



AGENDA OF THE FINANCE COMMITTEE

**TUESDAY, NOVEMBER 12, 2019, 4:30 PM
CITY HALL, ROOM 207**

A. Roll Call.

B. Approval of the Agenda.

C. Approval of Minutes.

- I. Approval of the Joint Finance/Personnel Committee minutes from the October 29, 2019 meeting.

D. Regular Business.

- I. Request by Ald. Gavin for the Police Department to work with IT to set a system on the City's Request for Service icon for citizens to report problems and request service.
2. Request by the City Treasurer to review and approve a resolution updating financial institutions the City does business with.
3. Request approval to purchase an E-One custom built HazMat emergency response vehicle from Fire Service, Inc. for \$861,373.
4. Report on the cancellation of the City's contract with Adashi for scheduling software for GBMFD.
5. Request approval to purchase staffing, training, and inventory management software from Target Solutions for \$40,205.

6. Consideration with possible action regarding a contract revision for Animal Impound Services.

The Committee may convene in closed session pursuant to Section 19.85(1)(e) Wisconsin Statutes 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 Committee may, thereafter, reconvene in open session pursuant to Section 19.85(2) Wisconsin Statutes to report any actions taken during the closed session and to consider all other matters on the agenda.

7. Report of the Claims Committee.

The Committee may convene in closed session pursuant to Section 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Committee 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.

E. Informational.

1. 2019 Contingency Account:
\$60,808.73
2. The next Finance Committee meeting will be held on Tuesday November 26, 2019 at 4:30 PM.

F. 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 Common Council will attend this Finance Committee meeting and will constitute a meeting of the Common Council 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

November 12, 2019

PREPARED BY

AGENDA ITEM # D.I.

Request by Ald. Gavin for the Police Department to work with IT to set a system on the City's Request for Service icon for citizens to report problems and request service.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. LATE COMMUNICATION BY ALD. GAVIN



PETITIONS AND COMMUNICATIONS FORM
COMMON COUNCIL
CITY OF GREEN BAY

Date of Council Meeting: 8-26-19

Request of Alderperson Galvin

Refer to: Finance

Please state clearly the action requested. Requests should be turned in at the City Clerk's Office by 10:00 AM on the Thursday before a Council meeting. For late communications, present this form to the City Clerk after the request is read.

I.T. Police Dept. work w I.T. to set a system on the City's Request for service Icon for citizens to Report problems & Request service. from the Police dept.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

November 12, 2019

PREPARED BY

AGENDA ITEM # D.2.

Request by the City Treasurer to review and approve a resolution updating financial institutions the City does business with.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Banks the City can do business with Nov 2019

RESOLUTION DESIGNATING PUBLIC DEPOSITORIES AND AUTHORIZING WITHDRAWAL OF CITY MONEYS

Green Bay, Wisconsin
November 19, 2019

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

That each of the following banks:

Associated Bank	Huntington
Bank First National	Investors Community Bank
Bank of Luxemburg	Johnson Bank *
Bank of Oklahoma	Nicolet National
BMO Harris	US Bank
Community First Credit Union	Wells Fargo
First Business Bank	Wisconsin Bank and Trust
Hometown Bank	

*New addition as of Nov 2019

(the "Bank"), is qualified as a public depository under Chapter 34, Wisconsin Statutes, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited; that specifically described account(s) may be opened and maintained in the name of this Municipality with the Bank subject to the rules and regulations of the Bank from time to time in effect; that the person(s) and the number thereof designated by title opposite the specific designation of account(s) shall be authorized, for and on behalf of this Municipality, to sign order checks as provided in Section 66.042, Wis Stat., for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Bank any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality; that the endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and that any officer, agent or employee of this Municipality is hereby authorized to make oral or written requests of the Bank for the transfer of funds or money between accounts maintained by the Municipality at the Bank.

FURTHER RESOLVED, that the Bank be and is hereby authorized and directed to honor, certify, pay and charge to any of the accounts of this Municipality, all order checks for the payment, withdrawal or transfer of funds or money deposited in these accounts or to the credit of this Municipality for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent or employee of this Municipality, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title opposite the designation of the accounts described in the foregoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral, and including but not limited to, request(s) made by telephone or other electronic means, for the transfer of funds or money between accounts maintained by this Municipality at the Bank, and the Bank shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request or the application or use of proceeds thereof.

FURTHER RESOLVED, that the Bank be and is hereby authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called "Process") received by or served upon the Bank, by which, in the Bank's opinion, another person or entity claims an interest in any of these accounts and Bank may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to Bank's satisfaction.

FURTHER RESOLVED, that any one of the persons holding the offices of this Municipality which may be designated are hereby authorized (1) to receive for and on behalf of this Municipality, securities, currency or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to give receipt therefor, and the Bank is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale or otherwise authorize the sale or

transfer of securities or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to receive and/or apply the proceeds of any such sale to the credit of this Municipality in any such manner as he/she/they deem(s) proper, and the Bank is hereby authorized to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3) pursuant to Section 34.07, Wis. Stats., to accept such security and to execute such documents as said officer deems proper and necessary to secure the funds of this Municipality and to issue instructions regarding the same.

FURTHER RESOLVED, that this Municipality assumes full responsibility for any and all payments made or any other actions taken by the Bank in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Municipality which may be designated regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signatures provided to the Bank, for refusing to honor any signatures not provided to the Bank, for honoring any requests for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing resolutions regarding security for the accounts notwithstanding any inconsistent requirements of this Municipality not expressed in the foregoing resolutions, and that this Municipality agrees to indemnify and hold harmless the Bank against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Bank resulting from or arising out of any such payment or other action.

FURTHER RESOLVED, that the Clerk of this Municipality be and hereby is authorized and directed to certify to the Bank the foregoing resolutions, that the provisions thereof are in conformity with law, the names, incumbencies and specimen or facsimile signature(s) on signature cards of the officer or officers named therein, and that the foregoing resolutions and signature cards and the authority thereby conferred shall remain in full force and effect until this Municipality notifies the Cashier of Bank to the contrary in writing; and the Bank may conclusively presume that such resolutions and signature cards are in effect and that the persons who may be identified from time to time as officers of the Municipality have been duly elected or appointed to and continue to hold such offices.

Adopted: _____, 2019

Approved: _____, 2019

Mayor

ATTEST:

City Clerk



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

November 12, 2019

PREPARED BY

AGENDA ITEM # D.3.

Request approval to purchase an E-One custom built HazMat emergency response vehicle from Fire Service, Inc. for \$861,373.

BACKGROUND

RECOMMENDATION

Award to the most responsive, responsible vendor Fire Service, Inc. (E-One) for \$861,373. Although Fire Apparatus & Equipment Inc. (Pierce) has a lower cost, this vendor took several exceptions to the GBMFD specifications for this apparatus. Most significantly, Pierce does not offer a three step corrosion protection process for the frame and crossmembers of the vehicle, as specified in our bid document. We have current Pierce apparatus' that are showing pre-mature corrosion issues due to the lack of protection. Pierce does not offer a frame corrosion warranty. E-One offers a 25 year corrosion perforation frame warranty.

FISCAL IMPACT

ATTACHMENTS

1. 11-12-19 FIN Vehicle, Contracts
2. Purchasing Item 1



CITY OF GREEN BAY - PURCHASING DIVISION

TO: Finance Committee
FR: Rick Jensen, Purchasing Manager
DT: November 12, 2019
RE: Purchasing Report
CC: Diana Ellenbecker, Pam Manley, David Litton, Robert Goplin, Drew Spielman, Andrew Smith, Kevin Warych, Diane Kruse

Report of the Purchasing Manager:

1. Request approval to purchase an E-One custom built HazMat emergency response vehicle from Fire Service, Inc. for \$861,373.
2. Report on the cancellation of the City's contract with Adashi for scheduling software for GBMFD.
3. Request approval to purchase staffing, training, and inventory management software from Target Solutions for \$40,205.
4. Consideration with possible action regarding a contract revision for Animal Impound Services.

(Include closed session language for this item)

The Committee may convene in closed session pursuant to Section [19.85\(1\)\(e\)](#) Wisconsin Statutes 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 Committee may, thereafter, reconvene in open session pursuant to Section [19.85\(2\)](#) Wisconsin Statutes to report any actions taken during the closed session and to consider all other matters on the agenda.

Finance Committee - Report of the Purchasing Manager				
DESCRIPTION	FUNDING SOURCE	AWARDED VENDOR	RESPONSES	\$ AMOUNT
Hazmat Vehicle GBMFD	424400-55140 Fire Equip. Replacement	Fire Service, Inc. (E-One)	2	\$861,373
GBMFD Staffing, Training & Inventory Tracking Management Software	101410-53001 Contractual Services 101420-52004 Drill Instruction FAP grant 824400-52001-41119 (Training and Travel)	Target Solutions	Sole Source	\$40,205

CITY OF GREEN BAY QUOTE SUMMARY**RFQ #3178****GBMFD Haz-Mat Vehicle**

Dept: Fire	Req #162	VENDOR #1	VENDOR #2
Planholders: 5 Vendors	CC #070-071	FIRE APPARATUS & EQUIPMENT INC	FIRE SERVICE INC
Issued: 9/20/19	Due: 10/21/19	Appleton, WI	St. John, IN
DESCRIPTION	PRICE	PRICE	
Yr/Brand/Model Cab & Chassis Quoted:	2020 Pierce Arrow XT	2020 E-ONE Typhoon Chassis	
Yr/Brand/Model Body Quoted:	2020 Pierce HDR	2020 E-ONE SS Rescue Body	
Complete unit price FOB delivered to City of Green Bay:	\$ 841,142.00	\$ 861,373.00	
Lead Time:	13.5 to 14.5 months	365 Days after approval of design	

Recommendation: Award to the most responsive, responsible vendor Fire Service, Inc. (E-One). for \$861,373. Although Fire Apparatus & Equipment Inc. (Pierce) has a lower cost, this vendor took several exceptions to the GBMFD specifications for this apparatus. Most significantly, Pierce does not offer a three step corrosion protection process for the frame and crossmembers of the vehicle, as specified in our bid document. We have current Pierce apparatus' that are showing pre-mature corrosion issues due to the lack of protection. Pierce does not offer a frame corrosion warranty. E-One offers a 25 year corrosion perforation frame warranty.



"BETTER BY THE BAY"

Metro Fire Department

David Litton
Fire Chief

November 1, 2019

To: Finance Committee
From: AC Goplin & AC Gibbons, Fire
Ref: Software Changes

The Fire Department is requesting to change software programs currently used for daily staffing and training.

Staffing Software:

In March of 2018, the department went out to bid for a new staffing software system. The bid was awarded to Adashi Rollcall. Adashi Rollcall has not provided the quality product that was promised. The Fire Department has canceled the contract with Adashi using the 60 day exit clause.

We would like to replace Adashi with Crewsense, who received the 2nd highest score in the RFP review in early 2018. Crewsense has since improved their product and included some add-on services in their base pricing. The Fire Department has been using Crewsense on a trial basis since August of this year to ensure that the software meets our needs. The trial has met with rave reviews from Administrative personnel and end users. We are confident that Crewsense will meet the needs of the department and, in fact, has already proven to do so.

Training Software:

All GBMFD personnel need Continuing Medical Education (CME) hours to maintain their Emergency Medical Technician (EMT) or Paramedic license with the State of Wisconsin. Currently an EMT needs 24 hours of CME every two years, while Paramedics require 48 hours. Currently the majority of these hours are provided through an online training platform from Jones and Bartlett (J&B). Due to apparent design issues with the software platform, we have found that personnel are frequently spending double the amount of time necessary to receive 1 hour of CME credit. Additionally, J&B does not allow you to change, add, or customize content to be in line with local medical protocols. It also does not allow GBMFD to create custom testing material.

Target Solutions would be a far better fit for our department. Target Solutions would allow us to customize, add, and share content with other local Fire Departments. Target Solutions also has a fire training platform. Many departments throughout Wisconsin already use Target Solutions which would allow us to train jointly with them through the platform. Online content can be assigned to augment our current hands on training. This would allow for classroom training to be delivered in the Fire Stations in advance of hands on practical training thereby allowing crews to stay in their districts to respond to emergency calls more often. Target Solutions allows custom tests to be generated based on local guidelines, policies, and procedures. This allows Administration to assign personnel to complete training and then take a test at the end of it to ensure comprehension. Target Solutions would also provide a mechanism to distribute new work orders, policies, and assigned training. All of this is then tracked in

the software to provide detailed training reports for license renewals, state inspections, and Insurance Services Office (ISO) audits.

Inventory Tracking:

The Fire Department currently uses numerous spreadsheets, databases, and paper to track inventory of all firefighting and medical equipment. We also do not have an streamlined process for tracking vehicle maintenance and work orders. These processes make budgeting and tracking very difficult.

As an add-on, Target Solutions offers an asset management, inventory, and fleet maintenance module called "Check It". This system is specifically designed for the highly unique and specialized equipment used by fire departments. This would allow the department to track inventory, streamlined the process for reporting equipment and fleet repairs, and analyze maintenance costs. Check IT would also allow medication tracking and inventory to move from paper to electronic records. This is particularly important for tracking narcotic medications per D.E.A regulations and expiration dates for all medicaitons.

Information:

Since Crewsense was evaluated in 2018, they have been acquired by Target Solutions. The department researched pricing from Crewsense directly and bundled pricing with Target Solutions. The department is not requesting additional funding as part of this request as these items are already accounted for in the budget.

Recommendation:

Replace Adashi Rollcall staffing software with Crewsense staffing solutions by Target Solutions and Jones & Bartlett training with Target Solutions training

Funding (Based on 220 users):

Current:

Adashi Rollcall - \$108/person/year - \$23,760

Jones & Bartlett – \$14,800

Fireworks Inventory Tracking - \$1500/year

Total Current - \$40,060

Proposed:

Target Solutions Crewsense staffing software - \$72/person/year- \$15,840

Target Solutions Training software - \$80/person/year - \$17,600

Target Solutions Check It - \$6370 includes the following 3 below

- 1) Check It Vehicles – \$119/vehicle/year - \$3570
- 2) Check It Stations - \$200/Station/year - \$1,600
- 3) Check It Drug Box - \$120/Unit/year - \$1200

Target Solutions Annual Maintenance fee - \$395

Target Solutions Onetime setup fee - \$1500 waived if contract signed by 12/31/2019

Total Proposed - \$40,205

CITY OF GREEN BAY QUOTE SUMMARY**RFQ #3178****GBMFD Haz-Mat Vehicle**

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Recommendation: Award to the most responsive, responsible vendor Fire Service, Inc. (E-One). for \$861,373. Although Fire Apparatus & Equipment Inc. (Pierce) has a lower cost, this vendor took several exceptions to the GBMFD specifications for this apparatus. Most significantly, Pierce does not offer a three step corrosion protection process for the frame and crossmembers of the vehicle, as specified in our bid document. We have current Pierce apparatus' that are showing pre-mature corrosion issues due to the lack of protection. Pierce does not offer a frame corrosion warranty. E-One offers a 25 year corrosion perforation frame warranty.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

November 12, 2019

PREPARED BY

AGENDA ITEM # D.4.

Report on the cancellation of the City's contract with Adashi for scheduling software for GBMFD.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Purchasing Items 2 & 3



"BETTER BY THE BAY"

Metro Fire Department

David Litton
Fire Chief

November 1, 2019

To: Finance Committee
From: AC Goplin & AC Gibbons, Fire
Ref: Software Changes

The Fire Department is requesting to change software programs currently used for daily staffing and training.

Staffing Software:

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Training Software:

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Target Solutions would be a far better fit for our department. Target Solutions would allow us to customize, add, and share content with other local Fire Departments. Target Solutions also has a fire training platform. Many departments throughout Wisconsin already use Target Solutions which would allow us to train jointly with them through the platform. Online content can be assigned to augment our current hands on training. This would allow for classroom training to be delivered in the Fire Stations in advance of hands on practical training thereby allowing crews to stay in their districts to respond to emergency calls more often. Target Solutions allows custom tests to be generated based on local guidelines, policies, and procedures. This allows Administration to assign personnel to complete training and then take a test at the end of it to ensure comprehension. Target Solutions would also provide a mechanism to distribute new work orders, policies, and assigned training. All of this is then tracked in

the software to provide detailed training reports for license renewals, state inspections, and Insurance Services Office (ISO) audits.

Inventory Tracking:

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As an add-on, Target Solutions offers an asset management, inventory, and fleet maintenance module called "Check It". This system is specifically designed for the highly unique and specialized equipment used by fire departments. This would allow the department to track inventory, streamlined the process for reporting equipment and fleet repairs, and analyze maintenance costs. Check IT would also allow medication tracking and inventory to move from paper to electronic records. This is particularly important for tracking narcotic medications per D.E.A regulations and expiration dates for all medicaitons.

Information:

Since Crewsense was evaluated in 2018, they have been acquired by Target Solutions. The department researched pricing from Crewsense directly and bundled pricing with Target Solutions. The department is not requesting additional funding as part of this request as these items are already accounted for in the budget.

Recommendation:

Replace Adashi Rollcall staffing software with Crewsense staffing solutions by Target Solutions and Jones & Bartlett training with Target Solutions training

Funding (Based on 220 users):

Current:

Adashi Rollcall - \$108/person/year - \$23,760

Jones & Bartlett – \$14,800

Fireworks Inventory Tracking - \$1500/year

Total Current - \$40,060

Proposed:

Target Solutions Crewsense staffing software - \$72/person/year- \$15,840

Target Solutions Training software - \$80/person/year - \$17,600

Target Solutions Check It - \$6370 includes the following 3 below

- 1) Check It Vehicles – \$119/vehicle/year - \$3570
- 2) Check It Stations - \$200/Station/year - \$1,600
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Target Solutions Annual Maintenance fee - \$395

Target Solutions Onetime setup fee - \$1500 waived if contract signed by 12/31/2019

Total Proposed - \$40,205



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

November 12, 2019

PREPARED BY

AGENDA ITEM # D.5.

Request approval to purchase staffing, training, and inventory management software from Target Solutions for \$40,205.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Purchasing Items 2 & 3



"BETTER BY THE BAY"

Metro Fire Department

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Fire Chief

November 1, 2019

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Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

November 12, 2019

PREPARED BY

AGENDA ITEM # D.6.

Consideration with possible action regarding a contract revision for Animal Impound Services.

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BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

November 12, 2019

PREPARED BY

AGENDA ITEM # D.7.

Report of the Claims Committee.

The Committee may convene in closed session pursuant to Section 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Committee 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

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

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