



AGENDA OF THE FINANCE COMMITTEE

TUESDAY, JULY 14, 2020, 4:30 PM

Special Telephonic Meeting of the Finance Committee

To listen to the meeting go to:

<https://www.youtube.com/CityOfGreenBay>

Public may join via Zoom

A. Zoom Meeting Information.

- I. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. Roll Call.

- I. Members: Ald. Barbara Dorff, Ald. Veronica Corpus-Dax, Ald. Bill Galvin, Ald. Brian Johnson.

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the Finance Committee minutes from the June 16, 2020 meeting.

E. Regular Business.

- I. For consideration and possible action to payoff 2018 and 2019 Board of Commissioners of Public Lands state trust fund loan for a total of \$3,000,000.
2. For consideration and possible action of refunding \$2,000,000 BCPL state trust fund loan for TID 22.
3. For consideration and possible action of refunding taxable 2010 General Obligation purpose bonds (BABs).
4. For consideration with possible action the acceptance of the Center for Tech & Civic Life grant for \$1,093,400.

5. Report out the acceptance of the WEC CARES subgrant for \$57,535.30 with allowable uses to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.
6. Consideration with possible action on the results of a Request for Information for the Revaluation Assessment service.
7. Review the City of Green Bay's 10-33 program inventory.
8. Consideration with possible action on the purchase of Type I ambulance for GBMFD for the sum of \$261,617 from Jefferson Fire & Safety, the lowest responsive, responsible bidder for RFQ #3266.
9. Request approval for the purchase of Mitel Phone system from CCCP off the SourceWell group purchasing cooperative contract.
10. Request for approval of amendment to cell tower lease at Ted Fritsch Park.
11. Request for approval of amendment to cell tower lease at Fisk Park.
12. A request by Ald. Wery to the Finance committee which states: Offer a pay incentive/bonus for poll workers who have worked and will work this year during the Covid-19 situation. 2) Adopt a policy for future hazard pay situations. Referred to staff to research other hazard pay policies.
13. A request by Ald. Wery to the Finance committee which states: Update on lawsuit Zima v Schmitt, including city's role and why the city has agreed to indemnify the former mayor.

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.

14. 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.

F. Informational.

1. 2020 Contingency Account: \$143,700.00
2. The next Finance Committee meeting will be held on Tuesday August 11, 2020 at 4:30 PM.

G. 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.

Virtual Meeting Instructions



Finance Committee 7-14-20

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/89899043394?pwd=TUdqREdhczc0NjdWN3N3N21aMDdnZz09>

Meeting ID: 898 9904 3394

Password: 231376

One tap mobile

+13017158592,,89899043394#,,,,0#,,231376# US (Germantown)

+13126266799,,89899043394#,,,,0#,,231376# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 898 9904 3394

Password: 231376

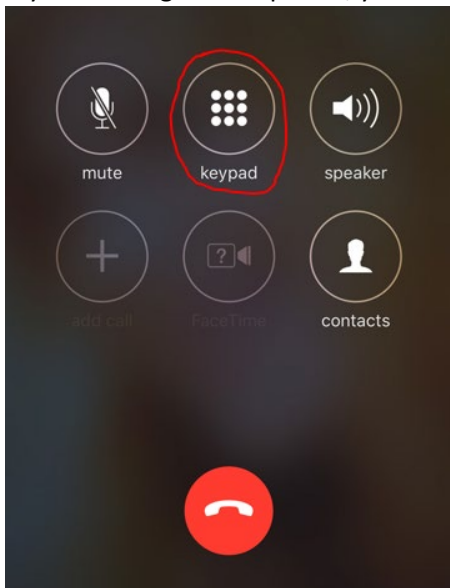
Find your local number: <https://us02web.zoom.us/j/89899043394?pwd=TUdqREdhczc0NjdWN3N3N21aMDdnZz09>

Additional Information

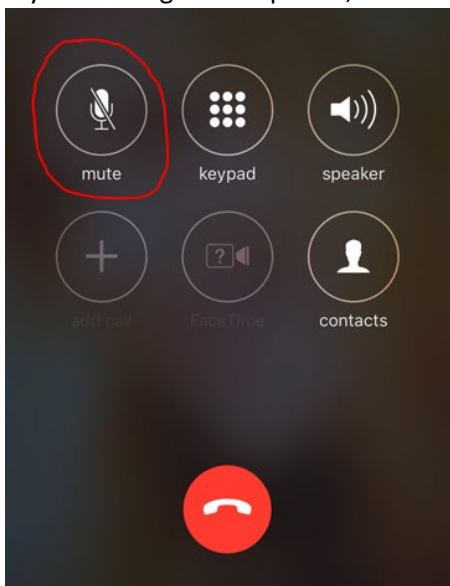
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 14, 2020

PREPARED BY

AGENDA ITEM # E.1

For consideration and possible action to payoff 2018 and 2019 Board of Commissioners of Public Lands state trust fund loan for a total of \$3,000,000.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. State Trust Fund Loan Payoff Letter



Office of the City Finance Department

 , 2020

via facsimile (608) 267-2787

Board of Commissioners of Public Lands

Post Office Box 8943

Attention: Accounting

Madison, Wisconsin 53708-8943

Attention: Ms. Denise Nechvatal

RE: CITY OF GREEN BAY, WISCONSIN

Dear Ms. Nechvatal:

This is to inform the Board of Commissioners of Public Lands that the City of Green Bay, Wisconsin intends to pay in full the below-referenced loans in the amounts listed below by August 31, 2020.

Loan ID Number: #02020023.01

Dated: September 17, 2019

Total Principal Amount Refunded (08/31/2020)	\$1,000,000.00
Total Interest Amount Due (08/31/2020)	<u>35,856.16</u>
Total.....	<u>\$1,035,856.16</u>

Loan ID Number: #02019040.01

Dated: November 20, 2018

Total Principal Amount Refunded (08/31/2020)	\$2,000,000.00
Total Interest Amount Due (08/31/2020)	<u>39,356.16</u>
Total.....	<u>\$2,039,356.16</u>



Office of the City Finance Department

GRAND TOTAL\$3,075,212.32

The City will wire funds in the amount of \$1,035,856.16 on or before August 31, 2020 and Baird will wire funds, on behalf of the City, in the amount of \$2,039,356.16 on August 31, 2020. If you should have any questions, please do not hesitate to call the City at (920) 448-3025.

Sincerely,

CITY OF GREEN BAY, WISCONSIN

Diana L. Ellenbecker, Finance Director/ Comptroller



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 14, 2020

PREPARED BY

AGENDA ITEM # E.2

For consideration and possible action of refunding \$2,000,000 BCPL state trust fund loan for TID 22.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Refunding State Trust fund potential savings



City of Green Bay, Wisconsin

FINANCE COMMITTEE
JULY 14, 2020

Baird Public Finance

John A. Mehan
Managing Director
414.765.3719

jmehan@rwbaird.com



City of Green Bay

REFINANCING OF 2018 STATE TRUST FUND LOAN ("STFL")

Current Issue

City of Green Bay, Wisconsin
State Trust Fund Loan (Taxable)
TID #22 Supported
Dated November 20, 2018

Issuance:	Board of Commissioners of Public Lands State Trust Fund Loan
Authorization:	November 20, 2018
Original Issue Size:	\$2,000,000 (2018 Loan)
Tax Status:	Taxable Debt
Original Maturity Structure:	March 15, 2021-2028
Interest Rates:	4.25% (callable maturities only)
Redemption Provisions:	Callable annually 1/1-8/31 with 30 days notice 30 days notice expires on August 31, 2020

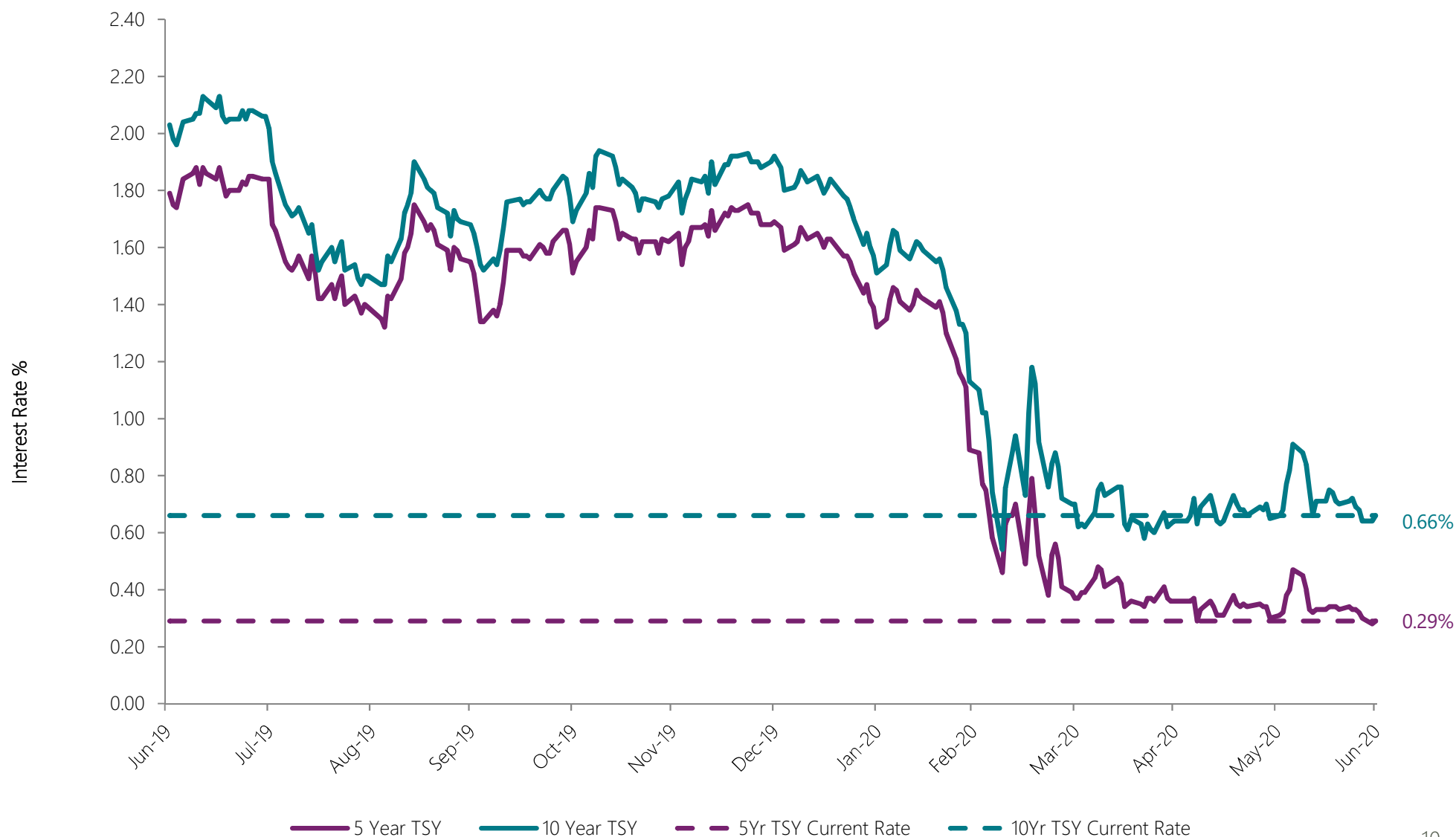
Proposed Issue

City of Green Bay, Wisconsin
Taxable General Obligation Refunding Bonds
Dated TBD

Issuance:	2020 Taxable General Obligation Refunding Bonds
Proposed Issue Size:	\$2,085,000 (Approximate)
Tax Status:	Taxable Debt
Maturity Structure:	April 1, 2024-2038
True Interest Rate:	2.06% (estimate)
Potential Present Value Savings (after costs):	\$176,585 or 8.829% of Refunded Par

U.S. Treasury Rates

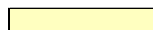
ONE-YEAR SNAPSHOT OF TAXABLE INTEREST RATES



Refinancing Illustration – 2018 STFL

Calendar Year	BEFORE REFINANCING					AFTER REFINANCING					POTENTIAL DEBT SERVICE SAVINGS/(LOSS)
	\$2,000,000 State Trust Fund Loan Dated November 20, 2018			OTHER TID #22 DEBT SERVICE	TOTAL TID #22 DEBT SERVICE	\$2,085,000 Taxable G.O. Refunding Bonds (CR) Dated August 31, 2020 ¹			OTHER TID #22 DEBT SERVICE	TOTAL TID #22 SERVICE	
	PRINCIPAL (3/15)	RATE	INTEREST (3/15)			PRINCIPAL (4/1)	INTEREST (4/1 & 10/1) TIC= 2.06%	TOTAL			
2021	\$100,000	4.250%	\$85,000	\$48,059	\$233,059		\$40,246	\$40,246	\$48,059	\$88,305	\$144,754
2022	\$175,000	4.250%	\$80,750	\$40,143	\$295,893		\$37,055	\$37,055	\$40,143	\$77,198	\$218,695
2023	\$250,000	4.250%	\$73,313	\$40,143	\$363,455		\$37,055	\$37,055	\$40,143	\$77,198	\$286,258
2024	\$275,000	4.250%	\$62,859	\$124,293	\$462,152	\$140,000	\$36,390	\$176,390	\$124,293	\$300,683	\$161,469
2025	\$300,000	4.250%	\$51,000	\$122,593	\$473,593	\$140,000	\$34,955	\$174,955	\$122,593	\$297,548	\$176,045
2026	\$300,000	4.250%	\$38,250	\$125,843	\$464,093	\$140,000	\$33,310	\$173,310	\$125,843	\$299,153	\$164,940
2027	\$300,000	4.250%	\$25,500	\$128,993	\$454,493	\$140,000	\$31,455	\$171,455	\$128,993	\$300,448	\$154,045
2028	\$300,000	4.250%	\$12,785	\$132,343	\$445,127	\$135,000	\$29,463	\$164,463	\$132,343	\$296,805	\$148,322
2029				\$135,855	\$135,855	\$135,000	\$27,370	\$162,370	\$135,855	\$298,225	(\$162,370)
2030				\$134,228	\$134,228	\$140,000	\$25,100	\$165,100	\$134,228	\$299,328	(\$165,100)
2031				\$137,453	\$137,453	\$140,000	\$22,650	\$162,650	\$137,453	\$300,103	(\$162,650)
2032				\$140,483	\$140,483	\$140,000	\$20,060	\$160,060	\$140,483	\$300,543	(\$160,060)
2033				\$143,308	\$143,308	\$135,000	\$17,380	\$152,380	\$143,308	\$295,688	(\$152,380)
2034				\$145,918	\$145,918	\$140,000	\$14,560	\$154,560	\$145,918	\$300,478	(\$154,560)
2035				\$148,303	\$148,303	\$140,000	\$11,550	\$151,550	\$148,303	\$299,853	(\$151,550)
2036				\$150,453	\$150,453	\$140,000	\$8,400	\$148,400	\$150,453	\$298,853	(\$148,400)
2037				\$152,393	\$152,393	\$140,000	\$5,110	\$145,110	\$152,393	\$297,503	(\$145,110)
2038				\$154,150	\$154,150	\$140,000	\$1,715	\$141,715	\$154,150	\$295,865	(\$141,715)
2039				\$160,661	\$160,661				\$160,661	\$160,661	
2040				\$161,920	\$161,920				\$161,920	\$161,920	
	\$2,000,000		\$429,457	\$2,527,528	\$4,956,985	\$2,085,000	\$433,823	\$2,518,823	\$2,527,528	\$5,046,352	(\$89,367)

Maturities callable 1/1-8/31 each year.

 Callable Maturities
Refinanced With 2020 Issue.

ROUNDING AMOUNT..... **\$2,411**
GROSS SAVINGS (LOSS) \$..... **(\$86,956)**

(1) This illustration represents a mathematical calculation of potential interest cost savings (cost), assuming hypothetical rates based on current rates for municipal bonds as of 6/29/2020. Actual rates may vary. If actual rates are higher than those assumed, the interest cost savings would be lower. This illustration provides information and is not intended to be a recommendation, proposal or suggestion for a refinancing or otherwise to be considered as advice.

(2) Present value calculated using the All Inclusive Cost (AIC) of 2.17% as the discount rate.

(2) POTENTIAL PRESENT VALUE SAVINGS \$..... **\$176,585**
POTENTIAL PRESENT VALUE SAVINGS %..... **8.829%**

Interest Rate Sensitivity		
Change in Rates	Est. PV % Savings	Est. PV \$ Savings
-0.30%	10.244%	\$204,890
-0.20%	9.774%	\$195,472
-0.10%	9.295%	\$185,895
+0.10%	8.353%	\$167,065
+0.20%	7.893%	\$157,863
+0.30%	7.426%	\$148,526

Tentative Financing Timetable

July2020							August2020							September2020							October2020								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3	4						1			1	2	3	4	5						1	2	3	
5	6	7	8	9	10	11		2	3	4	5	6	7	8	6	7	8	9	10	11	12		4	5	6	7	8	9	10
12	13	14	15	16	17	18		9	10	11	12	13	14	15	13	14	15	16	17	18	19		11	12	13	14	15	16	17
19	20	21	22	23	24	25		16	17	18	19	20	21	22	20	21	22	23	24	25	26		18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29		27	28	29	30					25	26	27	28	29	30	31
							30	31																					

Tuesday, July 14, 2020.....	Present Refunding Plans to Finance Committee.
Monday, July 20, 2020.....	Draft Preliminary Official Statement ("POS") to Support Banker and Banker for internal review. Draft POS e-mailed to Moody's.
Tuesday, July 21, 2020.....	Common Council considers the Initial Resolutions.
Thursday, July 23, 2020.....	Comments received from Support Banker and Banker. Updated draft POS e-mailed to the City and Bond Counsel for review.
Thursday, July 30, 2020.....	Comments received from the City and Bond Counsel. Updated draft POS redistributed to Moody's prior to conference call.
On or before July 31, 2020.....	City to send 2018 STFL Payoff Letter to BCPL (cannot be rescinded)
Week of August 3, 2020.....	Moody's conference call scheduled (if needed).
Monday, August 10, 2020.....	Moody's rating report received; Due diligence call with Baird; POS printed and distributed; Sales memos and related information provided to sales force.
Tuesday, August 18, 2020.....	Pricing. Common Council adopts Award Resolutions.
To be determined.....	Settlement Date.
On or before August 31, 2020.....	Fiscal Agent (Associated Trust) circulates 2010 BABs Call Notice. Payoff of 2018 STFL.
Thursday, October 1, 2020.....	Fiscal Agent (Associated Trust) redeems 2010 BABs.

Note: Baird will be closed on Monday, September 7, 2020 in observance of Labor Day.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 14, 2020

PREPARED BY

AGENDA ITEM # E.3

For consideration and possible action of refunding taxable 2010 General Obligation purpose bonds (BABs).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Refunding 2010 BAB potential savings



City of Green Bay, Wisconsin

FINANCE COMMITTEE
JULY 14, 2020

Baird Public Finance

John A. Mehan
Managing Director
414.765.3719
jmehan@rwbaird.com



City of Green Bay

REFINANCING OF 2010B BUILD AMERICA BONDS ("BABS")



Current Issue

City of Green Bay, Wisconsin
Taxable General Obligation Corporate Purpose Bonds, Series 2010B (BABs)
Dated May 25, 2010

Issuance:	Build America Bonds – Direct Payment
Authorization:	May 2010
Original Issue Size:	\$15,320,000 (2010 Issue)
Tax Status:	Taxable Debt
Original Maturity Structure:	April 1, 2011-2030
Interest Rates:	4.75 – 5.50% (callable maturities only)
Redemption Provisions:	April 1, 2021-2030 callable April 1, 2020 or any date thereafter



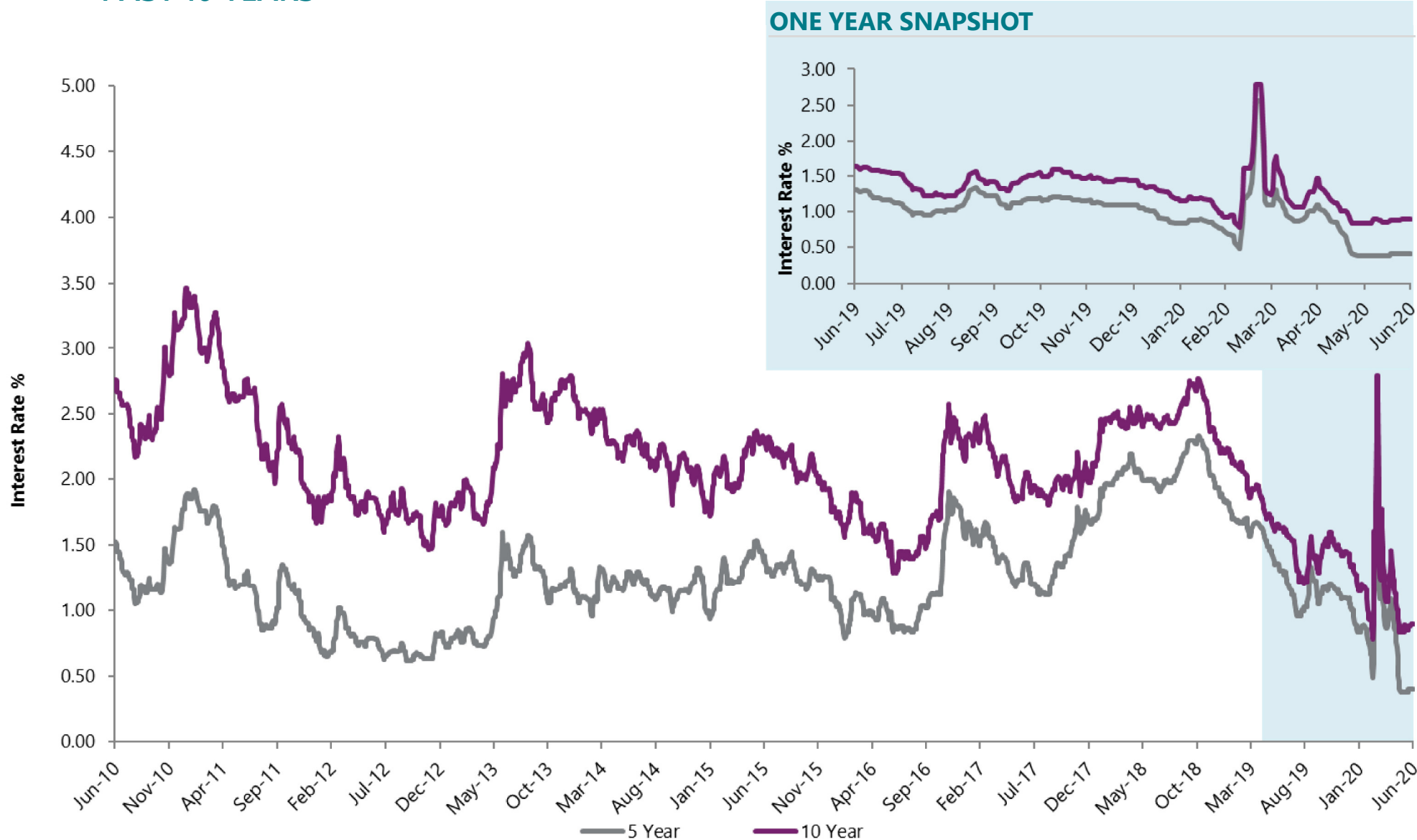
Proposed Issue

City of Green Bay, Wisconsin General Obligation Refunding Bonds Dated TBD

Issuance:	2020 General Obligation Refunding Bonds
Proposed Issue Size:	\$7,615,000 (Approximate)
Tax Status:	Tax-Exempt Debt / Non-Bank Qualified
Maturity Structure:	April 1, 2021-2030
True Interest Rate:	1.37% (estimate)
Potential Annual Debt Service Savings:	\$84,400 – \$88,490
Potential Present Value Savings (after costs):	\$796,590 or 10.461% of Refunded Par

Tax-Exempt Interest Rates

PAST 10 YEARS



Refinancing Illustration – 2010 BABs

BAIRD

Calendar Year	BEFORE REFINANCING						AFTER REFINANCING								POTENTIAL DEBT SERVICE SAVINGS	
	\$15,320,000 Taxable G.O. Corp. Purpose Bonds (BABs) Dated May 25, 2010				TOTAL DEBT SERVICE	\$15,320,000 Taxable G.O. Corp. Purpose Bonds (BABs) Dated May 25, 2010			\$7,615,000 G.O. Refunding Bonds (CR) Dated August 31, 2020 ¹				TOTAL NEW DEBT SERVICE			
	PRINCIPAL (4/1)	RATE	INTEREST (4/1 & 10/1)	BABS SUBSIDY -35.00%		PRINCIPAL (4/1)	INTEREST (4/1 & 10/1)	BABS SUBSIDY ⁽²⁾ -35.00%	PRINCIPAL (4/1)	INTEREST (4/1 & 10/1)	LESS: BID PREMIUM TIC= AVAILABLE FOR D/S	TOTAL				
2020	\$890,000	4.625%	\$415,516	(\$136,850)	\$1,168,666		\$890,000	\$415,516	(\$136,850)					\$1,168,666	\$0	
2021	\$640,000	4.750%	\$379,735	(\$125,332)	\$894,403		***				\$810,000	\$165,189	(\$165,189)	\$810,000	\$810,000	\$84,403
2022	\$660,000	4.875%	\$348,448	(\$115,005)	\$893,442		***				\$745,000	\$135,900	(\$72,844)	\$808,056	\$808,056	\$85,386
2023	\$685,000	5.000%	\$315,235	(\$104,043)	\$896,192		***				\$690,000	\$121,550		\$811,550	\$811,550	\$84,642
2024	\$715,000	5.000%	\$280,235	(\$92,492)	\$902,743		***				\$710,000	\$107,550		\$817,550	\$817,550	\$85,193
2025	\$740,000	5.125%	\$243,398	(\$80,333)	\$903,064		***				\$725,000	\$89,575		\$814,575	\$814,575	\$88,489
2026	\$770,000	5.250%	\$204,223	(\$67,404)	\$906,819		***				\$750,000	\$71,200		\$821,200	\$821,200	\$85,619
2027	\$805,000	5.250%	\$162,879	(\$53,758)	\$914,121		***				\$770,000	\$56,000		\$826,000	\$826,000	\$88,121
2028	\$835,000	5.350%	\$119,411	(\$39,412)	\$915,000		***				\$790,000	\$40,400		\$830,400	\$830,400	\$84,600
2029	\$865,000	5.500%	\$73,288	(\$24,189)	\$914,099		***				\$805,000	\$24,450		\$829,450	\$829,450	\$84,649
2030	\$900,000	5.500%	\$24,750	(\$8,169)	\$916,581		***				\$820,000	\$8,200		\$828,200	\$828,200	\$88,381
	\$8,505,000		\$2,567,116	(\$846,986)	\$10,225,130		\$890,000	\$415,516	(\$136,850)		\$7,615,000	\$820,014	(\$238,033)	\$8,196,981	\$9,365,647	\$859,483

Maturities callable 4/1/2020 or any date thereafter.

Callible Maturities

*** Refinanced With 2020 Issue.

Subsidy reduced by 5.9% in 2020 (Sequestration).

Subsidy reduced by 5.7% 2021-2030 (Sequestration).

POTENTIAL GROSS SAVINGS..... **\$859,483**

(1) This illustration represents a mathematical calculation of potential interest cost savings (cost), assuming hypothetical rates based on current rates for municipal bonds as of 6/29/2020. Actual rates may vary. If actual rates are higher than those assumed, the interest cost savings would be lower. This illustration provides information and is not intended to be a recommendation, proposal or suggestion for a refinancing or otherwise to be considered as advice.

(2) Assumes BABs subsidy is received through 10/1/20 call date.

(3) Present value calculated using the All Inclusive Cost (AIC) of 1.45% as the discount rate.

(3) POTENTIAL PRESENT VALUE SAVINGS \$..... **\$796,594**
POTENTIAL PRESENT VALUE SAVINGS %..... **10.461%**

Interest Rate Sensitivity		
Change in Rates	Est. PV % Savings	Est. PV \$ Savings
-0.30%	12.155%	\$925,574
-0.20%	11.584%	\$882,158
-0.10%	11.020%	\$839,142
+0.10%	9.902%	\$754,064
+0.20%	9.354%	\$712,308
+0.30%	8.803%	\$670,350

Tentative Financing Timetable

July2020							August2020							September2020							October2020								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3	4						1			1	2	3	4	5						1	2	3	
5	6	7	8	9	10	11		2	3	4	5	6	7	8	6	7	8	9	10	11	12		4	5	6	7	8	9	10
12	13	14	15	16	17	18		9	10	11	12	13	14	15	13	14	15	16	17	18	19		11	12	13	14	15	16	17
19	20	21	22	23	24	25		16	17	18	19	20	21	22	20	21	22	23	24	25	26		18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29		27	28	29	30					25	26	27	28	29	30	31
							30	31																					

Tuesday, July 14, 2020.....	Present Refunding Plans to Finance Committee.
Monday, July 20, 2020.....	Draft Preliminary Official Statement ("POS") to Support Banker and Banker for internal review. Draft POS e-mailed to Moody's.
Tuesday, July 21, 2020.....	Common Council considers the Initial Resolutions.
Thursday, July 23, 2020.....	Comments received from Support Banker and Banker. Updated draft POS e-mailed to the City and Bond Counsel for review.
Thursday, July 30, 2020.....	Comments received from the City and Bond Counsel. Updated draft POS redistributed to Moody's prior to conference call.
On or before July 31, 2020.....	City to send 2018 STFL Payoff Letter to BCPL (cannot be rescinded)
Week of August 3, 2020.....	Moody's conference call scheduled (if needed).
Monday, August 10, 2020.....	Moody's rating report received; Due diligence call with Baird; POS printed and distributed; Sales memos and related information provided to sales force.
Tuesday, August 18, 2020.....	Pricing. Common Council adopts Award Resolutions.
To be determined.....	Settlement Date.
On or before August 31, 2020.....	Fiscal Agent (Associated Trust) circulates 2010 BABs Call Notice. Payoff of 2018 STFL.
Thursday, October 1, 2020.....	Fiscal Agent (Associated Trust) redeems 2010 BABs.

Note: Baird will be closed on Monday, September 7, 2020 in observance of Labor Day.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 14, 2020

PREPARED BY

AGENDA ITEM # E.4

For consideration with possible action the acceptance of the Center for Tech & Civic Life grant for \$1,093,400.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2020-07-08 CTCL Election Grant Tracking Form
2. 2020-06-15 Wisconsin Safe Voting Plan--RACINE



GRANT TRACKING FORM

PART #1: Notification of Grant Funds

(emailto:PamelaMa@greenbaywi.gov)

APPLICANT DEPARTMENT: Clerk's office and Mayor's office

DATE: 06/15/2020

APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE: Kris Teske, Clerk/Celestine Jeffreys, Chief of Staff

APPROPRIATE COMMITTEE: Finance Committee, Common Council, Ad Hoc Committee on Elections

NAME OF GRANT/FUNDING SOURCE: Center for Tech and Civic Life (through City of Racine's efforts)

AMOUNT OF GRANT REQUEST: \$1,103,400

LOCAL MATCH REQUIREMENT: \$0

SOURCE OF MATCH: ☐ General Fund ☐ Non-General Fund ☒ Not Applicable

TIMEFRAME OF GRANT: 06/30/2020 through 12/31/2020

TYPE OF GRANT REQUEST: ☒ Monetary ☐ Other (explain under 'purpose of grant')

PURPOSE OF GRANT (summary): From the "Wisconsin Safe Voting Plan," As mayors in Wisconsin's five biggest cities - Milwaukee, Madison, Green Bay, Kenosha, and Racine - we seek to work collaboratively on the two remaining 2020 elections (August 11th and November 3rd) to: safely administer elections to reduce the risk of exposure to coronavirus for our residents as well as our election officials and poll workers; identify best practices; innovate to efficiently and effectively educate our residents about how to exercise their right to vote; be intentional and strategic in reaching our historically disenfranchised residents and communities; and, above all, ensure the right to vote in our dense and diverse communities.

How does the grant meet City/Department needs? The grant will provide funds to purchase equipment that will improve efficiencies in the clerk's office; allocate funds for voter outreach, which often gets left by-the-wayside due to staffing constraints; augment staffing in the clerk's office, especially around the presidential election; and meet the equipment and staffing needs of running elections during a pandemic.

What are the personnel requirements (include both existing and new staff) of the grant? The personnel requirements will be: clerk's office staff; mayor's office staff; Ad Hoc Committee on Elections; several LTE positions, and most likely an internal team to work with the Center for Tech and Civic Life. This team will develop the programs outlined in the grant, identify best practices and successfully execute the Safe Voting Plan.

DEPARTMENT HEAD SIGNATURE: _____

PART #2: Request to Accept Grant Funds

(complete after notification of grant award; emailto:PamelaMa@greenbaywi.gov)

AMOUNT OF GRANT AWARD: \$1,103,400

CFDA/STATE ID #: _____

LOCAL MATCH REQUIREMENT: \$0

PART	TO:	DATE:	TO:	DATE:
#1: Request to Apply	Finance Dept		FC - Info/Action	
#2: Request to Accept	Finance Dept		FC - Action	

FC = Finance Committee



GRANT TRACKING FORM

Please describe the source of match, if applicable: n/a

Please describe any major changes in proposed grant-funded activities: none proposed

Please describe what the grant money will be spent on: The grant funds will be spent on equipment, program development, program execution, advertising/social media, increased salaries for current staff and LTE positions.

PART	TO:	DATE:	TO:	DATE:
# 1: Request to Apply	Finance Dept		FC – Info/Action	
# 2: Request to Accept	Finance Dept		FC – Action	

FC = Finance Committee



Wisconsin Safe Voting Plan 2020

Submitted to the Center for Tech & Civic Life

June 15, 2020

The State of Wisconsin found itself in the midst of an historic election in April of 2020 when statewide elections occurred in the midst of the COVID-19 pandemic. These elections included not only the presidential preference vote, but also local races for city councils, county boards, school board, and mayors, a statewide election for a seat on the Wisconsin Supreme Court, and numerous district-wide school referenda.

Municipalities were required to make rapid and frequent adjustments to ensure compliance with the rapidly changing Supreme Court, Wisconsin Supreme Court, and Wisconsin Election Commission (WEC) rulings about the election. (The April 2020 Election may go down in history as the only election in which the Wisconsin Supreme Court and the US Supreme Court weighed in on the same day on how the election would be conducted.)

The shifting legal landscape was also complicated by the extraordinary lengths municipal clerks went to to ensure that both voting and election administration were done in accordance with prevailing public health requirements.

As mayors in Wisconsin's five biggest cities - Milwaukee, Madison, Green Bay, Kenosha, and Racine - we seek to work collaboratively on the two remaining 2020 elections (August 11th and November 3rd) to: safely administer elections to reduce the risk of exposure to coronavirus for our residents as well as our election officials and poll workers; identify best practices; innovate to efficiently and effectively educate our residents about how to exercise their right to vote; be intentional and strategic in reaching our historically disenfranchised residents and communities; and, above all, ensure the right to vote in our dense and diverse communities.

Table 1: Summary of Municipalities' Electorate Data, June 2020

	Green Bay	Kenosha	Madison	Milwaukee	Racine
Estimated Eligible Voters	71,661	73,000	213,725	430,000	56,000
Registered Voters	52,064	47,433	178,346	294,459	34,734
2020 Election Budget	\$329,820	\$205,690	\$2,080,283	\$2,986,810	\$409,529

All five jurisdictions share concerns about how to best facilitate voter participation and limit exposure to coronavirus. All five jurisdictions spent all or most of the budgeted resources for all of 2020 on the extraordinary circumstances this Spring. If no plan is approved, it will leave communities like ours with no choice but to make tough decisions between health and the right to vote; between budget constraints and access to fundamental rights. The time that remains between now and the November Election provides an opportunity to plan for the highest possible voter turnouts in the safest possible ways.

We are collectively requesting a total of \$6,131,567 as summarized in Table 3 below and detailed extensively in the plan.

Review of the April 2020 Election

The April 2020 election placed two sacred duties of cities in conflict: keeping our residents safe and administering free and fair elections. Since Wisconsin's elections are administered at the municipal level, each municipality was on its own to deal with these dynamics. Our Municipal Clerks and their staff are all remarkable public servants, who responded nimbly and effectively to marshal the resources needed to run these elections under exceedingly challenging circumstances. In this election, all five of our municipalities faced:

- Precipitous drop-offs of experienced poll workers;
- A scramble to procure enough PPE to keep polling locations clean and disinfected and to mitigate COVID-19 risk for election officials, poll workers, and voters;
- A never-before-seen increase in absentee ballot requests;
- High numbers of voters who struggled to properly submit required photo ID and/or provided insufficient certification of absentee ballot envelopes; and
- Voters who, understandably, were completely confused about the timeline and rules for voting in the midst of a pandemic and required considerable public outreach and individual hand-holding to ensure their right to vote.

See Table 2, below, for detailed data on all five municipalities' April 2020 absentee mail and in-person early voting experiences.

Table 2: Summary of Municipalities' Experiences in April 2020 Election

	Green Bay	Kenosha	Madison	Milwaukee	Racine
# of voters who requested absentee ballots for April election	15,509	16,017	89,730	96,712	11,615
# of absentee ballots successfully cast in April	11,928	13,144	77,677	76,362	9,570
# of absentee ballot requests unfulfilled due to insufficient photo ID	Unknown	Unknown	1,840	2.5%	Estimated hundreds
# of absentee ballots rejected due to incomplete certification	312	196	618	1,671	368
# of secure drop-boxes for absentee ballot return	1	2	3	5	1
# of days of early voting	12	10	19	14	13
Use curbside voting for early voting?	✓	✗	✓	✓	✓
# of voters who voted in-person early absentee	778	85	4,930	11,612	1,543
# of additional staff enlisted for election-related efforts	86	60	225	95	20
\$ spent on PPE	\$2,122	\$13,000	\$6,305	Unknown	Unknown
# of polling locations	2	10	66	5	14
Use drive-thru or curbside voting on Election Day?	✓	✗	✓	✓	✓

Comprehensive Election Administration Needs for 2020

In early June 2020, all five municipal clerks and their staff, with review and support from all five cities' Mayors and Mayoral staff, completed a detailed, multi-page template (attached) providing both data and information about the municipalities' election plans and needs. This Wisconsin Safe Voting Plan 2020 is based on that comprehensive information. All five of our municipalities recommend the following four strategies to ensure safe, fair, inclusive, secure, and professional elections in our communities for the remaining 2020 elections:

Recommendation I: Encourage and Increase Absentee Voting (By Mail and Early, In-Person)

1. Provide assistance to help voters comply with absentee ballot requests & certification requirements
2. Utilize secure drop-boxes to facilitate return of absentee ballots
3. Deploy additional staff and/or technology improvements to expedite & improve accuracy of absentee ballot processing
4. Expand In-Person Early Voting (Including Curbside Voting)

Recommendation II: Dramatically Expand Strategic Voter Education & Outreach Efforts, Particularly to Historically Disenfranchised Residents

Recommendation III: Launch Poll Worker Recruitment, Training & Safety Efforts

Recommendation IV: Ensure Safe & Efficient Election Day Administration

As detailed in this plan, our municipalities are requesting **a total of \$6,324,567** to robustly, swiftly, comprehensively, and creatively implement these four strategic recommendations in each of our communities. That request is summarized as follows in Table 3, below, and detailed extensively in the remainder of this plan.

Table 3: Summary of Resources Needed to Robustly Implement All Four Recommendations

Recommendation	Green Bay	Kenosha	Madison	Milwaukee	Racine	Totals
Encourage and Increase Absentee Voting By Mail and Early, In-Person	\$277,000	\$455,239	\$548,500	\$998,500	\$293,600	\$2,572,839
Dramatically Expand Strategic Voter Education & Outreach Efforts	\$215,000	\$58,000	\$175,000	\$280,000	\$337,000	\$1,065,000
Launch Poll Worker Recruitment, Training & Safety Efforts	\$174,900	\$145,840	\$507,788	\$800,000	\$181,500	\$1,810,028
Ensure Safe & Efficient Election Day Administration	\$426,500	\$203,700	\$40,500	\$76,000	\$130,000	\$876,700
Totals:	\$1,093,400	\$862,779	\$1,271,788	\$2,154,500	\$942,100	\$6,324,567

Recommendation I: Encourage & Increase Absentee Voting By Mail and Early, In-Person

Of all the things that need to be done to ensure access and safety at the polls, this is perhaps the most important and timely. It is time, resource, and labor intensive but results in the voter being able to vote by mail or from the relative safety of their car or at a socially distanced and carefully planned early voting site.

Overview of Absentee Voting in Wisconsin

Before discussing our strategies and plans to encourage and increase absentee voting, both by mail and in-person, early voting, it's important to first understand the absentee voting context in Wisconsin.

There are two ways to vote early in Wisconsin: in-person and through the mail. Both are technically called "absentee voting," a phrase held over from a time when absentee voting required you to affirm that you were over 80, ill, or going to be out of the municipality on Election Day. Those requirements no longer exist in the statutes, and people can vote early, or absentee, for any reason. The April 2020 election saw dramatic increases in the number of absentee ballot requests over previous elections.

While for many regular voters, absentee voting - whether completed by mail or early, in-person - is a relatively easy process, our five cities understand that absentee voting does not work easily for all voters. Our communities of color, senior voters, low-income voters without reliable access to the internet, people with disabilities, and students all have legitimate concerns about the absentee voting process.

Voting absentee by mail has been complicated by the fairly recent imposition of state law requiring voters to provide an image of their valid photo ID prior to first requesting an absentee ballot. While this works relatively easily for voters who have valid photo IDs and the technology necessary to upload an image file of that valid ID into the state's myvote.wi.gov website, it does not work well or easily for other voters who do not have valid photo ID (complicated by closure of DMVs due to the pandemic), lack access to reliable internet (also complicated by coronavirus-related closures or reduced hours at libraries and community centers, leaving those residents without regular public internet access that our municipalities normally provide), those who don't have smart phones to take and upload photos, and those who need additional education about what constitutes a valid photo ID. (For example, countless voters in our municipalities attempted to submit "selfies" as valid photo ID. Explaining to them that this was not a valid form of photo ID and instructing them on how to properly submit valid ID took considerable staff time and resources.)

Once the absentee ballot is received, it must be completed correctly to be successfully cast, and there are numerous certification requirements on the absentee ballot envelope; if not correctly completed, the ballot could be rejected. Prior to this April's

election, very small numbers of voters had traditionally chosen to cast ballots by mail. Municipal clerks' offices simply were not prepared and do not have the staffing or technological resources needed to quickly process dramatically higher numbers of absentee ballot requests, troubleshoot problems, answer voter questions, provide information and to expedite the processing of thousands of received absentee ballots on Election Day.

In-person early absentee voting also poses challenges for voters and election administrators. While all of our communities had previously offered early voting locations and hours, April's election required election officials to creatively and quickly expand in-person early voting opportunities, including curbside voting, all while prioritizing necessary COVID-19 precautions.

As indicated by Table 4, below, all five of our municipalities are already experiencing dramatic increases in the number of voters requesting to vote absentee, compared to pre-pandemic, and must procure resources to enable voters in our communities to meaningfully access absentee voting.

Table 4: Absentee Ballots in All Municipalities as of June 2020

	Green Bay	Kenosha	Madison	Milwaukee	Racine
# of voters on permanent absentee list prior to 2/18/20	1,628	1,856	2,062	6,252	613
# of voters on permanent absentee list as of 4/7/20	4,306	3,469	8,665	23,374	2,684
# of voters who have already requested absentee ballots for August 2020	5,162	9,450	36,092	53,438	3,389
# of voters who have already requested absentee ballots for November 2020	4,859	9,123	34,164	50,446	3,204

We are committed to making voting accessible via mail, in-person prior to Election Day, and at the polls on Election Day. Particularly in the midst of a global pandemic when many voters are rightfully apprehensive about in-person voting, we want to ensure that voters in our communities know they have options and we are committed to conducting the necessary voter outreach and education to promote absentee voting and encourage higher percentages of our electors to vote absentee.

Increasing the number of voters who cast votes prior to Election Day minimizes the risk of spreading COVID-19 on Election Day from in-person contacts at our polling locations, and it reduces the chance for lines and delays in voting on Election Day.

The Wisconsin Election Commission (WEC) has approved a proposal to mail all registered voters absentee ballot request forms, which allows our five communities to focus on helping voters overcome the barriers to successfully returning those forms so they can obtain, and then successfully submit, their completed absentee ballots. This measure will provide absentee request information directly to voters, alleviating the need for municipalities to expend the cost to send the mailing. However, it is unclear how this measure will affect the workload of municipal clerks. Although the WEC has directed that the forms be returned to the WEC for entry, municipal clerks must still review each record, process, mail, record receipt and canvass each absentee ballot.

All of our municipalities anticipate continued large increases in absentee voting based on the April 2020 trends. Milwaukee, for example, anticipates that 80% of residents will vote absentee by mail for both the August primary and the November general election.

All five cities have identified numerous barriers to successful absentee voting, including: voters facing numerous challenges to successfully submitting valid photo ID; voters needing assistance complying with absentee ballot certification requirements, including obtaining the required witness signature on the absentee ballot return envelope; the labor-intensive process faced by all of our clerks' offices of processing absentee ballot requests; and U.S. Postal Service errors and mail delays. All of these are challenges for our municipalities in normal elections, but they are all compounded by the coronavirus pandemic, and made exponentially more difficult by the unprecedented volume of absentee voting requests. This puts tremendous strain on municipal election clerks and their staff.

Our five cities share the desire to assist as many residents as possible with casting ballots before Election Day, serving as the greatest opportunity we have to mitigate the spread of COVID-19 in our communities. We have identified several strategies to help voters in each of our communities overcome these barriers to successful absentee voting, both by mail and in-person early voting.

Overall, our five communities are requesting **\$2,572,839** in resources related to enabling our municipalities to overcome these particular barriers and ensure that our voters can meaningfully access absentee voting, both by mail and in-person early voting. These strategies and resource needs are broken down into four distinct component recommendations, within the overall umbrella of increasing and encouraging absentee voting:

1. Provide assistance to help voters comply with absentee ballot requests & certification requirements

- **Green Bay:** The City would like to employ bilingual LTE “voter navigators” (\$45,000) to help residents properly upload valid photo ID, complete their ballots and comply with certification requirements, and offer witness signatures. These voter navigators can assist voters prior to the elections and then also be trained and utilized as election inspectors. They would also like to utilize paid social media and local print and radio advertising to educate and direct voters in how to upload photo ID and how to request and complete absentee ballots. (\$2,000)
Total: \$47,000
- **Kenosha:** The City would like to have Clerk’s staff train library staff on how to help residents request and complete absentee ballots, would like to produce (\$3,000) and mail (\$26,200) a bilingual absentee ballot instruction sheet with all absentee ballots to increase correctly completed and submitted ballots. The City would like to hire a trainer for seasonal election workers, volunteers and poll workers. This employee would also coordinate assignments to polling locations, the early driver up voting site, the Clerk’s office for assistance in processing, data entry and filing of absentee requests and the Absentee Board of Canvassers (approximately \$50,000). The increase in absentee ballots due to COVID-19 has tremendously increased the workload of the department. In order to properly serve the citizens and voters additional LTE employees are needed (approximately \$175,000). **Total: \$254,200**
- **Madison:** Plans to hold curbside “Get your ID on File” events with the Clerk this summer utilizing volunteers or paid poll workers (\$15,000) equipped with PPE (estimated \$5,000) and digital cameras (\$4,500) to capture voter ID images for voters who are unable to electronically submit their IDs to the Clerk’s office. They also need large flags to draw attention to these curbside sites (\$4,000). Would also like mobile wifi hotspots and tablets for all of these sites (\$100,000) so voters could complete their voter registration and absentee requests all at once, without having to wait for staff in the Clerk’s office to follow up on paper forms. (These mobile wifi hotspots, tablets, and flags, could all then be repurposed for early in-person voting closer to the election.) **Total: \$128,500**
- **Milwaukee:** The City notes that the biggest obstacle to Milwaukee residents, particularly those in poverty, to applying for an absentee ballot in April was access to the internet and securing an image of their photo ID. To address this, the City will be promoting and utilizing Milwaukee Public Library branch staff (\$90,000 for both elections) for 3 weeks prior to each election to assist any potential absentee voters with applying, securing, and uploading images of their valid photo ID. **Total: \$90,000**
- **Racine:** The City will recruit and promote (\$1,000), train (\$3,000), and employ paid Voter Ambassadors (\$8,000) who will be provided with both PPE and

supplies (\$4,000) and set up at the City's community centers to assist voters with all aspects of absentee ballot request, including photo ID compliance. Due to the increase of absentee mailed requests the City of Racine will need an additional 2 full time staff members in the Clerk's Office in order to have a reasonable turn-around time for absentee requests (\$100,000). Total: **\$116,000**.

Total: \$635,700

2. Utilize Secure Drop-Boxes to Facilitate Return of Absentee Ballots

Our five communities all share a desire to expand voters' ability to easily return absentee ballots to the municipality without having to rely on the postal service, since, after April's election, many voters are (rightfully) apprehensive that putting their completed ballot in the mail does not guarantee it will be received and counted by the municipality by statutory deadlines. Voters also need to have confidence that they are returning their completed absentee ballots into secure containers that are not at risk of tampering. All five cities need resources to purchase additional secure drop-boxes and place them at key locations throughout their cities, including libraries, community centers, and other well-known places, to ensure that returning completed ballots is as secure and accessible to voters throughout our cities as possible.

- **Green Bay:** The City would like to add secure (security cameras \$15,000) ballot drop-boxes (approximately \$900 each) at a minimum of the transit center and two fire stations, but if funding were available would also install secure drop boxes at Green Bay's libraries, police community buildings, and potentially several other sites including major grocery stores, gas stations, University of Wisconsin Green Bay, and Northern Wisconsin Technical College, in addition to the one already in use at City Hall. **Total: \$50,000**
- **Kenosha:** The City currently has two drop-boxes that are checked throughout the day, and would like to install 4 additional internal security boxes at Kenosha libraries and the Kenosha Water Utility so that each side of town has easy access to ballot drop-boxes. **Total: \$40,000**
- **Madison:** The City would like to have one secure drop box for every 15,000 voters, or 12 drop boxes total (\$36,000). The City would also like to provide a potential absentee ballot witness at each drop box, utilizing social distancing and equipped with PPE (staff costs unknown): **Total: \$50,000**
- **Milwaukee:** The City would like to install secure 24-hour drop boxes at all 13 Milwaukee Public library branches, staffed with socially distanced volunteers to serve as witnesses. **Total: \$58,500**

- **Racine:** The City currently has one secured drop box for absentee ballots, and would like to have 3 additional drop boxes, each equipped with security cameras, to install at key locations around the City. **Total: \$18,000.**

Total: \$216,500

3. Deploy Additional Staff and/or Technology Improvements to Expedite & Improve Accuracy of Absentee Ballot Processing

The process of assembling and mailing absentee ballots is labor-intensive, slow, and subject to human error. Absentee ballot requests must be approved and entered into the statewide system, labels must be printed and applied to envelopes, ballots must be initialled, folded, and inserted into the envelope along with instructions. Ballots must be logged when received back from the voter. Undeliverable ballots must be reviewed, reissued or canceled. When voters make mistakes on ballots the requests to reissue must be completed. These tasks are time-consuming and utilizing existing clerk's office staff pulls them away from all of the other service requests, phone answering, and tasks handled by busy municipal clerks' offices.

The tremendous increase in absentee ballot requests in April was unprecedented, and municipal clerks and their staff were unprepared for the volume. They responded remarkably well - particularly since many of their staff were, by late March and early April, working remotely or, at a minimum, all needing to adhere to social distancing and masking precautions when working together in the same room - but all five municipalities need additional resources to accurately and swiftly process absentee ballot requests.

- **Green Bay:** The City needs 45 additional staff to process absentee ballot requests before the election, to open and verify envelopes on Election Day, and insert them into the tabulators. After the election, staff are needed to enter new voter registrations and assist with all election certification tasks (\$140,000 for staffing) The City would also like to purchase a ballot opener and ballot folder to expedite processing (\$5,000). **Total: \$145,000.**
- **Kenosha:** The City needs resources for absentee ballot processing, to staff and process early, in-person absentee requests, and to answer voters' questions (approximately \$100,000). Additional workers are also needed to canvass absentee ballots (approximately \$11,000) **Total: \$111,000**
- **Madison:** Based on data from April, the City estimates it will need additional staffing (\$110,000) for hourly election clerks for the fall elections, and will incur

additional overtime costs (\$100,000) for staff processing of absentee ballots and other election-related tasks. **Total: \$210,000**

- **Milwaukee:** Given its tremendous volume of absentee ballot requests and processing tasks which dwarfs that of the other municipalities, Milwaukee would like to completely automate and expedite the assembly and mailing of requested absentee ballots. The City would like to purchase a high-speed, duplex printer, a top-of-the-line folding machine, and a high quality folding and inserting machine. This would reduce staff costs and eliminate the use of absentee labels, by enabling the City to print directly onto inner and outer envelopes. This would also allow the City to have a small 2D barcode that the inserter machine would be able to scan to ensure that the outer envelope is for the same voter; increasing quality controls. This automation would enable the City to eliminate the assembly delay no matter the volume of daily absentee requests, allowing experienced election workers and previously trained election temporary employees to be re-deployed to early voting sites as supervisors and lead workers. **Total: \$145,000**
- **Racine:** To process absentee ballot requests in April, the City estimates that it will need seven additional full-time employees to process fall election requests. These employees will be needed full-time for one month prior to the August Election (approximately \$17,000) and seven weeks prior to the November election (approximately \$30,000). **Total: \$47,000**

Total: \$658,000

4. Expand In-Person Early Voting (Including Curbside Voting)

For a variety of reasons, many voters in our municipalities do not want to vote by mail and prefer to vote in-person. As a result of the coronavirus, far more voters are interested in early, in-person absentee voting (EIPAV) than we've seen in previous elections, wishing to avoid lines or crowds on Election Day. All five municipalities would like to have resources to accommodate these early, in-person voters. Expanding access to early, in-person voting also will lessen lines at polling places on Election Day and allow for proper social distancing and other pandemic precautions to be uniformly implemented.

Curbside and drive-thru voting have been very popular with residents of our municipalities, particularly for those with health concerns who can remain in the cars and have a virtually contact-less voting process. For example, Milwaukee previously operated in-person early voting for one week leading up to the April election at three sites and then transitioned to one site of drive-thru voting. 11,612 cast ballots through these options: 5,571 via in-person and 6,041 at drive-thru, and these numbers represent a 46% increase over April 2016 "early voting" totals. However, it is slow-moving and

labor-intensive. Additionally, particularly in the larger cities among us, it requires law enforcement and traffic control assistance to help manage traffic.

- **Green Bay:** The City would like to expand and establish at least three EIPAV sites in trusted locations, ideally on the east (potentially UWGB) and west sides (potentially NWTC or an Oneida Nation facility) of the City, as well as at City Hall. The City is planning to offer early voting starting two weeks before each election, with several weekdays available until 6:30pm and Saturdays 10am-4pm. They would like to staff these early voting sites with election inspectors who are bilingual and would like to increase the salary rate for these bilingual election inspectors to assist with recruitment and retention, as well as in recognition of their important role at these sites. The City also will need to print additional ballots, signage, and materials to have available at these early voting sites. **Total: \$35,000.**
- **Kenosha:** The City plans to have one early voting location, at City Hall, and plans to hold early voting two weeks before the August election, with no weekend or evening hours planned, and 4 weeks before the November election, with access until 7pm two days/week and Saturday voting availability the week before the election. If City Hall is still closed to the public, they will explore offering early drive thru voting on City Hall property. Resources are needed for staffing (approximately \$40,000), PPE (\$1,050), signage (\$200), laptops, printers, and purchase of a large tent (\$8,789) to utilize for drive thru early voting. Staff could see voters' ID, print their label, hand them their ballot, and then collect the completed envelope. This would also allow staff to help voters properly do certification and provide witness signatures if necessary. The City could do this for one full week before elections. **Total \$50,039.**
- **Madison:** The City would like to provide 18 in-person absentee voting locations for the two weeks leading up to the August election, and for the four weeks leading up to the November election. Their original plan was to offer in-person absentee voting at all nine library locations, the City Clerk's Office, a city garage, Edgewood College, two Madison College locations, and four UW-Madison locations. Due to weather uncertainties, they will need to purchase and utilize tents (\$100,000) for the curbside voting locations in order to protect the ballots, staff, and equipment from getting wet and will also need large feather flags to identify the curbside voting sites. (Additional staff costs covered by the earlier question re. Absentee ballot processing.) The City would also like to get carts (\$60,000) for our ExpressVote accessible ballot marking devices so we can use the ExpressVote for curbside voting to normalize the use of ExpressVote to help voters with disabilities feel less segregated during the voting process. **Total: \$160,000.**
- **Milwaukee:** The City would like to set up 3 in-person early voting locations for two weeks prior to the August election (\$150,000) and 15 in-person early voting

locations and 1 drive-thru location, potentially at a central location like Miller Park, for four weeks prior to the November election (\$450,000). (Establishing this many EIPAV sites requires a significant investment in IT equipment, an additional ballot printer, tents, signage, and traffic control assistance from the Milwaukee Police Department.) Milwaukee would also like to offer evening and weekend early voting hours which would add additional costs for both August (\$30,000) and November (\$75,000). **Total: \$705,000.**

- **Racine:** The City would like to offer a total of 3 EIPAV satellite locations for one week prior to the August election, as well as offering in-person early voting - curbside, if City Hall is still closed to the public - at the Clerk's office for 2 weeks prior to the August election. For the November election, Racine would like to offer EIPAV at 4 satellite locations two weeks prior to the election and at the Clerk's office (again, potentially curbside) 6 weeks prior. The City would need to obtain PPE, tents, supplies and cover staff time and training (\$40,000). Racine would also like to have all satellite locations available for half-day voting the two Saturdays (\$17,000) and Sundays (\$17,000) prior to the November election, and the library and mall locations would be open until 8pm the week prior to the Election. Additional resources needed include one-time set-up fee per location (\$7,500), laptops and dymo printers (\$10,000), training (\$1,100), and signage (\$12,000.) As well, the City would like to host at least one drive-thru Voter Registration Day, where City Hall would be set up for residents to come get registered, curbside, and get their voting questions answered by Clerk's staff. Newly registered voters could also get assistance requesting absentee ballots for upcoming elections while they're there. (\$8,000) **Total: \$112,600**

Total: \$1,062,639.00

Recommendation I Total for All Strategies to Encourage and Increase Absentee Voting by Mail and Early, In-Person: \$2,572,839.00

Recommendation II: Dramatically Expand Voter & Community Education & Outreach, Particularly to Historically Disenfranchised Residents

All five municipalities expressed strong and clear needs for resources to conduct voter outreach and education to their communities, with a particular emphasis on reaching voters of color, low-income voters without reliable access to internet, voters with disabilities, and voters whose primary language is not English. This outreach is particularly necessary given the voter confusion that ensued in the lead-up to the April election, and voters' concerns and questions about voting during the COVID-19 pandemic. We understand that our communities of color do not necessarily trust the voting process, and that we need to work to earn that trust. We want to be transparent and open about what happens behind the scenes in elections, and what options are available for casting a ballot. We also want to make sure we are listening to groups that have historically been disenfranchised and groups that are facing obstacles with voting during this pandemic, and working with them to effectively respond to their concerns.

Voter outreach and education is also needed to encourage and explain new voter registration, and to encourage voters to verify and update their address or other voter registration information to do so prior to the Election. None of our communities have sufficient resources budgeted or available for the strategic, intentional, and creative outreach and education efforts that are needed in our communities over the summer and into the fall.

We all want our communities to have certainty about how the voting process works, trust in our election administration's accuracy, and current, accurate information on what options are available to vote safely in the midst of the pandemic. Significant resources are needed for all five municipalities to engage in robust and intentional voter education efforts to reduce confusion; encourage and facilitate new voter registration and registration updates; provide clear, accessible, and accurate information; address voters' understandable pandemic-related safety concerns; reassure voters of the security of our election administration; and, ultimately, reduce ballot errors and lost votes and enhance our residents' trust and confidence in our electoral process.

- **Green Bay:** Would like to reach voters and potential voters through a multi-prong strategy utilizing "every door direct mail," targeted mail, geo-fencing, billboards, radio, television, and streaming-service PSAs, digital advertising, and automated calls and texts (\$100,000 total). The City would also like to ensure that these efforts can be done in English, Spanish, Hmong, and Somali, since roughly 11% of households in the Green Bay area speak a language other than English. Ideally, the City would employ limited term communications staff or engage communications consultants (\$50,000) from August through the November election to design these communications and design and launch paid advertising on Facebook, Twitter, and Instagram, also in multiple languages. The City would also like to directly mail to residents who are believed to be eligible but not registered voters, approximately 20,000 residents. It would require both

considerable staff time to construct that list of residents and directly mail a professionally-designed piece (in multiple languages) to those voters. (\$50,000 total for staffing, design, printing, and postage). To assist new voters, the City would also like resources to help residents obtain required documents (i.e. birth certificates) which are needed to get a valid state ID needed for voting. These grant funds (\$15,000) would be distributed in partnership with key community organizations including churches, educational institutions, and organizations serving African immigrants, LatinX residents, and African Americans. **Total: \$215,000**

- **Kenosha:** Would like to directly communicate to all Kenosha residents via professionally-designed targeted mail postcards that include information about the voter's polling location, how to register to vote, how to request an absentee ballot, and how to obtain additional information. The City would have these designed by a graphic designer, printed, and mailed (\$34,000). The City would also like resources for social media advertising, including on online media like Hulu, Spotify, and Pandora (\$10,000) and for targeted radio and print advertising (\$6,000) and large graphic posters (\$3,000) to display in low-income neighborhoods, on City buses, and at bus stations, and at libraries (\$5,000). **Total: \$58,000**
- **Madison:** Would like to engage the City's media team to produce videos to introduce voters to the election process, voting options, and to explain the safety precautions taken at polls and early voting sites. These videos would then be shared in numerous ways, including through partner organizations and on the City's social media platforms. The City would also like to partner with community organizations and run ads on local Spanish-language radio, in the Spanish-language newspapers, on local hip hop radio stations, in African American-focused printed publications, and in online publications run by and for our communities of color (advertising total \$100,000). Additionally, the City has many poll workers who are from historically disenfranchised communities. The City would like to pay those poll workers (\$75,000) to conduct voter outreach and additional poll worker recruitment activities. **Total: \$175,000.**
- **Milwaukee:** Would like to partner with other City divisions to develop mailings and door hangers (\$10,000) that could accompany water bills, be distributed by the Department of Neighborhood Services, or hung on trash receptacles by sanitation staff. The City would also like to revamp current absentee voting instructions to be more visual, address issues specific to the pandemic such as securing a witness signature, prepare it in English and Spanish, and print 150,000 color copies (estimated total \$15,000). The Election Commission would also like to produce a short video (\$5,000) with visuals showing voters how to apply for an absentee ballot and how to correctly complete and return the ballot. Additionally, the Election Commission would like to hire a communications firm to prepare and implement a comprehensive voter outreach communications plan

(\$250,000). This communications effort would include numerous voter education ads and PSAs on radio, billboards, buses, with some using local celebrities like Milwaukee Bucks players. This communications effort would focus on appealing to a variety of communities within Milwaukee, including historically underrepresented communities such as LatinX and African Americans, and would include a specific focus on the re-enfranchisement of voters who are no longer on probation or parole for a felony. Additionally, this campaign would include an edgy but nonpartisan and tasteful communications campaign to harness the current protests' emphasis on inequity and ties that message to voting. The video, the ads, and the PSAs could all also be placed on social media, the Election Commission and City websites, and GOTV partner websites and social media. **Total: \$280,000**

- **Racine:** The City would like to retain a communications firm to design and implement a comprehensive voter outreach communications plan (\$80,000). This would include ads on Facebook, Instagram, and Snapchat. The City would also like to rent billboards in key parts of the City (\$5,000) to place messages in Spanish to reach Spanish-speaking voters. The City would also like to do targeted outreach aimed at City residents with criminal records to encourage them to see if they are not eligible to vote; this outreach will be accomplished with the production, editing, and sharing of a YouTube video (\$2,000) specifically on this topic shared on the City's website, social media channels, and through community partners. Racine would also like to purchase a Mobile Voting Precinct so the City can travel around the City to community centers and strategically chosen partner locations and enable people to vote in this accessible (ADA-compliant), secure, and completely portable polling booth on wheels, an investment that the City will be able to use for years to come. (Estimated cost \$250,000). **Total: \$337,000**

Recommendation II Total For All Strategies to Dramatically Expand Strategic Voter Education and Outreach Efforts, Particularly to Historically Disenfranchised Residents: \$1,065,000.00

Recommendation III: Launch Poll Worker Recruitment, Training, and Safety Efforts

The pandemic made conducting Election Day activities extremely challenging. Most poll workers in Wisconsin are retirees doing their civic duty to help facilitate the election. Given the increased risk for the elderly if exposed to COVID-19, many experienced poll workers opted out. Milwaukee had so many poll workers decline to serve that the City went from 180 polling locations to five polling locations. Green Bay, facing a similar exodus of poll workers, went down to two polling locations. Racine usually relies on nearly 190 poll workers for a spring election; only 25 of those experienced poll workers were under the age of 60.

As fears about the coronavirus increased in mid-late March and early April, poll workers in all five municipalities declined to work the election, leaving cities scrambling to quickly recruit enough bodies to keep polling locations open. All cities were appreciative of the last minute assignment of hundreds of Wisconsin National Guard members to assist with Election Day activities, and all of our cities re-assigned City staff from other departments to serve as poll workers and election officials and to assist with the myriad of tasks related to Election Day administration. The remainder of positions were staffed by high school students, college students, and members of the National Guard. Many of our poll workers had never worked an election before.

- **Green Bay:** The City needs to hire a total of 380 workers per election (total \$112,660). The City would like to pay poll workers more than they have previously received, to signify their importance in the process and to acknowledge the extra challenge it represents to serve as an election official during a pandemic. The City would like to increase poll worker salaries by 50% (additional \$56,330). All poll workers will be trained through the Wisconsin Elections Commission website and the City's own training manual (\$6,000). **Total: \$174,900**
- **Kenosha:** The City needs to hire 350 poll workers per election (\$100,000). They would like to offer hazard pay to increase pay to \$160/worker and \$220/chief inspectors (\$10,840). To aid in recruitment efforts, the City would like to hire a recruiter and liaison position for poll workers (\$35,000). **Total: \$145,840.**
- **Madison:** The City utilizes the election toolkit available through the MIT Technology Project to determine the staffing levels needed to ensure that voters will not have to wait in line for more than 15 minutes. In addition to the one Chief Inspector per polling location, Madison also has additional election officials who are certified as the Absentee Lead at each polling location. Madison estimates that if 75% of votes cast are absentee, the City will need 1,559 election officials at the polls in August. The City envisions a robust and strategic poll worker recruitment effort, focusing on people of color, high school students, and college students. The City would like to have resources for hazard pay for poll workers this fall at a rate comparable to what the U.S. Census is paying in the area

(\$369,788). The City has also found it challenging to convince facilities to host a polling location in the midst of a pandemic, and would like to provide each facility with a small amount of funds to compensate for their increased cleaning and sanitization costs (\$750/location, \$138,000 total). **Total: \$507,788**

- **Milwaukee:** The City plans to have 45 voting locations in August and to keep open as many of the normal 180 polling places as possible in November. August will require 3 chief inspectors per site and 20 election workers per site, for a total of 1200 election workers minimum and 150 chief inspectors. The City has a goal of recruiting 1,000 new election workers. The City would like to add an additional \$100 per worker in hazard pay to the poll workers' stipends of \$130 (\$460,000 additional for both elections) and \$100 hazard pay to chief inspector stipends of \$225 (\$87,750 additional for both elections). Additionally, the City of Milwaukee utilizes a Central Count of absentee ballots, which necessitates 15 chiefs and 200 election workers per election at Central Count (\$50,000/day for 2- days each election for a total of \$200,000). Total payroll for both elections will reach \$750,000 based upon these calculations. The City will launch a recruitment campaign for a new generation of election workers to sign up and be involved in their democracy, and hopes this effort can be included in the above request for resources for a marketing firm. Recruiting new and younger poll workers means that the Election Commission will need to innovate in election training. The Commission would like to produce polling place training videos (\$50,000) with live small-group, socially distanced discussions and Q&A sessions. These videos will augment existing training manuals. **Total: \$800,000**
- **Racine:** The City needs approximately 150 poll workers for August and 300 for November, in addition to 36 Chief Inspectors, and would like to pay all workers a \$100/election hazard pay (\$118,000 total payroll for both elections). City notes that its desire to have more early voting locations and hours is directly impacted by its ability to hire and train election officials. To that end, the City would like to launch a recruitment campaign that includes radio ads (\$1,000), ads on social media platforms (\$10,000), billboards in strategic City locations (\$5,000), and film videos for high school students in history/government classes (\$500). The City would also like to enlist a communication firm to: create a training video for election officials, develop an online quiz, detailed packets for election officials, and a PPE video filmed by a health professional about necessary COVID-19 precautions during all voting operations (\$22,000 total). Racine would also like to hire a liaison position to schedule, training and facilitate poll workers. (\$35,000) **Total: \$181,500.**

Recommendation III Total for All Strategies to Launch Poll Worker Recruitment, Training and Safety Efforts: \$1,810,028.00

Recommendation IV: Ensure Safe & Efficient Election Day Administration

It is no small task to mitigate risk of a lethal pandemic at all polling locations and throughout all required Election Day processing. Municipal clerks must ensure they have done everything possible to comply with public health guidelines and mitigate the risk of COVID-19 for all of the election officials, poll workers, observers, and voters. Our five municipalities are in need of numerous resources to both ensure seamless processing of voters on the upcoming Election Days, procure Personal Protective Equipment (PPE), disinfectant, and cleaning supplies to protect election officials and voters from the coronavirus, and to aid in processing of an expected high volume of absentee ballots. Additionally, as several of our municipalities move to add or expand drive-thru voting on Election Days, those expansions come with additional unbudgeted expenses for signage, tents, traffic control, publicity, and safety measures. All of our municipalities need resources to ensure that the remaining 2020 Election Days are administered seamlessly and safely.

- **Green Bay:** Green Bay would like to purchase 135 electronic poll books (\$2,100/each for a total of \$283,500) to reduce voter lines, facilitate Election Day Registrations and verification of photo ID. The City would also like a high speed tabulator (\$62,000) to count absentee ballots on Election Day, a ballot opener and ballot folder (\$5,000), and additional staff to process absentee ballots on Election Day (\$5,000). The City also needs masks, gloves, gowns, hair nets, face shields (\$15,000), cough/sneeze guards (\$43,000), and disinfectant supplies (\$3,000). **Total: \$426,500**
- **Kenosha:** The City would like to purchase automatic hand sanitizer dispensers for all polling locations (\$14,500) as well as PPE (gloves, masks, disinfectant, etc.) for all poll workers and voters (\$15,200). Kenosha would also like to be able to offer elderly residents and people with disabilities who wish to vote in person on Election Day two-way transportation, utilizing a local organization such as Care-A-Van (\$2,000). The City also needs resources for technology improvements to include a ballot opener, a ballot folder, 12 additional laptops and dymo printers, and high-speed scanner tabulators (\$172,000 total) to expedite election day processing and administration. **Total: \$203,700**
- **Madison:** The City needs hand sanitizer for all poll workers and voters, disinfectant spray, plexi-glass shields to allow poll workers to split the poll books, face shields for curbside election officials, and face masks for all poll workers and observers (\$20,000) as well as renting additional space to safely and accurately prepare all supplies and practice social distancing at the public test of election equipment (\$20,000) If the new voter registration form is not translated by the state into both Spanish and Hmong, Madison plans to translate the form (\$500). **Total: \$40,500**

- Milwaukee:** The City will be purchasing 400 plexiglass barriers (\$55,000) for election workers at all polling location receiving and registration tables. Additionally, the Milwaukee Election Commission will need to acquire 400 face shields for workers not staffed behind plexiglass (\$4,000), gloves for all poll workers (\$3,000), masks on hand for election workers and members of the public (\$5,000), hand sanitizer (\$2,000) and disinfectant (\$2,000). Additionally, since Milwaukee also plans to offer curbside voting as an option at all polling places, updated, larger, more visible signage is necessary (\$5,000). **Total: \$76,000**
- Racine:** Racine plans to issue all 36 wards its own PPE supply box which will each include masks, cleaning supplies, pens for each voter, gloves, hand sanitizer, safety vests, goggles, etc. (\$16,000). The City also needs large signs to direct and inform voters printed in English and Spanish (\$3,000). Additionally, the City would like to deploy a team of paid trained EDR Specialists for each polling location (\$10,000, including hourly pay, training expenses, and office supplies). As well, Racine would like iPads with cellular signal for each polling location to be able to easily verify voters' registration status and ward (\$16,000). The City would like to equip all wards with Badger Books (\$85,000); Racine began using electronic poll books in the February 2020 election and has found they dramatically increase and facilitate EDR, verification of voters' photo ID, expedite election processes, and reduce human error. **Total: \$130,000**

Recommendation IV Total for All Strategies to Ensure Safe & Efficient Election Day Administration: \$876,700.00

Conclusion

As Mayors in Wisconsin's five largest cities, we are committed to working collaboratively and innovatively to ensure that all of our residents can safely exercise their right to vote in 2020's remaining elections in the midst of the COVID-19 pandemic. The April 2020 election placed two of our most sacred duties in conflict: keeping our residents safe and administering free, fair, and inclusive elections. This Wisconsin Safe Voting Plan 2020 represents a remarkable and creative comprehensive plan, submitted collaboratively by all five of our cities. With sufficient resources, all five municipalities will swiftly, efficiently, and effectively implement the recommended strategies described in this plan, to ensure safe, fair, inclusive, secure, and professional elections in all of our communities this year.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 14, 2020

PREPARED BY

AGENDA ITEM # E.5

Report out the acceptance of the WEC CARES subgrant for \$57,535.30 with allowable uses to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Green Bay 0523I \$57,535.30 WEC CARES Subgrant Award Letter



Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

2020 WEC CARES Subgrant

Notice of WEC CARES Subgrant Award

Wisconsin Elections Commission
212 East Washington Avenue, 3rd Floor
PO Box 7984; Madison, WI 53707-7984

Subgrantee: City of Green Bay, Brown County

Subgrantee DUNS Number: 074797028

Date: 6/22/2020

City of Green Bay, Brown County, DUNS Number 074797028, has been awarded **\$57,535.30** (a \$200 base subgrant plus an additional \$1.10 per registered voter as of June 1, 2020) under the WEC CARES Subgrant, issued by the Wisconsin Elections Commission. These funds are a subgrant of the 2020 HAVA CARES Act Grant, Agreement Number WI20101CARES, CFDA Number 90.404, authorized by the U.S. Congress under Section 101 of the Help America Vote Act of 2002 (HAVA) (Public Law 107-252), provided for in the *Coronavirus Aid, Relief and Economic Security (CARES) Act (Public Law 116-136)* and issued by the U.S. Election Assistance Commission (Funding Source: EAC1651DB2020DR-2020-61000001-410001-EAC1908000000) for which the Wisconsin Elections Commission was awarded on April 6, 2020.

As a sub-recipient, your jurisdiction must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200).

I. ALLOWABLE USES

Purpose and Use of Funds. The CARES Act makes clear that grant funds are for ADDITIONAL costs associated with the national emergency related to coronavirus and are to be spent “*to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.*” Additional costs are those incurred outside of the jurisdiction’s budgeted costs for the 2020 federal elections or those costs that are solely incurred due to the pandemic. For the purpose of this subgrant, those allowable uses span the period **January 20, 2020 through November 30, 2020** and include the seven following categories:

1. **ADDITIONAL BALLOT SUPPLIES, PRINTING, AND POSTAGE COSTS** for higher levels of absentee or vote by mail processes, including printers, scanners, and envelope openers costing less than \$5000 per unit.
2. **ADDITIONAL CLEANING SUPPLIES, CLEANING SERVICES AND PROTECTIVE EQUIPMENT** including additional disinfectants, wipes, paper towels, deep cleaning services for polling places pre- and post-election, masks, gloves, gowns, face shields, plexiglass, thermometers

Wisconsin Elections Commissioners

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

and other equipment for staff and poll workers' virus protection for in-person absentee voting sites, election day polling places and absentee central-count locations.

3. **ADDITIONAL STAFFING FOR PROCESSING** of higher levels of absentee ballot requests and absentee ballot tabulation, as expanded hours, overtime, Hazard Pay and associated benefits costs for election staff and poll workers or unbudgeted temporary election staff or poll workers and for additional staffing for cleaning polling locations and creating other protective measures.
4. **ADDITIONAL MAILINGS FOR PUBLIC COMMUNICATION** of changes in registration, absentee ballot request options, or voting procedures, including information on coronavirus precautions being implemented during the voting process.
5. **ADDITIONAL ABSENTEE DROP-BOXES**, installation, and security.
6. **ADDITIONAL SPACE LEASING** for new polling places when existing sites are closed or relocated due to the pandemic.
7. **ACQUISITION OF ADDITIONAL EQUIPMENT** necessary to process the higher volume of absentee ballots. This includes new automated letter opening equipment, paper folding machines, high speed or central count tabulators, and mobile IT equipment. (This "Equipment" category defined as costing equal or greater than \$5000 per unit. Equipment costs less than \$5000 should instead be reported under the applicable category above, most likely Additional Ballot Supplies. Additional reporting and documentation are required for allowable equipment purchases as outlined in the below referenced CFR sections.)

Per the Code of Federal Regulations, Title 2 (2 CFR) §200.33:

"Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies."

II. DOCUMENTATION, AUDIT, AND REPORTING

DOCUMENTATION: The receiving jurisdiction must maintain all documentation of purchases made using subgrant funds provided by this subgrant until December 31, 2024. Documentation includes receipts, invoices, payroll reports, etc. and notations to document that claimed expenditures are due to the pandemic.

A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. Such original purchasing documentation and inventory lists shall be retained by the receiving jurisdiction until the WEC authorizes destruction of said records.

AUDIT: All subgrant funds are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws.

Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a municipality under the subgrant, the municipality shall repay the amount of the subgrant to the Commission.

REPORTING: September 15, 2020 and December 1, 2020. A Check-In is due September 15, 2020 that covers the period of January 20, 2020 – September 1, 2020. The final report is due December 1, 2020, covering January 20, 2020 – November 30, 2020. By those two deadlines, all receiving jurisdictions must complete and submit to the Commission the WEC CARES Subgrant Expenditures Reporting template for the corresponding period reporting the total pandemic-related election expenditures claimed in the seven categories listed below and detailed above:

1. **Ballots/Ballot Supplies/Printing/Postage**
2. **Cleaning Supplies & Services / Protective Equipment**
3. **Additional Staffing**
4. **Public Communications**
5. **Absentee Ballot Drop-Boxes**
6. **Additional Leasing**
7. **Equipment**

III. TIMELINES

- **EXPENDITURE PERIOD:** January 20, 2020 – November 30, 2020. Allowable expenses must have been incurred between January 20, 2020 through November 30, 2020. All bills/invoices do NOT have to be paid by November 30, 2020, but the expenses need to be incurred by that date to qualify under the subgrant.
- **SUBGRANT AGREEMENT RETURN DEADLINE:** September 1, 2020. The Commission will expedite the disbursement of funds as the agreements are received. Commission staff will award subgrants as a \$200 base subgrant plus an additional \$1.10 per registered voter as of June 1, 2020. Subgrant allocation is within the sole discretion of the Commission staff administering the subgrant program. Subgrant funds may be received through electronic transfer to a jurisdiction's shared revenues account (if available) or a physical check may be sent to a jurisdiction's shared revenues location. For questions related to the processing of subgrant checks, please contact the Commission's financial team via the WEC Help Desk at (608) 261-2028 or elections.finance@wi.gov
- **PANDEMIC EXPENDITURE REPORTING DEADLINES:** Check-In September 15, 2020 and Final Report December 1, 2020. The jurisdiction's final report of all sufficiently documented pandemic expenditures in the seven categories listed in Section II of this agreement, is due December 1, 2020. This deadline allows the Commission's financial staff to meet its federal grant reporting deadlines, therefore it is important for jurisdictions to file the final expenditure report on time. The Commission will provide to participating jurisdictions a template report, and the jurisdiction will fill in the seven total expenditure amounts for the seven categories in Section II of this agreement. This is an important deadline. If a report is not received by December 1, 2020, the jurisdiction may be required to return all subgrant funds received. The same report is to be used for the September 15, 2020 Check-In but covering the period of January 20, 2020 – September 1, 2020.
- **RETURN OF UNUSED FUNDS:** December 15, 2020. Jurisdictions must return any unused subgrant funds by December 15, 2020. Also, if a jurisdiction fails to submit a Pandemic Expenditure Report by December 1, 2020, the jurisdiction may be required to return all subgrant funds received.

IV. CERTIFICATIONS

In your signed WEC CARES Agreement, you certified the following:

- As the receiving jurisdiction, we certify that we will solely use the WEC CARES Subgrant funds for costs incurred due to the pandemic affecting the 2020 federal elections.
- As the receiving jurisdiction, we certify that we do or will have the necessary processes and systems in place to comply with the reporting requirements.

- As the receiving jurisdiction, we will maintain all documentation of purchases made using subgrant funds provided in this subgrant until December 31, 2024.
- As the receiving jurisdiction, we will return any unused funds by December 15, 2020.
- As the receiving jurisdiction, by September 15, 2020 and December 1, 2020 we will submit to the Commission a simple report of the total expenditures in the seven categories detailed above: 1. Ballots/Ballot Supplies/Printing/Postage, 2. Cleaning/PPE, 3. Staffing, 4. Public Communications, 5. Absentee Ballot Drop-Boxes, 6. Space Leasing/Polling Place Relocation, and 7. Equipment.
- As the receiving jurisdiction, we further certify that we will follow all state and federal laws, including adherence to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200) found here: (<https://www.govinfo.gov/app/collection/cfr/2019/>)

Julia Billingham, MAcc

Senior Accountant

WI Elections Commission

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<http://elections.wi.gov>





Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 14, 2020

PREPARED BY

AGENDA ITEM # E.6

Consideration with possible action on the results of a Request for Information for the Revaluation Assessment service.

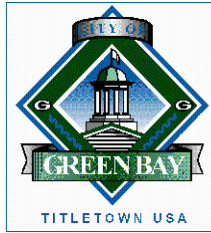
BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Memo - Revaluation RFI 2020



CITY OF GREEN BAY MEMO

TO: Members of the Finance Committee

FROM: Diana Ellenbecker

SUBJECT: Revaluation Services

DATE: July 14, 2020

The City of Green Bay Assessors Office (“City”) requested on June 10, 2020 information from qualified vendors for a revaluation assessment for commercial and residential properties within the City of Green Bay. This RFI was to assist the City in its financial and time planning for this project. The results of this request for information could result in a contract award in the future. Vendors were requested to submit the most accurate information possible so the City may evaluate all options to completing the reassessment.

The City of Green Bay last conducted a reassessment of properties in 2004. Due to recent market changes the city is out of compliance and now by State Statute is required to perform a reassessment. The City of Green Bay Assessor’s office staff currently and will continue to perform maintenance and annual updates

City of Green Bay has 30,445 residential, 2,634 Commercial, and 318 other parcels for a total of 33,397 parcels to be included in the revaluation.

Two vendor submitted responses: One vendor recommended

Estimated timeline: Goal 1/1/2022 assessment roll, with Open Book and Board of Review Spring of 2022, and included in the 2023 budget

Funding options: 2021 & 2022 budget
2021 Borrowing
2020 Contingency to get the project started
2020 Unbudgeted revenues

Estimated pricing: Option 1 - \$388,900
Option 2 - \$480,400
Billing would be split into monthly payment during the contract

Estimated: Option 1 - 2020- \$81,020, 2021 - \$194,450, 2022 - \$113,430 = \$388,900

Discussion of Communication Strategy



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 14, 2020

PREPARED BY

AGENDA ITEM # E.7

Review the City of Green Bay's 10-33 program inventory.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 1033 Inventory 6-26-20

[illegible]

[illegible]

GREEN BAY POLICE DEPT	5855-01-228-0937	NIGHT VISION GOGGLE	15-Dec-17	1
GREEN BAY POLICE DEPT	5855-01-228-0937	NIGHT VISION GOGGLE	15-Dec-17	1
GREEN BAY POLICE DEPT	5855-01-228-0937	NIGHT VISION GOGGLE	15-Dec-17	1
GREEN BAY POLICE DEPT	5855-01-228-0937	NIGHT VISION GOGGLE	15-Dec-17	1
GREEN BAY POLICE DEPT	5855-01-228-0937	NIGHT VISION GOGGLE	15-Dec-17	1
GREEN BAY POLICE DEPT	5855-01-228-0937	NIGHT VISION GOGGLE	15-Dec-17	1
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GREEN BAY POLICE DEPT	5855-01-228-0937	NIGHT VISION GOGGLE	15-Dec-17	1
GREEN BAY POLICE DEPT	1240-01-540-3690	SIGHT.REFLEX	11-Nov-19	1
GREEN BAY POLICE DEPT	1240-01-540-3690	SIGHT.REFLEX	11-Nov-19	1
GREEN BAY POLICE DEPT	1240-01-540-3690	SIGHT.REFLEX	11-Nov-19	1
GREEN BAY POLICE DEPT	1240-01-540-3690	SIGHT.REFLEX	11-Nov-19	1
GREEN BAY POLICE DEPT	1240-01-540-3690	SIGHT.REFLEX	20-Sep-19	6
GREEN BAY POLICE DEPT	1240-01-576-6134	SIGHT.REFLEX	20-Sep-19	3
GREEN BAY POLICE DEPT	5855-01-547-9489	SIGHT.NIGHT VISION SNIPERSCOPE	9-Sep-19	1
GREEN BAY POLICE DEPT	5855-01-547-9489	SIGHT.NIGHT VISION SNIPERSCOPE	9-Sep-19	1
GREEN BAY POLICE DEPT	5855-01-547-9489	SIGHT.NIGHT VISION SNIPERSCOPE	9-Sep-19	1
GREEN BAY POLICE DEPT	5855-01-547-9489	SIGHT.NIGHT VISION SNIPERSCOPE	9-Sep-19	1
GREEN BAY POLICE DEPT	5855-01-547-9489	SIGHT.NIGHT VISION SNIPERSCOPE	9-Sep-19	1
GREEN BAY POLICE DEPT	1240-20-006-8632	TELESCOPE.ARTICULATED	4-Nov-19	30
GREEN BAY POLICE DEPT	5855-01-532-3309	TELESCOPE.NON-INVERTING INFRARED	16-Feb-17	1
GREEN BAY POLICE DEPT	5855-01-532-3309	TELESCOPE.NON-INVERTING INFRARED	16-Feb-17	1



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 14, 2020

PREPARED BY

AGENDA ITEM # E.8

Consideration with possible action on the purchase of Type I ambulance for GBMFD for the sum of \$261,617 from Jefferson Fire & Safety, the lowest responsive, responsible bidder for RFQ #3266.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. RFB #3266 Summary

CITY OF GREEN BAY QUOTE SUMMARY
RFB #3266 - Type I Ambulance

Dept: GBMFD	Req #	VENDOR #1
DS Planholders: 6	CC #071-072	JEFFERSON FIRE & SAFETY
Issued: 6/18/2020	Due: 7/6/2020	Middleton, WI
DESCRIPTION		
Year/Brand/Model of Cab & Chassis:		2020 Ford F450 4x4
Year/Brand/Model of Body:		2020 Life Line Superliner Type I
Total Cost of 2020 Model Year Complete Unit:		\$ 261,617.00
(Optional) Maximum percentage increase from 2020 model year for 2021		4% for 1-2 units ordered 3% for 3+ units ordered
(Optional) Maximum percentage increase from 2020 model year for 2022		8% for 1-2 units ordered 6% for 3+ units ordered
		Note: Ordering 3 or more units at the same time that are similar build will have a less % increase
Early Payment Discount & Payment Terms:		\$1,000.00 (due upon invoice)

Recommendation:



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 14, 2020

PREPARED BY

AGENDA ITEM # E.12

A request by Ald. Wery to the Finance committee which states: Offer a pay incentive/bonus for poll workers who have worked and will work this year during the Covid-19 situation. 2) Adopt a policy for future hazard pay situations. Referred to staff to research other hazard pay policies.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. ALD. WERY COMMUNICATION HAZARD PAY

Kala Lardinois

From: Kris Teske
Sent: Monday, June 01, 2020 8:03 AM
To: Vanessa Chavez; Diana Ellenbecker; Kala Lardinois; Deanna Debruler
Cc: District Eight
Subject: FW: Communication

Follow Up Flag: Follow up
Flag Status: Flagged

Please see Ald. Wery's communication below.

Thank you,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Chris Wery [mailto:chriswery@att.net]
Sent: Friday, May 29, 2020 12:01 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>; Susan Smith <sksmith@smithlegaladvisors.com>; District One <District.1@greenbaywi.gov>
Subject: Communication

To: Finance

Re: 1) Offer a pay incentive/bonus for poll workers who have worked and will work this year during the Covid-19 situation. 2) Adopt a policy for future hazard pay situations.

Respectfully Submitted,

Alderman Chris Wery
920-490-9282
chriswery@att.net
Facebook: Alderman Chris Wery, District 8 City of Green Bay



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 14, 2020

PREPARED BY

AGENDA ITEM # E.13

A request by Ald. Wery to the Finance committee which states: Update on lawsuit Zima v Schmitt, including city's role and why the city has agreed to indemnify the former mayor.

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

- I. Ald. Wery Communication

Kala Lardinois

From: Kris Teske
Sent: Thursday, July 02, 2020 8:14 AM
To: Diana Ellenbecker; Pamela Manley; Vanessa Chavez; Kala Lardinois; Deanna Debruler
Cc: District Eight
Subject: FW: Communication

Follow Up Flag: Follow up
Flag Status: Flagged

Please see below.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014



From: Chris Wery [mailto:chriswery@att.net]
Sent: Thursday, July 2, 2020 7:46 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: Communication

To: Finance

Re: Update on lawsuit Zima v Schmitt, including city's role and why the city has agreed to indemnify the former mayor.

Respectfully Submitted,

Alderman Chris Wery
920-490-9282

chriswery@att.net

Facebook: Alderman Chris Wery, District 8 City of Green Bay



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 14, 2020

PREPARED BY

AGENDA ITEM # E.14

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

- I. Claims Committee Rpt June - July 2020