AGENDA OF THE FINANCE COMMITTEE

TUESDAY, JULY 10, 2018, 4:30 PM
CITY HALL, ROOM 207

A. Roll Call.

B. Approval of the Agenda.

C. Approval of Minutes.

1. Approval of the minutes from the June 12, 2018 Finance Committee Meeting.

D. Regular Business.

1. Consideration with possible action on request to borrow two million dollars ($2,000,000.00) to fund the first phase of The Shipyard (Development Agreement 18-02), including property acquisition; geotechnical and environmental testing; architectural, structural, and civil engineering and design; and preliminary site work.

   The Authority may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Authority may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

2. Discussion with possible action on a request by the Purchasing Manager to amend the Purchasing Policy.

   The Purchasing Manager is requesting a change to the following line item in Ordinance 1.79 (Finance Department/Purchasing Division, Section 5 Purchase Award, final sentence:

   "Except where specifically authorized in the Wisconsin Statutes, all single expenditures exceeding $10,000 and all yearly supply/service agreements over $10,000 require Finance Committee and Council approval prior to award."

   The Purchasing Manager is requesting a change from the $10,000 approval threshold, to $25,000.

E. Report of the Purchasing Manager.

1. Purchasing Report

2. Request approval to purchase a Respirator Fit Testing System from Jefferson Fire & Safety, Inc. for $13,267.

3. Request approval to purchase a Gravely UTV with Kimtek Slide in Transport Cot from Ambrosius Sales & Service for $19,200.

4. Request approval to issue a 2 year contract for Voice Over Internet Protocol Service through the Wisconsin State Contract to AT&T for $55,512 ($27,756 per year).

5. Request approval to issue a contract to furnish and install a commercial grade gas water heater at Fire Station #2 to the low responsive and responsible bidder.

6. Discussion with possible action regarding entering into a 2 year agreement with Associated Bank for Banking Services, with options for four 2 year extensions by mutual agreement.

F. Report of the Finance Director.

G. Informational.

1. 2018 Contingency Fund:
   $124,817.99

2. The next Finance Committee meeting will be held on Tuesday August 14, 2018 at 4:30 PM.

H. Adjournment.

1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.

3) QUORUM: Please take notice that a majority or quorum of the Finance Committee will attend this committee meeting and will constitute a meeting of the Finance Committee for purposes of discussion and information gathering relative to this agenda.
4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Report to the
Finance Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
July 10, 2018	Kevin J. Vonck, CED Director

AGENDA ITEM # D.1.

Consideration with possible action on request to borrow two million dollars ($2,000,000.00) to fund the first phase of The Shipyard (Development Agreement 18-02), including property acquisition; geotechnical and environmental testing; architectural, structural, and civil engineering and design; and preliminary site work.

The Authority may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Authority may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

BACKGROUND

In June, the RDA and Common Council approved Development Agreement 18-02: The Shipyard, which involves remediating brownfields, repurposing vacant and underused structures, and enhancing a residential neighborhood on the near west side of the City. The catalyst for development involves the construction of a signature public recreation and entertainment facility at 100 W. Mason Street (Parcel 2-78).

Staff is requesting permission to borrow two million dollars ($2,000,000.00) to fund the first phase of this project. Approximately one million, one hundred sixty thousand, three hundred dollars ($1,160,300.00) will be used to acquire real property not currently owned by the RDA and/or City, including:

One hundred and forty-five thousand dollars ($145,000.00) to acquire 525 S. Broadway, 531 S. Broadway, and 613 S. Broadway (Tax Parcels 2-76, 2-77, and 2-109) (acquired in April 2017 with neighborhood enhancement funds); and
Three hundred dollars ($300.00) to acquire S. Broadway (Tax Parcel 2-107) (acquired in May 2017 with neighborhood enhancement funds); and
Twenty thousand dollars ($20,000.00) to acquire 401 S. Broadway (Tax Parcel 3-568); and
Nine hundred ninety-five thousand dollars ($995,000.00) to acquire 419 S. Maple, 420 S. Broadway, and 402 S. Broadway (Tax Parcels 2-947, 3-569, and 3-572).
The remaining funds will be used for geotechnical and environmental testing; architectural, structural, and civil engineering and design; and preliminary site work. Staff is currently preparing a request for proposals to hire a consultant(s) to perform this work.

RECOMMENDATION

Recommend Common Council borrow two million dollars ($2,000,000.00) to fund the first phase of The Shipyard (Development Agreement 18-02), including property acquisition; geotechnical and environmental testing; architectural, structural, and civil engineering and design; and preliminary site work.

FISCAL IMPACT

Pursuant to the provisions of §66.1105, Wis. Stats. (the "Tax Increment Law"), the City has included the Property within Tax Increment District Number Five ("TID 5" or the "TID"), which may provide part of the financing for certain costs of the Project. The RDA and City request that the Joint Review Board (JRB) create a new conservation and rehabilitation or blight Tax Increment District ("TID 21" therein replacing references to the "TID"), effective January 1, 2018, which includes the Property and adjacent property, and which will provide part of the financing for certain costs of the Project.

ATTACHMENTS

None

Report to the
Finance Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
July 10, 2018	

AGENDA ITEM # D.2.

Discussion with possible action on a request by the Purchasing Manager to amend the Purchasing Policy.

The Purchasing Manager is requesting a change to the following line item in Ordinance 1.79 (Finance Department/Purchasing Division, Section 5 Purchase Award, final sentence:

"Except where specifically authorized in the Wisconsin Statutes, all single expenditures exceeding $10,000 and all yearly supply/service agreements over $10,000 require Finance Committee and Council approval prior to award."

The Purchasing Manager is requesting a change from the $10,000 approval threshold, to $25,000.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Purchasing Policy Amendment Request Justification

Purchasing Policy Amendment Request

Background and Justification:

1. The current Purchasing Policy (Ordinance 1.76) was last updated in 1996. The current $10,000 approval threshold has not been updated in at least 22 years. The requested increase is less than inflation.

2. The approval threshold for the City of Green Bay is significantly lower than other Wisconsin Municipalities, Counties and the State of Wisconsin agencies (attachment 1). The minimum for most is $25,000.

3. In the past two years, Purchasing has requested Committee approval for 188 solicitations exceeding $10,000. Of these, 60% were over $25,000 and 40% were under. However, 92% of the total dollar expenditures fall in the $25,000 and greater bracket. Only 8% of dollar expenditures are between $10,000 and $25,000.

4. Solicitations anticipated to exceed our current $10,000 threshold require a separate and more time consuming process:

    a. Bids must be "sealed" by the vendor and submitted via a secure process, typically requiring longer lead times.
    b. Sealed bids are only opened in the presence of a member of the Clerk's office.
    c. Bids requiring approval must be included in meeting agendas and are approved during a two week process. The process is even longer during the summer months.
    d. Bids requiring approval often require attendance by departmental personnel.

ATTACHMENT 1

Purchasing Approval Thresholds

(excludes public works/construction)

	Approval Required
Municipalities	
<u>Green Bay</u>	**<u>$10,000</u>**
Appleton	$25,000
Eau Claire	$250,000
OshKosh	$25,000
Racine	$25,000
Fon du Lac	None, if budgeted
Madison	$50,000
West Allis	$25,000
La Crosse	None, if budgeted
Manitowoc	$25,000
Counties	
Rock Co.	$10,000
Washington Co.	None, if budgeted
Brown Co.	None, if budgeted
Marinette Co.	$25,000
Winnebago Co.	None, if budgeted
Kenosha Co.	None, if budgeted
Waukesha	$50,000
Walworth Co.	$25,000
Schools, Districs	
Green Bay Public Schools	$100,000
NWTC	None
Green Bay Water Utility	$25,000 Proposed
Milwaukee Public Schools	$50,000
Milwaukee Sewerage Dist.	$150,000
Racine Schools	$100,000
State	
State of WI Agencies	$50,000

CITY OF GREEN BAY - PURCHASING DIVISION

TO: Finance Committee
FR: Rick Jensen, Purchasing Manager
DT: July 10, 2018
RE: Purchasing Report
Cc: Diana Ellenbecker, Pam Manley, David Litton, Mike Hronek

Report of the Purchasing Manager:

1. Request approval to purchase a Respirator Fit Testing System from Jefferson Fire & Safety, Inc. for $13,267.

2. Request approval to purchase a Gravely UTV with Kimtek Slide in Transport Cot from Ambrosius Sales & Service for $19,200.

3. Request approval to issue a 2 year contract for Voice Over Internet Protocol Service through the Wisconsin State Contract to AT&T for $55,512 ($27,756 per year).

4. Request approval to issue a contract to furnish and install a commercial grade gas water heater at Fire Station #2 to the low responsive and responsible bidder.

5. Discussion with possible action regarding entering into a 2 year agreement with Associated Bank for Banking Services, with options for four 2 year extensions by mutual agreement.

The following items were openly and competitively offered:

Finance Committee - Report of the Purchasing Manager

DESCRIPTION	FUNDING SOURCE	AWARDED VENDOR	RESPONSES	$ AMOUNT
Quantifit Respirator Fit Testing System	424400-55140 Fire Equipment & Replacement Fund Bonded	Jefferson Fire & Safety, Inc	2	$13,267
Gravely UTV with Kimtek Slide in Modular	424400-55140-41166 Fire Equipment Replacement	Ambrosius Sales & Service	3	$19,200
Voice over Internet Protocol (VoIP) Service for the City Telephone Network 2-Year Contract @ $27,756/Year	101099-56301 Telephone	AT&T	WI State Contract #15-91579-121	$55,512
Gas Water Heater at Fire Station #2	1014120-55201 FD Building Rep.	TBD	TBD	~$10,000
Banking Services - 2 Year Contract 2018-2019, Plus Four 2-Year Renewal Options	101 25901 Balance Sheet Acct.	Associated Bank	Piggyback off Brown Co. Contract	~$164,000 REV

NOTES:

- VoIP Telephone Service: This contract covers the leasing of telephone service from AT&T for the City's VoIP phone system, and includes local and long distance calling.

- Bids to replace the gas water heater at Station #2 will be opened on July 9, 2018. The award recommendation will be provided to the Committee at the July 10 Finance meeting.

- The Banking Services contract includes a schedule of fees charged by Associated Bank for various City financial transactions including deposits, checks, ACH transactions, etc. The annual fees charged to the City are ~$34,400 and are completely offset by earnings credits (interest) paid on money deposited by the City (~$116,000 annually).

Report to the
Finance Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
July 10, 2018	Rick Jensen, Purchasing

AGENDA ITEM # E.2.

Request approval to purchase a Respirator Fit Testing System from Jefferson Fire & Safety, Inc. for $13,267.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Quantifit Respirator System Summary

CITY OF GREEN BAY QUOTE SUMMARY
RFQ #3061
Quantifit Respirator Fit Testing System

Dept: Fire Req #175	**VENDOR #1**	**VENDOR #2**
Planholders: 5 Vendors CC #340	JEFFERSON FIRE & SAFETY INC	OHD LLLP
Issued: 6/11/18 Due: 6/20/18	Middleton	Hoover, AL
DESCRIPTION	PRICE	PRICE
FTK 9519-4000 Quantifit Respirator Fit Testing System	$ 9,007.00	$ 9,295.00
FTK 9513-0130 Kit 1 40 MM Din Single Screw In	$ 315.00	$ 325.00
FTK 200423-01 Scott AV 2000/3000 CBRN	$ 61.00	$ 90.00
SERP 9519-4010/5 5 Year Calibration Contract	$ 3,789.00	$ 3,910.00
Shipping	$ 95.00	$ 75.00
TOTAL:	$ 13,267.00	$ 13,695.00
Warranty:	2-Years	Not Stated
Lead Time	3-6 Weeks	7-10 Business Days
Payment Terms Net 30 Early Payment Discount:	Net 30	Net 30
Accepts credit card payments:	No	Not Stated

Recommendation: Award to the lowest responsive, responsible vendor Jefferson Fire & Safety Inc for $13,267.00

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
July 10, 2018	Rick Jensen, Purchasing

AGENDA ITEM # E.3.

Request approval to purchase a Gravely UTV with Kimtek Slide in Transport Cot from Ambrosius Sales & Service for $19,200.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. UTV Summary

CITY OF GREEN BAY QUOTE SUMMARY
RFQ #3066 - Gravely UTV
w/Kimtek Medlite Transport Slide In

Dept: Fire Req #181	**VENDOR #1**	**VENDOR #2**	**VENDOR #3**
Planholders: 3 Vendors CC #071	**AMBROSIUS SALES & SERVICE**	JOE'S POWER CENTER	FIRE SAFETY USA INC
Issued: 6/14/18 Due: 6/27/18	**De Pere**	Kimberly	Rochester, MN
DESCRIPTION	**PRICE**	PRICE	PRICE
YR/BRAND/MODEL UTV QUOTED:	**2018 Gravely 996201**	2018 Gravely 996201	2018 Gravely 996201
MODEL SLIDE IN MODULAR QUOTED:	**2018 Kimtek MTSTR-104**	2018 Kimtek MTSTR-104	2018 Kimtek MSTR-104
MODEL QUOTED FULLY ASSEMBLED:	**$ 19,200.00**	$ 21,500.00	$ 21,995.00
Lead Time	25 Days	30 Days	30-45 Days
Payment Terms Net 30 Early Payment Discount:	Net 30	Net 30	Net 30
Accepts Credit Card Payments:	No	No	No

Recommendation: Award to the lowest responsive, responsible vendor Ambrosius Sales & Service for $19,200.