fully specified 100% design intent drawings
 - Work with Owner to determine best possible materials and specifications to fit design intent, budget constraints and desired visual effect.
 - Design sign structures and lighting elements to keep maintenance and operating costs low
 - Includes:
 - Detailed specifications for all sign types and amenities
 - Conference calls with Jones design and fabrication teams
 - Illumination and Lighting Feature design and specification
 - Material and color samples for review
 - Value engineered alternate materials and methods specification supplied for consideration
 - Owner to receive electronic files and hard copies of all drawings

Total Design Fee: \$3,240.00

NOTES:

- Expenses will be invoiced at cost plus 5% administrative fee.
- The above includes one site visit and one presentation meeting, as indicated.
- Owner to arrange for owner's architect to supply architectural specifications, building drawings and any other pertinent information.
- Structural Engineering is not included and would be a reimbursable expense if desired.
- Costs associated with use of proprietary or copyrighted artwork or photography is not included and would be a reimbursable expense if desired.
- Additional consultation available at the hourly rates listed.
- Design is a creative process and we may, in some cases, exceed quoted hours to complete the proposed scope. Hours are estimated to the best of our ability, additional hours required to complete this agreement that are over and above the estimate hours are considered a binding part of the contract and will be billed and paid by owner.
- Any services beyond the scope of services and specification will be billed at the standard hourly rates and paid by the Owner.
- Revisions or Changes
 - Revisions include changes to previously approved work, changes in the extent of work or project parameters, changes in the complexity of any elements of the project, activities performed out of sequence, changes necessitated by strikes, code revisions, schedule changes, client personnel changes, field changes, structural electrical conflicts or other causes not within the designer's control.
 - Any revisions or changes beyond the scope of services and specification will be billed at the standard hourly rates and paid by the Owner.

A Request for Qualifications New City Sign Design – HWY 41 – De Pere

De Pere, Wisconsin

Project: New City Sign Design – De Pere (Design Only)

Client: City of De Pere

Location: Approximately 1 mile south of Scheuring Road off HWY 41

Organization: City of De Pere

Contact Person:

Name	Ken Pabich
Title	Director of Economic Development & Planning
Address	335 S. Broadway De Pere, WI 54115
Email:	kpabich@mail.de-pere.org
Phone:	(920) 339-4043
Fax:	(920) 339-4049

Timeline: The proposal, in the form described in Attachment II, shall be received at the above address by **December 18, 2014**. The selected firm will present the City with 2 hard copies of the final proposal as well as one electronic copy in Adobe Acrobat format.

Fax or e-mail submissions **will not** be accepted.

Request for Proposals issued	November 20, 2014
Proposal Due	December 18, 2014, 4pm CDT
Firm Interviews	January 5, 2015 (week of)
Project Awarded	February 3, 2015 (contract)
 Draft Design	 March 2, 2015
Final Design	March 20, 2015

Site Visit: Firms are free to visit the site as needed for development of the proposal.

Attachment: RFQ_Sign_DePere (3005 : Request for Proposals - City sign off HWY 41)

I. Project Description

The existing City sign is old and does not meet the image of the City (See Figure 1). The City wants to develop a new sign that serves as the gateway to the community. The project is to design a sign that would then go out for bid for construction. (Please note: the sign design would be owned by the City of De Pere when completed).



Figure 1. Picture of Existing Sign

II. Scope of Work to be Performed

For the project, the selected company would work with City staff to develop the sign design concept. The final concept would be presented to the Common Council for approval. Please note that at this time, the City does not have a new logo so it is anticipated that the design would need to allocate future space for the logo to be added.

III. Compensation

Funds for this project are provided by the City of De Pere. The payment schedule can be negotiated with the selected contractor; however it is expected that the payments would be tied into key milestones which are 40% at draft design and 60% on final delivery.

IV. Proposal Selection Process and Criteria

A. Proposal Reviewers

The City of De Pere will have a selection committee that shall evaluate submitted proposals and make the final selection.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. The following represent the principal selection criteria to be considered:

1. Mandatory Elements
 - a. The firm has no conflict of interest with the City.
 - b. The firm adheres to the instructions in this request.
 - c. The firm submits copies of its licenses and appropriate insurance.

2. Technical Qualifications
 - a. Demonstration of experience and qualifications of staff that will work on the project.
 - b. Demonstration of past experience and performance on comparable projects.
 - c. Practicality of proposed methods and approach to accomplish the goals.
3. Proposed scope of work and schedule of compensation.

C. Oral Presentations

The City of De Pere may, at its discretion, request any one or all firms to make a presentation in person. Such presentations will provide an opportunity to answer questions about the proposal. Not all firms may be asked to make a proposal. No reimbursement for such presentations will be provided.

D. Final Selection

The City of De Pere will select a firm based upon the above criteria. It is anticipated that a firm will be selected in January. Following notification of the firm selected, it is expected that a contract will be executed between both parties within 30 days.

E. Right to Reject Proposals

By responding to the RFQ an individual respondent accepts the process outlined in this RFQ and fully acknowledges that the final determination of the City of De Pere is binding and without appeal.

The City reserves the right to reject any and all proposals, without prejudice and/or waive any irregularities if deemed in the best interest of the City.

The City of De Pere reserves the right to accept the proposal considered most advantageous. All respondents accept this process when submitting a proposal.

V. Attached Documentation or Resources Available

The following resources have been provided or are available to help assist interested parties understand the scope of the project:

- Attachment I: Map of Sign Location**
- Attachment II: Proposal Format**
- Attachment III: Summary of Deliverables**
- Attachment IV: Samples of Potential Types of Signage**

Attachment I

I. Location of Existing Sign off HWY 41, south of Scheuring Road.



Attachment: RFQ_Sign_DePere (3005 : Request for Proposals - City sign off HWY 41)

Attachment II**Proposal Format****Responding Sign Companies will provide:**

- An introduction outlining their interest in and general approach to the project and containing an overview of their firm.
- A summary of their relevant experience, with a brief description of each project experience and the individuals involved in that work.
- References for specific projects listed above complete with references for each project cited.
- The credentials and roles of all members of their team to perform the work requested both in-house and sub-consultants and including additional references for projects cited there.
- A detailed description of their approach to the work, including a proposed timeline, and brief descriptions of specific deliverables.
- A lump sum cost proposal for the work identified.
- Any concerns, qualifications, or conditions placed on the proposal.

Attachment III**Summary of Deliverables**

The deliverable shall be a full set of plan documents that can be used to bid out the sign for construction. It should include site preparation, sign construction and installation. The sign design shall be owned by the City of De Pere upon completion of the final design.

Attachment IV

Samples of Signs representing Quality Desired



Attachment: RFQ_Sign_DePere (3005 : Request for Proposals - City sign off HWY 41)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: January 13, 2015

DEPARTMENT: Planning

FROM: Ken Pabich

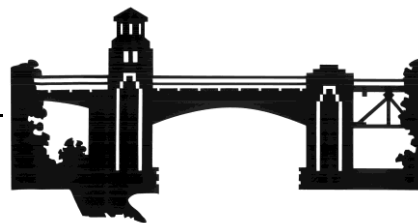
SUBJECT: Review recommendation on Request for Proposals for an Area Development Plan for the City future growth area. *

ATTACHMENTS:

- Jan2015_Finance_ADP (PDF)
- RFQ_ADP_Ayres (PDF)
- RFQ_ADP_Cedar (PDF)
- RFQ_ADP_GRAEF (PDF)
- RFQ_ADP_MACHIV (PDF)
- RFQ_ADP_Mau (PDF)
- RFQ_ADP_REL (PDF)
- ADP_East_RFQ (PDF)

CITY OF DE PERE

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



January 13, 2015

To: Finance Committee

From: Ken Pabich, Director of Planning and Economic Development

RE: Area Development Plan

An Area Development Plan (ADP) is a tool that is used to develop a plan that is detailed enough to ensure growth can occur in an effective and efficient manner. It is also used to provide more detail on how an area is going to be developed beyond general zoning classifications.

The City Comprehensive Plan defines a future growth area that extends to the south on the east side of the City. We need to properly plan for this future growth by planning the primary land uses, utilities (sanitary / water / storm water), transportation network and natural / recreational areas. To accomplish this work, staff developed a request for proposals (RFQ) to develop an Area Development Plan for the future 10 year growth area as defined in the City Comprehensive Plan (see attached RFQ).

Staff sent out the RFQ to 8 companies and received 6 quotes as follows:

Consultant	Fee
Ayres	\$56,567
Cedar Corp	\$52,900
GRAEF	\$77,500
MachIV	\$29,740
Mau & Associates	\$65,000
Robert E Lee & Associates	\$24,900

A review team evaluated the proposals to see how the City can ensure that all of the requirements of the ADP would be addressed. While cost was a factor considered, the team looked at the information provided on how the firm was going to work with the City to develop the ADP. Based on these criteria, the team selected Robert E Lee & Associates to recommend to the Finance Committee and City Council.

Recommendation:

Staff would recommend that Robert E Lee & Associates is selected for the Area Development Plan.

Practicality of Methods/Scope of Services



“They’ve established themselves as a very good partner. The end result has always been successful and impressive.”

– Brian Miller,
Director of Public Works,
City of Marinette,
on the City’s relationship
with Ayres Associates

Practicality of Methods

Ayres Associates has provided services to the City of De Pere on previous occasions. We are confident we can build on this relationship and create an effective Area Development Plan (ADP) for the City.

To provide the City with the services requested, Ayres Associates has established a project team of municipal, transportation, and stormwater engineers, planning experts, and landscape architects. Our Scope of Services provides a detailed approach to meet the City’s ADP needs. The RFP has requested a particular approach regarding infrastructure evaluation. Below is our project understanding and a summary of our infrastructure review.

Project Understanding

The project area is within the City of De Pere’s 10-year growth increment area. We understand that a portion of the project is within the Town of Rockland, specifically in an area that could be affected by the southern bypass bridge if it is constructed across the Fox River at the Red Maple Road/Rockland Road location. Once the bridge is completed, development pressures will increase. Therefore, planning in the form of an ADP is critical to transportation connectivity that is coordinated with land uses that have been previously planned for comprehensively, but not necessarily at the site level.

Infrastructure Evaluation

A detailed evaluation of key parameters for providing desired infrastructure facilities to this area will be completed. Although full-scale modeling is not envisioned for this planning-level study, calculations will be made to determine facilities needed to provide adequate services for the following infrastructure components:

Sanitary Sewer

Wastewater flow generation based on planned land uses will be made and allocated to the various segments of the proposed sanitary sewer system. Sewer pipe sizing will be reviewed and compared with the receiving sanitary pipe systems to determine any needed facility upgrading, lift stations, or interceptor sewer routing.

Water Main

Existing modeling studies will be reviewed to determine flows and pressures available to the study area. Calculations will be made to develop future pipe sizes and network looping needed to provide

adequate flows and pressures throughout the area and to determine if additional storage or booster station facilities will be needed.

Stormwater Management

Planned land uses will be evaluated to determine needed stormwater facilities within the study area to provide desired services from drainage and water quality standpoints. Stormwater ponds will be featured for peak flow control and water quality enhancements and will be sized based on standard Wisconsin Department of Natural Resources protocols and located based on terrain, planned land use, and needed performance.

Proposed Scope of Services

The Ayres Associates team will provide the following services to develop an ADP that considers land uses, infrastructure, recreation, and transportation networks in multiple ADP scenarios for the City of De Pere's review.

Task 1.0 Project Kickoff

We will review materials before meeting with City of De Pere staff. For the kickoff meeting, Ayres Associates will be prepared for site discussion and data exchange with City of De Pere staff.

At the kickoff meeting, the Ayres Associates team will meet with City staff members to share information and project data. We will be prepared to address the items below and any other items relevant to the ADP:

- Introductions, define expectations, and Ayres Associates staff roles.
- Share information, data, and format for the project outcomes and deliverables.
- Review timeline and presentation date(s).
- Discuss site constraints and specific issues known about the planning area.

Task 2.0 Inventory and Analysis

This task will involve a comprehensive review of the City of De Pere's and the Town of Rockland's land uses, infrastructure, and community assets. To complete the inventory and information gathering, the materials to be reviewed include the City's



completed 2010 Comprehensive Plan update, City of De Pere Comprehensive Park and Recreation Plan, and the 2005 Town of Rockland's Comprehensive Plan and the 2014-15 Comprehensive Plan in progress. Ayres Associates will gather information from Central Brown County Water Authority for water capacity and NEW Water (Green Bay Metropolitan Sewerage District or GBMSD) for sanitary sewer information. Any additional information will be gathered as needed.

In addition, we understand the Wisconsin Department of Transportation is conducting an access management and preservation study of STH 57. The study area is from Greenleaf to Heritage Road, and we will gather and review that information for this analysis.

Available information about the southern bypass bridge will be requested from appropriate Brown County staff. These materials, along with support information such as mapping for environmental resources and any other growth areas, will be reviewed for the planning process.

Our process is addressed below:

Task 2.1 Review of Existing Conditions and Existing Plans

An in-depth assessment of existing conditions within the planning area will be conducted. This area may be affected by future transportation infrastructure. A review of the types of land uses and their density will occur during this inventory task.

Land Use and Zoning

We will classify land uses and development in the

ADP. The rural area has rural residential, existing subdivisions, and platted areas within the Town of Rockland. The area has agricultural facilities small and large. The largest is the Gold Dust Dairy on STH 57.

The natural resources that make this area desirable for living also have associated constraints for development. They include environmentally sensitive areas such as those around the East River, its tributaries, and the Niagara Escarpment. These resources will be noted, mapped, and addressed in the planning process. Each of these uses and all others will be identified.

We are aware that the City of De Pere, through its extraterritorial review authority, has limited land divisions to 10 acres or larger in the Town of Rockland as it pertains to the ADP area. These density restrictions and zoning that is in place for both the City of De Pere and Town of Rockland will be evaluated for future planning scenarios.

Recreation

The most significant recreational resource present in the ADP is the state's Fox River Trail. Future recreational opportunities will be suggested. We are aware of potential trailhead locations such as the Midway Road trail intersection area. Potential exists to connect the Fox River Trail with the bike and pedestrian facilities along the southern bypass bridge arterial corridor.

Additional recreational opportunities and their connectivity within the proposed transportation network for the ADP will be presented to De Pere staff during the design meetings for input during this process.

Infrastructure

Extending sanitary sewer and water system networks into the ADP will be evaluated, along with stormwater management facilities. Ayres Associates staff will look at site constraints and gather information from City of De Pere staff.

Sanitary Sewer – NEW Water (GBMSD): Maintaining gravity flow may be difficult due to the large elevation swings within the planning area and the

depth of the receiving sewer network. Lift station(s) may be required and will be evaluated to provide the most efficient coverage available. Limitations in size in the potential receiving sewer piping will also be evaluated and discussed.

We understand that the Town is updating its comprehensive plan; however, the current plan indicates the northern section of the Town does not have sanitary sewer or water. It also states the Town was going to enter into discussions with NEW Water to explore the feasibility of extending public sewer to the northern part of the town to reduce the possibility of annexation. We will review such improvement opportunities for providing sanitary sewer service to this area.

Water – Central Brown County Water Authority: Providing adequate water flow and pressure from the connecting water system network will be evaluated. Booster stations, pressure-reducing facilities, and network looping will be considered to provide needed water flows at usable water pressures throughout the varying terrain of this area.

Stormwater Management

Ayres Associates staff will evaluate stormwater drainage patterns and elevations within the project area. Our firm is familiar with the drainage patterns in this area and will build on this information. Drainage and peak flow control alternatives will be explored and developed to provide desired levels of service throughout the area.

Stormwater quality concerns will also be evaluated. The ADP provides an ideal opportunity to identify and develop suitable locations for stormwater treatment facilities such as stormwater retention ponds throughout the area to meet pollutant removal requirements for new development. And, as the City has an MS4 permit for stormwater, strategic use of such best management practices (BMPs) can improve the City's performance in meeting water quality goals. Integrating potential BMP sites with recreation facilities and other appropriate land uses can further add to the value of this ADP process.

Other Utilities

The ADP evaluations will include review of other

utilities needed to serve the area, such as gas and electric. These utilities generally follow road patterns and can usually be provided as part of a road development. We will investigate any issues that may be present in serving this area with these utilities.

Transportation

We will gather existing information regarding the southern bypass bridge corridor identification and development process. Ayres Associates is aware that Red Maple Road/Rockland Road is one of the two proposed alternatives for the future arterial roadway to cross the Fox River.

The existing transportation network will be evaluated with the construction of the bridge within the vicinity of the roadway network. Existing capacity and available traffic data will be reviewed.

Ayres Associates has extensive experience in roadway design and layout scenarios that will transfer into this ADP given the circumstances that may affect transportation network connectivity.

Task 3.0 Recommendations

This task will involve completing the recommendation for alternatives for the land use concept, transportation network, and infrastructure layouts to reflect the growth and development of the area and the surrounding environment.

Task 3.1 Mapping of Data

Ayres Associates will coordinate with the City at the kickoff meeting regarding base mapping information. Our technical staff and landscape graphics specialists will prepare the following mapping products for the planning effort:

- Baseline mapping of the existing ADP area consisting of the land use, natural resources and constraints, infrastructure, and transportation network.

Task 3.2 Scenario Development

Recommendations will be developed based on information collected in Tasks 1 through 3. The recommendations will be vetted with City of De

Pere staff through the meeting process described in the Timeline description later in this section of this proposal.

We will provide preliminary and preferred scenarios for the:

- Land use concepts.
- Transportation networks with arterial, collector, and local roads (two scenarios).
- Infrastructure: sanitary sewer layout, water layout to arterial and collector roadways.
- Stormwater drainage and facility mapping.

Task 3.3 Preferred Alternatives

Based on a regular review of the ADP by City of De Pere staff, two land use development and transportation network scenarios will be completed for review. A recommended scenario will be provided with the preferred layout plan and include:

- Maps reflecting a recommended land use development scenario and transportation network.

Task 3.4 Presentation to Plan Commission

A presentation on the preferred land use and transportation network will be made to the Plan Commission for Commission input.

Task 3.5 Complete the Utility Final layout

Any necessary changes to final layout of the ADP will be made after the Plan Commission review, and the final infrastructure layouts will be completed.

Task 3.6 Final ADP

The final ADP along with a brief document will be submitted to the City.

We will provide a brief ADP report document summarizing the planning and evaluation process leading to the resulting ADP layouts and mapping. Some technical data such as water system pressure/ flow information, sanitary sewer system flow generation potentials, and stormwater management feature performance will be included in this document.

Time Line

DATE	TASK
February 2015	Project Award
City awards project.	
February 2015	Kickoff Meeting
Ayres Associates will meet with staff for introductions, define roles, and exchange available data for inventory to begin project analysis. Meeting dates to be established.	
March 2015	Design Meeting 1
Preliminary site review will have been done by Ayres Associates staff to bring ideas for brainstorming with City staff. We will have base mapping, planning information, and technical data to work from.	
March 2015	Design Meeting 2
Ayres Associates will meet with City staff to present three scenarios including road layout alternatives based on inventory, analysis of site constraints feedback with City staff, and planning the City of De Pere has conducted to date. The scenarios will include a recommended land use alternative with preliminary roadway arterial and collector roads identified. Infrastructure mapping is also in progress. Potential recreational facilities will be proposed to gather input at this meeting.	
April 2015	Design Meeting 3
The previous meetings' work will have provided a preferred alternative street layout, including local streets, and a land use alternative scenario. The land use scenario will include recreation facilities and stormwater management facilities on the plan.	
April 27, 2015	Presentation to Plan Commission
The preferred alternative reflected in the final layout will be presented to the Plan Commission for input.	

DATE	TASK
May 2015	Design Meeting 4
Ayres Associates will meet with City staff to review final infrastructure layouts. It is understood that infrastructure layouts are not required for local roads.	
May 29, 2015	Submit final ADP
Ayres Associates submits final ADP.	

Deliverables

- ADP mapping:** Four hard copies and digital AutoCAD file.
 - Site constraints/natural resource map (existing).
 - Sanitary sewer extensions proposed (future).
 - Water service extensions proposed (future).
 - Stormwater management facilities (future).
 - Community assets – future recreational opportunities.
 - Land use development/ transportation network proposed (two network scenarios).
- ADP document:** Four hard copies.

The document will only address the ADP planning and design process conducted by Ayres Associates per the directive of the City and the process described in the Timeline and Proposed Scope of Services.
- Six meetings:** Includes one presentation to the City's Plan Commission.

Cost Proposal and Conditions

Fee Schedule

Company Name: Ayres Associates

Company Address: 3376 Packerland Drive

Company Address: Ashwaubenon, WI 54115

Company Representative: Elizabeth Runge; Michael Liebman, PE

Signature: _____

Fee (Total): \$56,567

Fee Breakdown:

Meetings (Six) – \$9,250

Gather Preliminary Information – \$4,670

Provide Two Conceptual Development / Street Layout – \$6,734

Recommended Street Layout and Land Use: \$6,600

Recommended Sanitary Sewer Layout and Design: \$5,015

Recommended Water Main Layout Based on Report: \$7,487

Recommended Storm Sewer/Storm Water: \$8,940

Recommended Recreational Facilities: \$7,871

TEAM MEMBER	HOURLY RATE
Elizabeth Runge	\$105.30
Michael Liebman, PE	\$144.00
Craig Schuh, PE	\$116.10
Phil Johnson, RLA	\$120.00
Chris Silewski	\$ 75.00
Andrew Dana, PE	\$126.00
Aaron Williams, PLA, ASLA	\$ 97.00

Planning Philosophy

The City of De Pere's Area Development Plan requires a comprehensive approach that inventories and analyzes transportation corridors, transportation options, land use patterns and densities, environmentally sensitive areas, and public facilities in order to design an efficient, healthy and sustainable built environment that will have a positive impact on the lives of residents. At the same time, the Area Development Plan must be clearly articulated in a concise document so that it can be implemented in a timely manner when opportunities arise.

Project Approach

Our team's philosophy is to gather and review all of the available information provided for this project to establish existing conditions and then meet to have an initial discussion of our understanding of the information with City staff and gather insight to establish the main goals and outcomes of the project.

This provides a platform for Cedar Corporation to move forward with a complete understanding of your expectations and ensures that we tailor our approach to create the best possible Area Development Plan for the City of De Pere. We want to work closely with City Staff so that the concepts and ideas in the Area Development Plan are supported and successfully implemented.

Cedar Corporation will work with the City Staff and Plan Commission to establish existing conditions and identify preferred land uses and densities, road layout concepts, locations for park and recreational facilities, trails, sanitary sewer and watermain piping, and storm water ponds/swales. Once these are determined and approved, we will then focus on the utility layouts for a selected option along the arterial and collector roads.

Because we see the infrastructure layout for the future development very important, our understanding of the effort for each utility is as follows: Water System, the distribution system will be located and sized based off the existing model, the Storm Water Treatment Facilities will be sized based off the contributing basin with an emphasis on regional ponds. The Sanitary Sewer System will evaluate the existing capacities/depths, evaluate the allowable capacity at the two NEW Water connection points, and locate the necessary lift stations to avoid ESA's while minimizing the number of lift stations required based on depth of sewers.

To establish the above priorities we will review the City's Comprehensive Plan, Comprehensive Outdoor Recreation Plan, Zoning Code, Brown County Southern Bypass Plans, Master Sanitary/Sewer/ Water System Plans, NEW Water Master Plans, and any other local and regional plans that may affect development in the City of De Pere. In addition, Cedar Corporation will be able to bring new ideas to the table benefitting from our experiences with clients in the southern, eastern, and western areas of Wisconsin.

Beyond the Plan

The creation of the Area Development Plan is important to provide consistency and managed development in the City of De Pere. Once the Area Development Plan is adopted, Cedar Corporation can also work with the City to develop meaningful implementation and funding strategies to match the priorities identified in the Area Development Plan.



Project Scope, Schedule, & Deliverables

Based on our understating of the project scope and the expectations of the proposed City of De Pere Area Development Plan, we propose the following meetings:

1. Kick Off Meeting

Week of February 2nd, 2015

The purpose for this meeting will be to share information and data on the project before work actually begins. General concepts, site constraints and specific issues known to the City will be discussed at this meeting.

Cedar Corporation will:

- gather mapping data including the De Pere parcel map, ESA's, wetlands, soils, land use, etc. to create a series of Existing Conditions maps.
- gather utility and capacity data on the existing City owned utilities and NEW Water facilities.
- review the City's Comprehensive Plan as it relates to housing, transportation, community facilities, utilities, natural resources, and other project related topics.

2. Design Meeting 1

Week of February 23rd, 2015

Preliminary Design Review.

This meeting will be held after the information on the existing site conditions has been completed. Goals of this meeting will be to review the map, discuss more detailed land use and densities, and have a brainstorming session on potential road layouts. Additionally, we will discuss preferred lot sizes based on land use. This information will be used to determine street location.

Cedar Corporation will:

- provide all mapping and relevant information gathered from existing City planning.
- documents as well as the zoning code and subdivision ordinance.
- identify existing utilities in the project area.
- identify capacity and depth issues with existing sanitary sewer interceptors.
- gather information on the water system storage/supply and transmission mains.
- discuss the preference of storm water BMP's for the community, ie ponds, swales, proprietary devices.



Project Scope, Schedule, & Deliverables

3. Design Meeting 2

March 2015

Preliminary Street Layout and Land Use Review. At this meeting, the consultant will provide recommended land use, preliminary arterial and collector road layouts, and interceptor sanitary sewer locations. Because of the large area, there may be several different road layouts. The consultant will prepare up to two different alternative road layouts. Goals of the meeting will be to review the information and layouts. The group will review the layouts and combine various areas to finalize one layout. Potential recreation facility locations and trails will be identified at this meeting.

Cedar Corporation will:

- provide maps showing preliminary arterial and collector road layout options, recommended land uses, and interceptor sanitary sewer locations.
- review road layouts as they relate to the interceptor sewer and watermain distribution lines preliminary locations/routing to include system appurtenances, i.e., lift stations. ESA crossings, water booster stations, etc.
- discuss land use densities and water uses projections as they relate to the sewer and water capacity needs as well as fire protection.

4. Design Meeting 3

April 2015

Street Layout and Land Use Review. At this meeting, the consultant will provide the recommended street layout, land use, park and recreational facilities and potential storm water management facilities. Additionally, a conceptual layout of local streets will be completed.

Cedar Corporation will:

- provide maps showing recommended street layouts, land use, park and recreational facilities, and potential storm water management facilities.
- review the recommended road layout as they relate to the interceptor sewer, watermain distribution lines and stormwater BMP facility preliminary locations.

5. Plan Commission Meeting

April 27th, 2015

Once the final layout is completed, the consultant will attend the Plan Commission to review the ADP. After the Plan Commission meeting, Cedar Corporation can coordinate with the City to organize a Public Informational Meeting if desired.

Cedar Corporation will:

- provide all maps and written materials for the Plan Commission presentation.
- present the ADP to the Plan Commission with assistance from City staff.



6. Design Meeting 4

May 2015

Final Utility Layout. The consultant will prepare the utility layouts for arterial and collector streets after the ADP is approved by the Plan Commission. Utility layouts will not be required for local streets. This is anticipated to be the last meeting.

Cedar Corporation will:

- complete the final utility layout for arterial and collector streets, to include pipe sizes, slopes, capacity, elevations, etc. No utility layouts for local streets.

7. Reports

Draft Report completed by May 15th, 2015

FINAL Report completed by May 29th, 2015

Final Report that will include a Master Road Plan, including the plan for each utility map, summarize the sewer capacity projections per area, summarize the water use projections per area, identify the storm water needs per area to meet WDNR regulations, and summarize land uses and development densities.

8. Deliverables

Below is a list of expected deliverables:

1. **ADP in AutoCADD or ESRI Shape files.**
2. **Description of or documentation for the primary objectives supporting the ADP:**
 - a. Physical Limitations
 - b. Transportation Network
 - c. Utilities
 - d. Development
 - e. Community Assets



Fee Schedule

Company Name: Cedar Corporation

Company Address: 1496 Bellevue Street, Suite 502, Green Bay, WI 54311-4251

Company Representative: Thad Majkowski

Signature:

Fee (Total): _____ \$ 52,900.00

Fee Breakdown:

Meetings (Six): _____ \$ 9,000.00

Gather Preliminary Information: _____ \$ 2,000.00

Provide Two Conceptual Development I Street Layout: _____ \$ 7,100.00

Recommended Street Layout and Land Use: _____ \$ 5,800.00

Recommended Sanitary Sewer Layout and Design: _____ \$ 12,200.00

Recommended Water Main Layout Based on Report: _____ \$ 4,900.00

Recommended Storm Sewer/Storm Water: _____ \$ 7,500.00

Recommended Recreational Facilities: _____ \$ 4,400.00

**See attached 2014 rate sheet for additional work should it be requested*

Project Approach

The future growth for the City of De Pere on the east side of the Fox River is in an area generally located south of Rockland Road bounded on the west by STH 32/57 and on the east by CTH PP. In the City Comprehensive Plan the area is further divided with the area south of Midway Road defined as the 20 year development area and north of Midway Road, defined as the 10 year development area.

To facilitate the orderly development of the area, the City is requesting consultant services to assist with the preparation of an area development plan for the study area north of Midway Road. The study area is comprised of approximately 2600 acres. It is expected that much of the future development pressure will be driven by the completion of the Southern Bridge and By-Pass which is currently proposed in the Rockland Road Corridor. This by-pass project is projected to be completed sometime after 2020, depending on need and available funding. Our project approach will be focused on several key elements of the planning process, including:

The selection of the GRAEF Team Members is based on our understanding of the project. Knowledge of urban design, real estate development, and civil engineering will be a key to meeting the City's need and expectation. Stephanie Hacker has managed past planning projects and understands the expectations of the City. Stephanie will bring direct accessibility to the City for project communication. Larry Witzling brings an extensive level of experience with urban design. Pat Kressin brings a specialty level of knowledge in real estate development. Pat will be a key player in the layout of the planning area to maximize the future development opportunities. Pat's relationship with development firms in the mid-west will be an asset to the City. Kendra Hansen brings extensive experience in utility planning and design as well as storm water management and permitting. Being local to the Green Bay area, Kendra has an ongoing relationship with the local agencies as well as having worked for the City of De Pere on several past projects. Jon Schwichtenberg is recognized in Land Information and will bring an extraordinary level of GIS experience and knowledge to

the project. Many of the team members have LEED AP certification.

Develop a full understanding of De Pere's goals and expectations for area redevelopment and complete a realistic assessment of existing physical, social, and economic constraints. This understanding requires basic due diligence in evaluating both the socioeconomic conditions as well as the site conditions (such as water quality, stormwater, traffic, and land development issues).

The effective use of the existing studies, information, and GIS data that is readily available from both Brown County and the City of De Pere. GIS software is regularly used for planning purposes and preliminary design associated with community planning. Brown County is rich in geospatial data, including environmental data (floodplains, wetlands, species, etc.), topography (LiDAR, contours), hydrography, planimetric data, parcels with ownership/taxation, roadway centerlines and much more. The City has engineering data, including stormwater, sanitary sewer, water distribution and more. We would propose to build a model using ArcGIS and the "Model Builder" tool to incorporate the constraints layers and develop buildable areas that we can in-turn utilize to determine potential roadway/utility locations, along with parcel locations. Where necessary, we will use the 3D data (LiDAR and contours) to build a model to analyze potential roadway centerline locations and utility pipe locations and preliminarily look at slopes and elevations. We will use 3D-Analyst and Spatial Analyst toolsets, along with other tools in ArcGIS to accomplish the work. We will also use analytical tools in ArcGIS to evaluate the buildability for parcels, using soils, wetlands, floodplains, etc. This will allow for analysis of the buildable area of parcels and potential for trails/parks/open space planning. Our staff will work with the City staff to determine the procedure/process for the planning model.

Scope of Services

The Request for Qualifications was very detailed and did a complete job of identifying the desired Scope of Work. The following is a summary of the scope with some supplemental information.

Kickoff Meeting

The purpose for this meeting will be to share information and data on the project before work actually begins. General concepts, site constraints and specific issues known to the City will be discussed at this meeting.

Data Gathering and Study Model Development

Existing information for the Study Area will be acquired from the City of De Pere and Brown County. The available GIS data will be used to create a Planning Model. The Model will be used to identify physical development limitation including but not necessarily limited to: ESAs, wetlands, soils, floodplain, and general topography.

Design Meeting 1

This meeting will be held after the information on the existing site conditions has been completed and potential issues identified. Goals of this meeting will be to review the map, discuss more detailed land use and densities, and have a brainstorming session on potential road layouts. Additionally, we will discuss preferred lot sizes based on land use. This information will be used to determine street location.

Development of a Proposed Transportation Network and Land Use Review

This task will include the development of a proposed transportation network. The network will include roadways to the arterial and collector level with conceptual layouts for minor roads.

This task will also include the review of the existing Land Use in the Study Area and development of proposed modifications/changes as may be appropriate and desired.

GRAEF will identify primary areas for community facilities such as parks, trails, etc. and connection to existing facilities such as the Fox River Trail and Brown County Plan.

Preliminary Utility and Storm Water Management

Sanitary Sewer:

GRAEF will identify the future sanitary sewer facilities along the collectors and arterials along with extensions to get to those facilities. Preliminary sanitary sewer flows, sewer sizes, inverts, and slopes will be provided.

Water:

GRAEF will show proposed water main facilities and sizes based on the 2011 water study. GRAEF will also provide suggestions on necessary improvements based on proposed changes to the Land Use in the Study Area.

Storm Water:

GRAEF will identify regional storm water treatment facilities along with preliminary sizing of the surface area. The surface area will be based on WI DNR Best Management Practices, land use, and the size of the drainage basin. The Planning Model will show locations of storm water treatment and transportation facilities.

Design Meeting 2-Preliminary Street Layout and Land Use Review

At this meeting, GRAEF will provide recommended land use, preliminary arterial and collector road layouts, and interceptor sanitary sewer locations. The consultant will prepare several alternative road layouts as may be feasible. The purpose of the meeting will be to review the information and layouts with the ultimate goal of finalizing the preferred layout. Storm water and recreational facility locations and trails will be identified at this meeting.

Scope of Services

Design Meeting 3 - Street Layout and Land Use Review

GRAEF will provide the recommended street layout, land use, park and recreational facilities and potential storm water management facilities.

Plan Commission Meeting

GRAEF will attend a City Plan Commission and present the preferred ADP and solicit input.

Design Meeting 4 -Final Utility Layout

The consultant will prepare the final ADP, including roadway layouts, community recreational facilities, utility information, storm water management facilities sanitary sewer and watermain layouts for arterial and collector streets.

GRAEF will deliver the ADP in a format as requested in the Request for Qualifications, including digital information and support documentation.

Project Schedule

The key milestone dates can best be set by referencing the proposed meeting dates as follows:

Kickoff Meeting February 16, 2015
(Depends on Contract Date)

Design Meeting 1.....March 9, 2015

Design Meeting 2..... April 6, 2015

Design Meeting 3..... April 13, 2015

Plan Commission Meeting..... April 27, 2015
(Depends on meeting date)

Design Meeting 4.....May 29, 2015

Fee Schedule

Company Name: Graef-USA Inc. (dba GRAEF)
 Company Address: 1150 Springhurst Drive, Suite 201
 Company Address: Green Bay, WI 54304
 Company Representative: Michael J. Lefebvre, P.E.
 Signature: _____
 Fee (Total): \$77,500

Fee Breakdown:

Meetings (Six) – \$26,000
 Gather Preliminary Information – \$4,000 (See Note)
 Provide Two Conceptual Development / Street Layout – \$9,500
 Recommended Street Layout and Land Use: \$11,500
 Recommended Sanitary Sewer Layout and Design: \$8,000
 Recommended Water Main Layout Based on Report: \$2,500
 Recommended Storm Sewer/Storm Water: \$12,500
 Recommended Recreational Facilities: \$3,500

Hourly Billing Rates

L. Witzling	\$150.00
P. Kressin	\$150.00
S. Hacker	\$ 95.00
K. Hansen	\$ 95.00
J. Schwichtenberg	\$130.00
CADD Technician	\$ 75.00

NOTE: The physical limitations for the study area will be identified in the initial information gathering stage through the use of a GIS Model developed from existing site information.

Scott Harrig, P.E. (WI PE-38596, TX PE 117879), Project Manager/Project Engineer

Mr. Harrig has a B.S. in Civil Engineering from Marquette University and over 17 years of experience in civil engineering. Mr. Harrig has extensive experience in all phases of project development including design reports, coordination of services, and delivery of contract documents for a variety of private as well as local, and state clients. Project specialties include preliminary and final roadway design, roadway plan preparation, utility design, and stormwater management. Mr. Harrig is a licensed Professional Engineer in Wisconsin and Texas.

Andrew Cleveland, R.L.S. (WI RLS-2787), Lead Surveyor

Mr. Cleveland has over 22 years of land surveying experience. He has been a surveying crew chief for over 13 years, responsible for project field services including ALTA/ACSM Land Title Surveys, certified survey maps, topographic surveying, boundary surveying, retracement surveying, floodplain mapping, and construction surveying. His experience includes records research, map and file production, legal descriptions and preparing budget estimates. Field experience includes construction staking, field surveys, and establishing horizontal and vertical control. Mr. Cleveland is proficient in conventional survey and GPS.

Ben LaCount, Land Planner

Mr. LaCount has a B.S. in Environmental Policy/Planning and Geography from the University of Wisconsin Green Bay. Mr. LaCount has over 15 years of land use planning surveying experience in northeast Wisconsin. His areas of specialty include ALTA/ACSM Land Title Surveys, subdivision plats, certified survey maps, topographic surveys, and boundary surveys. Mr. LaCount has extensive experience in large scale subdivisions, multi-family residential developments, and commercial developments. His experience includes records research, map and file production, legal descriptions and preparing budget estimates. Field experience includes construction staking, field surveys, and establishing horizontal and vertical control. Mr. LaCount has completed US Army Corps of Engineers/WDNR Advanced Wetland Training.

Chad Fradette, Environmental Scientist (WI PECFA Consultant/Env. Site Assessor #892926)

Mr. Fradette has 14 years of professional consulting experience throughout the Midwest. He has managed a wide range of environmental projects including: Phase I and II Environmental Site Assessments; environmental contamination investigation and remediation; wetland delineation, mitigation, and restoration; air emissions testing; and coordination of industrial environmental programs. His experience includes working with the USEPA, US Army Corps of Engineers, Wisconsin Department of Commerce, the Wisconsin DNR, the Illinois Environmental Protection Agency, and the Michigan Department of Environmental Quality. Additionally, he has worked with counties, municipalities, private industry, commercial developers, attorneys at law, and lending institutions.

PROJECT APPROACH

Mach IV emphasizes experienced staff, and flexible, personal client service. Experienced staff provides services that result in sustainable, cost-effective solutions. Experienced personnel allow cost savings to be realized through efficient designs thereby minimizing capital and long-term costs.

Mach IV utilizes the approach of assigning experience personnel to your project throughout its duration. The individuals involved with the front end process and meetings are the actual team members working on the project behind the scenes. The staff members that would be assigned to this project have an average of almost 19 years of experience.

In addition to those mentioned above Mach IV's current staff includes an additional Professional Land Surveyors, two additional Environmental Scientists, four (4) technicians, and two (2) administrative assistants.

PROJECT TIMELINE

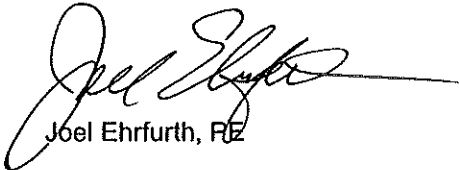
Mach IV utilizes a Purpose-Process-Product approach with each project and subsequent project meetings. The approach identifies the purpose or goal of each phase of the project. The process component identifies the individual tasks required to accomplish each goal. The product is the final result or deliverable required for each phase. The milestone dates would be established at the Kickoff Meeting and are subject to the City's requirements, but below is a preliminary schedule.

<u>Task</u>	<u>Timeframe</u>
Kickoff Meeting	Jan 2015
Gather Preliminary Information	30 Days
Design Meeting 1	February 2015
Development of Conceptual Development/Street Layouts	30 Days
Design Meeting 2	March 2015
Incorporate feedback to refine ADP/Develop Recommendations	30 Days
Design Meeting 3	April 2015
Incorporate Feedback/Comment to Recommended Plan	21 Days
Plan Commission Meeting	May 2015
Incorporate Final Feedback/Comment to Recommended Plan	21 Days
Design Meeting 4	June 2015
Submittal of Final ADP	July 2015

Our proposal/fee schedule is per Attachment V of the Request for Qualifications. Attachment V is enclosed.

Thank you for the request and the opportunity to provide this proposal. Please do not hesitate to contact Bob Mach or me if you have any questions or require any additional information.

Regards,
MACH IV ENGINEERING & SURVEYING LLC



Joel Ehrfurth, PE



Robert Mach, PE

Attachment V

Fee Schedule

Company Name: *Mach IV Engineering & Surveying LLC*
Company Address: *211 North Broadway Suite 114*
Company Address: *Green Bay, WI 54303*
Company Representative: *Joel Ehrfurth/Robert Mach*
Signature:
Fee (Total): *\$29,740.00*

Fee Breakdown:

Meetings (Six) –	<i>\$2,660.00</i>
Gather Preliminary Information –	<i>\$4,360.00</i>
Provide Two Conceptual Development/Street Layouts –	<i>\$5,360.00</i>
Recommended Street Layout and Land Use:	<i>\$3,840.00</i>
Recommended Sanitary Sewer Layout and Design:	<i>\$4,080.00</i>
Recommended Water Main Layout Based on Report:	<i>\$1,660.00</i>
Recommended Storm Sewer/Storm Water:	<i>\$4,840.00</i>
Recommended Recreational Facilities:	<i>\$3,940.00</i>

Proposed Scope of Work

1. Identification of physical development limitations

Retrieve information for all five identified scopes from various resources including city of De Pere, Brown County, and State of Wisconsin. Develop map each of the features for ESAs, wetlands, floodplain, and slopes/elevations. Derive soil information and display in text form. Include the addition of wetland indicators from DNR for area development.

2. Development of proposed transportation network

Review physical limitations. Focus on how transportation networks could connect through physical barriers and connectors. Contact with developers in regard to what they could realistically envision for future development. Gather and review information from other Midwestern analogous developments. Conceptual layout would take into account the goals of the current De Pere growth plan while trying to balance developers' costs and concerns. Using best practices along with the analysis of comparable development patterns throughout region, design transportation network

3. Identification of primary utilities

Engineering staff will identify primary utility services. Mapped sewer, water, and storm water will identify facilities and sizing for area development plan. Design work will be based off of best management practices.

4. Development

We will gather and analyze information based off current Brown County demographic trends as well as review current developments trends in Wisconsin. The preliminary areas of focus would tend to look at places such as Cottage Grove, Sun Prairie, Verona, Weston, and the Town of Harrison. Contact the stakeholders and developers of the large developments most appropriate to the De Pere Area Development Plan. We will use these numbers and ideas to steer development ideas to stakeholders to find a best fit for the area itself in relationship to the physical attributes and utilities. While all five of the scopes of work will integrate with each other, the data and analysis of data from Brown County and the current development trends will coincide to form the basis of ideas when forming plans.

5. Community Assets

Gather and collect inventory of assets. Contact with primary local stakeholders will be used the most at this phase. Hold one public open house to stakeholders to present ideas and gather input. Since the community assets portion of the scope is a more focused construct, the input of local community members would be most useful for this scope of work. Questionnaire developed to gauge community desires. Use previously gathered data from De Pere, other Brown County governments, and other comparable development areas to gauge trends.

Timeline

Phase 1

- Collect information for physical features. Design 5 maps and one text document based off of information.
- Collect information on current Brown County trends in relationship to De Pere trends, analyze data to apply to transportation, development, and community assets.
- Using De Pere demographics, find similar developments throughout region/state in which comprehensive growth has and continues to occur. Gather data and analyze. Contact stakeholders from these areas for guidance.
- Prepare preliminary design.

Phase 2

- Preliminary design meeting.
- Begin reach out to development stakeholders. Present prelim ideas. Begin brainstorm to realistic potential development ideas.
- Begin utility service engineering phase.
- Prepare design materials and questionnaire for public stakeholder meeting.
- Gather inventory of community assets. Compare community assets to other communities in Brown County and other comparable developments.
- Create design elements to visually show land use and street layout
- Engage with open house. Present ideas. Ask for input for design standards, non-automobile transportation, and community assets.
- Analyze response from community to open house. Apply to prelim street layout and land use review meeting requirements.

Phase 3

- Prelim Street layout and Land Use Review.
- Take feedback from community session; combine with engineering layout to form recommendations for Design Meeting 3. Feedback from local developers gathered at this time to best fit a better local fit. Integrate identified sewer, water, storm water systems throughout ADP.
- Prepare storm and sanitary sewer design in coherence with choice of recommended street layout.

Phase 4

- Final design work. Creation of ADP.
- Create materials for presentation at Plan Commission Meeting and Design Meeting 4.
- Collaborate with engineering to design final utility layouts for arterial and collector streets.

Each phase would be approximately 2-3 weeks

Scope of Services and Fees

Lump sum cost of proposal: \$65,000

Mau and Associates, LLP affirms legal authority to obligate the firm, authenticity of preliminary concept themes, and fees for service:

Steven M. Bieda
RLS
Managing Partner

Jonathon E. LeRoy
Urban and Regional Planner
Project Manager

Cost/Fee Breakdown

Physical Limitations	10%
Transportation Network	14%
Utilities	39%
Development	30%
Community Assets	7%
Meetings (Six)	5.3%
Gather Preliminary Information	10.1%
Provide Two Conceptual Development/Street Layout	18.2%
Recommended Street Layout and Land Use	16.8%
Recommended Sanitary Sewer Layout and Design	11.7%
Recommended Water Main Layout Based on Report	2.9%
Recommended Storm Sewer/Storm Water	29.3%
Recommended Recreational Facilities	5.7%

Dennis Reim, R.L.S., has been responsible for an endless amount of development plans and has platted thousands of lots throughout Brown County. Troy Hewitt, R.L.S., will provide additional support and layout. Troy has 14 years of land development experience, and his technical skills will be utilized to help incorporate the various base mapping components into the design. Incorporation will include the identification and input of all physical limitations that may compromise the development area. These items may include, but are not limited to wetlands, steep slopes, floodplain, and environmental sensitive areas.



Phil Ohlinger, GIS Manager, will provide Dennis and Troy support through the assistance of generating base maps and importing all available base mapping into the ADP. Phil's knowledge of GIS, will allow all created map deliverables to be provided in AutoCAD, as well as GIS compatible format.

Jared Schmidt, P.E., Principal and Civil/Municipal Engineering Manager, will oversee technical engineering plan development. Jared's strengths are communicating, project management and facilitation, and breaking down complex scenarios in thorough concise and thoughtful presentation. Jared will help oversee and coordinate the design team of Lee Novak, P.E., Aaron Breitenfeldt, P.E., and Josh Steffek, E.I.T. in the design development of the Sanitary Sewer System, Storm Water Management plan development, and water system sizing.

Each of the listed design engineers are leaders in their respected disciplines, and complete their analysis efficiently, and effectively utilizing the most up-to-date and current modeling systems and software.

A complete set of resumes can be provided upon request by the City of De Pere. REL proposes to complete all work with existing staff located in our Green Bay area office.

PROJECT APPROACH

When developing a comprehensive Area Development Plan (ADP), REL's approach is to first listen to the needs and desires of a community. In addition to considering items discovered at the City initial kick-off meeting, REL will incorporate other "big picture" items, including the "small, but critical" details. The small details can be the deciding factor between a pretty picture and an executable ADP. By accessing the most current base mapping available by the City, County, and WDNR, REL will also incorporate other GIS mapping to combine each layer into an interactive map, which will allow for a comprehensive plan development. By creating a single location for all physical limitations, REL planners and designers can best layout the road networks and associated physical utilities.

During the design development of the ADP, REL intends to work as a direct extension of the City of De Pere and their assigned staff. Having familiarity working with City planning and engineering staff, most recently for the Nicolet Square planning project, REL's team has a good understanding of the high expectations that the City has of their consulting partners. With thorough planning and the assembly of a terrific design team listed previously, REL will meet and exceed those expectations.

Our approach to creating a thoughtful plan is to breakdown the plan utilizing three major design components/considerations. These components include Transportation Planning, Utility layout, and Cost Benefit analysis. Each of these components are further described below, and divided into sub categories.



Transportation Planning – Transportation, in conjunction with land use planning, may be the most important visual and physical improvement to the landscape, and the driving factor for the development plan. Land use guidelines set forth by the comprehensive plan will be utilized and modified, as appropriate. Based on the various land uses, the road network will be identified based on current trends for lot size and dimensions of each land use. Identification between local, collector, and arterial streets will be identified based on anticipated traffic generation from each development area. Depending on the desires of the City, REL can strategically place signature roadways to help create a unique sense of place.

Incorporated into the transportation-planning component of the ADP, REL will help identify locations for other community assets. These will include various open spaces, ranging from pocket parks, linear parks, trail heads, or larger regional parks. Park spacing, size, and location will be dictated by population center, and access to the segment of the Fox River Trail that bisects the project area.

Utility Layout – Utility layout will be analyzed at multiple times throughout the plan development process. Initial layout and conceptual routes will be completed, to allow proper sanitary sewer service and allocation of areas for storm water management features. These are two critical components of public utility features.

By identifying the appropriate reach of a sanitary sewer system, will ensure that the maximum amount of land can be serviced by gravity feed, and can help identify future needs for possible easements that may be required to best service the area. Pre-planning for a sanitary system can allow the City to plan land or easement acquisition during the development process, not after.

Careful breakdown and analysis of drainage basins, will allow REL designers to properly space storm water features, reducing the need for long oversized storm sewer pipes. Location is also critical to ensure proper consideration for soil type, as well as other limiting features, such as wetland and floodplains.

The initial layout of the sanitary and storm systems will aid in Transportation planning, but will also allow for a more comprehensive analysis for the City, as a final deliverable of sizing and location of utilities. The water system analysis will accompany the design development, but consideration is more critical at final analysis to identify proper sizing, as well as pressure analysis. As water main is not a gravity fed system, there is added flexibility in the design parameters, including consideration of future system improvements such as water towers, booster stations, or pressure-reducing systems.

Cost-Benefit Analysis – Through the development of physical improvements including road network, utilities, and community assets, REL designers will continually incorporate the cost of development component into their analysis. Construction and long-term maintenance costs can ultimately be controlled by a comprehensive layout and design.

*City of De Pere**Area Development Plan – South of Rockland Road*

REL's knowledge of planning, design, and construction provides a wealth of experience to rely on through the plan development process. We understand that sound placement and routing of sanitary systems can save money by reduced depth of construction, as well as proper pipe sizing. This design must consider anticipated rate and location of development. At times, the ability to open up additional developable land may trump practical design concepts. Also, by placing storm features in appropriate locations and considering slopes and soil conditions, storm sewer pipe sizing can be reduced. Smaller piping leads to lower installation costs, reduction in ongoing maintenance costs, as well as lower long-term replacement costs.

Through thoughtful planning, and proper design, REL's approach is to work closely with the City and associated stakeholders to develop the most thorough and conscientious area development plan for the area south of Rockland Road.

SCOPE OF WORK – SCHEDULE AND COMPENSATION

REL proposes to complete the desired scope of work for a lump sum of \$24,900, as further identified on the attached Fee Schedule. In addition to the lump sum effort, a summary of REL's standard billing rates has been attached in the event the City of De Pere elects to modify the scope of the project, which may require time-and-expense billing.

REL has no known conflicts of interest, and places no qualifications or conditions on the proposal that may encumber our ability to complete this project on behalf of the City of De Pere. It is our intention to complete the project based on the schedule presented within the Request for Qualifications, unless mutually altered by the City and REL. Assuming a project award of February 3, 2015, and project completion of May 29, 2015, the following are schedule milestones for the project.

- ◆ February 3 - Project Award
- ◆ February 5 - Kickoff Meeting
- ◆ February 23 - Preliminary Design Review Meeting
- ◆ March 10 - Preliminary Site Layout and Land Use Review
- ◆ March 31 - Street Layout and Land Use Review, Storm Water Plan
- ◆ April - Plan Commission Meeting
- ◆ April 20 - Design Meeting, Utility layout
- ◆ May 1 - Draft Report Complete
- ◆ May 29 - Final Report Completed

Though not requested, REL would be happy to present the final plan to the City Council, as desired by the City. This meeting is included within our summary fee, and could be completed in June.

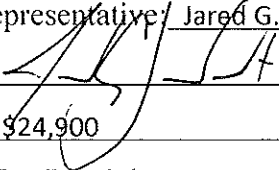
Robert E. Lee & Associates would like to thank the City of De Pere for the opportunity to provide this proposal for assisting the City in creation of an Area Development Plan for the land south of Rockland Road. We welcome the opportunity to further discuss our qualifications, project experience, and project approach with the City to aid in your selection process.

ATTACHMENTS

- ◆ Project Examples
- ◆ Fee Summary, REL 2015 Billing Rates

Attachment V

Fee Schedule

Company Name: Robert E. Lee & Associates, Inc.Company Address: 1250 Centennial Centre BoulevardCompany Address: Hobart, WI 54155Company Representative: Jared G. Schmidt, P.E., PrincipalSignature: Fee (Total): \$24,900

Fee Breakdown:

Meeting (Six) - \$3,600Gather Preliminary Information - \$1,500Provide Two Conceptual Development / Street Layout - \$5,000Recommended Street Layout and Land Use: \$2,500Recommended Sanitary Sewer Layout and Design: \$3,600Recommended Water Main Layout Based on Report: \$3,400Recommended Storm Sewer/Storm Water: \$3,600Recommended Recreational Facilities: \$1,700

A Request for Qualifications Area Development Plan – De Pere

De Pere, Wisconsin

Project: Area Development Plan – De Pere

Client: City of De Pere

Location: East side of De Pere – South of Rockland Road

Organization: City of De Pere

Contact Person:

Name	Ken Pabich
Title	Director of Economic Development & Planning
Address	335 S. Broadway De Pere, WI 54115
Email:	kpabich@mail.de-pere.org
Phone:	(920) 339-4043
Fax:	(920) 339-4049

Timeline: The proposal, in the form described in Attachment I, shall be received at the above address by **December 18, 2014**. The selected firm will present the City with 8 hard copies of the final proposal as well as one electronic copy in MS Word and one in Adobe Acrobat format.

Fax or e-mail submissions **will not** be accepted.

Request for Proposals issued	November 25, 2014
Proposal Due	December 18, 2014, 4pm CDT
Firm Interviews	January 5, 2015 (week of)
Project Awarded	February 3, 2015 (contract)
 Draft Report for Review	 May 1, 2015
Final Report Completed	May 29, 2015

Site Visit: Firms are free to visit the site as needed for development of the proposal.

Attachment: ADP_East_RFQ (3006 : Request for Proposals - Area Development Plan)

I. Project Description

The future growth area for the City of De Pere is in an area south of Rockland Road and is defined in the City Comprehensive Plan (www.de-pere.org). Much of this growth will be impacted by the identification of the Brown County southern bypass. To plan for the orderly development of the area, the City wants to develop an area development plan.

II. Scope of Work to be Performed

The area development plan is to be developed for the area defined (see attachment A) and is to include the following:

1. Identification of physical development limitations
 - a. ESAs from Brown County
 - b. Wetlands from WI DNR
 - c. Soils: identification of hydric soils which may limit development
 - d. Floodplain from Brown County
 - e. Slopes/Elevation from Brown County
2. Development of a proposed transportation network. The ADP should provide road networks to the arterial and collector level with conceptual layouts for minor roads. The ADP should also account for pedestrian and bike utilization/interconnectivity of facilities along with potential trail systems. The Fox River Trail extends through the corridor. Connecting City facilities to the Trail is important.
3. Identification of primary utility services as listed below. These facilities will be provided on arterial and collector streets, not the local streets:
 - a. Sewer: The ADP will identify the future sanitary sewer facilities along the collectors and arterials along with extensions to get to those facilities. Preliminary sanitary sewer flows, sewer sizes, inverts, and slopes will be provided by the consultant. The design will be based on existing contours. The City will provide input on the downstream sewer capacities.
 - b. Water: The ADP will show proposed water main facilities and sizes. The City had a detailed water study completed in 2011. This report will be used as the basis for water main sizing and locations. The consultant will not need to recreate this study nor do extensive modeling. It is important that the ADP completed as part of this project show all facilities including water main.
 - c. Storm Water: The ADP will identify regional storm water treatment facilities along with preliminary sizing of the surface area. The surface area will be based on WI DNR Best Management Practices, land use, and the size of the drainage basin. Provide locations of storm water transportation facilities (storm sewer and swales) on the map. Sizing is not required for these facilities.
4. Development: The City Comprehensive Plan identifies future land uses in the growth area; however, more detail is needed to help determine overall development densities within the primary zoning classes. Provide additional detail on recommended land use. It is important to provide transition between land uses such as commercial to residential. This should be taken into account in the plan.
5. Community Assets: The ADP should identify primary areas for community facilities such as parks, trails, etc. and connection to existing facilities such as the Fox River Trail.

III. Meetings/Design Procedure

The project will involve several meetings. The list of meetings along with the general purpose is as follows:

1. **Kickoff Meeting.** The purpose for this meeting will be to share information and data on the project before work actually begins. General concepts, site constraints and specific issues known to the City will be discussed at this meeting.
2. **Design Meeting 1 – Preliminary Design Review.** This meeting will be held after the information on the existing site conditions has been completed. Goals of this meeting will be to review the map, discuss more detailed land use and densities, and have a brainstorming session on potential road layouts. Additionally, we will discuss preferred lot sizes based on land use. This information will be used to determine street location.
3. **Design Meeting 2 – Preliminary Street Layout and Land Use Review.** At this meeting, the consultant will provide recommended land use, preliminary arterial and collector road layouts, and interceptor sanitary sewer locations. Because of the large area, there may be several different road layouts. The consultant will prepare up to three different alternative road layouts. Goals of the meeting will be to review the information and layouts. The group will review the layouts and combine various areas to finalize one layout. Potential recreation facility locations and trails will be identified at this meeting.
4. **Design Meeting 3 – Street Layout and Land Use Review.** At this meeting, the consultant will provide the recommended street layout, land use, park and recreational facilities and potential storm water management facilities. Additionally, a conceptual layout of local streets will be completed.
5. **Plan Commission Meeting** – Once the final layout is completed, the consultant will attend the Plan Commission to review the ADP.
6. **Design Meeting 4 – Final Utility Layout.** The consultant will prepare the utility layouts for arterial and collector streets after the ADP is approved by the Plan Commission. Utility layouts will not be required for local streets. This is anticipated to be the last meeting.

IV. Compensation

Funds for this project are provided by the City of De Pere. The payment schedule can be negotiated with the selected contractor; however it is expected that the payments would be tied into key milestones.

IV. Proposal Selection Process and Criteria

A. Proposal Reviewers

The City of De Pere will have a selection committee that shall evaluate submitted proposals and make the final selection.

B. Evaluation Criteria

Proposals (electronic or hard copy) will be evaluated using three sets of criteria and firms meeting the mandatory criteria will have their proposals evaluated and scored for the technical qualifications and price. The following represent the principal selection criteria to be considered:

1. Mandatory Elements
 - a. The firm has no conflict of interest with regard to any other work performed by the firm for the City.
 - b. The firm adheres to the instructions in this request.

- c. The firm submits copies of its licenses and appropriate insurance once awarded the contract.
- 2. Technical Qualifications (Required with Proposal)
 - a. Demonstration of appropriate experience and qualifications of all staff, firms, and subcontractors contributing to the project.
 - b. Demonstration of sufficient past experience and performance on comparable projects. Provide a list of at least three similar projects along with contacts/references for these projects.
 - c. Provide a maximum of two pages identifying the practicality of proposed methods and approach to accomplish the goals.
- 3. Proposed scope of work and schedule of compensation.

C. Oral Presentations

The City of De Pere may, at its discretion, request any one or all firms to make a presentation in person. Such presentations will provide an opportunity to answer questions about the proposal. Not all firms may be asked to make a presentation. No reimbursement for such presentations will be provided.

D. Final Selection

The City of De Pere will select a firm based upon the above criteria. It is anticipated that a firm will be selected in January. Following notification of the firm selected, it is expected that a contract will be executed between both parties within 30 days.

E. Right to Reject Proposals

By responding to the RFQ an individual respondent accepts the process outlined in this RFQ and fully acknowledges that the final determination of the City of De Pere is binding and without appeal.

The City reserves the right to reject any and all proposals, without prejudice and/or waive any irregularities if deemed in the best interest of the City.

The City of De Pere reserves the right to accept the proposal considered most advantageous. All respondents accept this process when submitting a proposal.

V. Attached Documentation or Resources Available

The following resources have been provided or are available to help assist interested parties understand the scope of the project:

Additional resources:

City of De Pere Website:	City Comprehensive Plan (Community Development/Planning).
Brown County Website:	County Comprehensive Plan.
NEW Water:	NEW Water will be able to provide the existing capacity that extends to this area.
City of De Pere:	The City Engineering Department will work with the contractor on the identification of existing utilities.

Attachment I: Map of Project Area

Map of the project area.

Attachment II: Proposal Format

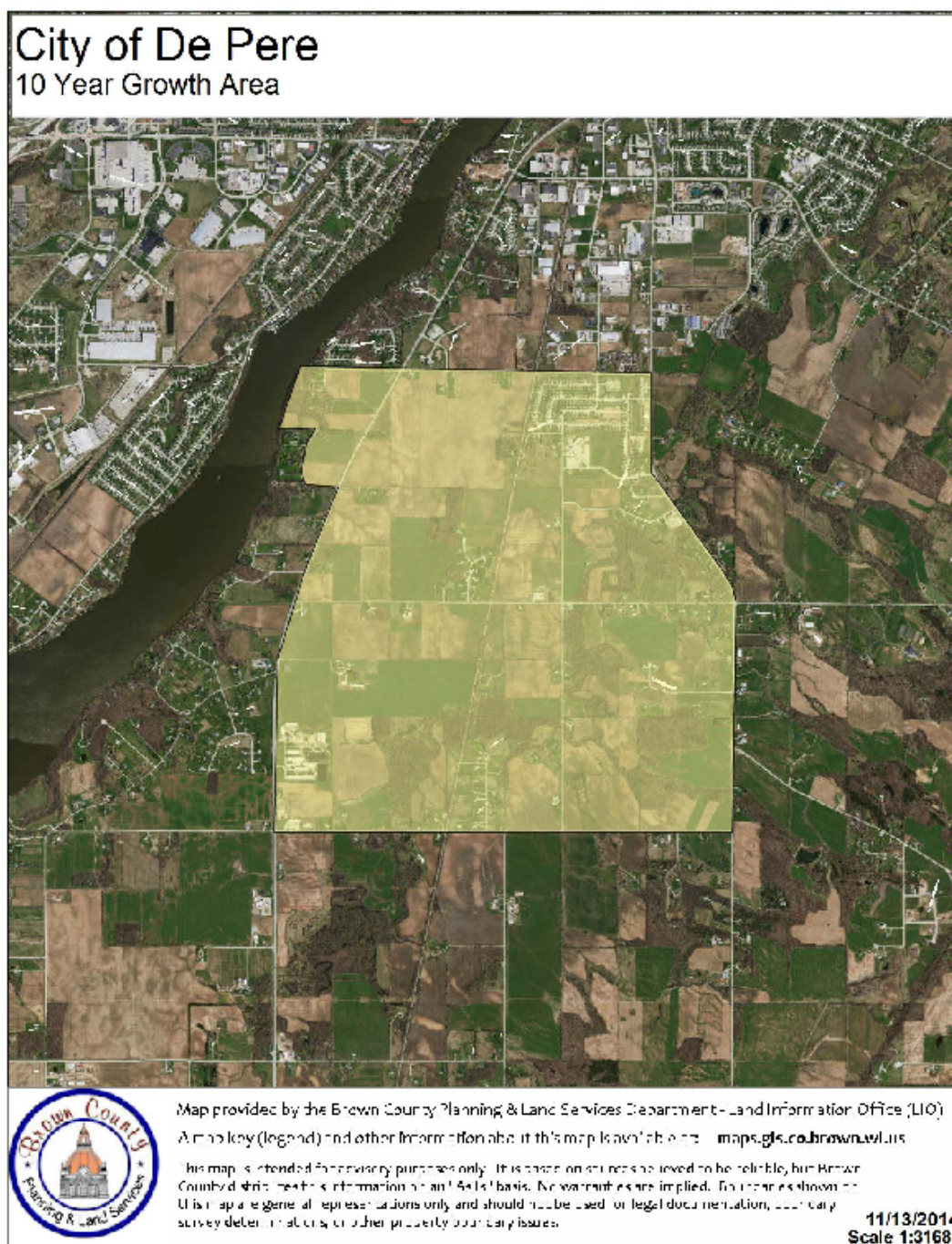
Explains the project requirements for firms submitting proposals.

Attachment III: Summary of Deliverables

Summary of expected deliverables for the project.

Attachment IV: Items to be provided by the City**Attachment V: Fee Schedule**

Attachment I



Attachment II

Proposal Format**Responding Engineering/Architectural Firms will provide:**

- An introduction outlining their interest in and general approach to the project and containing an overview of their firm.
- A summary of their relevant experience, with a brief description of each project experience and the individuals involved in that work.
- References for specific projects listed above complete with references for each project cited.
- The credentials and roles of all members of their team to perform the work requested both in-house and sub-consultants and including additional references for projects cited there.
- A detailed description of their approach to the work, including a proposed timeline, and brief descriptions of specific deliverables.
- A lump sum cost proposal for the work identified, along with hourly rates for assigned personnel and consultants for additional work should that later be requested (costs should be identified for the scope of work requested, along with reimbursable expenses for the trips identified in the Scope checklist related thereto).
- Detailed Cost Breakdown by primary objective:
 - Physical Limitations
 - Transportation Network
 - Utilities
 - Development
 - Community Assets
- Any concerns, qualifications, or conditions placed on the proposal.
- A sample of or excerpts from a similar work product, along with any other relevant project or promotional materials.

Attachment III**Summary of Deliverables**

The City is not interested in the development of a lengthy document. The City wants to focus on the ADP and only the information necessary to support the plan.

Below is a list of the expected deliverables:

- 1. ADP in AutoCADD or ESRI Shape files.**
- 2. Description of or documentation for the primary objectives supporting the ADP:**
 - a. Physical Limitations
 - b. Transportation Network
 - c. Utilities
 - d. Development
 - e. Community Assets

Attachment IV**Items Provided By City**

The City will provide the following items:

1. GIS data for the site (parcels and other planimetric data including aerals and contours).
2. Engineering data for the site including sanitary sewer, water main, and storm sewer in the vicinity. Additionally, the City will provide capacities in downstream sanitary sewers.
3. The City can provide the necessary meeting space for the project.

Attachment V

Fee Schedule

Company Name: _____

Company Address: _____

Company Address: _____

Company Representative: _____

Signature: _____

Fee (Total): _____

Fee Breakdown:

Meetings (Six) – _____

Gather Preliminary Information – _____

Provide Two Conceptual Development / Street Layout – _____

Recommended Street Layout and Land Use: _____

Recommended Sanitary Sewer Layout and Design: _____

Recommended Water Main Layout Based on Report: _____

Recommended Storm Sewer/Storm Water: _____

Recommended Recreational Facilities: _____

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: January 13, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Debbie Zierson

SUBJECT: Approve funding for emergency repair to heating unit for MSC Water Room. *

During our preventative maintenance of our HVAC, the air handling unit in the Water Room of the MSC was locked out due to its condition. The unit is approximately 33 years old, and was recommended from our contractor to replace versus repairing. Due to its age, the unit has several parts that were no longer made. We were able to obtain three quotes, however needed to move forward with the purchase (prior to Finance Approval) due to the need for heating the building space with the winter temperatures.

We were able to receive three bids with the low bid coming from Robinson Heating and Cooling for \$7661.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: January 13, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Approve bid from B.A.T.I for installation of digital control system for City Hall HVAC.*

Staff is requesting the approval of a bid from B.A.T.I. to install a digital control system for the HVAC at City Hall. The amount for this project was approved in the 2015 Budget at the amount of \$65,000.

The current control system is over 10 years old and is considered to be outdated. The control system was installed by Honeywell as part of their Energy Cost Avoidance Agreement they had with the City for a 10 year period. In addition, the control system limits our ability to program and regulate HVAC throughout City Hall because of presets in the control system.

We are not able to obtain other bids due to the proprietary nature of the software/control system. The City currently has B.A.T.I for controlling the HVAC at the Community Center and Police Stations.

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

MEETING DATE: January 13, 2015

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consider disposition of tax foreclosed properties.
