



CITY OF GROSSE POINTE WOODS

20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397

(313) 343-2440
Fax (313) 343-2785

NOTICE OF MEETING AND AGENDA

COMMITTEE-OF-THE-WHOLE

Mayor Robert E. Novitke has called a meeting of the City Council, meeting as a Committee-of-the-Whole, for **Monday, February 11, 2013, at 7:30 p.m.** The meeting will be held in the Conference Room of the Municipal Building, 20025 Mack Plaza, 20025 Mack, Grosse Pointe Woods, MI 48236 and is accessible through the Municipal Court doors. In accordance with Public Act 267, the meeting is open to the public and the agenda items are as follows:

1. Call to Order
 2. Roll Call
 3. Acceptance of Agenda
 4. Closed Executive Session
 5. Wayne County Regional Educational Service Agency (WRESA)
 6. Fiscal Forecasting
 7. Torrey Road Back-Up Pump Funding
 8. Budget Considerations
 9. Contract – Lease Copier
 10. New Business/Public Comment
 11. Adjournment
- A. Labor Negotiations
 - A. Letter 01/08/12 – S. Ezikian – WRESA
 - A. Finance Committee Excerpt 01/14/13, w/recommendations
 1. W.A.N.
 2. Landscape Mulch
 3. Park considerations
 - B. Committee-of-the-Whole Excerpt 12/10/12
 - C. Parks & Recreation/DPW Expense/Revenue Sheet 02/05/13 and Potential Expense Reductions for FY 2012/13
 - A. Memo 02/06/13 – City Clerk
 - B. Memo 02/06/13 – I.T. Manager

Alfred Fincham
City Administrator

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT) POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440, Telecommunications Device for the Deaf (TDD) 313 343-9249, or e-mail the City Clerk at cityclk@gpwmil.us.

cc:
Council – 7
Berschback
Fincham

Hathaway
Irby
Email Group

Media - Email
Post -8
File



33500 Van Born Road
P.O. Box 807
Wayne, Michigan 48184-2497
www.resa.net

ADMINISTRATION
Steven G. Ezikian
Deputy Superintendent
(734) 334-1451
(734) 334-1662 Fax
ezikias@resa.net

January 8, 2012

Treasurer
Grosse Pointe Woods City Hall
20025 Mack Avenue
Grosse Pointe Woods, MI 48236

Dear Sir or Madam,

In December 1994 the Wayne County Regional Educational Service Agency (WRESA) Board of Education adopted a resolution whereby the Board, pursuant to Act 451 of the Michigan Public Acts of 1976, as amended, determined to impose a summer property tax levy for one hundred percent (100%) or one-half (50%) of its school property taxes for the tax year 1995 and all subsequent years until revoked. Pursuant to Act 451, we are now requesting that local municipalities include RESA property taxes in their summer collection process for tax year 2013.

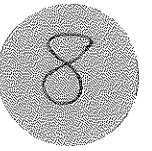
On behalf of our local school districts in Wayne County, we are grateful to those municipalities that agreed to collect WRESA's 2012 taxes as a part of their summer tax collection. We ask that you agree to continue to do so. To those municipalities which declined our 2012 request, we ask that you reconsider for collection of 2013 taxes, hoping that circumstances allow you to accommodate our request this year.

Thank you for your consideration.

Sincerely,

Steven G. Ezikian
Deputy Superintendent

mf



FINANCE COMMITTEE EXCERPT

01-14-13

The Committee commenced discussing **fiscal forecasting**. The Mayor stated the budget is in better fiscal condition than when adopted due to \$326,000 being added to the fund balance, and the SEV projected to increase by 2-2.3% per taxable value, or \$150,000. Therefore, the fiscal year is ending up better than originally budgeted. With respect to potential expense reductions for 2012/13 FY budget, the Mayor was in favor of removing the municipal W.A.N. (\$35,000) and possibly shred service (\$1,100) from the budget, and leaving the rest of the line items as budgeted for the FY 12/13 and address additional reductions while preparing the 2013/14 budget, except for some items to be addressed at the Committee-of-the-Whole.

The Committee commenced discussing reduction items. Member Koester suggested preparing a strategy moving forward, reduce aesthetic improvements, eliminate W.A.N., and consider charging an additional fee for park passes (per person/per family.) Chair McConaghy stated he was not in favor of closing amenities (slides) at the park but rather significant cuts would require us to look at personnel, and he inquired regarding the total cost of curbside leaf pickup including equipment costs. He was in favor of eliminating W.A.N. expense from the FY 2012/13 budget and recommended referring this item to the Committee-of-the-Whole for review and discussion.

Discussion ensued regarding mulching of the City's landscape beds. The Director of Public Services stated that although weeds are likely to grow causing additional man hours to maintain the landscape beds, mulch could be eliminated for this year but will need to be done next year.

Motion by Novitke, seconded by Koester, regarding 2012/13 budgeted expense reductions, that the Finance Committee recommend to the Committee-of-the-Whole for consideration eliminating the W.A.N. from the 2012/13 budget (\$35,000.)

Motion passed by the following vote:

Yes: Koester, McConaghy, Novitke

No: None

Absent: None

Motion by Novitke, seconded by Koester, regarding 2012/13 budgeted expense reductions, that the Finance Committee recommend to the Committee-of-the-Whole for consideration eliminating mulching of the City landscape beds in 2013 (\$16,000.)

Motion passed by the following vote:

Yes: Koester, McConaghy, Novitke

No: None

Absent: None

There was a consensus of the Committee to refer the remainder of this item to the Committee-of-the-Whole.

Motion by Koester, seconded by Novitke, regarding 2012/13 budgeted expense reductions, that the Finance Committee refer the remainder of the items including prior park suggestions to the Committee-of-the-Whole.

Motion passed by the following vote:

Yes: Koester, McConaghy, Novitke

No: None

Absent: None

Motion by Novitke, seconded by Koester, that all prior motions be immediately certified.

Motion passed by the following vote:

Yes: Koester, McConaghy, Novitke

No: None

Absent: None

The next item discussed was regarding **budget review/fiscal projections**. The City Administrator provided an overview.

The Treasurer/Comptroller provided information regarding budget shortfalls and causes. She stated \$650,000 is needed, in addition to \$50,000 for a restricted fund, totaling approximately \$700,000. Causes include \$45-225,000 in revenue loss due to elimination of personal property tax, and there will be a revenue drop in permit fees for the Rivers project. She reported some items not included in previous fiscal forecasting, which include the upcoming bid for the City's rubbish contract; Pension Board Actuarial fees increasing \$150,000 next year; WCA Assessing contracts \$80,000; and \$50,000 is needed for major roads. Inflationary costs have also not been factored into projections.

The City Administrator discussed the following cost cutting items:

Lake Front Park:

- Heating system for platform tennis is in need of replacement at a cost of \$10,000 – do not replace.
- One of two baby pools has a leak requiring a liner replacement at a cost of \$18,000 to repair – do not fix.

The Recreation Supervisor then reviewed cost cutting items for the Committee's consideration:

- Eliminating the buses would reduce wages by \$11,600;
- Buses need new oil pans and one air conditioning unit requires repair at a cost of approximately \$3,500 each, or \$7,000;
- Eliminating the bridge attendant would reduce wages by \$6,381, but would result in the bridge remaining open. (There was a suggestion to staff the bridge on weekends only);
- Change winter hours at the park: M-F 2-9 p.m.; Sat/Sun 12-9 p.m., saving \$10,800 on gate attendant wages;
- Close the park at 10 p.m. in the summer saving \$4,166;
- Close waterslide for entire summer saving \$17,210. There was a suggestion to reduce the hours of operation to only Saturday and Sunday;
- Limit diving well hours to 5 hours, 1-6 p.m. saving \$3,540;
- Close baby pool #1 due to a necessary replacement of the pool liner at a cost of \$17,900; and will attain additional cost saving for wages. Administration was requested to provide demographics;
- Eliminate early morning lap swim saving \$6,500;
- Change pool opening hours from 10 a.m. to 12 p.m. on Friday saving \$2,898; open at 12 p.m. Saturday saving \$2,184; open at 12 p.m. Sunday saving \$2,184; August 19-30 after conclusion of swim lessons open at 12 p.m. Monday-Thursday saving \$1,932;
- Change winter activities building hours to be the same as the park hours saving \$9,819;
- Change summer activities building hours to 12 p.m. to 9 p.m. saving \$7,634;
- Eliminate Community Center building attendant for after-hours city meetings saving \$980;
- Charge \$1 for guests at the park, increasing revenue by \$25,000;

- Charge \$4 for morning swim, if 30 people per day then \$7,900 in new revenue;
- Increase swim programs average fee to \$5.39 per lesson, currently \$4.33, producing approximately \$13,967 in increased revenue;
- Charge \$25 for winter kayak storage, \$800 in revenue;
- Rent the gym/racquetball at \$10 p/hour from 5-9 p.m. for \$21,600 in revenue;
- Charge \$10 for special visitor passes for \$2,100 in revenue;
- Charge \$10 for each park pass for \$174,730 in revenue. There was discussion regarding a lesser amount or a per-family fee.

Approximate Proposed Cost Cutting Totals:

\$128,000 Cost savings

\$243,800 additional revenue

The Treasurer/Comptroller stated total park operations cost approximately \$1 million.

Discussion ensued regarding establishing a price per individual pass or family pass with approximately 17,560 park passes issued last year.

The Mayor suggested looking at the concept of city events/functions being supported by charging a small fee (Hob Nobbin, Egg Hunt.)

The Director of Public Services discussed items for consideration for cost reductions as follows:

- Eliminate fall tree planting \$10,000, at least temporarily;
- Eliminate mulch services for Mack Avenue planting beds at a cost of \$14-15,000;
- Eliminate holiday lights and garland on light poles \$2,000;
- Eliminate Hazardous Waste Day Shred Service at \$2,200, twice per year;
- Eliminate curbside leaf pick up saving \$112,000, not including the vac-all;
- Cut back on street sweeping to every other week saving \$4,000;
- Eliminate sidewalk snow removal saving \$10-12,000.

There was a consensus of the Committee-of-the-Whole to send these items to the Finance Committee for further review.

The Building Official suggested reviewing building and tap fees with the Director of Public Services.

Discussion ensued regarding the City calendar, and there was a consensus of the Committee-of-the-Whole to:

- Include, "See the City *Update and* website for changes in pool, park and Activity Building hours and sign-up for email notices";
- Identify unpaid furlough days
- Include a disclaimer stating, "Events are subject to change."

Hearing no objections, under New Business/Public Comment:

- The City Administrator briefly discussed, and advised the Committee, that there has been a vacancy in the Community Center Senior Coordinator position caused by filling

the vacancy in the Building Department. There was a consensus of the Committee that the Administrator has the authority to fill the vacant position based on discussions held at the previous October 29, 2012, Committee-of-the-Whole meeting.

Parks and Recreation
2/5/2013

Cost cutting ideas	Previous expense	New expense	Amount saved
Lake Front Park			
Eliminate park bus	\$11,600.00	\$0.00	\$11,600.00
Diving well			
Limit diving well hours 1 pm- 6 pm	\$15,931.89	\$12,391.47	\$3,540.42
Eliminate bridge attendant	\$6,381.76		\$6,381.76
Change LFP hours:			
Winter Park hours			
M- F: 2pm-9 pm			
Sat. & Sun 12 pm- 9 pm	\$27,391.00	\$16,582.95	\$10,808.05
Summer			
Close LFP at 10 pm	\$36,636.00	\$32,469.95	\$4,166.05
Pool (Limited hours)			
Waterslide close for summer	\$17,210.00	\$0.00	\$17,210.00
open on the weekends only	\$17,210.00	\$4,917.00	\$12,293.00
Community Center			
Baby Pool (open only BP2 for season)			
Liner for BP1 (new expense)	\$17,900		\$17,900.00
Staffing	\$19,424.50	\$12,950.00	\$6,474.50
POOL (Laps and main pool) June 14- Sept. 2			
Eliminate morning swim	\$6,560.00		\$6,560.00
Open at 12 pm Fridays	\$24,150.00	\$21,252.00	\$2,898.00
Open at 12 pm Saturdays	\$18,396.00	\$16,212.00	\$2,184.00
Open at 12 pm Sundays	\$18,396.00	\$16,212.00	\$2,184.00
Aug. 19-Aug. 30 open at 12 pm M-Th	\$16,100.00	\$14,168.00	\$1,932.00
Activites Building			
Change hours of AB			
Winter AB hours			
M- F: 2pm-9 pm			
Sat. & Sun 12 pm- 9 pm	\$22,932.00	\$13,112.10	\$9,819.90
Summer AB Hours (12 pm-9 pm)	\$22,932.00	\$15,297.45	\$7,634.55
Community Center			
*Eliminate building attendant for after hour city meetings (Appox. 49 meetings 2011)	\$980.00		\$980.00
Total implemented savings		7.49% of P&R Budget	\$24,857.25

Cost revenue	Previous expense	New Revenue	Net Revenue
Lake Front Park			
Charge for guests at park (25,037 guests as of 12/5/12)	\$0.00	\$25,000.00	\$25,000.00
Charge \$10 for Special visitors pass		\$2,140.00	\$2,140.00
Charge \$10 for each park pass		\$174,730.00	\$174,730.00
POOL (Laps and main pool) June 14- Sept. 2			
Charge \$4 per morning swim	\$6,560.00	\$7,920	\$1,360.00
Increase fees/falicity programs			
Increase swim program fees		\$13,967.00	\$13,967.00
Winter kayak storage \$25 per boat rack		\$800.00	\$800.00
Activites Building			
Charge \$10 per hour for gym/racquetball (revenue if gym/racquetball rented 5- 9 pm daily)		\$21,600.00	\$21,600.00
Community Center			
Charge \$1 per person for Monday Cards (43 days, 40 per day)		\$1,720.00	\$1,720.00
Charge senior club for use of rooms \$10 per meeting (20 meetings a year)		\$200.00	\$200.00
Special Events			
Proposed fee increase (see attached sheet for Details)	\$25,245.80	\$27,588.00	\$2,342.20
Total proposed revenue =			

Special Event Breakdown

		Number of participants	Previous fee	Previous Event Revenue	Proposed fee increase	Forecasted Event Revenue	Total Expenses (Supplies + Wages)	Forecasted Net Event Cost (Expenses - Revenue)
Winterfest		233	\$0.00	\$0.00	\$7.00	\$1,631.00	\$3,111.28	\$1,480.28
*Mother/Son	Resident	55	\$4.00	\$220.00	\$7.00	\$505.00	\$516.16	\$11.16
	Non-resident	*15?	NA	NA	\$8.00			
Daddy/Daughter (All Pointes)		202	\$8.00	\$1,616.00	\$8.00	\$1,616.00	\$948.22	-\$667.78
Easter Egg Hunt		271	\$4.00	\$1,096.00	\$5.00	\$1,355.00	\$724.64	-\$630.36
Senior Ice Cream Social		110	\$0.00	\$0.00	\$3.00	\$330.00	\$328.88	-\$1.12
Perch Derby	Fishing participant	102	\$5.00	\$691.00	\$8.00	\$928.00	\$918.58	-\$9.42
	Non fishing	28	\$3.00		\$4.00			
Family Swim				\$0.00	Eliminate	\$308.00	-\$308.00	-\$308.00
Teen Swim				\$0.00	Eliminate	\$308.00	-\$308.00	-\$308.00
*Movie/Campout/Breakfast (campsites)		39	\$25.00	\$780.00	\$30.00	\$2,370.00	\$3,225.62	\$855.62
	Non-resident	*30?	NA	NA	\$40.00			
City Picnic		635	\$0.00	\$0.00	\$5.00	\$3,175.00	\$2,514.11	-\$660.89
Labor Day Bridge Walk		150	\$0.00	\$0.00	\$8.00	\$1,200.00	\$1,342.46	\$142.46
Senior Picnic	Resident	62	\$5.00	\$399.00	\$22.00	\$1,539.00	\$1,567.60	\$28.60
	Non-resident	7	\$8.00		\$25.00			
Hob Nobbin		695	\$4.00	\$2,780.00	\$7.00	\$4,865.00	\$4,255.70	-\$609.30
Woods Aglow (2011)		300		\$0.00	\$5.00	\$1,500.00	\$1,419.06	-\$80.94
Senior Holiday Social (2012)	Resident	41	\$23.00	\$970.00	\$27.00	\$1,317.00	\$1,450.54	\$133.54
	Non-resident	7	\$30.00		\$30.00			
*Polar Express (2011)	Resident	538	\$4.00	\$2,152.00	\$5.00	\$2,690.00	\$2,129.35	-\$560.65
add 2 more buses/day	Non-resident	*180?	NA	NA	\$7.00	\$1,260.00	\$712.42	-\$547.58
Total Net Event Cost for all City Events								-1,184.80

*open event to other Pointes in the future number of participants is an estimate

RECEIVED

FEB - 8 2013

CITY OF GROSSE PTE. WOODS

POTENTIAL EXPENSE REDUCTIONS FOR 2012/13 FY BUDGET

Savings from this fiscal year budget can be realized by not going ahead with the following services, materials or equipment purchases:

• Mulching City Beds	\$ 16,000
• Shred Service – April, 2013	\$ 1,100
• Sewer Line Root Control	\$ 10,000
• Municipal W.A.N.	\$ 35,000
• Activities Bldg. Equipment	\$ 3,500
• Two (2) 10-ft. Snow Plows	\$ 14,000
• One (1) John Deere Tractor	\$ 30,000
• Back-up Diesel Pump	<u>\$150,000</u>
Total Potential Savings in FY 2012/13 Budget	\$259,600

POTENTIAL EXPENSE REDUCTIONS FOR 2013/14 FY BUDGET

FALL TREE PLANTING (2012: Removed 92 Trees; Planted 50 Planted) –
ELIMINATE (2013/2014 BUDGET) –

SAVE \$10,000

MULCHING CITY BEDS – ELIMINATE (2013/2014 BUDGET) –

SAVE \$16,000

REDUCE HOLIDAY DECORATIONS – ELIMINATE LIGHT POLE GARLAND
(2013/2014 BUDGET)

SAVE \$ 2,000

SEMI-ANNUAL SHRED SERVICE (APRIL & OCTOBER) –
ELIMINATE (2013/2014 BUDGET)

SAVE \$ 2,200

CURBSIDE LEAF PICKUP – ELIMINATE – REDUCES LABOR, EQUIPMENT, TRUCKING, AND
DISPOSAL COSTS (BASED ON 2011/12 ACTUAL EXPENSES):

• TRUCKING LEAVES ONLY	SAVE \$48,105
• FUEL (1,715 GALLONS @\$3.35)	SAVE \$ 5,745
• DISPOSAL AT INDIAN SUMMER FOR LEAVES TRUCKED IN – NO BAGGED COMPOST INCLUDED (2,444 TONS @\$18/TON)	<u>SAVE \$43,992</u>
SUBTOTAL POTENTIAL SAVINGS	\$97,842

STREET SWEEPING –

Every other week instead of every week based on 40 week season (fuel figures do not include the 9 weeks included in leaf Season figures above)

SAVE \$ 4,020

- FUEL (2011/12 - 75 gallons week x 31 weeks = 2,325 @\$3.35 = \$7,789)
- FUEL (2012/13 - 75 gallons weeks x 15 weeks = 1125 weeks @\$3.35 = \$3,769)

SIDEWALK PLOWING – Eliminate plowing sidewalks on overtime

Each time we plow at time-and a half = \$2,150; at double time = \$2,865
(2010/11 = 12 times; Mack = 10 times; 2011/12 = 2 times)

SNOW PLOWING –

- Option 1 – Eliminate plowing streets on overtime (approximately \$5,000 savings per occurrence)
- Option 2 – Do not begin plowing streets until snow has ended
- Option 3 – Begin working snow storm early morning (5 am – 2.5 hrs. O.T. \$2,014) to get jump on streets, schools, and traffic.

SALTING – Eliminate salting entire city – Only spot-salt cross streets and full-salt side streets.
Can spot salt entire city in less time than full salt.


- | | |
|--|-----------------|
| • This will save on use of salt (approximately 35% per season) | \$15,325 |
| • Save on overtime hours (approximately 35% per season) | <u>\$30,705</u> |
| Total possible seasonal savings each fiscal year | \$46,030 |

CITY OF GROSSE POINTE WOODS

Office of the City Clerk

Memorandum

9

DATE: February 7, 2013
TO: Mayor and City Council
FROM: Lisa Hathaway, City Clerk 
SUBJECT: Clerk's Department Copier – Lease

The City Clerk's Konica Minolta bizhub 750 copier was purchased in 2006 and is in need of replacing. The manufacture of this equipment discontinued this model in 2009, and the quality, operation, and ability to service have become extremely poor. This is a high-use copier used to publish all agendas, scan current and historical files for archiving and records retention, function as a printer for Clerk's staff, report election results to Wayne County, and used by Commissions and other departments for various copies and copy projects. Funding to replace this copier was intended for the FY 2013/14 budget, however, the frequency of calls for service and inability to properly service the copier has caused a need for replacement at this time.

In 2010, after looking at a number of vendor's proposals, the Information Technology Manager performed a municipality-wide evaluation of the City's copier/scanner/fax/printer equipment needs in cooperation with Prime Office Innovations, and also evaluated the value of leasing versus purchasing this equipment. As a result, the Finance Department leased Kyocera equipment from Prime Office, which has provided comparable options for replacement of the Clerk's copier. The I.T. Manager is recommending leasing the Kyocera Taskalfa 6500i at a cost of \$347.29 per month for a 48-month term. It is important to note that the per copy cost will be reduced from \$.01 (average \$380 per quarter) for the Konica to \$.006 (approx. \$190 per quarter) with the Kyocera.

I concur with his recommendation. This item was not included in the FY 2012/13 budget. Therefore, I am requesting approval to lease the Kyocera Taskalfa 6500i from Prime Office Innovations, at a cost of \$347.29 for 48 months, at a total cost not to exceed \$16,800.00; and, authorize a transfer in the amount of \$1,400.00 from the FY 2012/13 General Fund Fund Balance Account No. 101-000-699.000, into Information Technology Account No. 101-855-818.000 to cover lease payments from March 1, 2013 - June 30, 2013.

Recommend approval of the above stated and do not believe any benefit will accrue to the City to seek further competitive bids.


Al Fincham, City Administrator

2-8-13
Date


Dee Ann Irby, City Treasurer/Comptroller


2/8/13
Date

CITY OF GROSSE POINTE WOODS
INFORMATION TECHNOLOGY
MEMORANDUM

DATE: February 6, 2013

TO: Alfred Fincham, City Administrator

CC: Lisa Hathaway, City Clerk
Dee Ann Irby, City Treasurer/Comptroller

FROM: Gary Capps, Information Technology Manager 

SUBJECT: Leasing New Copier for City Clerk Office

Since March 2010 we have been working with Prime Office Innovation with a review and monitoring of the City's printing solutions in an ongoing consolidation effort. In the Finance/Administration Department we chose to lease the machine rather than buying it outright. This gave the City the benefit of not having the funds up front, but rather to spread the cost out over a 4 year term with the option to return it at the 4 year mark or purchase it at FMV of no more than 10% at the end of the lease term. Prime Office also monitors usage and toner levels for billing and supply requisition purposes, and all have proven to be valuable and successful services to the City.

The City Clerk office is currently using a Konica Bizhub 750 which was purchased in July, 2006. The machine is now 7 years old, is a discontinued model, and the technology is outdated. The machine also has a history of excessive service calls with the same re-occurring issues and the problems never get resolved, with continued effort from Konica Minolta. The Clerk Department relies on this machine to produce agendas for all City meetings as well as working toward electronic record retention. By request of City Clerk Lisa Hathaway I would like to move forward with replacing the Bizhub with an updated solution to ensure stable and reliable operation with the department.

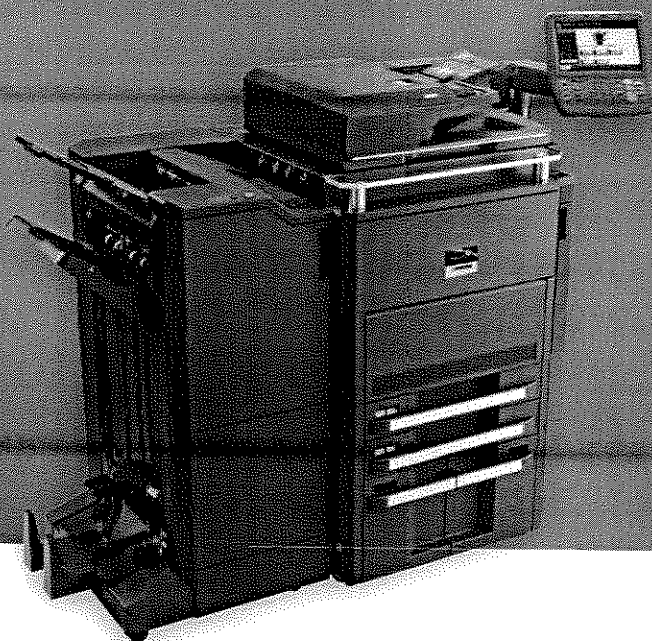
Attached is information for the replacement model including features and pricing. We would like to consolidate their fax service and copy/printing/scanning into one multifunction unit. I recommend leasing a Kyocera TaskAlpha 6500i from Prime Office Innovations for a 4 year lease at \$347.29 per month for the lease payment and a maintenance plan including toner at \$.006 per copy which includes toner. This maintenance plan is almost half of the cost of our current Konica Bizhub 750 which is \$.01097 per copy including toner.

This will also require a budget amendment to account 101.855.818.000 with a transfer from account 101.000.699.000 in the amount of \$1,400 to cover the lease payment from March 2013 to June 2013. Funds for the lease payment will be included in 101.855.818.000 moving forward beginning in fiscal year 2013-2014.



TASKalfa 6500i | Black and White Multifunctional System

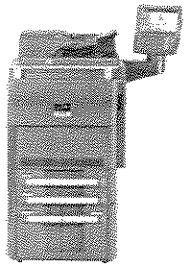
Powering Performance...
Company-wide



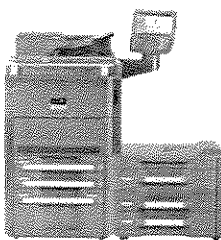
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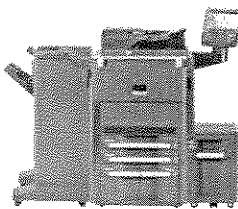
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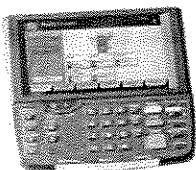
Shown with standard
270-sheet DSDP



Shown with standard 270 sheet
DSDP, optional 500 x 2 sheet tray
and 500 sheet multi-purpose tray



Shown with standard 270 sheet
DSDP, optional 3,000 side LCT
and 4,000 sheet finisher



Newly designed, easy-to-use
large color touch screen
control panel

HyPAS

Hybrid Platform for
Advanced Solutions

KYOCERA

Basic Specifications

Configuration	Black & White Multifunctional System – Print / Scan / Copy / Optional Fax
Pages Per Minute	Letter: 65 ppm; Legal: 39 ppm; Ledger: 32 ppm; 12" x 18": 40 ppm (print only)
Warm-up Time	30 Seconds or Less (Power On)
First Page Out	Copy: 5.2 Seconds or less; Print: 5.8 Seconds or Less
Resolutions / Bit Depth	600 x 600 dpi; 9600 x 600 dpi / 8 bit
Memory / Hard Disk Drive	2 GB RAM Standard / Dual 160 GB HDD
Duplex	Standard Stackless Duplex Supports Statement to 12" x 18", 16 lb Bond – 140 lb Index (60 – 256gsm)
Copy Output Tray	Statement to 11" x 17" / 250 Sheets; 12" x 18"
Electrical Requirements	120V, 60Hz, 12.0A
Dimensions / Weight	Footprint: 26.96" x 28.46" x 41.45"; with Control Panel: 42.87" x 28.46" x 52.99" / 335.1 lbs
Max Monthly Duty Cycle	350,000 Pages Per Month

Paper Supply

Standard Paper Sources	Dual 500 Sheet Trays, Dual 1,500 Sheet Trays, 150 Sheet MPT; Auto Selection/Switching
Optional Paper Sources	Side LCTs: 500 Sheet Multi-Media Tray (PF-780) + Dual 500 Sheet Trays (PF-730) or Dual 1,500 Sheet Trays 8.5" x 11" (PF-740); 3,000 Sheet Large Capacity Tray 8.5" x 11" (PF-770)
Paper Capacity	Standard: 4,150 Sheets; Maximum: 7,650 Sheets
Paper Size	Trays 1,2 and PF-730: 5.5" x 8.5" – 12" x 18"; Trays 3, 4, PF-740, PF-770: 8.5" x 11"; MPT: 5.5" x 8.5" – 12" x 18" (Multiple Sheet)
Paper Weight	Trays: 16 lb Bond – 140 lb Index (60 – 256gsm); MPT: 16 lb Bond – 110 lb Cover (60 – 300gsm)
Input Materials	Bond Paper, Recycled Paper, Transparencies, Cardstock, Envelopes

Print Specifications

Standard Controller	IBM PowerPC 750CL / 800 MHz
PDLs / Emulations	PRESCRIBE, PCL6 (5c, XL), KPDL3 (PS3), XPS
Optional Emulation	UG-34 IBM ProPrinter, Diablo 630, LQ-850
Fonts	136 KPDL3, 93 PCL6, 8 Windows Vista, 1 Bitmap
Windows OS Compatibility	Windows XP/2003/Vista/2008/7
Novell OS Compatibility	Novell NetWare 3.x/4.x/5.x/6.x
MAC OS Compatibility	Mac OS 10.x
UNIX OS Compatibility	Sun OS 4.1.x; Solaris 2.x; AIX; HP-UX (LPR)
Interfaces	Standard: 10/100/1000BaseTX, Hi-Speed USB 2.0, USB Host Interface, 2 Expansion Slots Optional: 10/100/1000BaseTX (IB-50 for Dual NIC)

Network Print and Supported Protocols	TCP/IP, IPX/SPX, AppleTalk, NetBEUI, IPv6, IPsec, SSL, WSD Print
Drivers	KX Driver, Mini Driver, KX Driver for XPS, XPS Mini Driver, Network Fax Driver, PPD for MAC
Utilities	PRESCRIBE, PDF Direct Print, KMnet Admin, KMnet Viewer, Kyocera Command Center RX

Scan Specifications

Color and Black & White Scanner	
Scan Resolution	200, 300, 400, 600 dpi
File Formats	BW: TIFF, XPS, PDF, PDF/A; Color: TIFF, JPEG, XPS, PDF, PDF/A
PDF Extension	High Compression PDF, Encrypted PDF
Scan Speeds	Simplex: 100 ipm BW, 70 ipm Color (300 dpi); Duplex: 160 ipm BW, 100 ipm Color (300 dpi)
Connectivity / Supported Protocols	10/100/1000BaseTX, TCP/IP
Scanning Functions	Scan to Folder (SMB), Scan to e-Mail, Scan to FTP, Scan to USB, WSD Scan, TWAIN Scan
Original Size	Through DP: Statement to 11" x 17"; Glass: up to 11" x 17"
Driver	TWAIN/WIA Driver

Copy Specifications

Image Mode	Text, Photo, Text/Photo, Auto, Manual, Map
Continuous Copy	1 – 999 / Auto Reset to 1
Additional Features	Positive/Negative Reverse, Mirror Image, Rotate Copy, Border Erase, Split Copy, Electronic Sort, Margin Shift, Page Number, Form Overlay, XY Zoom
Job Management	1,000 Department Codes, Job Programs, Job Build, Shortcut Keys, Repeat Copy
Color Adjustment	One Touch, Hue, Auto Exposure, Sharpness
Magnification / Zoom	Full Size, 5 Reduction, 5 Enlargement Preset Ratios, 25 – 400% in 1 step increments
Document Box	Custom Box, Job Box, Removable Memory Box, Fax Box (with optional Fax System)

Document Processor

Type / Capacity	Standard Dual Scan Document Processor / 270 Sheets
Acceptable Originals	5.5" x 8.5" – 11" x 17"
Acceptable Weights (Simplex / Duplex)	Simplex: 13 lb Bond – 120 lb Index (35 – 220gsm); Duplex: 16 lb Bond – 120 lb Index (50 – 220gsm)
Fax Specifications	Fax System (V) / Internet Fax Kit (A) (requires Fax System V)
Compatibility / Data Compression	G3 Fax / MMR, MR, MH, JBIG
Transmission Speed / Modem Speed	Approximately 3 seconds per page / 33.6 Kbps
Fax Memory	Standard: 12 MB; Maximum: 120 MB
Driver	KM Network Fax Driver
Fax Functions	Duplex TX/RX, Confidential RX/TX, F-Code RX/TX, Broadcasting, Fax Box, Dual Fax

Optional 4,000 Sheet Finisher

Stack / Staple Capacity	Main Tray: 4,000 Sheets; Sub Tray (B): 200 Sheets; Sub Tray (C): 100 Sheets / 65 sheets (up to 24 lb Bond (90gsm))
Paper Size	5.5" x 8.5" – 12" x 18"
Paper Weight	13 lb Bond – 140 lb Index (45 – 300gsm)
Edge Staple Position	3 Positions: Top Left, Bottom Left, Center Bind
Optional Multi-bin Mailbox	MT-730 Includes 7 Trays; Supports 16 lb Bond – 90 lb Index (60 – 163gsm) Stack Capacity per bin: 100 Sheets: 5.5" x 8.5", 8.5" x 11"; 50 Sheets: 8.5" x 14", 11" x 17"
Optional Punch	PH-7 2 and 3 Hole Punch Unit, Supports 8.5" x 11" – 11" x 17"; 13 lb Bond – 110 lb Cover (45 – 300gsm)
Optional Booklet Folder / Tri-fold Unit	BF-730 Booklet Folder Supports 8.5" x 11", 8.5" x 14", 11" x 17"; 16 lb Bond – 24 lb Bond (60 – 90gsm) 16 sheets; 25 lb Bond – 28 lb Bond (91 – 105gsm) 13 sheets; Fold booklet – no staple: 16 lb Bond – 24 lb Bond (60 – 90gsm) 5 sheets; 25 lb Bond – 72 lb Index (91 – 120gsm) 3 sheets; 32 lb Bond – 110 lb Cover (121 – 256gsm) 1 sheet; Trifold: 16 lb Bond – 24 lb Bond (60 – 90gsm) 5 sheets; 25 lb Bond – 72 lb Index (91 – 120gsm) 3 sheets

Additional Options

Data Security Kit Provides Security Overwrite and Encryption for Print, Copy, and Scan, Optional System Memory, Optional Fax Memory, Original Hardcopy Holder (Document Tray), Card Authentication Kit	
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Specifications and design are subject to change without notice.

For the latest on connectivity visit www.kyoceramita.com

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Kyocera Mita America, Inc. Headquarters: 225 Sand Road, Fairfield, NJ 07004-0008, USA

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IC#



Systems Configuration Pricing

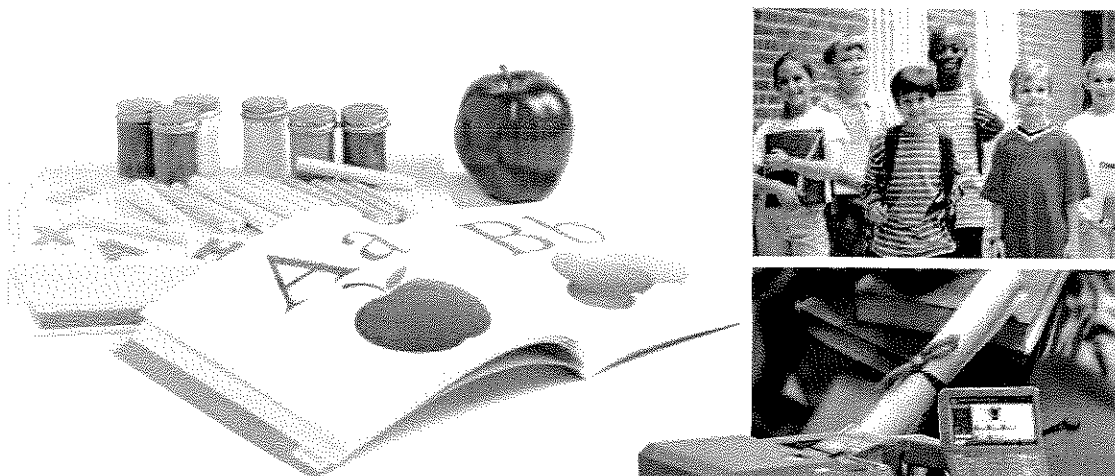
City Clerk's Department	MSRP	AEPA Contract Sale Price	36-mo FMV Lease	48-mo FMV Lease	60-mo FMV Lease
TASKalfa 6500IP1 Configuration - 65ppm	\$ 22,900	\$ 10,177.00	\$ 323.43	\$ 268.16	\$ 227.25
Fax System (V)	\$ 1,155	\$ 700.00	\$ 22.25	\$ 18.45	\$ 15.63
Card Authorization Kit (B)	\$ 495	\$ 377.00	\$ 11.98	\$ 9.93	\$ 8.42
Card Reader Holder (B) for Card Authorization Kit	\$ 89	\$ 53.00	\$ 1.68	\$ 1.40	\$ 1.18
Data Security Kit (E) Encryption/Overwrite Kit	\$ 580	\$ 358.00	\$ 11.38	\$ 9.43	\$ 7.99
DF-790 4,000-sheet Multi-Position Stapler/Finisher	\$ 2,500	\$ 1,515.00	\$ 48.15	\$ 39.92	\$ 33.83
Recommended System Configuration	\$ 27,719	\$ 13,180.00	\$ 418.86	\$ 347.29	\$ 294.31

All Pricing is subject to applicable taxes. Leases are also subject to property taxes and require property insurance. Pricing includes delivery, setup, network implementation (two hours max) and end user training (one session).

Supplies and Service Pricing Package*	Cost/Image
Black and White Copies and Prints	\$ 0.0060

*Includes all parts, maintenance and labor and consumable supplies except paper and staples.

AEPA | Copiers and Printing Equipment



Includes
the
NEW
FS-1035MFP/DP
and
FS-1135MFP
Models



Visit us on our AEPA website at
<http://www.kyoceragov.com/aeпа>



Association of Educational
Purchasing Agencies

AEPA

Contract Number AEPA009.D



Document Solutions
Kyocera Document Solutions, Inc.
National and Government Account Division



Association of Educational Purchasing Agencies

AEPA | Participation Agencies and States

The Association of Educational Purchasing Agencies' (AEPA) is a nationwide group of nonprofit educational organizations working collaboratively to save school districts time and money.

AEPA has more than \$330 million in annual protected purchases. We are currently 24 members strong, representing schools serving more than 25 million students. Together we have hundreds of years of public sector purchasing experience.

Program Advantages:

- Time savings with lowest national pricing available
- Attract and leverage national vendors
- Detailed and complete bid process through nationally experienced participants
- Volume contracts based on 24 member participation
- Avoid duplication and expense of bid process

Our mission is to cooperatively serve our agency memberships through a continuous effort to explore and solve present and future purchasing needs. Our goals include working on your behalf to secure multi-state volume purchasing contracts that have benefits that are measurable, cost-effective and continuously exceed our membership's expectations.

Our current membership consists of the following states:

California	Massachusetts	Ohio
Colorado	Michigan	Oregon
Connecticut	Minnesota	Pennsylvania
Florida	Missouri	Texas
Iowa	Montana	Virginia
Indiana	North Dakota	Washington
Kansas	Nebraska	Wisconsin
Kentucky	New Mexico	Wyoming

Kyocera Contact Information

Name	Title	Cell	Email	Sales Responsibility
Philip Borchardt	AEPA Contract Manager Home Office: (651) 714-3938	(612) 670-3889	philip.borchardt@da.kyocera.com	Contract Manager
Don Clary	<i>Government Account Manager</i>	(610) 428-0298	donald.clary@da.kyocera.com	ND, SD, NE, MN, IA, KS, MO
Brent Kushman	<i>Government Account Manager</i>	(267) 567-3668	brent.kushman@da.kyocera.com	NY, NJ, DE, MD, PA, VA, WV
Terry Kirwin	<i>Government Account Manager</i>	(207) 337-0049	terry.kirwin@da.kyocera.com	NY, NJ, DE, MD, PA, VA, WV
Dave Clark	<i>Government Account Manager</i>	(623) 237-2021	david.clark@da.kyocera.com	CA, AZ, NV, UT, HI
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Bob Lumpkin	<i>Government Account Manager</i>	(803) 627-1728	bob.lumpkin@da.kyocera.com	NC, SC, LA, FL
Steve Blue	<i>Government Account Manager</i>	(770) 880-3059	steve.blue@da.kyocera.com	AL, GA, MS, TN, OK, AR
Debbie Montgomery	<i>Government Account Manager</i>	(512) 423-5976	debbie.montgomery@da.kyocera.com	CO, NM, YX
Larry Laissue	<i>Government Account Manager</i>	(206) 300-8791	larry.laissue@da.kyocera.com	AK, WA, OR, ID, MT, WY

Visit us on our AEPA website at
<http://www.kyoceragov.com/aeпа>



Panhandle Area Educational Consortium
Alabama, Florida, Georgia, Mississippi, South Carolina



Iowa Educators Consortium
Iowa



Cooperating School Districts
Arkansas, Illinois, Missouri



Southeast Kansas Education Service Center
Kansas



Colorado BOCES Association
Colorado, Utah



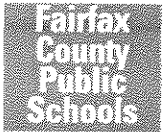
Minnesota Services Cooperatives
Minnesota, South Dakota



Capitol Region Education Council
Connecticut, Maine, New Hampshire, Rhode Island, Vermont



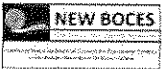
Montana Cooperative Services LLC
Montana, Alaska, Washington



Fairfax County Public Schools
Delaware, Maryland, North Carolina, Virginia



Nebraska Cooperative Purchasing
Nebraska



Northeast Wyoming BOCES
Idaho, Wyoming



Pennsylvania Education Joint Purchasing Council
New York, Pennsylvania



Wilson Education Center
Indiana



North Dakota Educators Service Cooperative
North Dakota



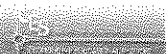
The Education Cooperative
Massachusetts



Ohio Council of Educational Purchasing Consortia
Ohio



CESA Purchasing Org.
Wisconsin



Cooperative Educational Services
New Mexico



Umatilla-Morrow Education Service District
Oregon



Green River Regional Educational Cooperative
Kentucky, Tennessee, West Virginia



TexBuy
Texas, Louisiana, Oklahoma



Cal Save - Monterey County Office of Education
California, Hawaii, Nevada



Oakland Schools
Michigan

Kyocera National Accounts In Partnership with
the Association of Educational Purchasing Agencies
Contract Number: AEPA009.D

GENERAL CONTRACT INFORMATION

Ordering Procedure

Individual State Cooperative terms and conditions related to ordering may vary from state to state. Please refer to the terms and conditions as listed in the bid offering or contact your local Government Account Manager for assistance. The bid offering terms and conditions are available at the AEPA website at <http://aepacoop.org/>.

When a member agency selects product from Kyocera using the AEPA contract, the member agency issues a purchase order on a direct basis to Kyocera to the address below:

Ordering Address

Kyocera Document Solutions, Inc.
Attn: National Accounts Division
As Shown on Invoice
c/o Local Authorized Dealer (insert name)
225 Sand Road, PO Box 40008
Fairfield, NJ 07004-0008
Telephone: (973) 461-4297 or (973) 808-8444
e-mail: NAT.ND, SD, NE, MN, IA, KS, MDOrders@da.kyocera.com • Fax: (973) 882-4411
DUNS #06-446-5503

Payment Address

Kyocera Document Solutions, Inc.

This process is to be followed with the following exceptions:

- Indiana - All Indiana orders are to be placed using the IAESC Web Based ordering system.
- New Mexico - All New Mexico orders are to be placed through the CES the governing Cooperative for New Mexico.

For assistance on ordering in Indiana or New Mexico, please contact the Government Account Manager for each of these states or the lead Government Account Manager for the AEPA contract Don Clary.

Payment Terms

Net 30 days. All prices shown herein are net (discount deducted).

Federal I.D. No.

TIN: 95-2819506

DUNS#

06-446-5503

Business Size

Large

Limited Warranty

Kyocera warrants that all equipment delivered under this contract shall conform to the specification of this contract. All equipment will carry a 12-month manufacturers warranty against any defects in material and workmanship for a period of one year from the date of installation by Kyocera or an Authorized Kyocera Dealer except drums which are limited to proper performance at the time of installation. In the event this product is found to be defective within the warranty period, Kyocera obligation and your exclusive remedy shall be replacement of any defective parts. These warranties would be void if the equipment is not operated properly or misused. Drum warranties are limited to electrical functioning of the drum and are void if misused or physically damaged by the operator.

Service

The AEPA contract calls for service billing to be done on a "Cost Per Copy" (CPC) basis by the Authorized servicing dealer. A service & supply program will be set up at time of installation. This service will be on-site and will include all parts & labor, all preventative maintenance, and consumables except paper and staples.

Lease Plans

Lease Plans are available upon request. Please contact your Government Account Manager for more information.

Delivery

It is desired that delivery be made within thirty-days (30) of receipt of the purchase order.

Defective Goods

Kyocera agrees to pay for return shipment on goods that arrive in a defective or inoperable condition. Kyocera agrees to arrange for return shipment of damaged goods.

Please contact your local
Kyocera Government Account Manager
listed on page 2 of this catalog.

Questions may also be directed to Philip Borchardt,
the Kyocera Account Manager responsible
for this contract nationwide, by calling: (612) 670-3889,
or e-mail philip.borchardt@da.kyocera.com

Visit us on our AEPA website at
<http://www.kyoceragov.com/aepa>



Kyocera is not responsible for typographical errors.
Designs and specifications subject to change without notice.
Photos are for illustration only, and may contain optional accessories not included in specific product configurations.

Sample Purchase Order – Outright Purchase

The following is an example of an Outright Purchase Order.

Please pay particular attention to the areas marked A-H.

Incorrect information in these areas will require modification from the issuing office.

1. AEPA CONTRACT NO. AEPAG09.D A		2. REQUISITION NO.		3. DATE OF ORDER DD/MM/YY		4. PURCHASE ORDER NUMBER AEP-XXXX-XXXX		5. PRIORITY	
6. ISSUED BY AGENCY NAME ATTN, BUYER'S NAME ADDRESS CITY, STATE ZIP				7. ADMINISTERED BY AGENCY NAME ADDRESS CITY, STATE ZIP				8. DELIVERY FOB (X) DESTINATION () OTHER (See Schedule)	
9. CONTRACTOR Vendor Id: CAGE CODE NAME AND ADDRESS KYOCERA DOCUMENT SOLUTIONS INC. ATTN: NATIONAL ACCOUNTS DIVISION C/O KYOCERA AUTHORIZED DEALER NAME 225 SAND ROAD, P.O. BOX 40008 FAIRFIELD, NJ 07004-0008 B				10. DELIVERY TO FOB POINT BY (date) 12. DISCOUNT AND/OR NET PAYMENT TERMS Net 30 Days 13. MAIL INVOICES TO:				11. MARK IF BUSINESS IS () SMALL () SMALL DIS- ADVANTAGED () WOMEN OWNED () OTHER	
14. CONSIGNEE AND DESTINATION (SHIP TO) AGENCY NAME ADDRESS ATTN: CITY, STATE ZIP				15. PAYMENT WILL BE MADE BY: AGENCY NAME ADDRESS ATTN: CITY, STATE ZIP				MARK ALL PKGS AND PAPER WITH CONTRACT OR ORDER NUMBER	
16. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule									
17. ITEM NO.	18. ARTICLES OR SERVICES	19. QTY.	20. UNIT	21. UNIT PRICE	22. EXTENDED AMOUNT				
0001	TASKalfa 255 25 CPM Monochrome MFP	01	Each	\$ x,xxx.xx E	\$ x,xxx.xx F				
If quantity accepted by the Agency is same as quantity ordered, indicated by x. If different, enter actual quantity accepted below quantity ordered and encircle		24. ORDERED BY Signature _____ H Name _____ Title _____				25. TOTAL G \$ xxxxx.xx			
26. QUANTITY IN COLUMN 20 HAS BEEN () INSPECTED () RECEIVED () ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED				27. PAYMENT () COMPLETE () PARTIAL () FINAL		28. INITIALS			
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REP _____						29. AMT VERIFIED FOR CHECK NUMBER			
30. I certify this account is correct and proper for payment				31. PAID BY		32. BILL OF LADING NO.			
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REP _____									
33. REC'D AT		34. REC'D BY		35. DATE REC'D					

A. Contract Number - Must Have AEPA Contract Number AEPAG09.D

B. Vendor Address - KYOCERA DOCUMENT SOLUTIONS INC.
Attn: National Accounts Division
c/o Local Authorized Kyocera Dealer (Insert Name)
225 Sand Road, P.O. Box 40008
Fairfield, New Jersey 07004-0008
e-mail: NAT_Orders@da.kyoceramita.com

C. Products - Descriptions of the items ordered by the user

D. Quantity - The quantity ordered of the unit

E. Price - The price of one unit to be purchased

F. Total Price Per Item - The total amount for that item based on the unit price
(Quantity Ordered x Unit Price)

G. Total Price of Purchase Order - The total dollar amount obligated for the
purchase order

H. Signature - Be sure to sign the purchase order. Must be signed by an
authorized Contracting/Ordering Officer

