



AGENDA OF THE COMMON COUNCIL

TUESDAY, NOVEMBER 10, 2020, 4:30 PM

Virtual Meeting.

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.

C. Pledge of Allegiance.

D. Invocation.

- I. The invocation will be led by Alder Barbara Dorff, District I.

E. Approval of Minutes.

- I. The approve the October 20, 2020 Common Council Minutes.

F. Approval of the Agenda.

G. Report by the Mayor.

H. Announcements.

I. Public Hearings.

- I. Public hearing of the 2021 Proposed City of Green Bay Budget.

J. Ordinances - Second Reading for Adoption.

- I. Zoning Ordinance No. 15-20
An ordinance rezoning a portion of property located at 3200 Finger Road from Rural Residential (RR) District to Highway Commercial (C2) District.

2. Planning Ordinance No. 02-20
An ordinance amending the Development District Map of the City of Green Bay to revise the Boundaries of the Urban Reserve and Urban Expansion Districts along Finger Road.
3. Planning Ordinance No. 03-20
An ordinance amending the Development District Map of the City of Green Bay to revise the Boundaries of the Urban Reserve and Urban Expansion Districts along Nicolet Drive.
4. Planning Ordinance No. 04-20
An ordinance amending the Development District Map of the City of Green Bay to revise the Boundaries of the Urban Reserve and Urban Expansion Districts along Northview Road and Luxemburg Road.

K. Report of the Improvement & Services Committee (November 4, 2020).

1. To approve the request by Victoria Miramontes, 1008 Doty Street, to rescind special assessments for pavement construction associated with the Doty Street reconstruction project being completed in 2020.
2. To refer to staff the creation of a uniform policy and process for recognizing donors and sponsors on items placed on public property including the public right of way, parks and Redevelopment Authority owned property. (Ald. Johnson)
3. To approve the request by owners of 802, 803, 808, 814, and 820 Ernst Drive for permission to not clear snow from their sidewalks. (Ald. Wery)
4. To approve the request by Department of Public Works to approve Amendment No. 2 to the Professional Services Agreement with OMNNI Associates for the Gray Street South Reconstruction Design in the amount of \$15,900.
5. To approve the request by Department of Public Works to enter into a three-party agreement with the Wisconsin Department of Transportation and Ayres Associates, Inc. for the design of the Chantel Street Bridge replacement, WisDOT Project ID 4987-02-77, in the amount of \$71,018.91, having an 80/20 cost share with WisDOT.
6. To approve the proposed 2021 Parking Division rate structure.
7. To receive and place on file the report of actions taken by Department of Public Works

A. Granting of Licenses

I. Sidewalk Builder

a. D&T Construction LLC

L. Report of the Protection & Policy Committee (October 26, 2020).

1. To receive and place on file the Liquor Violation Report for October 26, 2020.
2. To approve an appeal by Daniel Schenk regarding the denial of his operator's license.

M. Report of the Protection & Policy Committee Granting Operator Licenses.

1. Report of the Protection & Policy Committee Granting Operator Licenses.

N. Report of the Plan Commission (November 2, 2020).

1. To retain the current zoning and refer the communication from Ald. Barb Dorff (District 1) to "Estimate potential costs and benefits of proposed Grandview development" (from June 29, 2020 Council Meeting) to Community and Economic Development and Public Works staff to bring to Improvement and Services Committee.
2. To refer to staff the communication from Ald. Veronica Corpus-Dax (District 2) to look at regulations regarding the current zoning code and "Drive Thru" or "Pickup" lanes, and the necessity of bypass lanes and/or menu boards.
3. To postpone a review on the request to authorize a Conditional Use Permit (CUP) for a Material Recovery Facility (including Auto & Metal Salvage Operation) at 1156 Velp Avenue until a special Plan Commission meeting in January to allow the applicant to respond to allegations as well as invite the public to provide relevant information to the City at least six (6) days prior to said special meeting.
4. To authorize a Conditional Use Permit (CUP) for an expansion of a single-family dwelling in a Varied Density Residential (R3) district at 1518 Western Avenue, subject to:
 - a. Compliance with all other regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit.
 - b. Future expansions are permitted not to exceed 50% of the footprint of the existing structure.(Public Hearing held 11/2/20)
5. To authorize a Conditional Use Permit (CUP) for a Home Based Occupation in a Low Density Residential (R1) District at 1018 Rolling Green Drive, subject to:
 - a. Compliance with all other regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit as well as the applicable requirements in Chapter 13-1609, Home Based Occupations, Green Bay Zoning Code.
 - b. If the proposed use ends or the ownership of the property is changed, the approved use shall cease immediately.
 - c. There shall be no direct retail distribution, no wholesale food deliveries and no meals shall be served or distributed on the premise as indicated in the applicant's narrative.
 - d. On an annual basis, the applicant receives a substantially compliant special advisory inspection from the Brown County Health Department.
 - e. The Home Based Occupation may be subject to review on a yearly basis or when the Planning Director or Plan Commission has reason to believe that the conditions are not being adhered to or that there are problems associated with the approved use as a Home Based Occupation. Such review may warrant review by the Plan Commission and the Green Bay Common Council. The Conditional Use Permit (CUP) may be revoked based on the findings of the Plan Commission and the Common Council.(Public Hearing held 11/2/20)
6. To repeal Chapter 13-1716(e), Green Bay Zoning Code regarding game day parking. (Public Hearing held 11/2/20)
7. To vacate the remaining portions of Leaf Street.

8. To approve the Downtown Green Bay Incorporated (DGBI) Business Improvement District (BID) Operating Plan for 2021.
9. To approve the Olde Main Street Incorporated (OMSI) Business Improvement District (BID) Operating Plan for 2021.
10. To approve the On Broadway Incorporated (OBI) Business Improvement District (BID) Operating Plan for 2021.
11. To approve the Military Avenue Business Association (MABA) Business Improvement District (BID) Operating Plan for 2021.
12. To recommend the 2021 nominations to the Downtown Green Bay Incorporated (DGBI) Business Improvement District (BID) Board:
 - Jesse Wotruba - Fox Harbor - reappointment for 3 years
 - Ian Griffiths - Berners Schober - for a 3 year term
 - Greg Babcock - Wanezek, Jaekels, Daul and Babcock, SC - for a 3 year term
13. To recommend the 2021 nominations to the Olde Main Street Incorporated (OMSI) Business Improvement District (BID) Board:
 - Ryan Kuehn - Kuehn Printing - reappointment for 3 years
 - Tiona Petrouske - American Family Insurance - reappointment for 3 years
 - Patrick Stoa - Macco Financial Group - appointment for 3 years
14. To recommend the 2021 nominations to the On Broadway Incorporated (OBI) Business Improvement District (BID) Board:
 - Brent Weycker - Business/Developer - reappointment for 3 years
 - Kurt Schweisow - Pete's Garage - reappointment for 3 years
 - Brendt Peeters - Schneider - reappointment for 3 years
 - Stephanie Bruss - DOTI - reappointment for 2 years
15. To recommend the 2021 nominations to the Military Avenue Business Association (MABA) Business Improvement District (BID) Board:
 - Adam Kersten - Kersten Realty - reappointment for 3 years
 - Ralph Jensen - Pro Data Iv - reappointment for 3 years

O. Report of the Joint Finance/Personnel Committee (November 2, 2020).

1. To approve the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Engineering Aide
2. To approve the request from Green Bay Metro Fire Department to institute a rate increase for ambulance services.

3. To report out the after the fact approval for emergency Pine St. Ramp Repairs for the sum of \$56,985. Sole Source Attached.
4. To report out the purchase of a refuse truck from Envirotech Equipment for the sum of \$248,875 to replace equipment that is unrepairable from 2020 bonding. Sole Source attached.
5. To report out the purchase of a refuse truck from Fredrickson Supply for the sum of \$285,000 to replace equipment that is unrepairable from 2020 bonding. Sole Source Attached.
6. To approve the request to borrow \$340,000 from the State Trust fund loan for a five year term for Revaluation Assessment Service approved at the August 18, 2020 Common Council meeting.
7. To receive and place on file an update on tax litigation matters pending before the Tax Appeals Commission and in Circuit Court.

The Council 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 Council will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

8. To approve a resolution authorizing 2020 transfer of \$45,000.00 from contingency for legal expenses related to Georgia Pacific tax appeal for real estate and personal property.
9. Report of the Claims Committee.

To receive and place on file-The Council 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 Council 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.

10. To hold until the next Finance Committee meeting a request by Ald. Wery to the Finance committee which states: Due to ongoing reasons of 'inadequate staffing' and 'prioritizing of tasks' in our Law Dept, I am requesting we hire City Ethics Inc, or a similar qualified party, to draft revisions to the city's Code of Ethics and Code of Conduct as recommended in their 2018 findings paid for by the City of Green Bay.
11. To approve the Common Council 2021 budget (page 15).
12. To approve the Mayor's Office 2021 budget (pages 19-20).
13. To approve the Administrative Services 2021 budget (pages 29-30).
14. To approve the Information Technology and Equipment Replacement 2021 budget (pages 39-42).
15. To approve as amended the Law 2021 budget (page 49).
16. To approve the Municipal Court 2021 budget (pages 54-55).
17. To approve the Human Resources 2021 budget (pages 62-63).
18. To approve as amended Community & Economic Development 2021 budget (pages 75-76).

19. To approve the Police Department 2021 budget (pages 84-86).
20. To approve the Fire Department 2021 budget (pages 95-97).
21. To approve the Public Works including Engineering, Operations, Traffic and Equipment replacement 2021 budgets (pages 105-112).
22. To approve as amended the Parks, Recreation & Forestry and Equipment Replacement 2021 budget (pages 125-128).
23. To approve the Miscellaneous 2021 budget (page 133).
24. To approve the Sanitary Sewer 2021 budget (pages 143-145).
25. To approve the Parking Division 2021 budget (pages 147-149).
26. To approve Storm Sewer 2021 budget (pages 151-155).
27. To approve the Transit 2021 budget (pages 160-161).
28. To approve the Bay Beach 2021 budget (pages 168-171).
29. To approve the Debt Service 2021 budget (pages 173-174).
30. To approve the Neighborhood Enhancement 2021 budget (pages 176-177).
31. To approve the Workers Compensation 2021 budget (page 179).
32. To approve the General Liability 2021 budget (page 180).
33. To approve the Health Insurance Escrow 2021 budget (page 181).
34. To approve the Revenue - General Fund 2021 budget (pages 183-193).
35. To approve the Revenue - Sanitary Sewer 2021 budget (page 194).
36. To approve the Revenue-Parking Division 2021 budget (page 195).
37. To approve the Revenue - DPW Equipment Replacement 2021 budget (page 196).
38. To approve the Revenue - Storm Sewer 2021 budget (page 197).
39. To approve the Revenue - Transit 2021 budget (pages 198-199)
40. To approve the Revenue - Bay Beach 2021 budget (page 200).
41. To approve the Revenue - Debt Service 2021 budget (pages 201-202).
42. To approve the Revenue - Equipment Replacement Funds 2021 budget (pages 203-208).
43. To approve the Revenue - Neighborhood Enhancement 2021 budget (page 209).
44. To approve the Revenue - Workers Compensation 2021 budget (page 210).
45. To approve the Revenue - General Liability 2021 budget (page 211).

46. To approve the Revenue - Health Insurance Escrow 2021 budget (page 212).

P. Report of the Park Committee (November 4, 2020).

1. To refer to staff to explore options and negotiate a sale price for .04 acres of greenway for residential yard expansion purposes into the Mahon Creek Greenway at 2100 Emmalane Drive (Parcel 21-8116) and bring back to a future Parks Committee meeting for discussion.
2. To refer to staff to work with the Department of Public Works and the Police Department on additional signage and parking enforcement on the 1500 block of Smith Street.
3. To hold for discussion the research and cost estimates for the necessary floodway studies to reopen the East River trails within the City limits on both sides of the East River and present it at a future Parks Committee meeting.
4. To approve hiring McMahon for \$19,800 to complete stormwater management engineering for a parking lot expansion at the Wildlife Sanctuary Nature Center.
5. To approve allocating \$72,910 from the existing beach bond funding for an amendment to the scope of work for Patrick Engineering to complete the engineering associated with the beach, pier and boardwalk project at Bay Beach Amusement Park.

Q. Report of the Traffic, Bicycle, and Pedestrian Commission (October 19, 2020).

1. To receive and place on file the report by the Police Department of the 2020 3rd quarter serious injury and fatal crashes.
2. To refer to staff the request by Ald. Vander Leest to establish a 4-WAY STOP condition on Parkwood Drive at Fawn Lane.
3. To deny the request to establish a 3-WAY STOP condition at Western Avenue at Maryhill Drive and maintain the existing 1-WAY STOP control (Maryhill Drive traffic stops for Western Avenue traffic).
4. To remove the NO PARKING zone on the north side of Thomas Street from a point 85 feet west of Velp Avenue to Velp Avenue.
5. To remove the NO PARKING zone on the south side of Radisson Street from Quincy Street to a point 35 feet east of Webster Avenue.
6. To remove the NO PARKING zone on the north side of Radisson Street from Webster Court to a point 90 feet east of St. George Street.
7. To remove the NO PARKING zone on the north side of Radisson Street from Quincy Street to Webster Avenue.
8. To remove the NO PARKING zone on the north side of Radisson Street from a point 588 feet west of Webster Court to a point 665 feet west Webster Court.
9. To remove the NO PARKING zone on the north side of Radisson Street from a point 60 feet east of Irwin Avenue to a point 30 feet west of Irwin Avenue.

10. To remove the NO PARKING zone on the south side of Radisson Street from a point 30 feet east of Irwin Avenue to a point 60 feet west of Irwin Avenue.
11. To establish and adopt by ordinance a NO PARKING zone on the north side of Radisson Street from Quincy Street to a point 60 feet east of Irwin Avenue.
12. To establish and adopt by ordinance a NO PARKING zone on the south side of Radisson Street from Quincy Street to a point 30 feet east of Irwin Avenue.

R. Report of the Sustainability Commission (October 21, 2020).

1. To hold an update on the progress of the Green Infrastructure Code Audit.

S. Receive and Place on File.

1. Building Permit Report for October 2020

T. Committee of the Whole.

1. Discussion with possible action on the Green Bay Metro Fire Department consolidation agreement with the Village of Bellevue.

The Council may convene in closed session pursuant to Section 19.85(1)(e) Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Council may, thereafter, reconvene in open session pursuant to Section 19.85(2) Wisconsin Statutes to report any actions taken during the closed session and to consider all other matters on the agenda.

U. Resolutions.

1. To approve a resolution authorizing 2020 transfer of \$45,000.00 from contingency for legal expenses related to Georgia Pacific tax appeal for real estate and personal property.
2. Resolution authorizing conditional use permit at 1518 Western Avenue (ZP 20-31).
3. Resolution authorizing conditional use permit at 1018 Rolling Green Drive (ZP 20-32).
4. Resolution drawing final orders to contractors for November 10, 2020.
5. Resolution regarding vacation of an unimproved public right-of-way Leaf Street (SV 20-02).
6. Resolution adopting 2021 budget and tax levy.
7. Resolution rescinding the special assessment for parcel 14-924.
8. Resolution rescinding the special assessment for St. Paul's Pantry

V. Ordinances - First Reading.

1. General Ordinance 39-20
An ordinance amending Section 29.208, Green Bay Municipal Code, relating to parking regulations.
2. General Ordinance 40-20
An ordinance repealing Chapter 13-1716(e) Green Bay Municipal Code, relating to game day parking.

W. Referral of Petitions & Communications.

- I. A request by Ald. Brian Johnson to the Improvement & Services Committee for consideration and possible action on the creation of a uniform policy and process for recognizing donors and sponsors on items placed on public property including the public right of way, parks and RDA owned property.

X. Adjournment.

- 1) SUPPLEMENTAL INFORMATION: The Video of this meeting, Agenda, Agenda Packet, and Minutes are available online at www.greenbaywi.gov/Meetings.
- 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 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



Common Council 11-10-2020

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/83720064389>

Meeting ID: 837 2006 4389

Passcode: 742418

One tap mobile

+13126266799,,83720064389#,,,,,0#,,742418# US (Chicago)

+19292056099,,83720064389#,,,,,0#,,742418# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 837 2006 4389

Passcode: 742418

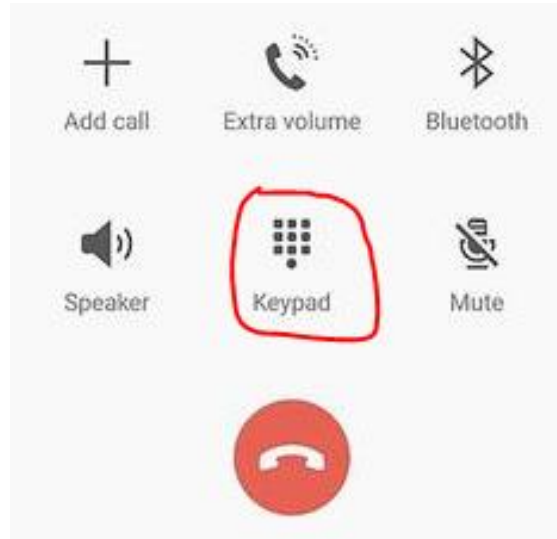
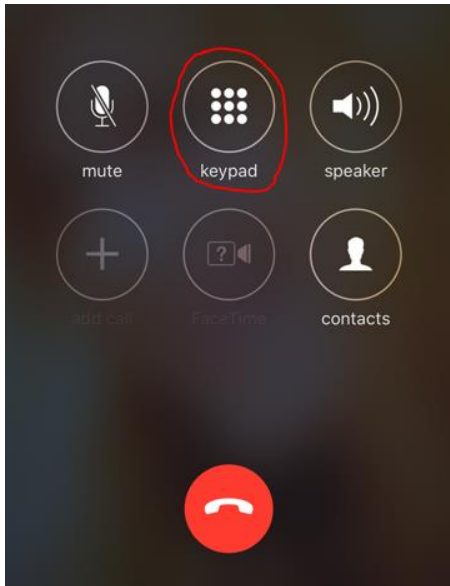
Find your local number: <https://us02web.zoom.us/j/83720064389>

Additional Information

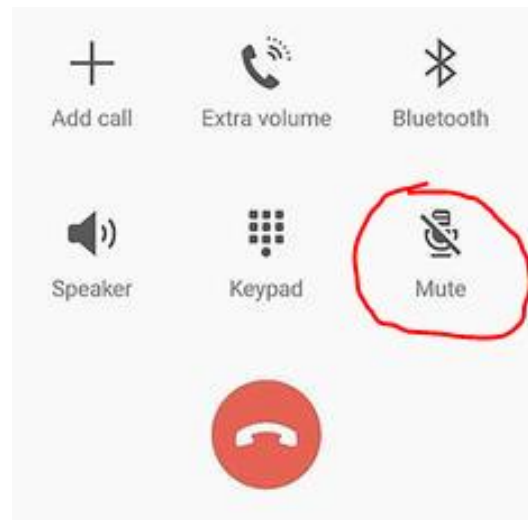
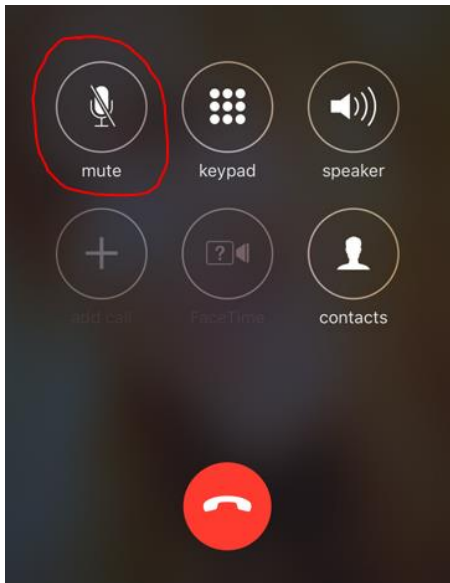
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
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
Common Council
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # I.I

Public hearing of the 2021 Proposed City of Green Bay Budget.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2020-11-10 JFP Committee Changes to 2021 Budget

ZONING ORDINANCE NO. 15-20

AN ORDINANCE REZONING A PORTION OF PROPERTY LOCATED AT 3200 FINGER ROAD FROM RURAL RESIDENTIAL (RR) DISTRICT TO HIGHWAY COMMERCIAL (C2) DISTRICT (ZP 20-29)

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 13-108, Green Bay Municipal Code, together with the zoning map referred to therein, is hereby amended by rezoning a portion of the following described property located at 3200 Finger Road from Rural Residential (RR) District to Highway Commercial (C2) District:

PART OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4, SECTION 11, T23N-R21E, CITY OF GREEN BAY, BROWN COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH 1/4 CORNER OF SECTION 11, T23N-R21E; THENCE N89°04'40"W, 50.05 FEET ALONG THE NORTH LINE OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION; THENCE S02°03'27"E, 677.33 FEET ALONG THE EXTENSION AND WEST RIGHT OF WAY OF SOUTH HURON ROAD (A.K.A. C.T.H. EA) TO THE POINT OF BEGINNING; THENCE CONTINUING S02°03'27"E, 150.00 FEET ALONG SAID LINE; THENCE N89°06'24"W, 327.01 FEET ALONG THE NORTH LINE OF LOT 1 OF VOLUME 40, CERTIFIED SURVEY MAPS, PAGE 99 (MAP #6062-DOCUMENT#1735903), BROWN COUNTY RECORDS; THENCE N02°03'27"W, 150.00 FEET; THENCE S89°06'24"E, 327.01 FEET TO THE POINT OF BEGINNING.

BOUNDARY CONTAINS 48,986 SQUARE FEET / 1.12 ACRES, MORE OR LESS.

SECTION 2. All ordinances or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall not take effect until a public hearing is held thereon as provided by Section 13-204, Green Bay Municipal Code, and the adoption and publication of this ordinance.

ZONING ORDINANCE NO. 15-20
PAGE 2

Dated at Green Bay, Wisconsin, this _____ day of _____, 2020.

APPROVED:

Mayor

ATTEST:

Clerk

sjh

Attachment – Map

For Official Notice:

**Public Notification
Proposed Rezoning
3200 Finger Road
(ZP 20-29)**

The Green Bay Plan Commission will hold a public hearing on **Monday, October 12, 2020**, at 6:00 p.m. The meeting will be conducted at a virtual location. If you wish to participate in a Public Hearing, you may access the meeting by the internet or telephone, using the access code below.

Join Zoom Meeting

<https://us02web.zoom.us/j/84137675822?pwd=L2EyVlpDSiZGZlFjcmlpWnZlOEVnUT09>

Meeting ID: 841 3767 5822

Passcode: 483400

One tap mobile

+1 312 626 6799,,84137675822# US (Chicago)

+1 646 876 9923,,84137675822# US (New York)

Dial by your Location:

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Find your local number: <https://us02web.zoom.us/j/84137675822?pwd=L2EyVlpDSiZGZlFjcmlpWnZlOEVnUT09>

The hearing is regarding the following:

A request to rezone a portion of 3200 Finger Road from Rural Residential (RR) to Commercial (C2), submitted by Joel Ehrfurth, Mach IV Engineering & Surveying.
(Ald. V. Corpus-Dax, District 2)

Public comments will be invited at the public hearing or can be sent in writing to:

City of Green Bay
Department of Community and Economic Development
Attn: Stephanie Hummel
100 N. Jefferson St., Rm. 608
Green Bay, WI 54301

For additional information, contact Stephanie Hummel at (920) 448-3424 or Stephanie.Hummel@greenbaywi.gov.

Publication Dates: September 28, 2020 and October 5, 2020

PLANNING ORDINANCE NO. 02-20

**AN ORDINANCE
AMENDING THE DEVELOPMENT DISTRICT MAP OF THE
CITY OF GREEN BAY TO REVISE THE BOUNDARIES OF THE URBAN RESERVE
AND URBAN EXPANSION DISTRICTS ALONG FINGER ROAD
(DDMA 20-01)**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. The Development District Map of the City of Green Bay, as created by Section 14.212, Green Bay Municipal Code, is hereby amended by revising the boundaries of the Urban Reserve District and Urban Expansion District located along Finger Road, as detailed in the attached map, and made a part of this ordinance as though fully set forth herein.

SECTION 2. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2020.

APPROVED:

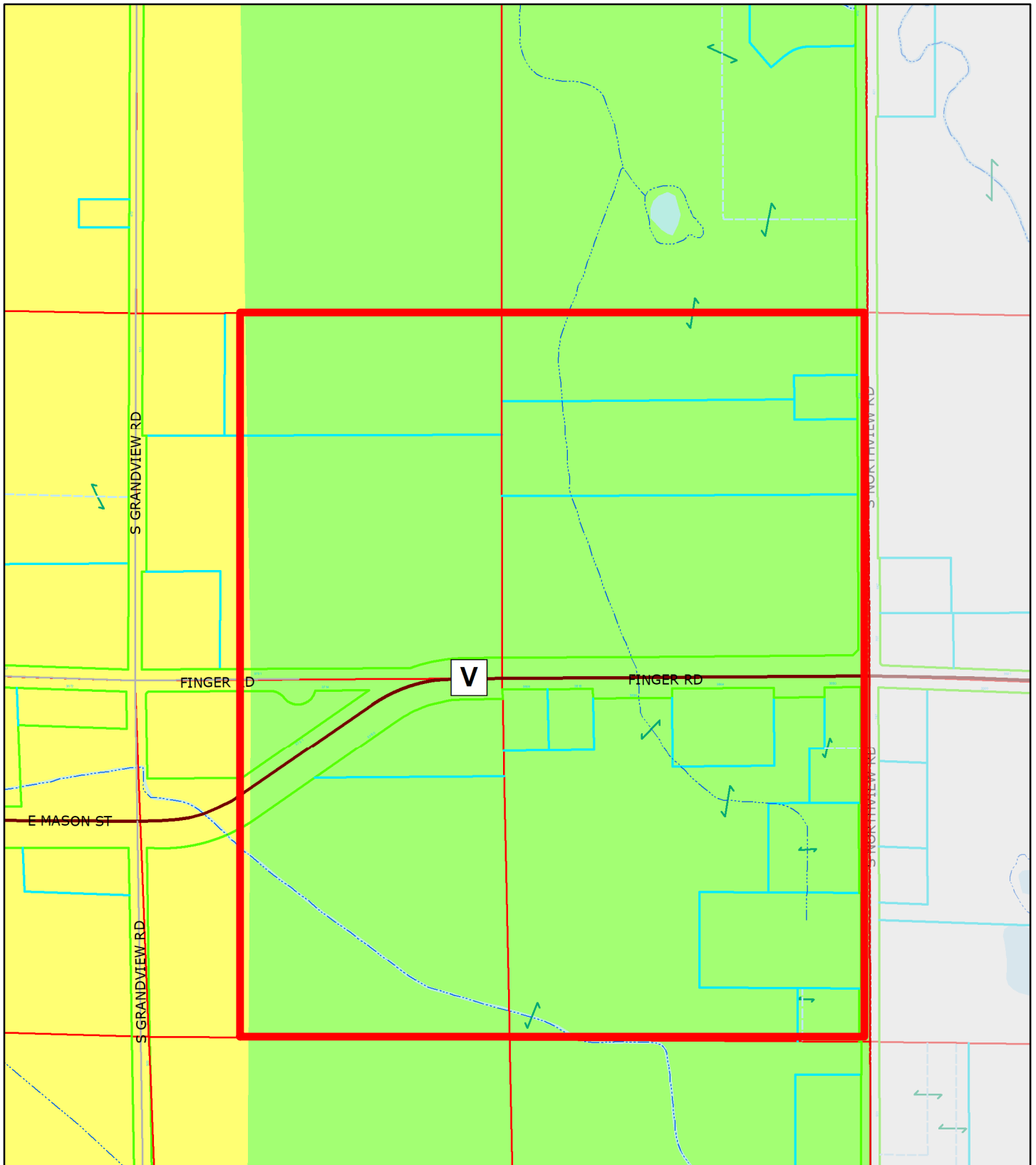
Mayor

ATTEST:

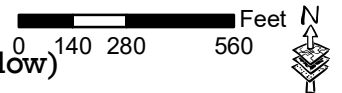
Clerk

sjh

Attachments –Map



**(DDMA 20-01) Amend Development District
from Urban Reserve (green) to Urban Expansion (yellow)
generally long Finger Road**



This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. sjh 01 Oct 2020 X:\Planning\Basemaps\template_8.5x11.mxd

 **Subject Area**

PLANNING ORDINANCE NO. 03-20

**AN ORDINANCE
AMENDING THE DEVELOPMENT DISTRICT MAP OF THE
CITY OF GREEN BAY TO REVISE THE BOUNDARIES OF THE URBAN RESERVE
AND URBAN EXPANSION DISTRICTS ALONG NICOLET DRIVE
(DDMA 20-02)**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. The Development District Map of the City of Green Bay, as created by Section 14.212, Green Bay Municipal Code, is hereby amended by revising the boundaries of the Urban Reserve District and Urban Expansion District located along Nicolet Drive, as detailed in the attached map, and made a part of this ordinance as though fully set forth herein.

SECTION 2. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2020.

APPROVED:

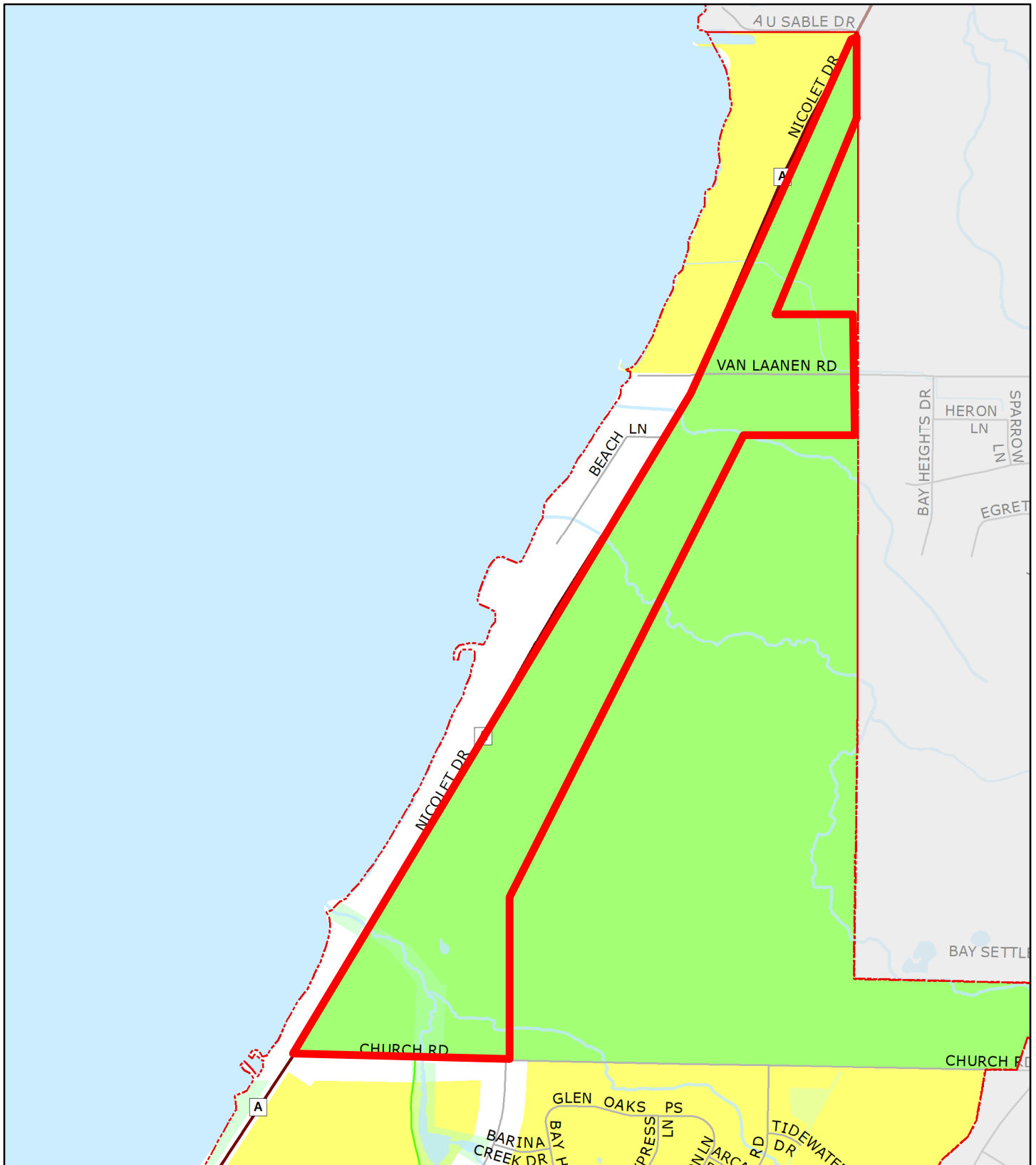
Mayor

ATTEST:

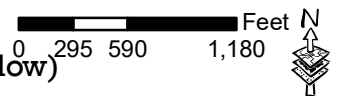
Clerk

sjh

Attachments –Map



**(DDMA 20-02) Amend Development District
from Urban Reserve (green) to Urban Expansion (yellow)
generally long Nicolet Drive**



This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied. Map prepared by City of Green Bay Department of Community and Economic Development. sjh
01 Oct 2020 X:\Planning\Basemaps\template_8.5x11.mxd

 Subject Area

PLANNING ORDINANCE NO. 04-20

**AN ORDINANCE
AMENDING THE DEVELOPMENT DISTRICT MAP OF THE
CITY OF GREEN BAY TO REVISE THE BOUNDARIES OF THE URBAN RESERVE
AND URBAN EXPANSION DISTRICTS ALONG NORTHVIEW ROAD
AND LUXEMBURG ROAD
(DDMA 20-03)**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. The Development District Map of the City of Green Bay, as created by Section 14.212, Green Bay Municipal Code, is hereby amended by revising the boundaries of the Urban Reserve District and Urban Expansion District located along Northview Road and Luxemburg Road, as detailed in the attached map, and made a part of this ordinance as though fully set forth herein.

SECTION 2. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

Dated at Green Bay, Wisconsin, this _____ day of _____, 2020.

APPROVED:

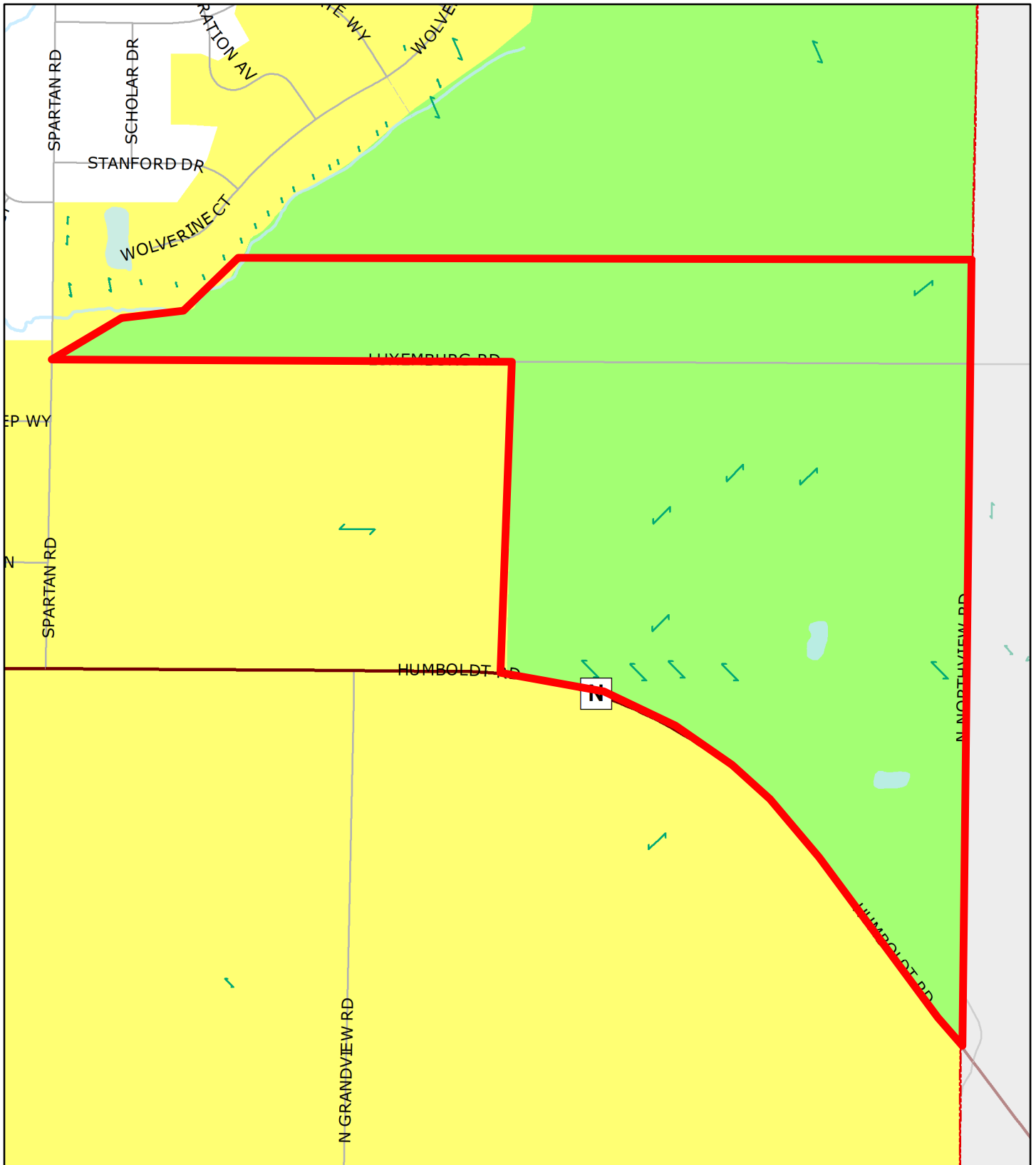
Mayor

ATTEST:

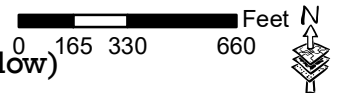
Clerk

sjh

Attachments –Map



**(DDMA 20-03) Amend Development District
from Urban Reserve (green) to Urban Expansion (yellow)
generally long Northview & Luxemburg Roads**



 **Subject Area**



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Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # K.I

To approve the request by Victoria Miramontes, 1008 Doty Street, to rescind special assessments for pavement construction associated with the Doty Street reconstruction project being completed in 2020.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Victoria Miramontes Parcel 14-924

Date: October 20th 2020
Attn: Director of PUBLIC WORKS
Parcel # 14-924

Dear Director,

My name is Victoria Miramontes. My address is 1108 Doty Street Green Bay WI 54301.

I am requesting that you would please review my special assessment, parcel # 14-924, located at my Doty address. The reason that I am requesting you review it is to get the parent special assessment rescinded or removed. I am requesting you remove it due to the recent ordinance update.

My home is currently zoned as a office residential home. The new ordinance update now includes office residential homes in the new vehicle registration tax/wheel tax to be covered. This meaning I shouldn't have the special assessment. I am hoping you could please help me take care of this ASAP as I am supposed to close on the sale of Doty next week Wednesday.

I appreciate you taking your time to review this. If you have any questions feel free to call me at (920)-

My email:

@EMAIL.COM

Thank you,

Victoria Miramontes

10-20-20



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # K.2

To refer to staff the creation of a uniform policy and process for recognizing donors and sponsors on items placed on public property including the public right of way, parks and Redevelopment Authority owned property. (Ald. Johnson)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Ald. Johnson_ Communication

From: District Nine

Sent: Wednesday, October 28, 2020 11:21 AM

To: Kim Wayte <Kim.Wayte@greenbaywi.gov>

Cc: Steven Grenier <Steven.Grenier@greenbaywi.gov>; Dan Ditscheit <Dan.Ditscheit@greenbaywi.gov>; Cheryl Renier-Wigg <Cheryl.Renier-Wigg@greenbaywi.gov>

Subject: Communication

To Improvement & Services

For consideration and possible action on the creation of a uniform policy and process for recognizing donors and sponsors on items placed on public property including the public right of way, parks and RDA owned property.

Steve - feel free to cleanup the language based on our conversation.

cc: Dan/Cheryl - The vast majority of this policy would likely be related to DPW which is why I'm sending to I&S, however, Parks and RDA could have some intersection so I wanted to loop you in. The BIDs are looking for some consistency and a cleaner process for placement of donor plaques/logos on sponsorable items owned and/or maintained by the BID such as lighting, benches, trash cans, pole banners, etc.

Follow me on Facebook to receive regular updates on city issues. [@BrianJohnsonGB](#)

Brian H. Johnson

Alderman, District 9

City of Green Bay
100 N. Jefferson Street
Green Bay, Wisconsin 54301-5026

(e) district9@greenbaywi.gov

(p) 920.242.2206

(w) www.greenbaywi.gov



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # K.3

To approve the request by owners of 802, 803, 808, 814, and 820 Ernst Drive for permission to not clear snow from their sidewalks. (Ald. Wery)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 11_4_20 I&S agenda item_Ernst Drive

From: [Chris Pirlot](#)
To: [Jamie Destiche](#); [Steven Grenier](#); [James Brunette](#)
Subject: RE: 11/4/20 I&S agenda item
Date: Wednesday, October 28, 2020 11:15:54 AM

Ald. Wery asked if we would modify this agenda item to read something like:

Request by owners of 802, 803, 808, 814, and 820 Ernst Drive for permission to not clear snow from their sidewalks during the winter of 2020/21

These are the only lots (of 42 total lots) on Ernst Drive that have sidewalks

Chris Pirlot, P.E.
Operations Director/Parking Manager
City of Green Bay-DPW
chrispi@greenbaywi.gov
(920) 492-3736 office
(920) 680-6166 cellular

From: Chris Pirlot
Sent: Tuesday, October 20, 2020 9:17 AM
To: Jamie Destiche <Jamie.Destiche@greenbaywi.gov>
Cc: Steven Grenier <Steven.Grenier@greenbaywi.gov>; James Brunette <James.Brunette@greenbaywi.gov>
Subject: 11/4/20 I&S agenda item

Chris Pirlot, P.E.
Operations Director/Parking Manager
City of Green Bay-DPW
chrispi@greenbaywi.gov
(920) 492-3736 office
(920) 680-6166 cellular

From: Chris Wery [<mailto:chriswery@att.net>]
Sent: Tuesday, October 20, 2020 8:42 AM
To: Chris Pirlot <Chris.Pirlot@greenbaywi.gov>
Subject: 808 Ernst Snow Removal Exemption Request

Hi Chris,

Please submit a request for 808 Ernst for an exemption of snow shoveling due to incomplete sidewalk coverage on their block.

Jamie Maus
808 Ernst

Alderman Chris Wery

920-490-9282

chriswery@att.net

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

----- Forwarded Message -----

From: Jamie Maus

To: Chris Wery <chriswery@att.net>

Sent: Tuesday, October 20, 2020, 08:35:33 AM CDT

Subject: Re: Snow Removal Ernst Drive Sidewalks

Chris, only if you have time, it would be great if you submitted the request. It might have a little more call to action than a Jane Doe request. I can see anyone objecting NOT to shoveling walk. 98% of time it is never used. I haven't talked to Joyce or Sue- ladies on corner but see no problem there. Joyce has had medical problems and hard for her just to do Shirley side. Please let me know if you can do.

Thank you

Jamie Maus

Sent from my iPhone



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # K.4

To approve the request by Department of Public Works to approve Amendment No. 2 to the Professional Services Agreement with OMNNI Associates for the Gray Street South Reconstruction Design in the amount of \$15,900.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Amendment #2 to Agreement for Professional Services - OMNNI Associates

AMENDMENT TO AGREEMENT

This Amendment, Number 2, to the AGREEMENT FOR PROFESSIONAL SERVICES for Gray Street, dated March 18, 2019 and amended on November 12, 2019 (the Agreement), between City of Green Bay (Client) and OMNNI Associates, Inc. (Consultant) is made effective as of the 14th day of October, 2020.

1. Consultant shall perform the following Services: At the request of the City the project was broken into two separate projects. The Mather St to Velp Ave project will be constructed in 2020 and the Dousman St to Mather St will be bid and constructed in 2021.
The separation of the project into two separate plans resulted in the following:
 - A. Separating the plans into two sets.
 - B. Additional meetings – Public Involvement, 60% and 90% review meetings
 - C. Additional utility coordination
 - D. Additional Survey – survey the Mather St intersection and update utility locates(AT&T)
 - E. Add pavement replacement thru Dousman St intersection
 - F. Watermain – incorporating the GB Water Utility design and notes to our plan set
 - G. Redesign of the Elmore St intersection (East and West) to match a future roadway width
 - H. Redesign of Division St intersection East to match future roadway width
2. In conjunction with the performance of the foregoing Services, Consultant shall provide the following submittals/deliverables (Documents) to Client:
Separate plan sets.
3. Consultant shall perform the Services and deliver the related Documents (if any) according to the following schedule: Dousman St to Mather St plan set for a February, 2021 letting.
4. In return for the performance of the foregoing obligations, Client shall pay to Consultant the amount of \$15,900, which increases the total contract amount to \$90,400.
5. Except to the extent modified herein, all terms and conditions of the Agreement shall continue in full force and effect.

CLIENT:
City of Green Bay

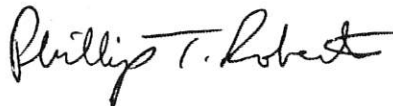
CONSULTANT:
OMNNI Associates

By: _____
(Signature)

Name: Steven M. Grenier

Title: Director of Public Works

Date: _____

By: 
(Signature)

Name: Phillip T. Roberts

Title: Engineering Services Manager

Date: 10/14/2020



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # K.5

To approve the request by Department of Public Works to enter into a three-party agreement with the Wisconsin Department of Transportation and Ayres Associates, Inc. for the design of the Chantel Street Bridge replacement, WisDOT Project ID 4987-02-77, in the amount of \$71,018.91, having an 80/20 cost share with WisDOT.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 3 Party Agreement Eng Svc Chantel Bridge

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

ENGINEERING SERVICES CONTRACT

BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION,

CITY OF GREEN BAY (MUNICIPALITY)

AND AYRES ASSOCIATES INC (CONSULTANT) FOR

Project ID 4987-02-77
C Green Bay, Chantel Street
Beaver Dam Creek Bridge
Loc Str
Brown County

This CONTRACT made and entered into by and between the DEPARTMENT ,MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in in the City of Green Bay Engineering Request for SOQ dated July 8, 2020 and for topographic survey, environmental analysis and documentation, design reports, utility coordination, agency coordination, preliminary and final roadway and structure design and PS&E documents. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The DEPARTMENT and MUNICIPALITY deem it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under sec. 84.01(13), Wis. Stats.

The DEPARTMENT REPRESENTATIVE is: Timothy Verhagen, PE, PTOE; NE Region Project Manager; 944 Vanderperren Way, Green Bay, WI 54304; Timothy.Verhagen@dot.wi.gov; (920) 362-1267

The MUNICIPALITY REPRESENTATIVE is: Steve Grenier, PE; Director of Public Works; 100 N Jefferson, Room 300, Green Bay, WI 54301; stevengr@greenbaywi.gov; (920) 448-3100.

The CONSULTANT REPRESENTATIVE is: Ryan Schaitel, PE; Project Manager; 3376 Packerland Drive; Ashwaubenon, WI 54115; SchaitelR@AyresAssociates.com; (920) 498-1200.

The CONSULTANT SERVICES will be performed for the DEPARTMENT's Northeast Region office located in Green Bay, WI and will be completed by April 1, 2023. Deliver PROJECT DOCUMENTS to 944 Vanderperren Way, Green Bay, WI 54304, unless other directions are given by the DEPARTMENT.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

☒ DEPARTMENT ☐ MUNICIPALITY

For topographic survey, environmental analysis and documentation, design reports, utility and agency coordination, preliminary and final roadway and structure design and PS&E documents, actual costs to the CONSULTANT up to \$62,155.44, plus a fixed fee of \$4,083.47, not to exceed \$66,238.91.

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

For subsurface investigation subcontracted to ECS Midwest, LLC, the CONSULTANT'S actual cost to ECS Midwest, LLC not to exceed \$4,780.00 for units delivered based on their proposal dated September 28, 2020.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$71,018.91.

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three Party Design Engineering Services Contract, dated July 1, 2015 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these standard provisions.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of 8 pages.

Nothing in this CONTRACT accords any third part beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

For the DEPARTMENT

By: _____

By: _____

Title: Manager

Contract Manager, WisDOT

Date: _____

Date: _____

For the MUNICIPALITY

By: _____

Title: _____

Date: _____

Project ID 4987-02-77
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Loc Str
Brown County

THREE PARTY DESIGN CONTRACT SPECIAL PROVISIONS

Revised 05/26/16

The following are recommended special provisions for the design contract to be inserted behind the standard provisions.

VI. SPECIAL PROVISIONS

SCOPE OF SERVICES

A. DESIGN REPORTS

(1) Other Reports:

Prepare the following engineering reports/analyses as directed by the MUNICIPALITY:

- Abbreviated Pavement Design Report as set forth in the MANUAL
- Abbreviated Design Study Report
- Structure Survey/Hydraulic Report
- Transportation Management Plan, Type 1
- Geotechnical Report

B. ENVIRONMENTAL DOCUMENTATION

Execute a disclosure statement as required by 40 CFR 1506.5(c).

Prepare a Categorical Exclusion Checklist (CEC) Environmental document for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Furnish the required number to the MUNICIPALITY for approval.

Prepare an environmental document that evaluates reasonable alternatives to the PROJECT and consider other reasonable actions or activities that may achieve the same or similar goals of the proposed highway PROJECT, including other or additional transportation alternatives and intermodal opportunities and the alternative of taking no action. Evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state, and national environmental goals. Prepare environmental documents that are concise and emphasize significant environmental issues and plausible alternatives. Comply with requirements specified in the MANUAL and TRANS 400, Wisconsin Administrative Code. In the event of a conflict between the MANUAL and TRANS 400, Wisconsin Administrative Code, the administrative rule supersedes.

(1) Historical and Archaeological Surveys and Studies:

- (a) The DEPARTMENT will be submitting the PROJECT for the BOE screening list for both archeological and historical clearance.

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- (2) Hazardous Materials/Contamination Assessments
 - (a) Conduct a Phase I investigation for the PROJECT in accordance with the MANUAL.
 - (b) Obtain direction from the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies when Phase 1 indicates further work is needed.
 - (c) The MUNICIPALITY acknowledges that the CONSULTANT is not, by virtue of this CONTRACT, the owner or generator of any waste materials generated as a result of the Hazardous Materials/ Contamination Assessments services performed by the CONSULTANT under this CONTRACT. Dispose of investigative waste in accordance with the MANUAL.
- (3) Wetland Investigations
 - (a) The Wisconsin Department of Natural Resources (WDNR) will do a wetland determination for this PROJECT, and the CONSULTANT will coordinate with the WDNR for this determination to be used for the environmental document and agency coordination.
- (4) Native American Coordination
 - (a) Prepare the notification letter and submit to the DEPARTMENT for review and approval. The letters will be emailed out by the DEPARTMENT.

C. AGENCY COORDINATION

- (1) Section 401 and 402 Certifications:

Evaluate the effects of the PROJECT on water quality, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary application prior to the PS&E date.
- (2) Section 404 Permits:

Evaluate the potential for discharge of fill materials into the waters of the United States, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary permit application prior to the PS&E date.
- (3) Coordinate with the US Fish and Wildlife Service for potential impacts to endangered and threatened species.

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C Green Bay, Chantel Street
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D. RAILROAD/ UTILITY INVOLVEMENTS

(1) Utility Coordination

Perform all utility coordination in accordance with:

- a) The WisDOT "Guide to Utility Coordination" for non-TRANS 220 projects.
- (2) The MUNICIPALITY will provide the CONSULTANT with a list of known utilities on the PROJECT and a list of contact personnel for utility coordination. This list is not warranted to be complete, but is furnished to assist the CONSULTANT. Verify and update the list.
- (3) Transmit final utility related documents to the DEPARTMENT a minimum of 30 days prior to the final PS&E submittal date. This submittal shall include the following information:
 - a) Utility Status Report
 - b) Utility related special provisions
 - c) Plans specific to utility related items, including general notes, plan and profile, cross sections, and bridge sheets.
 - d) All agreement documents, including any utility conveyances, lump sum agreement, and audit agreements.
 - e) Approved work plans by the MUNICIPALITY
- (4) Confer on an ongoing basis with all utility facility owners in the project vicinity to establish mutual understanding on design features of the project affecting utility facilities, and shall keep the MUNICIPALITY informed of all such coordination activities. Provide the MUNICIPALITY with plans and information that will allow it to meet its planned utility coordination schedule.
- (5) The MUNICIPALITY is responsible for following up with utility relocations between final PS&E submittal and the start of construction.

E. PUBLIC INVOLVEMENT

(1) Public Involvement Meetings:

- a) Assist the MUNICIPALITY in holding one public involvement meeting and explain to the public concepts and probable impacts of this PROJECT.
- b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meeting.
- c) Prepare a summary report after the public involvement meeting.

Project ID 4987-02-77
C Green Bay, Chantel Street
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- (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting.
 - (e) Make all the necessary arrangements for scheduling the public involvement meeting and provide notices and press releases for the MUNICIPALITY'S use.
 - (f) Provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.
 - (g) Coordinate meeting schedules with the MUNICIPALITY'S representative.
 - (h) Prepare a Public Involvement Plan (PIP) for the PROJECT.
- (2) Project Mailings:

The MUNICIPALITY shall provide a mailing list for the public involvement meeting. The CONSULTANT is responsible for sending out letters for the public involvement meeting.

F. MEETINGS

- (1) Hold an Operational Planning Meeting to discuss the organization and processing of the Services under this CONTRACT.
- (2) One meeting shall be held with the MUNICIPALITY approximately two weeks prior to the Public Informational Meeting.
- (3) A 30% plan review meeting shall be held via phone with the MUNICIPALITY and the DEPARTMENT.
- (4) A 60% plan review meeting shall be held via phone with the MUNICIPALITY and the DEPARTMENT.
- (5) A 90% plan review meeting shall be held via phone with the MUNICIPALITY and the DEPARTMENT
- (6) Attend the pre-construction conference as scheduled by the DEPARTMENT.

G. SURVEYS

- (1) Set horizontal and vertical control based on the information proved by the MUNICIPALITY.

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- (2) The CONSULTANT shall perform full topo at 50-foot intervals going 75 feet west and east of Chantel Street, 300' north of the bridge and going south to the 9th Street intersection.
- (3) Submit all survey data (including description, measured, and computed data) to the MUNICIPALITY in the AASHTO SDMS format, in accordance with the MANUAL. Copies of original notes or printouts from other systems which may be used in lieu of the SDMS Collector software shall also be provided.

H. SOILS AND SUBSURFACE INVESTIGATIONS

- (1) Perform two borings of the existing pavement structure, including base courses and shoulders, in order to determine quantities and qualities of materials available for project needs.
- (2) Investigations of subsurface soil conditions for foundations at the sites of proposed bridges or other structures are required. They shall consist of not less than one machine powered boring within the approximate limits of each substructure unit.

Foundation borings shall be performed to yield sufficient detailed data to enable an engineering design of the structure and its foundation per DEPARTMENT standards.

Foundation investigations shall be coordinated with the MUNICIPALITY, with a minimum of three working days prior notice, to enable the MUNICIPALITY to make provisions for on-site observations and to evaluate conditions during drilling.

When borings have reached the depth of 60 feet without providing necessary data, the driller is authorized to continue drilling until depths reach 120 percent of the planned depths. When necessary data is obtained for any individual boring, prior to borings reaching the planned depth, the drilling for that individual boring shall be terminated.

When completion of drilling to 120 percent of the depth of any individual boring as set forth above is not sufficient to adequately assess subsurface conditions, or otherwise determine all the required foundation information, the CONSULTANT shall recommend revised boring depths or a revised boring program for verbal authorization by the MUNICIPALITY. The extent of all subsurface foundation investigations performed shall be fully justified in the Soils Report for the PROJECT.

All boreholes and monitoring wells shall be backfilled as per the April 20, 1992 guidelines titled "Wisconsin Department of Transportation Geotechnical Unit -Drilled Borehole and Monitoring Well Abandonment Procedures".

Record final borehole location; station and referenced offset and elevation. CONSULTANT shall provide final boring location GPS coordinates and provide a

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C Green Bay, Chantel Street
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Google Earth image of project site showing coordinate correct as-drilled boring locations.

- (3) Perform subsurface investigations to analyze project geotechnical concerns and provide full detailed recommendations. The soils shall be classified by pedological means to provide pavement design parameters.

I. ROAD PLANS

- (1) The CONSULTANT shall include the following in the plans:
 - a. Title Sheet
 - b. General Notes
 - c. Typical Sections
 - d. Construction details
 - e. Erosion Control Plan
 - f. Plan and Profile sheets
 - g. Miscellaneous Quantities
 - h. Structure Plans
 - i. Computer Earthwork Data
 - j. Cross Sections
 - k. Detour plan is not included
 - l. Right of way plat is not included
- (2) The CONSULTANT shall submit 30%, 60% and 90% plans to the MUNICIPALITY and the DEPARTMENT for review and comment. Included in each of the plan submittals will be an estimated project cost and an estimate of the road builders' quantities.

J. STRUCTURE PLANS

- (1) Prepare a Structure Survey Report/Hydraulic Report, which includes a discussion of structure sizing, in accordance with the MANUAL. The completed preliminary plan shall show the structure plan, elevation, and typical cross section, and all pertinent data shall appear on the first sheet(s) of the completed structure plans. Four prints of this plan and the Structure Survey Report/Hydraulic Report shall be submitted to the MUNICIPALITY for review. The MUNICIPALITY will review this preliminary plan and the Structure Survey Report/Hydraulic Report and return one print to the CONSULTANT showing requested revisions, if any.
- (2) Plans for Structures shall be fully dimensioned besides showing controlling elevations. The plans shall be prepared with such precision and detail to allow for the convenient layout in the field with customary degree of accuracy, and to allow for the production of an accurate estimate of quantities for all pertinent items of work to be performed in the PROJECT.
- (3) Plans for Structures shall include schedules for bar steel reinforcement. Such schedules shall provide all of the necessary detail required for the fabrication of the reinforcement without the necessity of making separate shop drawings for that purpose.

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- (4) When the plans for a structure have been completed the CONSULTANT shall furnish the MUNICIPALITY with three sets of prints of such plans for review and examination.
- (5) Submit three copies for review and examination of all specifications for items of work in the Structure Plans which are not covered by the STANDARD SPECIFICATIONS and such amendments to or revisions of the STANDARD SPECIFICATIONS as may be required to properly cover the work contemplated by the plans.
- (6) Plans will be subject to review and examination by the MUNICIPALITY. Such review and examination may be made on the site of the PROJECT.
- (7) Along with the plans for structures submit one copy or reproduction of the design computations for the MUNICIPALITY'S review and permanent file.
- (8) Furnish such other pertinent information and data with respect to the plans and design as the MUNICIPALITY may request.
- (9) In the design and development of the Structure Plans, develop two alternative structure types or other geometric configurations to enable selection of the design that provides the best balance between practical construction considerations, right of way requirements, aesthetics and blending with the topography, and costs.

K. PLATS

- (1) A right of way plat is not included in the scope of services for this contract.

L. SERVICES PROVIDED BY THE MUNICIPALITY

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

1. As-built plans, if available
2. Publish the press release and provide the mailing list for the public involvement meeting
3. Traffic control for soil boring operations.
4. Traffic count, ADT, and truck classification information.
5. Horizontal and vertical control topographic survey information
6. Signing during construction for detour
7. Existing City Utilities and list of utility companies

Project ID 4987-02-77
 C Green Bay, Chantel Street
 Beaver Dam Creek Bridge
 Loc Str
 Brown County

PROSECUTION AND PROGRESS

- (1) The MUNICIPALITY shall report on the progress of the PROJECT as stipulated in the contract agreement. Standard benchmarks, consistent with DEPARTMENT'S internal staff benchmarks, will be reported monthly to the DEPARTMENT. The actual start, projected or actual finish date, and percent of work complete will be included for all relevant benchmarks on any project report required for delivery to DEPARTMENT staff. The report can be delivered in electronic format consistent with current DEPARTMENT standards (Microsoft Project), or on paper.
- (2) The CONSULTANT proposes to sublet these services to Engineering Consulting Services (ECS) for soils investigation.
- (3) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates, if CONSULTANT has received the Notice to Proceed by November 15, 2020.

Report Title	Date
Survey	12/2020
Abbreviated Haz. Mat. Assessment	1/2020
Operational Planning Meeting	2/2021
Soils Report	3/2021
Abbreviated Pavement Design Report	4/2021
Preliminary Road Plan	4/2021
Environmental Document	8/2021
60% Plan Submittal	9/2021
Design Study Report	11/2021
90% Road Plans	9/1/2022
Final Structure Plans	9/1/2022
Final P.S. & E.	11/1/2022
Preconstruction Meeting	4/1/2023

Certificate Of Completion

Envelope Id: 05C0CB9F3EBB4863BAFEEC6EEA703409	Status: Sent
Subject: Please DocuSign: 49870277-1400035779-202010-C.pdf	
Source Envelope:	
Document Pages: 10	Signatures: 0
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Becky Manske
Time Zone: (UTC-06:00) Central Time (US & Canada)	4822 Madison Yards Way
	Madison, WI 53705
	rebecca.manske@dot.wi.gov
	IP Address: 165.189.255.43

Record Tracking

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Signer Events

Signature	Timestamp
Steve Grenier	Sent: 10/23/2020 12:09:09 PM
stevengr@greenbaywi.gov	Viewed: 10/23/2020 1:45:06 PM
Security Level: Email, Account Authentication (None)	
Electronic Record and Signature Disclosure:	
Accepted: 10/23/2020 1:45:06 PM	
ID: 7b3c7d36-2951-428e-acb9-c3d1baca425d	

Ryan Schaitel
 SchaitelR@AyresAssociates.com
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

CAU Consultant SG

Signing Group: CAU Consultant SG
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Becky Manske
 rebecca.manske@dot.wi.gov
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:

Carbon Copy Events	Status	Timestamp
Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/23/2020 12:09:09 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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- ii. send us an e-mail to david.esse@dot.wi.gov and in the body of such request you must state your e-mail, full name, US Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	•Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

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Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # K.6

To approve the proposed 2021 Parking Division rate structure.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2021 Parking Rate Report

To: Improvements and Services Committee

From: Christopher J. Pirlot, PE
Parking Manager/Operations Director

Date: October 20, 2020

Re: Proposed 2021 Parking Division Rates and Fees

INTRODUCTION

Per City of Green Bay policy, DPW-Parking System Division (a.k.a. – Parking Division) must generate its own revenue to cover operating expenses, and facility maintenance. In addition, an agreement with Finance Department requires Parking Division to pay the City an annual payment to cover all outstanding bond payments for parking ramp construction and maintenance. *City property tax revenue contributes zero/no funding to support the Parking Division operating budget.*

Due to Parking Division's self-funded nature, annual revenue must balance operating expenses. Operating expenses are kept as low as practical to maintain financial stability, while providing reasonable pricing to parking patrons. However when operating costs increase, parking rates and fees must increase to balance the budget. Proposals for rate/fee changes are based on 1) local economic trends, 2) parking industry trends, 3) operating expenses, and 4) effectiveness of Parking Division programs. These factors are compared against revenue, and adjusted accordingly to balance the budget. The intent of this report is to document the recommended 2021 Parking Division rate and fee structure.

HISTORY AND DISCUSSION

Monthly parking ramp/lot rental rates – Rental parking patrons contribute the largest number of parked vehicles to the City's parking system, and constitute the largest percentage of parking revenue. Because of this, Parking Division is sensitive to parking patron concerns and adjusts rates as gently as possible to maintain a financially solvent parking operation. Parking ramp/lot rental rates were last increased for 2020. Parking Division proposes to increase rental rates 2.00% for 2021. Per past practice, rates are increased by the prescribed percentage, then adjusted up to the nearest dime. Advertised parking rental rates do not include sales tax. Sales tax is added on invoices where prescribed by State Statute. A history of ramp/lot rental rate increased is included in Table 1.

Hourly parking fees – Parking ramp and parking meter hourly rates vary widely throughout the United States depending on size of parking program, strength of business district, local economy, and political environment in each community. The City of Green Bay parking ramp hourly rate was increased to \$0.85 per hour for 2019, and the standard parking meter rate was increased to \$0.90 per hour for 2020.

Parking industry standard is for on-street parking rates to be set higher than off-street parking rates to encourage longer-term parkers to park off-street. No changes are proposed to hourly parking ramp rates for 2021. A history of hourly parking fees is included in Table 2.

Parking citation rates – Parking citation rates vary widely throughout the United States. They also are dependent on size of the parking program, strength of business district, political environment, and local economy. Historically, Green Bay's citation rates have increased due to regional Parking Division trends; and indicators that identify local parking patrons are getting too comfortable with citation rates, and therefore don't care if they receive citations due to the reasonable cost. All parking citation rates and late fees were last increased for 2020. Parking Division proposes no change in parking citation rates or associated late fees for 2021. A history of parking citation rates is included in Table 3.

CONCLUSIONS AND RECOMMENDATIONS

Based on 2021 operating expense needs and Parking Division's goal to avoid use of property tax revenue, it is recommended that the following parking rate/fee structure be adopted effective January 1, 2021:

1. Increase rental parking rates by 2.00%, rounded up to the nearest dime
2. Maintain the current parking meter rate (\$0.90 per hour)
3. Maintain current parking citation rates:
 - a. Overtime parking – \$22
 - b. No parking/overnight on-street parking – \$32
 - c. No stopping/standing/hydrant/fire lane – \$42
 - d. 1 week late fee – +\$12 on top of citation face value
 - e. 1 month late fee – +\$22 (on top of citation face value and 1 week late fee)
4. Maintain current Adams Street Lot \$1.00/hour) and parking ramp (\$0.85/hour) rates

It must be noted that all parking rate changes proposed above were used to develop the 2021 Parking Division revenue and operating budgets. Again, due to the self-funded nature of Parking Division operations and inter-dependent structure of operating and revenue budgets, changes to the Parking Division revenue budget directly affect the operating budget. So if rates are approved differently from those proposed above, Parking Division staff must modify the 2021 operating budget so it does not exceed anticipated revenues.

Table 1
Rental Rate Increase History

<u>Year</u>	<u>Rental Rate Increase (over previous year)</u>
2002	4% rate increase
2003	4% rate increase
2004	4% rate increase
2005	4% rate increase
2006	No rate increase; AND volume discount rental rate structure introduced
2007	3% rate increase
2008	3% rate increase
2009	3% rate increase
2010	No rate increase
2011	No rate increase
2012	2% rate increase
2013	No rate increase
2014	No rate increase
2015	2% rate increase
2016	2% rate increase
2017	2% rate increase
2018	No rate increase
2019	2% rate increase
2020	2% rate increase
2021	2% rate increase

Table 2
Hourly Parking Rate History

<u>Year</u>	<u>Ramp Hourly rate</u>	<u>Adams Street Lot/River Ramp</u>	<u>Parking Meters</u>
1972 (January 1)	\$0.10 per hour	N/A	\$0.10 per hour
1977 (January 1)	\$0.25 per hour	N/A	No change
1982 (June 28)	No change	\$0.20 per hour	\$0.20 per hour
1986 (December 1)	No change	\$0.20/hour (1-4 hrs); \$0.40/hr beyond 4	No change
1990 (July 1)	\$0.30 per hour	No change	\$0.25 per hour
1991 (January 1)	No change	No change	\$0.30 per hour
1994 (July 1)	\$0.35 per hour	\$0.35/hour (1-4 hrs); \$0.55/hr beyond 4	\$0.35 per hour
1996 (July 1)	\$0.40 per hour	\$0.40/hour (1-4 hrs); \$0.60/hr beyond 4	\$0.40 per hour
2001 (November 19) Green Bay Gold Program begins	\$0.50 per hour (first hour free)	\$0.50/hour (1-4 hrs); \$0.70/hr beyond 4	\$0.50 per hour
2004 (January 1)	No change	No change	\$0.55 per hour
2006 (January 1)	No change	\$0.70 per hour	No change
2008 (January 1)	\$0.55 per hour (first hour free)	\$0.75 per hour	\$0.60 per hour
2015 (January 1)	\$0.75 per hour	\$1.00 per hour (Adams)	\$0.75 per hour
2016 (River Ramp)	No change	\$1.00 per hour (River)	No change
2018 (January 1)	No change	No change	\$0.85 per hour
2019 (January 1)	\$0.85 per hour & change first hour N/C to first 15- minutes N/C	No change	No change
2020 (January 1)	No change	No change	\$0.90 per hour
2021 (January 1)	No change	No change	No change

Table 3 Parking Citation Rate History

Citation Rate Change History							
<u>Year</u>	<u>Overtime Parking</u>	<u>No Parking</u>	<u>No Stopping / Standing</u>	<u>Truck off Truck Route</u>	<u>Disabled</u>	<u>1 week late</u>	<u>1 month late</u>
2000	\$4	\$10	\$20	\$50	\$50	Add \$4	add \$7
2001	\$8	\$15	\$25	No change	\$75	No change	No change
2004	No change	\$20	\$30	\$60	\$100	Add \$5	add \$10
2009	\$10	No change	No change	No change	No change	No change	No change
2015	\$15	\$25	\$35	No change	No change	No change	No change
2016	No change	No change	No change	\$100	No change	No change	No change
2017	No change	No change	No change	No change	\$150	Add \$7	Add \$15
2018	No change	No change	No change	No change	No change	No change	No change
2019	No change	No change	No change	No change	No change	No change	No change
2020	\$22 **	\$32 **	\$42 **	\$102 **	\$302 **	Add \$12	Add \$22
2021	No change	No change	No change	No change	No change	No change	No change

**** NOTE** – Starting in 2020, parking citation rates include a \$2 processing fee (per citation) that is paid to the Parking Division citation management software provider. The system is internet cloud-based, and operates in real-time.



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # K.7

To receive and place on file the report of actions taken by Department of Public Works

A. Granting of Licenses

I. Sidewalk Builder

a. D&T Construction LLC

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

**REPORT OF THE PROTECTION AND POLICY COMMITTEE
GRANTING OPERATOR LICENSES**

November 10, 2020

The Protection and Policy Committee wishes to request that the following applications for Operator Licenses be granted.

Stipulations placed on licenses shall continue to be in effect.

OPERATOR LICENSES

Anderson, Paige M
Bacigalupo, Aaron W
Baus, Emily R
Beard, Nicole L
Boulanger, Diane R
Carter, Qianna C
Chaney, Danielle D
Diehl, Christopher J
Doberstein, Gerald V
Drewieske, Cody A A
Leander, Lisa A
Luciano Acevedo, Michael A
Lunn-Fay, Amanda M
Schmechel, Nathan H
Sigworth, Jasmine C



Report to the Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

David Buck, Staff

AGENDA ITEM # N.1

To retain the current zoning and refer the communication from Ald. Barb Dorff (District I) to "Estimate potential costs and benefits of proposed Grandview development" (from June 29, 2020 Council Meeting) to Community and Economic Development and Public Works staff to bring to Improvement and Services Committee.

BACKGROUND

Discussion to take place at meeting.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

None



Report to the Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # N.2

To refer to staff the communication from Ald. Veronica Corpus-Dax (District 2) to look at regulations regarding the current zoning code and "Drive Thru" or "Pickup" lanes, and the necessity of bypass lanes and/or menu boards.

BACKGROUND

RECOMMENDATION

To refer to staff for review.

FISCAL IMPACT

ATTACHMENTS

None



Report to the Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

David Buck, Staff

AGENDA ITEM # N.3

To postpone a review on the request to authorize a Conditional Use Permit (CUP) for a Material Recovery Facility (including Auto & Metal Salvage Operation) at 1156 Velp Avenue until a special Plan Commission meeting in January to allow the applicant to respond to allegations as well as invite the public to provide relevant information to the City at least six (6) days prior to said special meeting.

BACKGROUND

* The Plan Commission recommended approval of this CUP request with seven conditions (a-g below) on October 12, 2020. On October 20, 2020, the Green Bay Common Council referred this item back to the Plan Commission for additional consideration. The referral was based on comments submitted after the Plan Commission action that are felt to be relevant to the Plan Commissions evaluation of this petition.

Reason for Request: To permit the use of the property for automobile & metal salvage operations.

Zoning and Land Uses:

Subject Property: C2 Highway Commercial & GI General Industrial Material Recover

North: GI General Industrial Warehousing

South: C1 General Commercial & R-1 Low Density Res Hair Salon & single-family homes

East: GI General Industrial Auto service & outdoor storage

West: GI General Industrial Manufacturing

Comprehensive Plan: The 2022 Smart Growth Plan designates the southern half of the subject site suitable for commercial uses and the northern half of the subject site as general Industrial. Additionally, the Velp Avenue Areawide Plan (adopted in June 2017) designates the property as Transformative Opportunity Site #3 with the most desirable and compatible land-uses to include commercial, office, mixed-use and modern industrial uses. The proposed use of the entire property for salvage operations is not consistent with the recommendations of the Comprehensive & Velp Avenue Plans.

Additional Information following Postponement: This item was postponement at the August 31, 2020 Plan Commission meeting as the Plan Commission wanted to allow additional time for public comment as well as requested additional information including review of current activities, alderperson comments, neighborhood contact, potential traffic impacts, potential environmental impacts, and the submission of comments from D. Nelson (received too late to be shared at the previous meeting).

An inspector from the city investigated the site on September 10th and observed that at that time the operation of the material recovery business is in compliance with their approved site and operation plan currently on file with the city. Staff has been in contact with both the Alderperson Scannell (District 7) of the district the property is located and Alderperson Steuer (District 10) whose district is located directly across Velp Avenue to the south. They indicated that they will be present at the Plan Commission meeting or provide a statement.

The Mather Heights Neighborhood Association was contacted and held a neighborhood meeting on the

topic on September 21st with approximately 20 residents in attendance. In general, the neighbors were not in favor of an industrial use of any kind on the property but more specific concerns expressed related to noise levels, poor views of the operation from the south, concern of potential environmental impacts, potential debris from transport vehicles accumulating in the area, stormwater management and drainage, protection of the southern part of the site along Velp Ave. from becoming industrial in use, and the potential for afterhours drop-off of materials at the site when it is unmanned. The city received comments from an area business called Global Recognition, who felt the inclusion of salvage operations in the area would depress property values and marketability of their property, create a negative image of the Velp Avenue Corridor limiting desire of other businesses to locate or expand, and concern that the truck traffic and speeds would negatively affect the corridor. A letter from adjacent business Alwin Manufacturing was received as well opposing the proposed CUP based on potential for water run-off, contamination, unsightliness of scrap piles, potential to attract rodents and pests, and that the use is contradictory to the recently adopted Velp Avenue Plan.

The City's traffic engineer reviewed the proposal relating to the impact this use may have on the intersection of Velp and Winford. He stated he would need additional detail on the business operation to conduct a thorough analysis but that the proposed use would likely not affect the level of service or safety situation at the intersection or along Velp Ave. He stated the intersection is newer and the design can accommodate truck traffic.

Land use is regulated through the Zoning Ordinance as well as general regulation of noise, dust, odors, and other nuisances. Salvage dealers are licensed through the WI Department of Transportation, who also regulate and monitor their operations. This license requires conformation of permits through the WI Department of Natural Resources, who are responsible for regulations related to air pollution, stormwater, waste handling, spills, and wastewater. Environmental impacts related to the salvage operation are generally regulated by the State of Wisconsin.

A large submittal from Mr. Dennis Nelson was received the afternoon of August 31st and was not able to be included within the Plan Commission packet. The submission was vetted by the Law Department to determine relevance of the contents as they relate to the land use matter at hand. The submission is included as an attachment to this staff report.

Based on information collected/received, staff added two recommended conditions of approval that include:

5. No drop-off/pick-up or other business operations be permitted after 7:00 p.m. on Monday through Friday or after 1:00 p.m. on Saturdays.
6. Area prohibited for salvage uses (referenced in condition 1) be brought forward for a zone change request from the General Industrial District designation to a Commercial District designation.

Original Report: The subject property is an existing 138,000 sq. ft. / 3.17 acre parcel located at the northwest corner of the Velp Avenue-Winford Avenue intersection. The lot is currently vacant of all buildings but is fully covered with impervious concrete and compacted gravel, loose gravel at the location of recently demolished 15,000 sq ft building, and the remnants of a stone and block wall/display structure. The site also contains two curb-cuts along Velp Avenue and six curb-cuts along Winford Avenue.

The request for the Conditional Use Permit (CUP) is to permit the newly established material recovery use to include automobile salvage/scrap yard operations, both defined in the Zoning Code as:

- Material recovery facility (major): A facility for the deposit, sorting, or batching, but not processing, of post-consumer recyclable materials, including limited compacting or crushing of recyclable materials.
- Auto salvage yard, scrap yard: A facility where scrap or salvage materials, including used motor vehicles, are sorted, stored, dismantled, assembled, and distributed, including wholesale and retail sales of such materials. Scrap or salvage materials include, but are not limited to, scrap iron and other metals, paper, rags, rubber tires, bottles, plastics, and aluminum cans.

The petitioner intends to redevelop the site as a secondary scrap yard for the collection of metals and junk/salvaged vehicles as described in the submitted application. Current commercial material recovery operations began in August 2020 with operating hours Monday – Friday from 6 a.m. to 6 p.m. Proposed public operating hours for salvage are Monday-Friday from 7 a.m. to 4 p.m. and Saturdays from 7 a.m. to 12 p.m. Anticipated site modifications would be made over an undefined timeframe and include an industrial truck scale, 5,400 sq ft warehouse, 600 sq ft mobile storage container to function as an office space, outdoor storage of “rolloffs/luggers/trailers”, outdoor storage and stockpiles of scrap materials, and outdoor equipment parking/storage.

The Comprehensive plan depicts the north half of the site suitable for general industrial uses consistent with the request while the southern half is designated for commercial uses not consistent with the request. The Velp Avenue Areawide Plan’s recommendation is primarily for mixed-use and modern industrial uses such as small scale production facilities and showrooms with the general intent of reserving the Velp Avenue frontage for commercial and less intense industrial uses that will redefine Velp Avenue as a gateway corridor to the downtown with greater “curb appeal”. However the zoning designation of a majority of the site is currently GI General Industrial. To facilitate the proposed use while also retaining consistency with adopted plans, staff is recommending that the proposed material recovery/scrap operations be limited along the Velp Avenue frontage to the extent needed to provide suitable area for the development of commercial or less-intense industrial uses. After consultation with a commercial real estate professional and the City’s Economic Development staff, it was determined that a minimum of approximately 1 acre of land would be needed to be reserved for commercial redevelopment along the frontage. This equates to an area extending from the Velp Avenue right-of-way to the northeast 130’ along the western property line and 200’ along the Winford Avenue right-of-way / eastern property line (.88 acres) and staff is recommending that Salvage operations be prohibited within this area.

Evaluation of the property during standard CUP request evaluation revealed that the site is currently in a semi-blighted state with no longer used improvements remaining in place at various locations including remnants of former building, piles of gravel, two unused curb cuts on Velp Avenue, and six curb cuts on Winford Avenue, four of which appear to be unused on the submitted site plan. While many of these improvements may need to be removed in relation to recently issued demolition permits, staff believes it is important to include a condition of CUP approval that the area prohibited for salvage uses (referenced above) shall have pavement, curb-cuts, and other improvements removed and be returned to vegetative ground cover as well as the unused curb-cuts along Velp and Winford Avenues be removed.

Operations of this type and intensity with primarily outdoor industrial business require fencing as a screen within the existing Zoning Code. The site currently has a fence with fabric covering that is somewhat impervious to sight. However, this regulation assumes that other industrial or heavier commercial uses are adjacent/nearby. The close proximity to low density residential uses (across Velp Avenue to the south) can often be incompatible. Additionally, visual, noise and other impacts associated may hinder potential redevelopment of the Velp Avenue frontage. In an attempt to minimize and/or alleviate these potential issues, staff is recommending that screen/buffer be enhanced along the south side of the fencing with established buffer design for nonresidential uses in residential districts (Zoning Code Section 13-1820) which is the inclusion of a landscaped buffer/vegetative screen a minimum of six feet in height and not less than 90 percent opaque on a year-round basis.

Although the proposed use of the site is not the most desirable and not fully consistent with the long range plans adopted by the City, Staff is supporting the CUP request with the inclusion of the proposed conditions, suggested in order to achieve the highest level of compliance with adopted plans while still allowing the salvage operation to be established.

Ald. Scannell, Mather Heights Neighborhood Association, and property owners within 400 feet have been

notified of the request as well as the placement of a zoning action notification sign along the Velp Avenue frontage. Staff has received six inquiries as of the drafting of this report, three of which were simply inquiries and three of which were objections. The objections are based on concerns over noise levels of the operations, views of the materials stored outside from Velp Avenue, negative impacts on redevelopment efforts of the Velp Avenue corridor, and potential negative impact to property values of homes on the south side of Velp Avenue.

RECOMMENDATION

Approval of the CUP request with the following conditions:

- a. Salvage operations are prohibited along the Velp Avenue frontage within an area encompassed by the Velp Avenue right-of-way/western property line on the south extending northeast 130 ft. along the western property line and 200 ft. along the Winford Avenue right-of-way / eastern property line;
- b. Area prohibited for salvage uses (referenced in condition 1) shall have pavement, curb-cuts, and other improvements removed and the area returned to vegetative ground cover;
- c. Unused curb-cuts along Winford Avenue be removed and replaced with appropriate curbing as regulated by the Department of Public Works;
- d. Inclusion of a landscaped buffer/vegetative screen along the south side of the fence that is a minimum of six feet in height and not less than 90 percent opaque on a year-round basis;
- e. No drop-off/pick-up or other business operations are permitted after 7:00 p.m. on Monday through Friday or after 1:00 p.m. on Saturdays; No business shall be conducted on Sunday's;
- f. Area prohibited for salvage uses (referenced in condition 1) be brought forward for a zone change request from the General Industrial District designation to a Commercial District designation; and
- g. All conditions shall be in place prior to establishment/occupancy of the auto salvage / scrap yard use.

FISCAL IMPACT

ATTACHMENTS

1. ZP 20-23 Location Map_color
2. Ltr to Green Bay Mayor Re Velp Ave CUP Concerns 10.16.20
3. ZP 20-23 Resolution 11.2.20

-  Proposed CUP Site
- 400' Property Owner Notice

October 16, 2020

VIA EMAIL

Mayor Eric Genrich
Green Bay City Hall
100 N. Jefferson Street
Green Bay, WI 54301

RE: Velp Avenue Conditional Use Permit Request

Dear Honorable Mayor Eric Genrich:

Please kindly know, I represent the Alter Trading Corporation (“Alter”). Alter is a company founded in Iowa over 120 years ago. The company has a strong and proud heritage of managing a number of successful industries throughout the United States.

One of those industries is the ownership and operation of scrapyard facilities. Altogether, the Alter Trading Corporation (which operates under the trade name Alter Metal Recycling) has over 75 metal recycling facilities throughout the U.S., including 17 successful operations in the State of Wisconsin. This includes a facility which sits in both the Village of Howard and the City of Green Bay.

As a constituent, the purpose of this correspondence is to raise an important issue facing City Hall. This past Monday, October 12, 2020, the Plan Commission of Green Bay took up the consideration of a Conditional Use Permit for a material recovery facility submitted by Burrows Midwest, LLC (“Burrows”). By way of background, the Burrows’ facility is located on Velp Avenue and is currently permitted for limited material recovery activities. They have applied for a Conditional Use Permit to expand their business which will be before you next Tuesday, October 20, 2020, for consideration by the full City Council.

Alter is a competitor of Burrows, just like they are a competitor of multiple other recycling facilities in the region. However, the purpose of this correspondence is not to discourage the City from helping businesses expand, grow, and prosper. Since we too are a constituent, however, we believe additional work needs to be done prior to Green Bay taking up the Burrows’ Conditional Use Permit request next week; in order to insure that there is a level playing field for all similarly situated businesses in the area.

For example, during last week’s Plan Commission Hearing, a series of questions were asked to Green Bay Staff Member, David Buck, who was providing background information and assisting the Commission. One of Green Bay’s other local business owners, Mr. Gerald Bigelow, commented that he had witnessed on multiple occasions, on Monday and days before, that the

property is filled with automobiles, lawn mowers, and appliances. Mr. Bigelow raised both environmental concerns as well as fear that Burrows' material recovery facility was not acting within the rules set forth by both the City and the State of Wisconsin.

One of the Plan Commission Members, after hearing Mr. Bigelow's testimony, asked Mr. Buck a series of questions. The first question was whether it was illegal for a material recovery facility to have cars set up for demolition currently at the site. Mr. Buck's response was that if that was currently happening it was illegal. The second question pertained to whether lawn mowers would be legal under the City's Code. Mr. Buck's response was again that currently it would be illegal. During the Plan Commission Hearing, however, no one asked the Burrows family, who was part of the hearing, as to whether these activities were happening now.

With this in mind, please find attached photos that were taken Tuesday morning, immediately after the public hearing. As you will note, there are several car bodies and lawn mowers present. As Mr. Buck had indicated during the Plan Commission Hearing, this activity is not allowed under the current City Code.

What is perhaps even more concerning is that the very day after the hearing, during the day a crane was brought in which moved car bodies into an open top trailer and were no longer visible from the public roadway. Further, you will note in the attached video, a crane appears to be moving cars into a hole that had been dug by the crane in the center of a very large scrap pile. We are attaching the video electronically so that you can see what is transpiring and reach your own conclusions as to the propriety of these activities.

As I mentioned above, Alter is a competitor of Burrows. However, Alter is also a company that employs over 100 people throughout Brown County, follows all regulatory requirements, and is a good steward of the environment. We think the issuance of a Conditional Use Permit giving the Burrows entity the ability to expand operations is premature. Based on the testimony of another local taxpayer, Mr. Bigelow, we recommend the City withhold taking action next Tuesday on the Conditional Use Permit, and instead commence an investigation as to the testimony that was given during the most recent Plan Commission Hearing. We think the attached video and photos are helpful, but at a minimum the City must investigate what David Buck had described as illegal activities during Monday's Plan Commission Hearing.

Please review the video and attached photos and we are hopeful you would consider making any business come into compliance with any of the City of Green Bay's Codes before allowing them to expand. In addition, please see attached the list of permits that are required by the State of Wisconsin, the U.S. EPA, and Brown County; in order to legally operate a full-scale scrap recycling operation as requested by Burrows in this instance. Those permits include requirements providing for proper stormwater discharge, refrigerant recovery, air emissions, PCB handling, scale certification, radiation detection, fire protection and other measures designed to protect the environment and the public. Any scrap recycling operation, including Burrows, should be required to obtain all such authorizations, licenses and permits as conditions of a CUP; in advance of starting any operations in the City.

Mayor Eric Genrich

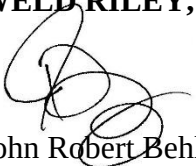
October 16, 2020

Page 3

We think fair play and a positive business climate are more important than rushing to a decision given the testimony given by members of the public this past Monday. Please do not hesitate to reach out with any questions and thank you kindly for your consideration.

Very truly yours,

WELD RILEY, S.C.

A handwritten signature in black ink, appearing to read 'John Robert Behling', written over the printed name.

John Robert Behling
President & Attorney

JRB/krf

Enclosures

Photos from Velp Avenue on Tuesday, October 13, 2020







<u>License Name</u>	<u>License Type</u>	<u>Jurisdiction Level</u>	<u>Jurisdiction</u>	<u>License Authority</u>	<u>Recurrence Pattern</u>
Green Bay, WI - General Permit to Discharge Under WPDES- Stormwater/ NPDES	Stormwater	State-Province	Wisconsin	State of Wisconsin Department of Natural Resources	5 Years
Green Bay, WI- Refrigerant Recovery from Salvaged or Dismantled Refrigeration Equipment Registration	Refrigerants	State-Province	Wisconsin	State of Wisconsin Department of Natural Resources	1 Years
Green Bay- WI X-Ray Device Registration Permit	Alloy Analyzer	State-Province	Wisconsin	State of Wisconsin Department of Health Services Division of Public Health	1 Years
Green Bay- WI Vehicle Scale Operator License	Scale License	State-Province	Wisconsin	Wisconsin Department of Agriculture, Trade and Consumer Protection	1 Years
Green Bay- WI Vehicle Scale Operator License- Main Truck Scale	Scale License	State-Province	Wisconsin	Wisconsin Department of Agriculture, Trade and Consumer Protection	1 Years
Green Bay, WI- Salvage Yard License (Village of Howard)	Business	County	Brown County	Village of Howard, County of Brown	1 Years
Green Bay- WI Weights And Measures License	Scale License	County	Brown County	Village of Howard	1 Years
Green Bay, WI - SPCC - PE-Certified	SPCC	State-Province	Wisconsin		5 Years
Green Bay, WI- Motor Vehicle Salvage Dealer- Scrap Metal Processor	Business	State-Province	Wisconsin	Wisconsin Department of Transportation Division of Motor Vehicles US EPA Office of Prevention, Pesticides, and Toxic Substances; Washington DC	2 Years
Green Bay, WI - EPA Notification of Polychlorinated Biphenyls (PCBs)	PCBs	Country	United States	20460	
Green Bay, WI- Seller's Permit	Business	State-Province	Wisconsin	State of Wisconsin Department of Revenue	
Green Bay, WI - WDNR AIR-ROPA	air	State-Province	Wisconsin	State of Wisconsin Department of Natural Resources	

**RESOLUTION AUTHORIZING CONDITIONAL USE
APPROVAL AT 1156 VELP AVENUE
(ZP 20-23)**

November 10, 2020

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

That, pursuant to Zoning Petition 20-23 and the recommendation of the Plan Commission on August 31, 2020, the City of Green Bay does authorize a conditional-use permit for a Material Recovery Facility (Auto & Metal Salvage Operation) on the following described property located at 1156 Velp Avenue, submitted by Burrows Midwest, LLC/dba Midwest Scrap Metal, property owner:

Part of the Laventure Claim, West Side of the Fox River, in the City of Green Bay, Brown County, Wisconsin, more fully described as follows:

Commencing at the Brown County Surveyor's Traverse Point ID Number 40Q20: thence N60° 29' 12"E, 1589.97 feet to Brown County Surveyor's Traverse Point ID Number 40021.1; thence N59° 41'47"W, 1867 .36 feet to a point on the Westerly right of way of Winford Ave being 94.4 feet South of the North line of the Laventure Claim, and being the point of beginning; thence S26°29'53"W, 606.44 feet along said Westerly right of way; thence S45°35'30"W, 6.22 feet along said right of way to point #1294 of the recorded Transportation Project Plat Number 1450-04-4.15(Volume I. Transportation Project Plats, page 90, Document Number 2447897, Brown County Records); thence S26°28'52"W. 43.71 feet along said right of way to point 1315, said Transportation Project Plat; thence 4 7.48 feet along the arc of a 24.00 foot radius curve to the right whose long chord bears S83°09'34"W, 40.11 feet to point 1316, said Transportation Project Plat; thence N40°09'45"W, 195.45 feet along the Northerly right of way of United States Highway 141, also known as Velp Avenue to point 1317, said Transpiration Project Plat; thence N26°29' 53"E, 598.53 feet: thence S64°03 '4 7"E, 215 .00 feet to the point of beginning.

Parcel contains 138,399 sq. ft/ 3.18 acres more or less.

Parcel subject to easements and restrictions of record.

Tax Parcel No. 18-782-E

Said conditional-use permit shall be granted subject to the following conditions:

- a) Salvage operations are prohibited along the Velp Avenue frontage within an area encompassed by the Velp Avenue right-of-way/western property line on the south extending northeast 130 ft. along the western property line and 200 ft. along the Winford Avenue right-of-way / eastern property line;
- b) Area prohibited for salvage uses (referenced in condition 1) shall have pavement, curb-cuts, and other improvements removed and the area returned to vegetative ground cover;

- c) Unused curb-cuts along Winford Avenue be removed and replaced with appropriate curbing as regulated by the Department of Public Works;
- d) Inclusion of a landscaped buffer/vegetative screen along the south side of the fence that is a minimum of six feet in height and not less than 90 percent opaque on a year-round basis;
- e) No drop-off/pick-up or other business operations are permitted after 7:00 p.m. on Monday through Friday or after 1:00 p.m. on Saturdays; No business shall be conducted on Sunday's;
- f) Area prohibited for salvage uses (referenced in condition I) be brought forward for a zone change request from the General Industrial District designation to a Commercial District designation; and
- g) All conditions shall be in place prior to establishment/occupancy of the auto salvage / scrap yard use.

Adopted _____

Approved _____

Mayor

Clerk

db

Attachment – Map



Report to the Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # N.4

To authorize a Conditional Use Permit (CUP) for an expansion of a single-family dwelling in a Varied Density Residential (R3) district at 1518 Western Avenue, subject to:

- Compliance with all other regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit.
 - Future expansions are permitted not to exceed 50% of the footprint of the existing structure.
- (Public Hearing held 11/2/20)

BACKGROUND

Reason for Request: To allow for an expansion of the existing nonconforming single-family dwelling.

Surrounding Zoning and Land Uses:

Subject Property: Varied Density Residential (R3) - Single-family home/multiple-family units

North: Varied Density Residential (R3) - Railroad/Multi-family dwellings

South: Varied Density Residential (R3) - Single-family dwellings

East: Varied Density Residential (R3) - Multi-family dwellings

West: Varied Density Residential (R3) - Single-family dwellings

Comprehensive Plan: The 2022 Smart Growth Plan designates this area as low density residential uses. The current multi-family uses at 1520 Western Avenue were permitted under the current R3 zoning and predates the Comprehensive Plan recommendation. Future land use for the subject property should be considered for a higher density residential land use to be consistent with existing surrounding uses.

Consistency Analysis: While Ch. 66.1001 Wis. Stats. does not specifically require conditional uses to meet the consistency requirement, the proposed conditional use permit is consistent with the comprehensive plan.

Report: The subject property is zoned Varied Density Residential (R3) and contains a single-family home at 1518 Western Avenue; there is a multi-family dwelling on the same parcel to the north at 1520 Western Avenue. The single-family home is considered nonconforming to the current R3 zoning.

The property owner is proposing to expand the footprint of the single-family dwelling by adding an attached garage to the north. A nonconforming use cannot be expanded without compliance with current zoning standards. The CUP is the tool that would correct the nonconformity and allow the expansion.

Approval of the request will allow the applicant to make an expansion to the principal use and replace an enclosed parking space that was removed to make way for the existing drive to service the multi-family development to the rear. Planning staff feels approval of this request is appropriate and does not detract from surrounding permitted land uses. Alderman Wery and adjacent property owners have been notified of the request. As of the drafting of this report, staff has not received an inquiry or objection to the request.

RECOMMENDATION

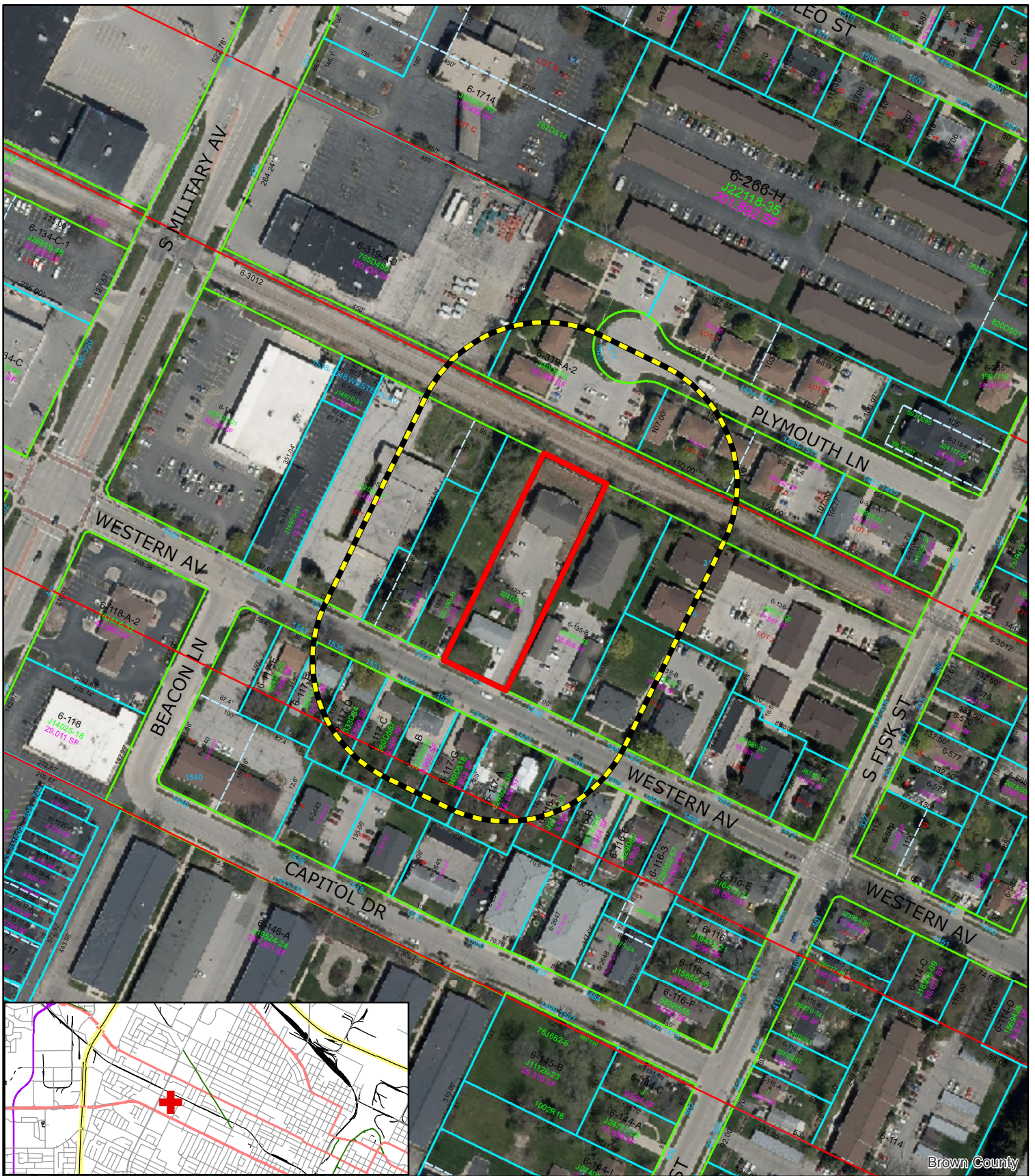
Approval of the request, subject to:

- a. Compliance with all other regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit.
- b. Future expansions are permitted not to exceed 50% of the footprint of the existing structure.

FISCAL IMPACT

ATTACHMENTS

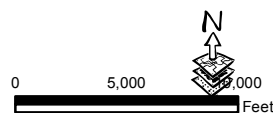
- I. ZP 20-31 letter



Brown County

Zoning Petition (ZP 20-31) **Proposed Conditional Use Permit (CUP)** **1518 Western Avenue**

- Subject Area
- 200' Property Owner Notice



This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
 Map prepared by PN



Report to the Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # N.5

To authorize a Conditional Use Permit (CUP) for a Home Based Occupation in a Low Density Residential (R1) District at 1018 Rolling Green Drive, subject to:

- Compliance with all other regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit as well as the applicable requirements in Chapter 13-1609, Home Based Occupations, Green Bay Zoning Code.
 - If the proposed use ends or the ownership of the property is changed, the approved use shall cease immediately.
 - There shall be no direct retail distribution, no wholesale food deliveries and no meals shall be served or distributed on the premise as indicated in the applicant's narrative.
 - On an annual basis, the applicant receives a substantially compliant special advisory inspection from the Brown County Health Department.
 - The Home Based Occupation may be subject to review on a yearly basis or when the Planning Director or Plan Commission has reason to believe that the conditions are not being adhered to or that there are problems associated with the approved use as a Home Based Occupation. Such review may warrant review by the Plan Commission and the Green Bay Common Council. The Conditional Use Permit (CUP) may be revoked based on the findings of the Plan Commission and the Common Council.
- (Public Hearing held 11/2/20)

BACKGROUND

Reason for Request: To allow for a building expansion of charitable meal preparation kitchen as a Home Based Occupation.

Surrounding Zoning and Land Uses:

Subject: Low Density Residential (R1) - Single-family dwellings
North: Low Density Residential (R1) - Single-family dwellings
South: Low Density Residential (R1) - Single-family dwellings
East: Low Density Residential (R1) - Single-family dwellings
West: Low Density Residential (R1) - Single-family dwellings

Comprehensive Plan: The 2022 Smart Growth Plan designates this area as low to medium density residential uses.

Consistency Analysis: While Ch. 66.1001 Wis. Stats. does not specifically require conditional uses to meet the consistency requirement, the proposed conditional use permit is consistent with the comprehensive plan.

Report: The applicants reside in a single-family dwelling located at 1018 Rolling Green Drive and intend to put an addition to their garage in the form of an expanded kitchen for meal preparation and distribution for needy individuals. The property owners have formed a 501(c) nonprofit organization, as part of their mission to provide meals to those in need, known as Crisis Cafe. Home Based Occupations are a permitted accessory use in the R1 District with the following development standards:

13-1609. Accessory uses. (Amd. GO 36-09)

(a) Home-based occupation.

(1) Home-based occupations may include small professional offices, service establishments, musical instruction, or home crafts which are typically considered accessory to a dwelling unit.

(2) A home-based occupation shall not involve the conduct of a retail or wholesale business, a manufacturing business, a commercial food service requiring a license, or auto service or repair for any vehicles other than those registered to residents of the property.

(3) A home-based occupation shall be carried on wholly within the main building or within a permitted accessory building.

(4) Exterior alterations or modifications that change the residential character or appearance of the dwelling, any accessory buildings, or the property itself shall be prohibited.

(5) No person other than residents of the principal dwelling may be employed in the home-based occupation.

(6) Service occupations shall serve no more than two parties at a time where a party is defined as one client or a group of no more than four individuals representing one client. A party is also defined as one family.

(7) There shall be no exterior storage of equipment or supplies associated with the home-based occupation. Neither an enclosed trailer nor an open trailer that is empty shall be considered "equipment" and may be parked outside in compliance with section 13-1724.

(8) The required off-street parking area provided for the principal use shall not be reduced or made unusable by the home-based occupation. There shall be parking of no more than one motor vehicle (not exceeding 10,000 pounds) associated with the home-based occupation, and parking of vehicles and trailers shall comply with Section 13-1724.

(9) There shall be no indication of offensive noise, vibration, smoke, dust, odors, heat, or glare at or beyond the property line.

(10) The operation of the home occupation, as it is apparent to adjacent residential uses, shall begin no earlier than 7:00 a.m. and end no later than 9:00 p.m.

(11) Shipment and delivery of products, merchandise, or supplies shall be limited to between the hours of 8:00 a.m. and 6:00 p.m. and shall occur only in single rear-axle straight-trucks or smaller vehicles normally used to serve residential neighborhoods.

(12) A home-based occupation may have an identification sign conforming to the standards for signs in residential districts, as specified in Chapter 13-2000, Signs.

(13) The use of a dwelling unit for a home-based occupation shall be clearly incidental and subordinate to its use for residential purposes by including no more than 25% of the habitable floor area of the dwelling unit in the conduct of the home-based occupation.

(14) Any home-based occupation that exceeds the standards of this section is permitted only through a conditional use permit, as outlined in Chapter 13-200, Administration.

(15) No home-based occupation shall be permitted or approved as a conditional use that is found to impair the character of the residential neighborhood or that is found to pose a risk to health or safety in excess of that which is common to a residential neighborhood. Examples of such conditions may include, but are not necessarily limited to, the following:

- a. Business activities or uses that generate excessive traffic relative to the type of street that it fronts upon and the level of traffic that existed prior to the home-based occupation.
- b. Business activities or uses that regularly require parking on the street.
- c. Business activities or uses that involve the presence of non-resident individuals from potentially dangerous populations such as individuals under arrest, on parole, under extended supervision or probation, or registered as sex offenders.
- d. Business activities or uses that create a greater risk of disease, fire, explosion, or other hazard.

It was determined by the Zoning Administrator that the building addition and use were considered too intensive for the R1 zoning district as a home-based occupation in Development Standard (2) above and staff suggested that Development Standard (14) be considered. A copy of the site plan and narrative from the

applicants is attached.

The proposal was to create a 720 square foot addition that would house three residential grade stoves and a multiple bay sink along with a full bathroom and office space. Based on the requirements above under Development Standard (13) which would require that an addition could be no greater than 652 ft.² as that is approximately 1/4 of the habitable space in which a Home Based occupation will be permitted. The project area has been scaled back to meet this requirement.

The City Plumbing Inspector, based on the amount of meals produced, has required that a commercial plumbing plan be submitted for the proposed wash bays that would eventually require a grease trap. Staff initially reached out to Brown County Health Department based on the proposed use as meal preparation, however, due to the nonprofit nature of the operation, the Health Department would not require a license. Although a Health Department inspection is not required, staff has included a condition that at a minimum, the applicant receives a special advisory inspection from Brown County Health on an annual basis.

Planning staff feels approval of this request is not a detriment to the neighborhood as identified in the Development Standards (15) above. Alderman Brunette and adjacent property owners have been notified of the request. As of the drafting of this report, staff has not received an inquiry or objection to the request.

RECOMMENDATION

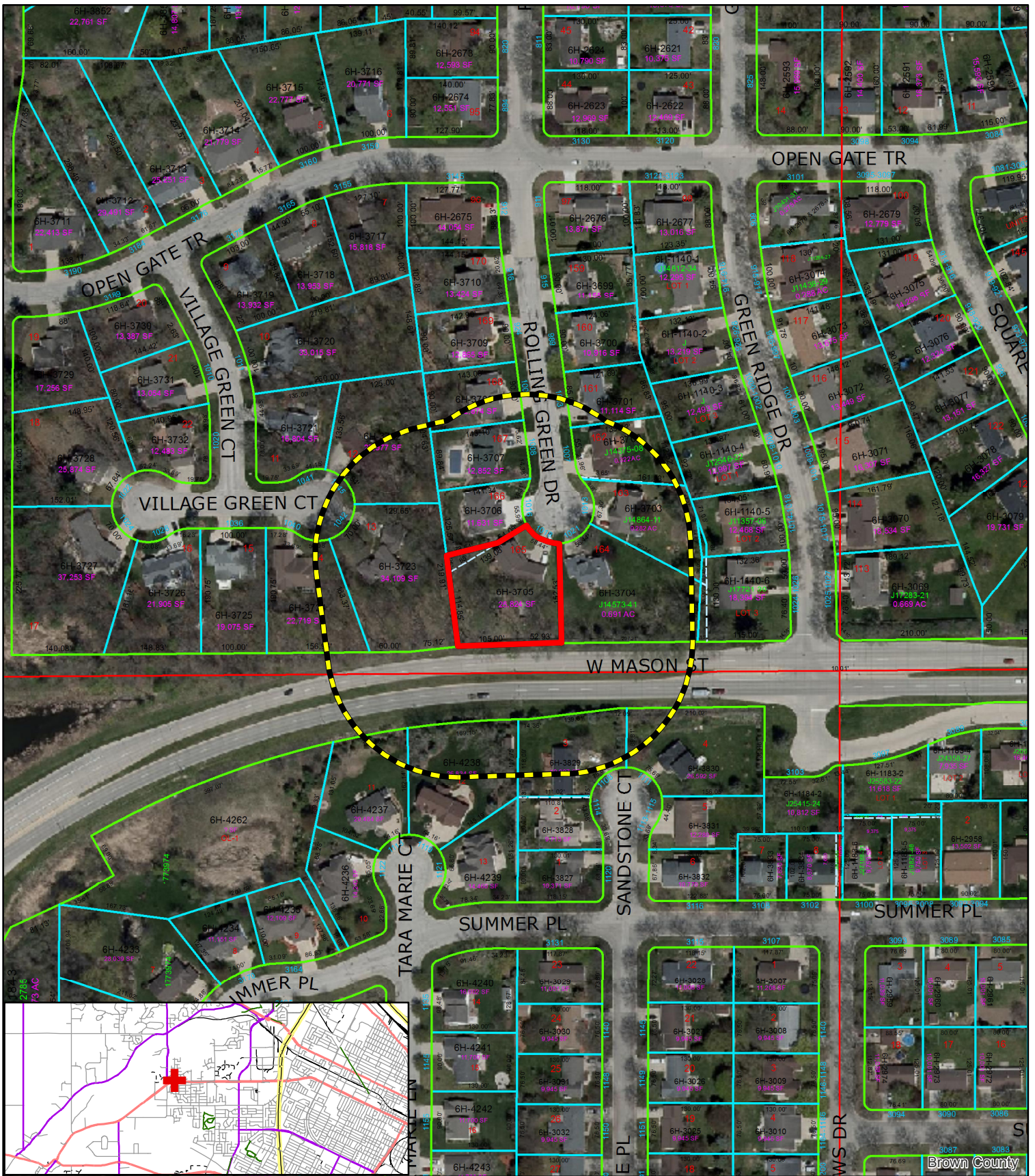
Approval of the request, subject to:

- a. Compliance with all other regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit as well as the applicable requirements in Chapter 13-1609, Home Based Occupations, Green Bay Zoning Code.
- b. If the proposed use ends or the ownership of the property is changed, the approved use shall cease immediately.
- c. There shall be no direct retail distribution, no wholesale food deliveries and no meals shall be served or distributed on the premise as indicated in the applicant's narrative.
- d. On an annual basis, the applicant receives a substantially compliant special advisory inspection from the Brown County Health Department.
- e. The Home Based Occupation may be subject to review on a yearly basis or when the Planning Director or Plan Commission has reason to believe that the conditions are not being adhered to or that there are problems associated with the approved use as a Home Based Occupation. Such review may warrant review by the Plan Commission and the Green Bay Common Council. The Conditional Use Permit (CUP) may be revoked based on the findings of the Plan Commission and the Common Council.

FISCAL IMPACT

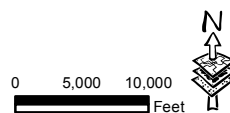
ATTACHMENTS

1. ZP 20-32 letter
2. App - Narrative
3. Site Plan Bldg Elevations



Zoning Petition (ZP 20-32)
Proposed Conditional Use Permit (CUP)
1018 Rolling Green Drive

- Subject Area
- 200' Property Owner Notice



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 Map prepared by PN

October 12, 2020

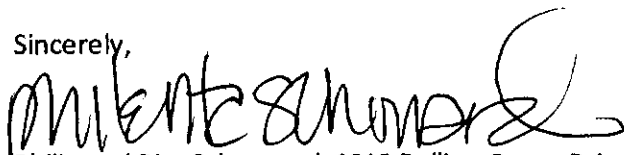
City of Green Bay Planning Commission,

Attached is our application for a Conditional Use Permit. We desire to build a 652 sq ft addition to the back of our garage. This addition will contain a prep kitchen in which we solely intend to run our non-profit, Crisis Café. Crisis Café provides meals to those hurting in our community. Our goal is not only to provide a meal to a person who is suffering, but to walk beside them and foster a long-term relationship with them. We then hope to provide a connection to someone in the community who can further assist them. Since the pandemic began, we have not only seen an increase in need for hot meals for the those in our community, but also the need for encouragement from someone who truly cares, therefore increasing the demand of our services. We have served the homeless, elderly, those home bound due to Covid, and single parents below poverty level attempting to work and school their children. Due to our growth, we researched the possibility of growth with Paul Neumeyer and he directed us to present plans for a home-based occupation kitchen. Additionally, Phil is licensed with a Safe Serv permit and we follow safe food preparation guidelines religiously. We deliver meals that are well planned and balanced.

The reason for the Conditional Use Permit is in relation to the plumbing. The plumbing inspector is requiring us to install a grease trap interceptor due to the volume of meals he believes we may be producing. A grease trap interceptor is used in commercial applications and we are in a residential neighborhood. Please consider this request for the Conditional Use Permit sincerely. This is the most economical and convenient way to continue the work of this community ministry, and yet balance family time and our jobs. Crisis Cafe operates on the generous donations of those who believe in what we do, and we desire to use those funds wisely and continue growing and serving our community. The scope of our ministry is to deliver meals as mentioned above. We deliver these meals ourselves. We shop for our ingredients locally; we do not have wholesale delivery trucks bring goods to us. We do NOT serve meals on site and no one comes to pick meals up at our residence. We are not presenting ourselves as a restaurant, nor do we consider ourselves a restaurant.

We appreciate and thank you in advance for your consideration and review of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Philip and Rita Schounard", written in a cursive, flowing style.

Philip and Rita Schounard, 1018 Rolling Green Drive., Green Bay, WI

SQUARE FOOTAGE:
ADDITION: 120

PLAN SPECIFICATIONS:
• THE CONDITIONS LISTED BELOW ARE STANDARD FOR THIS PLAN ONLY.
• EXCEPTIONS ARE NOTED ON THE PLAN ITSELF.
• GENERAL CONTRACTOR TO VERIFY ALL EXISTING DIMENSIONS AND ADJUST NEW DIMENSIONS ACCORDINGLY.

WALL INFORMATION:
ADDITION FOUNDATION:
6" X 4'-0" POURED CONCRETE
ADDITION EXTERIOR:
FIRST FLOOR: 2" X 4" X 9'-0", STUDS @ 16" O.C.
ADDITION INTERIOR:
FIRST FLOOR: 2" X 4" X 9'-0", STUDS @ 16" O.C.
• TALL WALLS ARE EXTERIOR WALLS WITH STUDS TALLER THAN 10'-0" AND NEED TO BE DESIGNED BY ENGINEERED WOOD PRODUCTS SUPPLIER.
• TAPERED WALLS ARE TO BE FRAMED TO UNDERSIDE OF 60SBOORS ROOF TRUSSES.

FLOOR SYSTEM(S):
ADDITION:
4" REINFORCED CONCRETE SLAB

ROOF SYSTEM:
ENGINEERED WOOD TRUSSES @ 24" O.C.
DESIGNED FOR BROUIN COUNTY - ZONE 2
STD. LOADING (PER SQ. FT.):
30" TOLL, 10" TCDL, 10" BCDL
*** ADDITIONAL LOADING FOR SPREAD ***
*** WOOD STORAGE TRUSSES ***

DEFLECTION: LLL/240 DLA/180
DURATION OF LOAD: 1.15%
• FRAMER TO REFERENCE TRUSS LAYOUT PLANS TO VERIFY EXACT LOCATIONS OF GARDEN TRUSSES AND THEIR RESPECTIVE BEARING REQUIREMENTS & UPLIFT ANCHORING REQUIREMENTS

HEADERS:
• STD. HEADERS: (2) 2X10 HEM-FIR SELECT STRUCTURAL
• TOP OF WINDOW R.O.S. @ 1'-10 1/4" ABOVE SUBFLOOR
• MINIMUM OF (2) TRIM STUDS AT EACH END FOR ALL OPENINGS 8'-0" AND LARGER

WINDOWS:
• ALLIANCE VINYL
• MANUFACTURER TO PROVIDE SUPPLIER WITH EXACT R.O. SIZES AND DETAILS. SUPPLIER TO VERIFY THAT ALL CODE REQUIREMENTS ARE MET.

GENERAL INFORMATION:
• THE FOLLOWING ITEMS ARE TO BE LOCATED IN THE FOUNDATION BY THE GENERAL CONTRACTOR:
BASEMENT WINDOWS FLOOR DRAINS
ELECTRIC SERVICES WATER HEATER
SUMP PUMP & PUMP RUMAGE
• BUILDER TO PROVIDE HEADERS AT CONCRETE OPENINGS IF NOT NOTED ON THE FOUNDATION PLAN
• POURED CONCRETE FOOTINGS TO BEAR ON UNDISTURBED SOIL BELOW THE FIRST LINE
• STEEL COLUMNS TO SUPPORT 12,000#
• INTERIOR BEARING WALLS TO SIT ON CONTINUOUS CONCRETE FOOTINGS. STUDS @ 16" O.C. WITH BLOCKING OR LATERAL BRACING
• CONCRETE CONTRACTOR AND BUILDER ARE RESPONSIBLE TO DETERMINE SITE SOIL CONDITIONS AND FOLLOW STANDARDS PER SPS 320.24. THE MOST RESTRICTIVE STANDARDS OF SPS 320.25 - SPS 321.8, ACI 308.4, AND ACI 332.4 FOR ALL FOOTINGS & WALL REINFORCEMENT, IF NEEDED, MUST BE FOLLOWED
• ASSUMED SOIL CAPACITY IS 3,000 PSF. FTG. SIZES MUST BE ADJUSTED FOR VARYING SITE DETERMINED SOIL BEARING CONDITIONS
• ALL LUMBER IN PERMANENT CONTACT W/ CONCRETE MUST BE PRESURE TREATED LUMBER AS PER W/ SPS 321.0
• DUE TO UNKNOWN GRADE CONDITIONS, ACTUAL STEPS IN FOUNDATION WALLS AND LOCATION OF WINDOW WELLS TO BE DETERMINED ON SITE BY GENERAL CONTRACTOR
• FRAMER IS RESPONSIBLE FOR TRANSFERRING POINT LOADS FROM ABOVE, THROUGH THE FLOOR SYSTEM(S) AND WALLS, W/ SOLID BLOCKING DOWN TO CONCRETE FOUNDATION WALLS BELOW
• PLAN IS DRAWN ACCORDINGLY FOR 3 1/4" CASING
• BUILDER TO PROVIDE ATTIC SCUTTLE AND LOCATION
• FIRE SEPARATION MUST BE PROVIDED BETWEEN HOUSE AND GARAGE (SEE CODE FOR DETAILS)
• ALL CABINET LAYOUTS ARE CONCEPTUAL. CONSULT CABINET DESIGNER/PROVIDER FOR EXACT SIZES AND LOCATIONS OF CABINETS, APPLIANCES, AND WINDOWS

IMPORTANT NOTE:
• IT IS AGREED THAT ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING AND CHECKING THESE PLANS FOR ACCURACY, THE GENERAL CONTRACTOR/OWNER MUST REVIEW ALL DIMENSIONS, DETAILS AND NOTES BEFORE BEGINNING ANY CONSTRUCTION AND IS HEREBY HELD RESPONSIBLE FOR ANY DISCOVERED DISCREPANCIES.
• IT IS UNDERSTOOD THAT THE WISCONSIN SAFETY AND PROFESSIONAL SERVICES CODE AND LAYOUT DRAWINGS FOR FLOOR AND ROOF TRUSSES SHALL TAKE FINAL PRECEDENCE OVER THESE ARCHITECTURAL PLANS.

MAILING ADDRESS:
P.O. BOX 10001
GREEN BAY, WI 54307-10001
OFFICE:
GREEN BAY, WI 54303
GREEN BAY, WI 54303
PHONE (920)436-5080
FAX (920)436-5094

COMPONENTS:
GREEN BAY, WI 54303
GREEN BAY, WI 54303
PHONE (920)436-5080
FAX (920)436-5094
WISCONSIN BUILDING SUPPLY

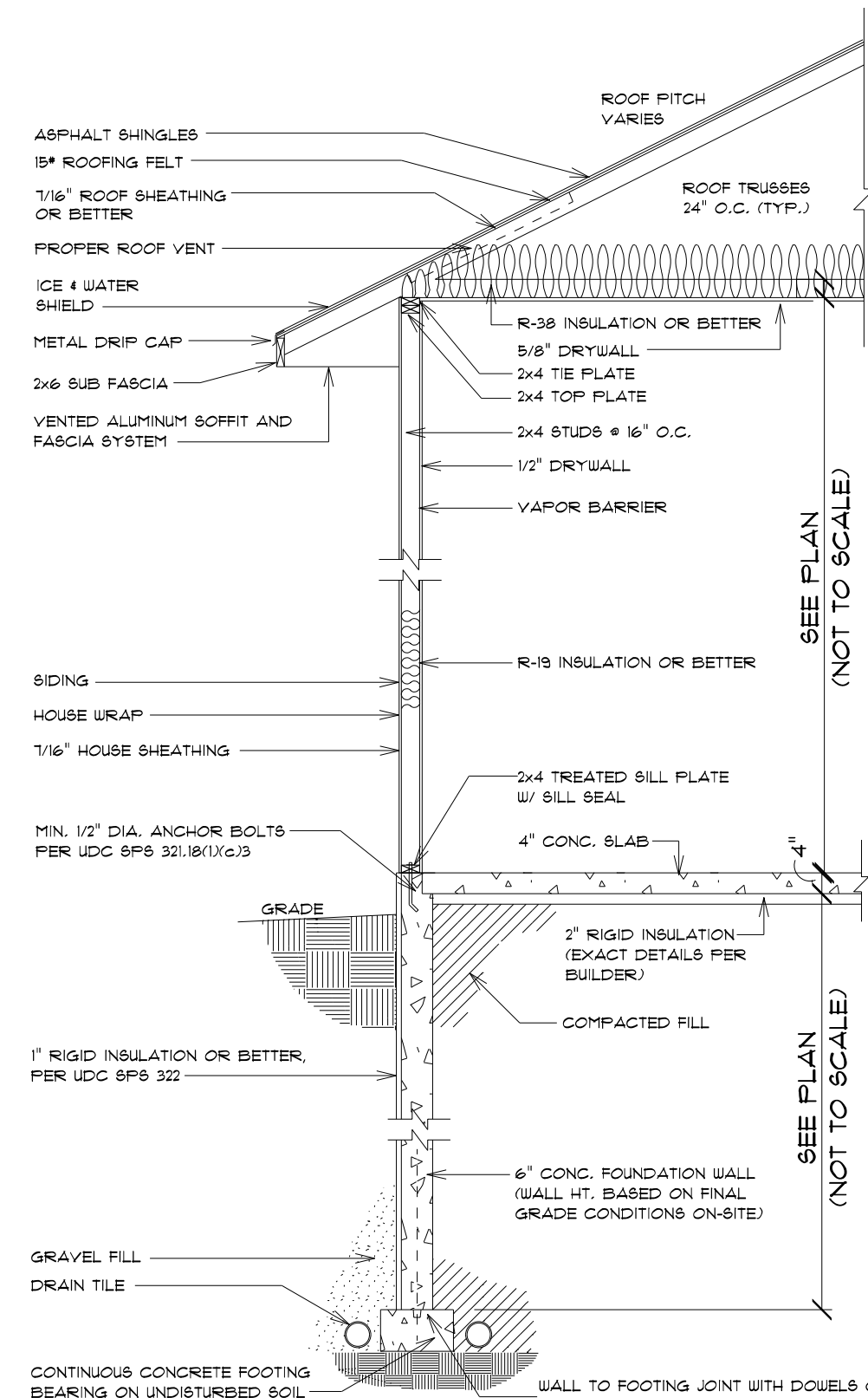
PHIL SCHOUNARD

CUSTOMER DESIGNED FOR:

JOB NAME: CRISIS CAFE KITCHEN ADDITION
DATE: JUNE 29, 2020
DRAWN BY: JILL VERHAAGH
PLAN #: 20-284-M
BASED OFF OF PLAN 20-284-M

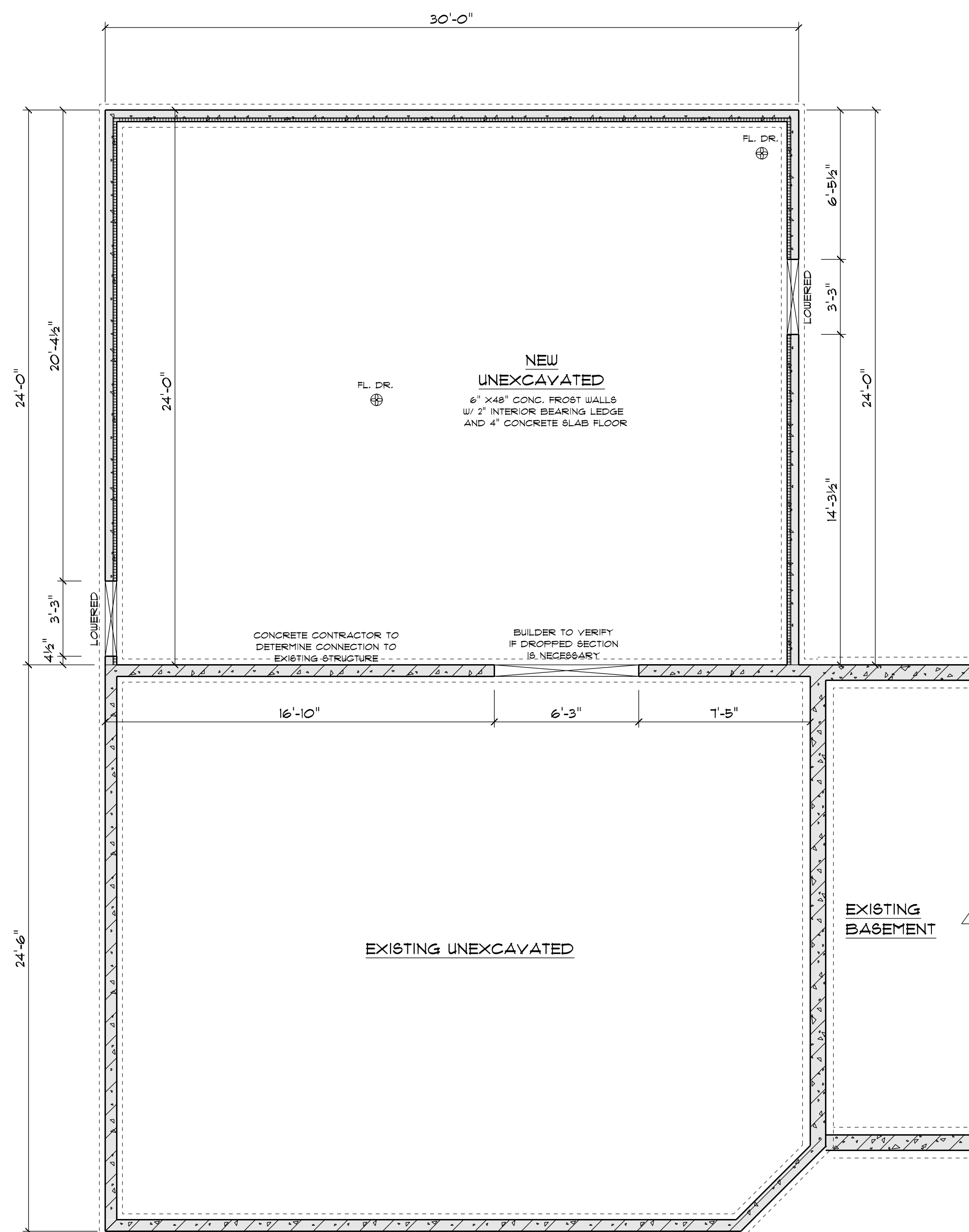
NOTE:
THIS CONSTRUCTION PLAN CURRENTLY DOESN'T NOTATE PROPER WALL BRACING REQUIREMENTS. PLEASE CONTACT LOCAL BUILDING OFFICIAL TO SEE IF WALL BRACING PLAN IS REQUIRED. WBS CAN FACILITATE A WALL BRACING PLAN FOR AN ADDITIONAL FEE IF WALL BRACING PLAN IS REQUIRED.

NOTE:
EXTERIOR DIMENSIONS ARE NOT SHOWN TO REFLECT HOUSE FRAMING WALLS HELD OUT TO FLUSH WITH FOUNDATION FOAM.
-ADJUST DIMENSIONS AS NEEDED TO ACCOMMODATE FOUNDATION FOAM DEPTH- (DETAILS PER CONTRACTOR)

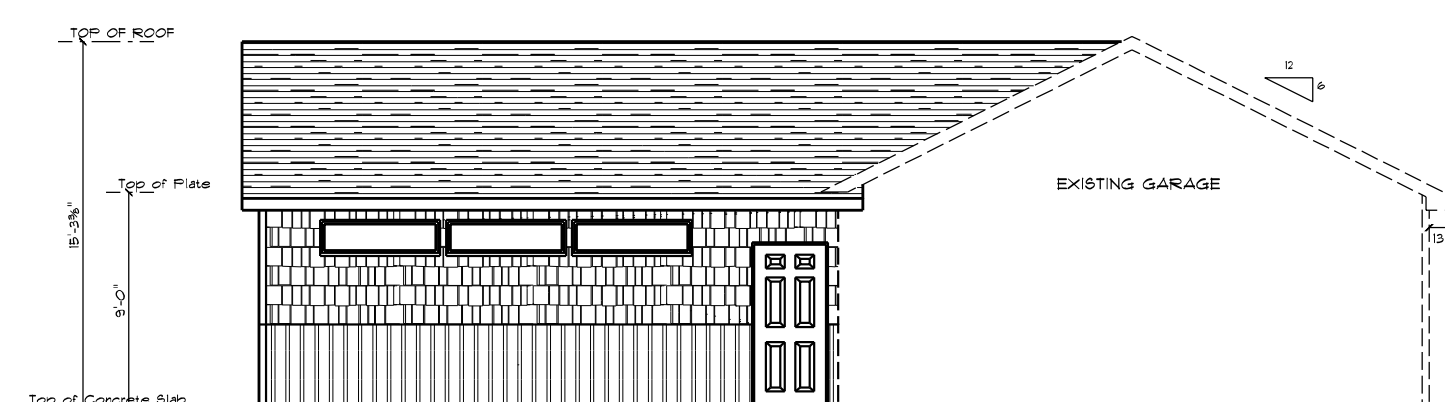


TYPICAL RANCH SECTION
SCALE: 3/8" = 1'-0"

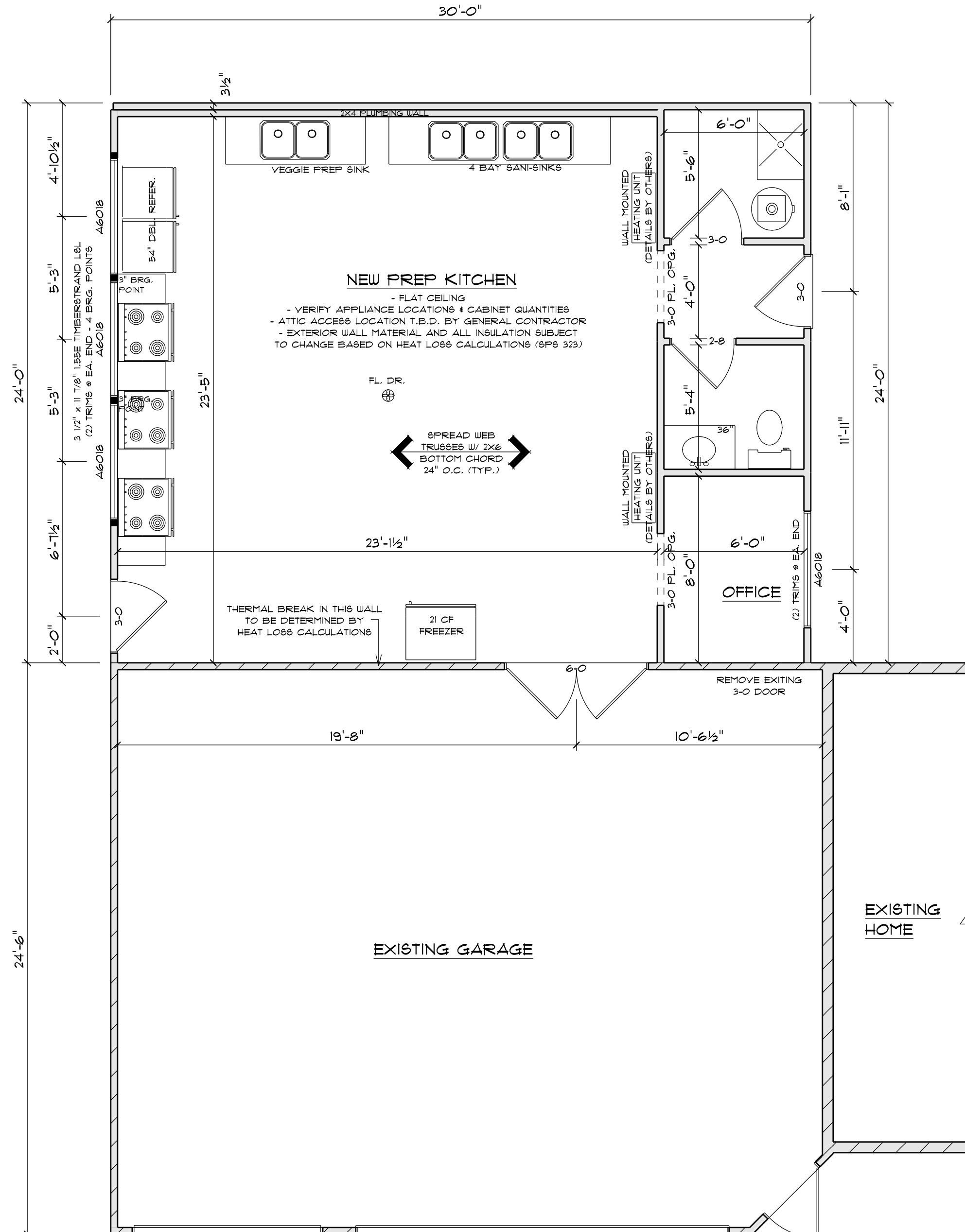
ALL ITEMS TO BE VERIFIED BY CONTRACTOR



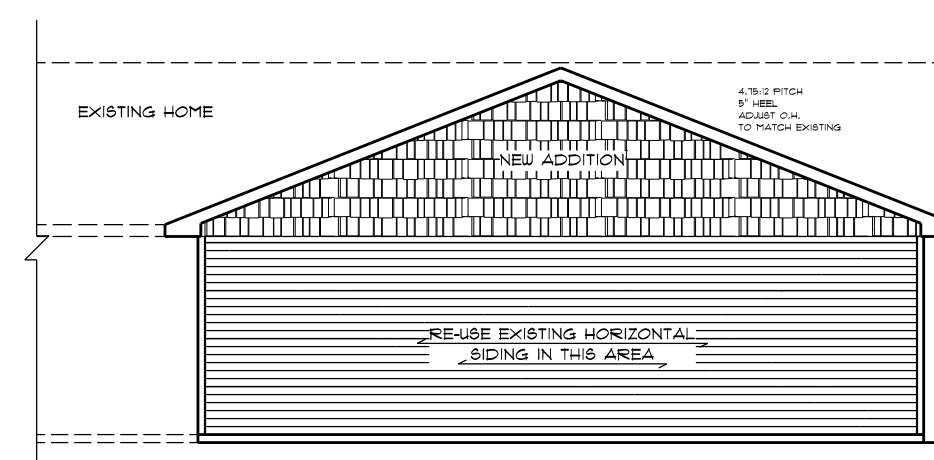
FOUNDATION PLAN
SCALE: 1/4" = 1'-0"



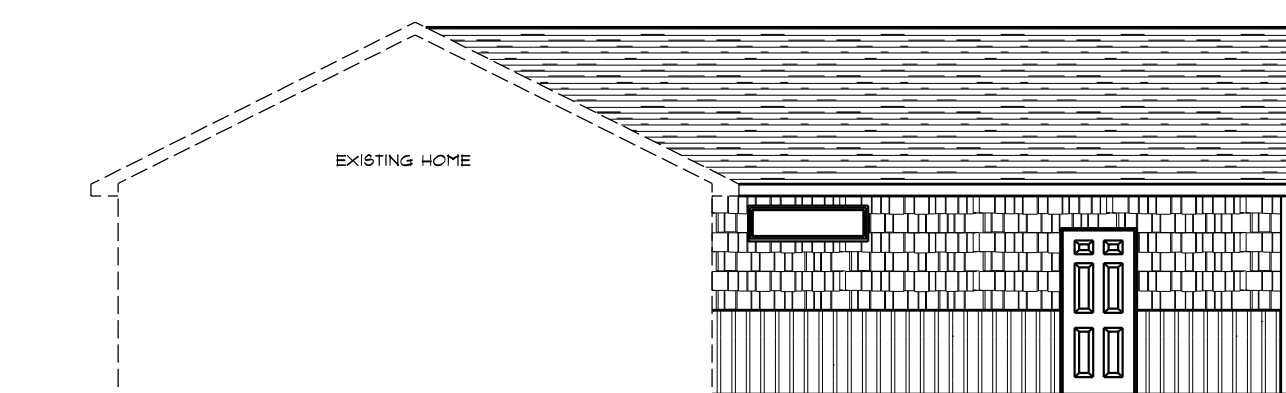
LEFT ELEVATION
SCALE: 1/8" = 1'-0"



FLOOR PLAN
SCALE: 1/4" = 1'-0"



REAR ELEVATION
SCALE: 1/8" = 1'-0"



RIGHT ELEVATION
SCALE: 1/8" = 1'-0"



Report to the Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

Paul Neumeyer, Staff

AGENDA ITEM # N.6

To repeal Chapter 13-1716(e), Green Bay Zoning Code regarding game day parking. (Public Hearing held 11/2/20)

BACKGROUND

Aldersperson/District: All

Reason for Request: A correction to the order of Code requirements.

Report: As part of the previous amendment to Chapter 13-1716(e), the Law Department has requested that Chapter 13-1716(e) be repealed due to the renumbering of codes that were part of game day parking previously considered under TA 20-02.

The text amendment for TA 20-02, Section 13-1716(e) concerned "Parking for single- and two-family uses," and game day parking ordinance that was amended applied to all zoning areas under a new Section 13-1716-5. Currently, there are two competing sections related to game day parking.

As a result, the current version of 13-1716(e), which contains the previous game day parking provision, was actually replaced by 13-1716-5 and should now be repealed. This current modification was not anticipated as part of the initial amendment.

RECOMMENDATION

To repeal Chapter 13-1716(e), Green Bay Zoning Code regarding game day parking.

FISCAL IMPACT

ATTACHMENTS

None



Report to the Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

Madison Smith

AGENDA ITEM # N.7

To vacate the remaining portions of Leaf Street.

BACKGROUND

The applicant owns parcel 6-1677. There is no access to the applicant's property as Leaf Street has already been partially vacated. The proposed right-of-way was intended to be created in 1950, however, the street has been abandoned. Parcels 6-1677, 6-1678, 6-1679, and 6-1680 have no access to their properties and are land locked. The vacated portions would be removed from public right-of-way and be transferred to the adjoining parcels. A vacation is when a public right-of-way or a public service easement is "abandoned" by the City. Once the subject right-of-way or easement is abandoned, the public use of the land or easement area is relinquished without restrictions to the property owner.

Leaf Street from North Thomas Street was partially vacated by the City in 2003, making there no deeded access to the north for Leaf Street to be extended to North Locust Street. It is the applicant's intention to turn their property over to the Fort Howard Memorial Park.

Ald. M. Steuer, adjacent property owners, and reviewing agencies have been notified of this request. There are no objections at this time.

RECOMMENDATION

To vacate the remaining portions of Leaf Street..

FISCAL IMPACT

ATTACHMENTS

1. SV 20-02 Location Map
2. DESCRIPTION OF ALL REMAINING LEAF STREET RW
3. SV 20-02 Additional Info Map
4. Resolution - Vacating Leaf Street SV 20-02 Vacation Resolution

DESCRIPTION OF ALL THE REMAINING PORTION OF LEAF STREET
(LYING WESTERLY OF TAX PARCEL NUMBERS 6-1677, 6-1678, 6-1679, 6-1680)

That part of the Leaf Street rights-of-way lying westerly of and adjacent to Lots 17 through 20, Westfield Subdivision, City of Green Bay, Brown County, Wisconsin as recorded in Volume 10 of Plats, Page 42, as Document Number 546567, described as follows:

Beginning at the Southwesterly corner of said Lot 17, Westfield Subdivision;

thence N25°-59'-15"E, 264.0 feet along the Westerly line of said Lots 17 through 20, to the Northwestern corner of said Lot 20;

thence N64°-48'-30"W, 60.00 feet, along the Westerly extension of the North line of said Lot 20, to the Westerly right-of-way line of Leaf Street;

thence S25°-59'-15"W, 264.0 feet along the Westerly line of said Leaf Street right-of-way, to a point on the Westerly extension of the South line of said Lot 17;

thence S64°-48'-30"E, 60.00 feet, along said Westerly extension of the South line of said Lot 17, to the point of beginning.



AREA TO BE VACATED
SUBJECT TO SEWER & ACCESS EASEMENTS



AREA TO BE VACATED
WITHOUT SEWER EASEMENT



AREA TO BE RESERVED
FOR FUTURE R/W ON OFFICIAL
STREET MAP

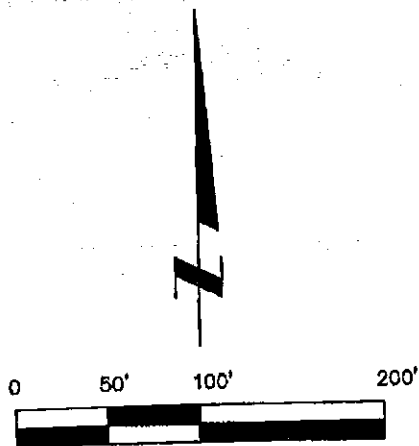


R/W AREA TO BE REMOVED
FROM OFFICIAL STREET MAP



R/W AREA TO BE REMOVED &
SEWER & ACCESS EASEMENTS
TO BE RESERVED ON OFFICIAL
STREET MAP

6-44
FORT HOWARD MILITARY RESERVE
LOT 71



60
LEAF ST

20
6-1680

11
6-1671

19
6-1679

12
6-1672

18
6-1678

13
6-1673

17
6-1677

14
6-1674

16
6-1676

15
6-1675

6-47-B

LOT 72

6-47-E
4CSM289
LOT 1

12
6-1737

7
6-1732

11
6-1736

8
6-1733

10
6-1735

9
6-1734

80

LOCUST ST

6-45
12CSM
LOT

6-45
2CSM
LOT

10
6-16

9
6-16

8
6-16

7
6-16

6-1666

6-47-

6-47-

6
6-17

5
6-

4
6-172

70

R/W VARIES 8 THOMAS ST

18

80

18

Resolution

Document Number

Document Title

2073629

CATHY WILLIQUETTE
BROWN COUNTY RECORDER
GREEN BAY, WI

RECORDED ON
10/24/2003 10:57:00AM

REC FEE: 21.00
TRANS FEE:
EXEMPT #
PAGES: 6

Recording Area

Name and Return Address

210
G B City Clerk
100 N Jefferson St
G B WI 54301-5026

Parcel Identification Number (PIN)

"This page is part of this legal document DO NOT REMOVE "

This information must be completed by submitter: document title, name & return address, and PIN (if required). Other information such as the granting clauses, legal description, etc. may be placed on this first page of the document or may be placed on additional pages of the document.
Note: Use of this cover page adds one page to your document and \$2.00 to the recording fee. Wisconsin Statutes, 59.43(2m) WRDA 2/99

RESOLUTION VACATING PORTIONS OF
THE 1200 BLOCK OF LEAF STREET,
LOCATED NORTHWEST FROM THE
INTERSECTION OF THOMAS STREET
AND LOCUST STREET

October 21, 2003

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

That based on the request for vacation filed heretofore, the report of the Plan Commission, and the public hearing held on the matter, it appears to be in the public interest that portions of the 1200 block of Leaf Street, located northwest from the intersection of Thomas Street and Locust Street, described on the attachment hereto, be, and the same is hereby vacated, abandoned, and discontinued, subject to the following conditions:

1. Parcel 6-1736 should be combined with Parcel 6-1733.
2. Parcel 6-1737 should be combined with Parcel 6-44.
3. The westerly 40.0 feet of both of the above described parcels shall be retained for sewer and public access. The access should be surfaced if the cul-de-sac is built.
4. The subject vacation area shall be attached to the property owners to the east.
5. Removal of the proposed Leaf Street right-of-way from the Official Maps as it affects the rear of 1229 and 1231 Locust Street, described as follows:

That part of Lot 72, Fort Howard Military Reserve, City of Green Bay, Brown County, Wisconsin, beginning at the southwest corner of Lot 16, Westfield Subdivision; thence westerly along the westerly extension of the south line of said Lot 16, Westfield Subdivision to the southwest corner of Leaf Street as described in Westfield Subdivision; thence southerly along the west line of the "Reserved Leaf Street" to the northwest corner of Leaf Street as described in Laverne Plat; thence easterly along the north line of Laverne Plat to the northwest corner of Lot 12, Laverne Plat; thence northerly along the east line of the "Reserved Leaf Street" to the southwest corner of Lot 16, Westfield Subdivision and the point of beginning.
Subject to: The westerly 40.0 feet of the above described portion of Leaf Street to be "Removed" from the Official Maps shall be reserved for sewer and public access easements. Parcels affected being Tax Parcels 6-47-B and 6-47-E.

**DESCRIPTIONS OF TWO PORTIONS OF
LEAF STREET TO BE VACATED**

Southerly Portion to be Vacated

That part of Leaf Street lying westerly of Lots 10, 11, and 12, Laverne Plat, City of Green Bay, Brown County, Wisconsin described as follows:

Beginning at the northwest corner of said Lot 12, Laverne Plat; thence S25°-59'-15" W, 221.11 feet along the west line of said Lots 12, 11, and 10; thence southeasterly along the arc of a 12.00 foot radius curve to the left 18.85 feet, said curve having a chord which bears S19°-00'-22" E, 16.97 feet; thence N64°-00'-00" W, 12.00 feet; thence N34°-38'-09" W, 68.85 feet to the southwest corner of Lot 72, Fort Howard Military Reserve; thence N25°-59'-15" E, 198.60 feet along the west line of said Leaf Street to the intersection with the westerly extension of said Lot 12; thence S64°-42'-54" E, 60.00 feet along said extension of the north line of Lot 12 to the point of beginning.

Northerly Portion to be Vacated

That part of Leaf Street lying westerly of Lot 16, Westfield Subdivision, City of Green Bay, Brown County, Wisconsin described as follows:

Beginning at the northwest corner of said Lot 16, Westfield Subdivision; thence S25°-59'-15" W, 67.07 feet along the west line of said Lot 16 to the southwest corner of said Lot 16; thence N64°-44'-30" W, 60.00 feet along the westerly extension of the south line of said Lot 16 to the west line of Leaf Street; thence N25°-59'-19" E, 67.00 feet along said west line of Leaf Street to the intersection with the westerly extension of the north line of said Lot 16; thence S64°-48'-30" E, 60.00 feet along said extension of the north line of Lot 16 to the point of beginning.

HOWARD CEMETERY
HOWARD CEMETERY
HOWARD CEMETERY
Y SUBD "M" & REPLAT OF PARK "G"
BLOCKS II-JJ-KK
BLOCKS N-Z & AA-HH
OF FORT HOWARD CEMETERY
CEMETERY
MEMORIAL
DEN
CEL CEMETERY NO.2
L CEMETERY NO.3

6-44
40.269 AC

6-45
2234002
3.579 ac

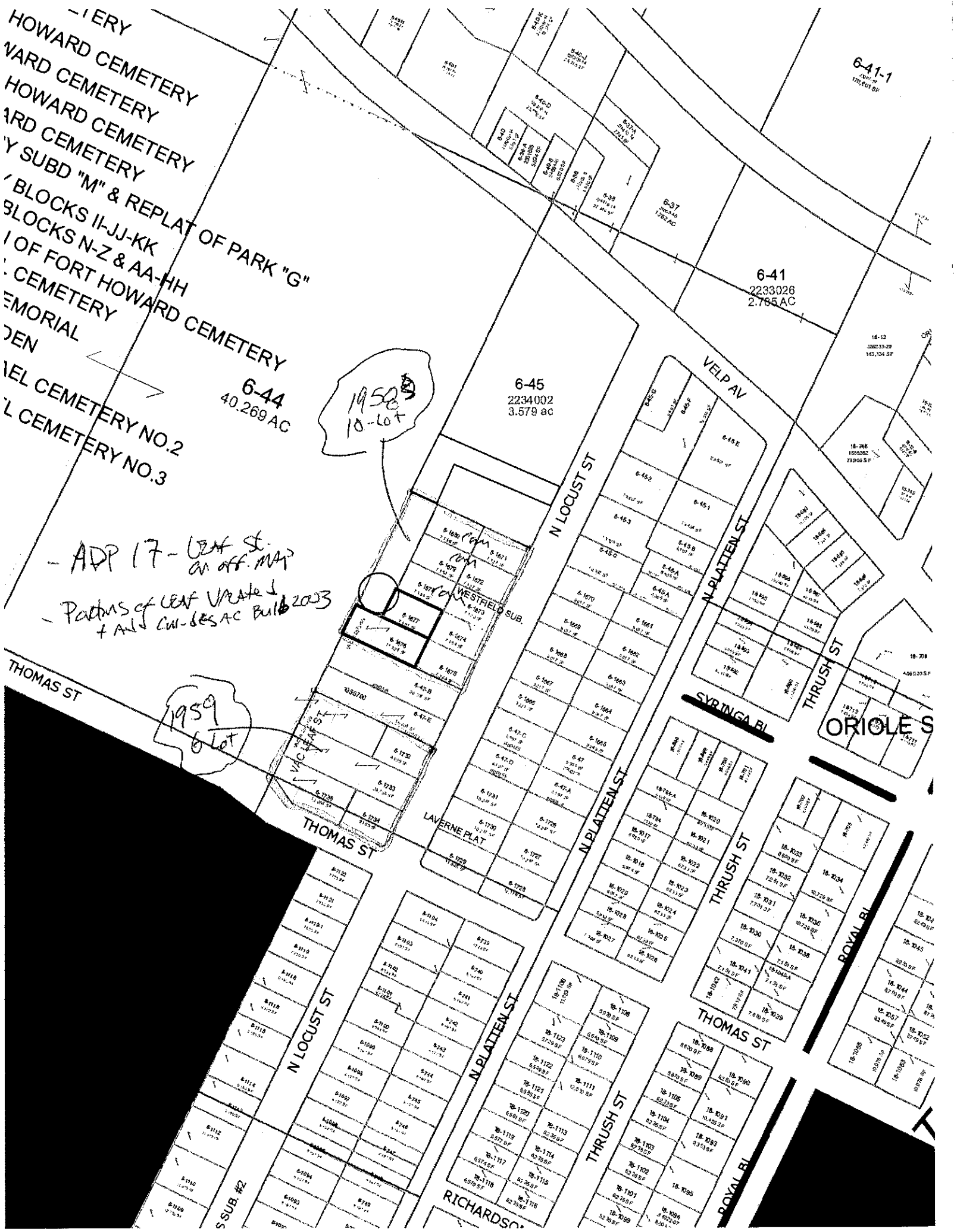
6-41
2233026
2.785 AC

6-41-1
186,000 SF
176,601 SF

1958
10-Lot

1959
6 Lot

- ADP 17 - LEAF ST.
ON OFF. MAP
- PARTS OF LEAF VACATED
+ ADJ CWR-685 AC BUILD 2003



**RESOLUTION REGARDING VACATION
OF AN UNIMPROVED PUBLIC RIGHT-OF-WAY
LEAF STREET
(SV 20-02)**

NOVEMBER 10, 2020

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, a request has been filed with the Common Council requesting vacation of an uncompleted Leaf Street, located between parcels 6-1677, 6-1678, 6-1679, and 6-1680, as depicted on the attached map; and

WHEREAS, the public interest may require that the aforesaid street be abandoned, vacated, and discontinued; and

WHEREAS, the Plan Commission of the City of Green Bay has given approval to such abandonment, vacation, and discontinuance.

NOW, THEREFORE, BE IT RESOLVED that it appears to be in the public interest that the uncompleted right-of-way of Leaf Street be abandoned, vacated, and discontinued by the City of Green Bay subject to the above-referenced conditions, and that a hearing be held on the abandonment, vacation, and discontinuance of the same on January 5, 2021 at 6:00 p.m. in the Council Chambers, City Hall, 100 North Jefferson Street, Green Bay, Wisconsin.

BE IT FURTHER RESOLVED that a notice of such hearing be served on the owners of the frontage of the lots and lands abutting on the portion of the street sought to be abandoned, vacated, and discontinued at least 30 days before such hearing, and that notice of such hearing be published in the official newspaper of the City of Green Bay once a week for three successive weeks before the date of hearing.

BE IT FURTHER RESOLVED that the City Attorney, upon adoption of this resolution, cause a lis pendens to be prepared and filed with the Register of Deeds for Brown County, Wisconsin, pursuant to §840.11, Wis. Stats.

BE IT FURTHER RESOLVED that the City Clerk shall cause a certified copy of this Resolution to be filed with the Register of Deeds for Brown County, Wisconsin.

Adopted _____

Approved _____

Mayor

Clerk

MS

Attachments (legal description and map)



Report to the Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

Wendy Townsend, Economic
Coordinator

AGENDA ITEM # N.8

To approve the Downtown Green Bay Incorporated (DGBI) Business Improvement District (BID) Operating Plan for 2021.

BACKGROUND

The City of Green Bay BID Handbook requires approval of the BID Annual Operating Plans by the City's Plan Commission. Attached is Downtown Green Bay Incorporated (DGBI) Business Improvement Districts (BID) Operating Plan for 2021, which has been approved by the DGBI BID board and City Attorney Chavez.

RECOMMENDATION

Approval of the Downtown Green Bay Incorporated (DGBI) Business Improvement Districts (BID) Operating Plan for 2021.

FISCAL IMPACT

ATTACHMENTS

1. 2021 DGBI OP Attorney Letter 10.23.20
2. 2021 DGBI Operating Plan



Law Department

Vanessa R. Chavez
City Attorney

October 23, 2020

Wendy Townsend, Project and Program Manager
City of Green Bay
100 North Jefferson Street, Room 608
Green Bay, WI 54301

RE: Proposed Operating Plan for Business Improvement District No. 1

Dear Ms. Townsend:

The purpose of this correspondence is to respond to your request for a legal review of the proposed 2021 Operating Plan for Business Improvement District No. 1 (hereafter "Plan"). Your request asks the City Attorney's Office to provide an opinion with respect to the Plan's compliance with the requirements of Wisconsin Statute § 66.1109(l)(f).

Our office has reviewed the Plan, a copy of which is attached hereto, and based upon such review, are of the opinion that the Plan meets the requirements of Wisconsin Statute § 66.1109 (l)(f), subsections 1 through 4.

Thank you for your attention to this matter.

Sincerely,

Vanessa R. Chavez
City Attorney

**Operating Plan - 2021
Downtown Green Bay, Inc.**

BUSINESS IMPROVEMENT DISTRICT

OPERATING PLAN



Downtown District

The Heart and Soul of Green Bay

Downtown Green Bay, Inc.

130 E. Walnut St. Suite 501

Green Bay, WI 54301

Phone: (920) 437-5972

downtowngreenbay.com

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Method of Assessment	6
Relationship to Comprehensive Plan	7
Plan Approval Process	7
Future Year Operating Plans	8
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I. INTRODUCTION

A. Background

In 1984, the Wisconsin legislature created 66.1109 (formerly S. 66.608) of the Statutes (see Appendix A) enabling cities to establish Business Improvement Districts (BIDs). The purpose of the law is “to allow businesses within those districts to develop, to manage and promote the districts and to establish an assessment method to fund these activities.” (1983 Wisconsin Act 184, Section 1, legislative declaration.)

The City of Green Bay received a petition from property owners that requested creation of a Business Improvement District for the purpose of revitalizing and improving the Downtown District business area on Green Bay’s east side. (see Appendix B). The BID law requires that every district have an annual Operating Plan. This document is the 2021 Operating Plan for the Downtown District.

B. Physical Setting

The physical boundaries of the district include Mason Street to the south, Monroe to the east and the Fox and East Rivers bounding the west and north respectively.

II. DISTRICT BOUNDARIES

Please see the map of the district in Appendix C of this plan. A listing of the properties included in the district is provided in Appendix C.

III. PROPOSED OPERATING PLAN

A. Plan Objectives

The objective of the BID is to provide leadership and management for revitalizing the Downtown District. By emphasizing community-based planning, planning that appreciates the advantages of low-cost, modest initiatives over the blockbuster resuscitation efforts of large-scale stand-alone projects the District performs the classic function of the urban neighborhood. Such districts give growth to new businesses, add substance to the local economy and export their innovations to the rest of the City.

B. Proposed Activities ~ Principle activities to be engaged in by the district during 2021 include:

1. **BUSINESS DEVELOPMENT** - This pillar of DGBI will initiate strategies to advance corporate, residential, and retail development. Business recruitment and retention initiatives will be in collaboration with regional and local partners (ie New North, Start Up Hub, City of Green Bay, etc.) Key focus areas for 2021 include serving as a resource to businesses impacted by COVID-19, and development of a marketing plan for available properties, in collaboration with our Marketing team.
2. **PHYSICAL IMPROVEMENTS** – DGBI will continue to provide and facilitate district enhancements such as planters, banners, cleanups, and holiday décor. In addition, DGBI will support and/or implement placemaking efforts, all with the goal of improving the first impressions of the district to be a walkable, livable and inclusive downtown.
3. **MARKETING** – DGBI will utilize digital and traditional media to market the brand of the Downtown District. These efforts will target Brown County residents first, and visitors to Green Bay second. Marketing efforts will be further enhanced through the branding of our website, newsletters, and printed materials. The goal of these marketing efforts is to promote and recruit businesses, attract residents, and encourage visitors to the Downtown District. The Marketing Department plans to work closely with the Business Development team and the Events team to create specific marketing plans for business recruitment and each event.
4. **EVENTS** – DGBI will continue to activate the downtown district with engaging events that aim to support downtown businesses while attracting residents and visitors from all walks of life to the district.

C. Proposed Expenditures – 2021

DGBI & Charities 2021		
	2021 Budget	2020 Budget
Income		
4030 · Contributions Income		
4071 · OMSI Administrative Fees	\$59,782	\$68,848
4072A - Special Events Revenue/Sponsorships	\$287,390	\$310,010
7010 Interest Income (Money Market Account) & Misc.	\$50	\$1,500
CARES Funding from the City of Green Bay	\$0	
PPP Reimbursement	\$67,270	
SBA EIDL Loan Reimbursement	\$7,000	
4740 · BID Revenue	\$267,429	\$265,762
Total Income	\$688,921	\$646,120
Expense		
Total 5800 · Administrative Expense		
DGBI Staff	\$129,860	\$125,981
OMSI Staff	\$59,693	\$56,360
Charities Staff	\$157,581	\$149,189
SEP Contribution	\$8,831	\$8,544
Payroll Taxes	\$27,000	\$25,000
Workmen's Comp	\$1,300	\$1,800
Employee Health Insurance	\$3,000	\$3,000
*Gray columns to be paid 62% by OMSI & Charities		
Total Admin including DGBI, OMSI & Charities Staffing	\$387,265	\$369,874
6000 · Operating Expense		
6020 · Building Rent & Utilities	\$26,400	\$24,600
6060 · Telephone & Internet	\$3,320	\$4,000
6084 · Business Insurance	\$8,000	\$8,000
6100 · Office Supplies	\$1,600	\$2,200
6120 · Postage	\$250	\$250
6140 · Dues and Subscriptions	\$1,600	\$1,600
6150 · Banking Charges	\$180	\$800
6160 · Non-Profit Licenses/Fees/Personal Prop. Taxes	\$100	\$100
6220 · Accounting (Audit)	\$12,000	\$11,500
6240 · Training/Education/Staff Search/Recruitment	\$1,500	\$1,500
6300 · Business Expense/Travel/Meetings/Parking/Misc.	\$2,000	\$2,500
6420 · Repairs & Maintenance	\$1,200	\$1,434
6490 · Equipment, Copy Machine, Technology	\$2,500	\$2,500
6490A-Office 365	\$700	\$750
Total 6000 · Operating Expense	\$61,350	\$61,734

6800 · Program Expense		
6830 · Physical Improvements	\$18,200	\$16,700
· Holiday Wreath Lighting & Décor (\$2,000 for 85 wreaths to be lit and Window Decorating Initiative)		
· Clean Team and Adopt-a-Block for litter and weeds (\$2,000 for cleaning, weeding, and Gumbuster supplies, as well as incentives for Adopt-A-Block participants)		
· Banner Repair and Maintenance (\$600 for maintenance and parts for 200 summer and winter banners located throughout the district)		
· Public Art (\$2000 to contribute toward a public art piece in 2021)		
· Planters and Hanging Baskets (\$11,600 to plant and maintain 46 planters with summer and winter plantings as well as 12 hanging baskets planted and maintained in summer months.)		
6840 · Business Development	\$12,650	\$12,875
6860 · Marketing & Public Relations	\$26,730	\$28,322
Special Event Expenses	\$158,095	\$156,615
Total Program & Special Event Expenses	\$215,675	\$214,512
Total Expense	\$664,290	\$646,120
Net Income	\$24,632	\$0

D. Financing Method

The proposed expenditures contained in Section C, above, will be financed in part from moneys collected from the BID assessment. It is estimated that approximately **\$267,429** will be raised through assessments. The Downtown Green Bay BID has an Administrative Agreement with Olde Main Street in which they will receive \$59,782 in 2021 to pay for a portion of staffing, rent, utilities, and other operating expenses. We are also setting a goal to obtain sponsorships, and event revenues in the amount of \$287,390 in 2021. Additional funding sources also include monies received in 2020 because of COVID-19 through the Small Business Administration PPP and EIDL Advances. The amounts of \$67,270 and \$7,000 are anticipated to be forgiven in 2021 and to be used as a funding source for our Operating Plan. The BID Board shall have the authority and responsibility to prioritize expenditures and to revise the budget as necessary to match the funds actually available.

E. Organization of BID Board

Upon creation of the BID, the Mayor will appoint members to the district board ("board"). The board's primary responsibility is the implementation of this Operating Plan. This will require the board to negotiate with providers of services and materials to carry out the Plan; to enter various contracts; to monitor development activity; to periodically revise the Operating Plan; to ensure district compliance with the provisions of applicable statutes and regulations; and to make reimbursements for any overpayments of BID assessments.

State law requires that the board be composed of at least five members and that a majority of the board members be owners or occupants of property within the district.

It is recommended that the BID board be structured and operate as follows:

1. Board Size – at least Five
2. Composition - At least three fifths members shall be owners or occupants of property within the district. Any non-owner or non-occupant appointed to the board shall be a resident of the City of Green Bay. The board shall elect its Chairperson from among its members.

3. Term - Appointments to the board shall be for a period of three years except that initially two members shall be appointed for a period of three years, two members shall be appointed for a period of two years, and one member shall be appointed for a period of one year.
4. Compensation – None
5. Meetings - All meetings of the board shall be governed by the Wisconsin Open Meetings Law.
6. Record Keeping - Files and records of the board's affairs shall be kept pursuant to public record requirements.
7. Staffing - The board may employ staff and/or contract for staffing services pursuant to this Plan and subsequent modifications thereof.
8. Meetings - The board shall meet regularly, at least twice each year. The board shall adopt rules of order (“by laws”) to govern the conduct of its meetings.

F. Relationship to Downtown Green Bay, Inc.

The BID shall be a separate entity from the Downtown Green Bay, Inc., notwithstanding the fact that members, officers and directors of each may be shared. The Association shall remain a private organization, not subject to the open meeting law, and not subject to the public record law except for its records generated in connection with the BID board. Downtown Green Bay, Inc. may, and it is intended, shall, contract with the BID to provide services to the BID, in accordance with this Plan.

IV. METHOD OF ASSESSMENT

A. Assessment Rate and Method

Parcels Assessed

All tax parcels within the District required to pay real estate taxes, including those taxed by the State as manufacturing, and all parcels used exclusively for manufacturing, will be assessed. Real property used exclusively for residential purposes may not be assessed, as required by the BID law. Residential property will be defined as 100% residential property or owner-occupied properties. Property exempt from paying real estate taxes will not be assessed. Property owned by government agencies will not be assessed.

Levy of Assessment

Special assessments under this 2021 Operating Plan are hereby levied against each tax parcel of property within the District which has a separate tax key number, in the amount shown on the assessment schedule which is attached hereto as Appendix D. The assessment was based on the assessed value of that parcel (land and improvements) as shown in the records of the City Assessor’s office in June 2020 except as otherwise identified below.

The principle behind the assessment methodology is that each non-exempt parcel’s owners should pay for District development in proportion to the benefits derived. Obviously, not every parcel within the District will benefit equally, thus it has been assumed that hospitality and entertainment uses will derive the most benefit and therefore will contribute to the BID at a higher assessment rate and warehouse uses will benefit the least and therefore contribute at a lower rate.

The 2019 assessment shown on Appendix D was calculated as \$2.28 for each \$1,000 of assessed value for properties whose use is identified as retail, hospitality or entertainment-related and \$.76 for each \$1,000 of assessed value for properties whose use is identified as office/commercial. Appendix C, attached hereto, contains a list of SIC codes identifying these properties.

For properties whose use comprises mixed SIC codes, the property has been identified by the ground level use(s) of any buildings constructed on the property. The ground level use is presumed to be the dominant use of the property. If a ground level has more than two uses, then the property has been identified by the use that makes up more than one half of the ground level square footage. The burden is on the owner to change a property classification from that designated in Appendix D. It must be proven annually by the owner of the property in question to the BID board.

B. Excluded and Exempt Property

The BID law requires explicit consideration of certain classes of property. In compliance with the law the following statements are provided.

1. State Statute 66.1109(1)(f)Im: The district will contain property used exclusively for manufacturing purposes, as well as properties used in part for manufacturing. These properties will be assessed according to the method set forth in this plan because it is assumed that they will benefit from development in the district.
2. State Statute 66.1109(5)(a): Property known to be used exclusively for residential purposes will not be assessed; such properties will be identified as BID Exempt Properties in Appendix D, as revised each year.
3. In accordance with the interpretation of the City Attorney regarding State Statute 66.1109(1)(b), property exempt from general real estate taxes has been excluded from the district. Privately owned tax-exempt property adjoining the district and which is expected to benefit from district activities may be asked to make a financial contribution to the district on a voluntary basis.

V. RELATIONSHIP TO GREEN BAY COMPREHENSIVE PLAN AND ORDERLY DEVELOPMENT OF THE CITY

A. City Plans

Creation of a business improvement district to facilitate District redevelopment is consistent with the City of Green Bay's Comprehensive Plan, Downtown Design Plan and Waterfront Plan and would promote the orderly development of the City in general.

B. City Role in District Operation

The City of Green Bay has committed to helping private property owners in the district promote its development. To this end, the City expected to play a significant role in the creation of the Business Improvement district and in the implementation of the Operating Plan. In particular, the City will:

1. Provide technical assistance to the proponents of the district through adoption of the Plan, and provide assistance as appropriate thereafter.
2. Monitor and, when appropriate, apply for outside funds that could be used in support of the district.
3. Collect assessments, maintain in a segregated account, and disburse the monies of the district.
4. Receive annual audits as required per sec. 66.1109 (3) (c) of the BID law.

5. Provide the board, through the Tax Commissioner's Office on or before June 30th of each Plan year, with the official City records and the assessed value of each tax key number with the district, as of January 1st of each Plan year, for purposes of calculating the BID assessments.
6. Encourage the State of Wisconsin, Brown County and other units of government to support the activities of the district.

VI. PLAN APPROVAL PROCESS

A. Public Review Process

The Wisconsin Business Improvement district law establishes a specific process for reviewing and approving proposed districts. Pursuant to the statutory requirements, the following process will be followed:

1. The City of Green Bay Plan Commission will review the BID audits and approve the proposed Operating Plan. They will provide a recommendation to Council.
2. Common Council will act on the proposed Operating plans.
3. The Common Council will act on the proposed BID Plan.

VII. FUTURE YEAR OPERATING PLANS

A. Phased Development

It is anticipated that the BID will continue to revise and develop the Operating Plan annually, in response to changing development needs and opportunities in the district, in accordance with the purposes and objectives defined in this Operating Plan.

Section 66.1109 (3) (a) of the BID law requires the board and the City to annually review and make changes as appropriate in the Operating Plan. Therefore, while this document outlines in general terms the complete development program, it focuses upon 2020 activities, and information on specific assessed values, budget amounts and assessment amounts are based on 2019 conditions. Greater detail about subsequent year's activities will be provided in the required annual Plan updates, and approval by the Common Council of such Plan updates shall be conclusive evidence of compliance with this Plan and the BID law.

In later years, the BID Operating Plan will continue to apply the assessment formula, as adjusted, to raise funds to meet the next annual budget. However, the method of assessing shall not be materially altered, except with the consent of the City of Green Bay.

B. Amendment, Severability and Expansion

This BID has been created under authority of Section 66.1109 of the Statutes of the State of Wisconsin. Should any court find any portion of this Statute invalid or unconstitutional its decision will not invalidate or terminate the BID and this BID Plan shall be amended to conform to the law without need of reestablishment.

Should the legislature amend the Statute to narrow or broaden the process of a BID so as to exclude or include as assessable properties a certain class or classes of properties, then this BID Plan may be amended by the Common Council of the City of Green Bay as and when it conducts its annual Operating Plan approval and without necessity to undertake any other act. This is specifically authorized under Section 66.1109 (3)(b).

APPENDICES

- A. STATUTE
- B. PETITION
- C. PROPOSED DISTRICT BOUNDARIES
- D. 2020 PROJECTED ASSESSMENTS
- E. CITY ATTORNEY'S OPINION

APPENDIX A & B:

Wisconsin State Statute "BID Law"

66.1109 Business improvement districts.

(1) In this section:

- (a) "Board" means a business improvement district board appointed under [sub. \(3\) \(a\)](#).
 - (b) "Business improvement district" means an area within a municipality consisting of contiguous parcels and may include railroad rights-of-way, rivers, or highways continuously bounded by the parcels on at least one side, and shall include parcels that are contiguous to the district but that were not included in the original or amended boundaries of the district because the parcels were tax-exempt when the boundaries were determined and such parcels became taxable after the original or amended boundaries of the district were determined.
 - (c) "Chief executive officer" means a mayor, city manager, village president or town chairperson.
 - (d) "Local legislative body" means a common council, village board of trustees or town board of supervisors.
 - (e) "Municipality" means a city, village or town.
 - (f) "Operating plan" means a plan adopted or amended under this section for the development, redevelopment, maintenance, operation and promotion of a business improvement district, including all of the following:
 - 1. The special assessment method applicable to the business improvement district.
 - 1m. Whether real property used exclusively for manufacturing purposes will be specially assessed.
 - 2. The kind, number and location of all proposed expenditures within the business improvement district.
 - 3. A description of the methods of financing all estimated expenditures and the time when related costs will be incurred.
 - 4. A description of how the creation of the business improvement district promotes the orderly development of the municipality, including its relationship to any municipal master plan.
 - 5. A legal opinion that [subs. 1. to 4.](#) have been complied with.
 - (g) "Planning commission" means a plan commission under [s. 62.23](#), or if none a board of public land commissioners, or if none a planning committee of the local legislative body.
- (2) A municipality may create a business improvement district and adopt its operating plan if all of the following are met:
- (a) An owner of real property used for commercial purposes and located in the proposed business improvement district designated under [par. \(b\)](#) has petitioned the municipality for creation of a business improvement district.
 - (b) The planning commission has designated a proposed business improvement district and adopted its proposed initial operating plan.
 - (c) At least 30 days before creation of the business improvement district and adoption of its initial operating plan by the municipality, the planning commission has held a public hearing on its proposed business improvement district and initial operating plan. Notice of the hearing shall be published as a class 2 notice under [ch. 985](#). Before publication, a copy of the notice together with a copy of the proposed initial operating plan and a copy of a detail map showing the boundaries of the proposed business improvement district shall be sent by certified mail to all owners of real property within the proposed business improvement district. The notice shall state the boundaries of the proposed business improvement district and shall indicate that copies of the proposed initial operating plan are available from the planning commission on request.
 - (d) Within 30 days after the hearing under [par. \(c\)](#), the owners of property to be assessed under the proposed initial operating plan having a valuation equal to more than 40% of the valuation of all property to be assessed under the proposed initial operating plan, using the method of valuation specified in the proposed initial operating plan, or the owners of property to be assessed under the proposed initial operating plan having an assessed valuation equal to more than 40% of the assessed valuation of all property to be assessed under the proposed initial operating plan, have not filed a petition with the planning commission protesting the proposed business improvement district or its proposed initial operating plan.
 - (e) The local legislative body has voted to adopt the proposed initial operating plan for the municipality.
- (3)
- (a) The chief executive officer shall appoint members to a business improvement district board to implement the operating plan. Board members shall be confirmed by the local legislative body and shall serve staggered terms designated by the local legislative body. The board shall have at least 5 members. A majority of board members shall own or occupy real property in the business improvement district.
 - (b) The board shall annually consider and may make changes to the operating plan, which may include termination of the plan, for its business improvement district. The board shall then submit the operating plan to the local legislative body for its approval. If the local legislative body disapproves the operating plan, the board shall consider and may make changes to the operating plan and may

continue to resubmit the operating plan until local legislative body approval is obtained. Any change to the special assessment method applicable to the business improvement district shall be approved by the local legislative body.

(c) The board shall prepare and make available to the public annual reports describing the current status of the business improvement district, including expenditures and revenues. The report shall include an independent certified audit of the implementation of the operating plan obtained by the municipality. The municipality shall obtain an additional independent certified audit upon termination of the business improvement district.

(d) Either the board or the municipality, as specified in the operating plan as adopted, or amended and approved under this section, has all powers necessary or convenient to implement the operating plan, including the power to contract.

(4) All special assessments received from a business improvement district and all other appropriations by the municipality or other moneys received for the benefit of the business improvement district shall be placed in a segregated account in the municipal treasury. No disbursements from the account may be made except to reimburse the municipality for appropriations other than special assessments, to pay the costs of audits required under [sub. \(3\) \(c\)](#) or on order of the board for the purpose of implementing the operating plan. On termination of the business improvement district by the municipality, all moneys collected by special assessment remaining in the account shall be disbursed to the owners of specially assessed property in the business improvement district, in the same proportion as the last collected special assessment.

(4m) A municipality shall terminate a business improvement district if the owners of property assessed under the operating plan having a valuation equal to more than 50% of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50% of the assessed valuation of all property assessed under the operating plan, file a petition with the planning commission requesting termination of the business improvement district, subject to all of the following conditions:

(a) A petition may not be filed under this subsection earlier than one year after the date the municipality first adopts the operating plan for the business improvement district.

(b) On and after the date a petition is filed under this subsection, neither the board nor the municipality may enter into any new obligations by contract or otherwise to implement the operating plan until the expiration of 30 days after the date of hearing under [par. \(c\)](#) and unless the business improvement district is not terminated under [par. \(e\)](#).

(c) Within 30 days after the filing of a petition under this subsection, the planning commission shall hold a public hearing on the proposed termination. Notice of the hearing shall be published as a class 2 notice under [ch. 985](#). Before publication, a copy of the notice together with a copy of the operating plan and a copy of a detail map showing the boundaries of the business improvement district shall be sent by certified mail to all owners of real property within the business improvement district. The notice shall state the boundaries of the business improvement district and shall indicate that copies of the operating plan are available from the planning commission on request.

(d) Within 30 days after the date of hearing under [par. \(c\)](#), every owner of property assessed under the operating plan may send written notice to the planning commission indicating, if the owner signed a petition under this subsection, that the owner retracts the owner's request to terminate the business improvement district, or, if the owner did not sign the petition, that the owner requests termination of the business improvement district.

(e) If after the expiration of 30 days after the date of hearing under [par. \(c\)](#), by petition under this subsection or subsequent notification under [par. \(d\)](#), and after subtracting any retractions under [par. \(d\)](#), the owners of property assessed under the operating plan having a valuation equal to more than 50% of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50% of the assessed valuation of all property assessed under the operating plan, have requested the termination of the business improvement district, the municipality shall terminate the business improvement district on the date that the obligation with the latest completion date entered into to implement the operating plan expires.

(5)

(a) Real property used exclusively for residential purposes and real property that is exempted from general property taxes under [s. 70.11](#) may not be specially assessed for purposes of this section.

(b) A municipality may terminate a business improvement district at any time.

(c) This section does not limit the power of a municipality under other law to regulate the use of or specially assess real property.

History: 1983 a. [184](#); 1989 a. [56](#) s. 258; 1999 a. [150](#) s. [539](#); Stats. 1999 s. 66.1109; 2001 a. [85](#).

APPENDIX C - PROPOSED DISTRICT BOUNDARIES



This is a compilation of records and data located in various Brown County and City of Green Bay offices and is to be used for reference purposes only. The map is controlled by the field measurements between the corners of the Public Land Survey System and the parcels are mapped from available records which may not precisely fit field conditions. Brown County/ City of Green Bay are not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.

Map provided by City of Green Bay Planning Department, September, 2016.



District Boundary

City of Green Bay
Downtown Green Bay, Inc
Business Improvement District

APPENDIX D- 2020 PROJECTED ASSESSMENTS

Assessment options are based on the type of business occupying the majority of a parcel. Properties that are assessed are coded as follows:

Assessment Rate

.00228 Retail, Hospitality or Entertainment (BID 3)

.00076 All other commercial properties being assessed (BID 4)

Bid District	Parcel	Property Location	Owner/Mailing	Total Value	Assessment
3	11-105	529 N MONROE AV	529 N MONROE AVE BUILDING LLC	\$ 1,320,400	\$ 3,011
3	11-115	333-335 MAIN ST	HYATT EQUITIES LLC	\$ 10,682,300	\$ 24,356
3	11-116	333 MAIN ST	HYATT EQUITIES LLC	\$ 635,600	\$ 1,449
3	11-149	310 N MONROE AV	MAIN ORIENTAL MARKET LLC	\$ 206,600	\$ 471
3	11-203	119 N MONROE AV	ASHVIN S MAISURIA	\$ 704,800	\$ 1,607
3	11-241	103 S MONROE AV	TKD PETROLEUM LLC	\$ 676,900	\$ 1,543
3	11-45	314 N MONROE AV	EDWARD M & RENEE J WINECK	\$ 144,200	\$ 329
3	11-46	610-614 BODART ST	ROBERT & MELIDA WAGNER	\$ 239,000	\$ 669
3	11-92	416-418 N MONROE AV		\$ -	\$ -
3	12-115	119-121 N ADAMS ST	NEUFIELD ENTERPRISES LLC	\$ 326,700	\$ 745
3	12-116	117 N ADAMS ST	GIORCOR57 LLC	\$ 200,800	\$ 458
3	12-117	115 N ADAMS ST	GREEN GENES REAL ESTATE	\$ 173,700	\$ 396
3	12-120	225 E WALNUT ST	LIZA RAE LLC	\$ 219,200	\$ 500
3	12-121	217-221 E WALNUT ST	AMERICAN HOLDINGS INC	\$ 281,900	\$ 643
3	12-13	223-229 N WASHINGTON ST	WIDMER PROPERTIES LLC	\$ 629,100	\$ 1,434
3	12-138	312 CHERRY ST	FRANKENTHAL BUILDING LLC	\$ 116,500	\$ 266
3	12-145	218 N ADAMS ST	VICE ENTERPRISES LLC	\$ 1,045,500	\$ 2,384
3	12-147	306-312 PINE ST	A & E INVESTMENT CORP	\$ 576,400	\$ 1,314
3	12-148	304 N ADAMS ST	304 NORTH ADAMS GREEN BAY LLC	\$ 18,310,200	\$ 41,747
3	12-164	201 MAIN ST	PHVIF GREEN BAY LLC	\$ 6,841,900	\$ 15,600
3	12-165	501 N ADAMS ST		\$ -	\$ -
3	12-17	219 N WASHINGTON ST	RONALD L & RACHEL A SMITS	\$ 404,900	\$ 923
3	12-18	217 N WASHINGTON ST	DUPONT INVESTMENTS LLC	\$ 296,600	\$ 676
3	12-190-A	131 S WASHINGTON ST	131 SOUTH WASHINGTON LLC	\$ 69,400	\$ 158
3	12-191	129 S WASHINGTON ST	KARMAN DEVELOPMENT LLP	\$ 320,700	\$ 731
3	12-196	301-120 N ADAMS ST	BAYLAKE FOOD COURT REAL ESTATE LLC	\$ 858,500	\$ 1,957
3	12-20	213 N WASHINGTON ST	ROBERT COWLES	\$ 158,200	\$ 361
3	12-21	209-211 N WASHINGTON ST	AJ TODEY LLC C/O ALICE TODEY	\$ 448,300	\$ 1,022
3	12-22	207 N WASHINGTON ST	DONNA K MUENSTER	\$ 262,400	\$ 598
3	12-23	201 N WASHINGTON ST	GOELZ JEFFREY J LIVING TRUST	\$ 243,800	\$ 556
3	12-353	205-215 E WALNUT ST	WALNUT WASHINGTON LLC	\$ 347,400	\$ 792

3	12-354	102-112 N WASHINGTON ST	WALNUT WASHINGTON LLC	\$ 791,900	\$ 1,806
3	12-355	202 CHERRY ST	NICOLET NATIONAL BANK	\$ 139,800	\$ 319
3	12-356	202 CHERRY ST	NICOLET NATIONAL BANK	\$ 5,700	\$ 13
3	12-365	114 PINE ST	FE WATERMARK LLC	\$ 276,400	\$ 630
3	12-366	301 N WASHINGTON ST	FE WATERMARK LLC	\$ 294,500	\$ 671
3	12-367	301 N WASHINGTON ST	325NORTH WASHINGTON LLC	\$ 1,169,700	\$ 2,667
3	12-44	123-125 S WASHINGTON ST	AMH LLC	\$ 371,200	\$ 846
3	12-46	121 S WASHINGTON ST	121 SOUTH WASHINGTON INVESTMENTS LLC	\$ 154,600	\$ 352
3	12-47	119 S WASHINGTON ST	SECORA FAMILY TRUST	\$ 157,400	\$ 359
3	13-10	348 S WASHINGTON ST	THE FREIMANN HOTEL BLDG C/O JESSE WOTRUBA	\$ 474,500	\$ 1,082
3	13-2	234 S WASHINGTON ST	HARP & EAGLE LTD	\$ 1,820,000	\$ 4,150
3	13-39	321 S WASHINGTON ST	DOWNTOWNER MOTEL INC	\$ 2,135,500	\$ 4,869
3	13-49	234 S ADAMS ST	RUMMELE S JEWELERS INC OF GREEN BAY	\$ 515,200	\$ 1,175
3	13-76	339 S ADAMS ST	WILLIAM M & ROBERTA L ATKINSON	\$ 116,600	\$ 266
3	14-386	515 S MONROE AV	FAMILY SERVICES OF NORTHEAST WISCONSIN	\$ 279,200	\$ 637
3	15-122	510 S MONROE AV	LTB PROPERTY LLP	\$ 812,900	\$ 1,853
4	11-1	430 MAIN ST	MANOS HOLDINGS GREEN BAY LLC	\$ 2,586,900	\$ 1,966
4	11-102	500-508 N MONROE AV	GREEN BAY RADIATOR LLC	\$ 277,400	\$ 211
4	11-103-A	600 N MONROE AV	RICO S PARKING LOT LLC	\$ 39,000	\$ 30
4	11-107	503 MAIN ST	GB FUTURE 503 LLC	\$ 906,000	\$ 689
4	11-109	514 N MADISON ST	FAE HOLDINGS 453826R LLC	\$ 60,500	\$ 46
4	11-117	433 MAIN ST	ASSOCIATED BANK LEASING REAL EST MS 8227	\$ 12,206,100	\$ 9,277
4	11-123	528 N MADISON ST	FAE HOLDINGS 453826R LLC	\$ 46,200	\$ 35
4	11-124	516 N MADISON ST	FAE HOLDINGS 453826R LLC	\$ 46,200	\$ 35
4	11-125	510 ELM ST	FAE HOLDINGS 453826R LLC	\$ 88,800	\$ 67
4	11-13	201 N JEFFERSON ST	ASSOCIATED KELLOGG BANK	\$ 200,100	\$ 152
4	11-138-A	417 PINE ST	PINE STREET CAT COMPANY LLC	\$ 698,900	\$ 531
4	11-139	425 PINE ST	US BANK NATIONAL ASSOCIATION	\$ 4,190,800	\$ 3,185
4	11-160	616 PINE ST	CITY OF GREEN BAY	\$ -	\$ -
4	11-174	225-229 N MADISON ST	ASSOCIATED KELLOGG BANK	\$ 610,100	\$ 434
4	11-185	501 CHERRY ST	ASSOCIATED BANK NA	\$ 230,200	\$ 175
4	11-188	201 N MONROE AV	ASSOCIATED BANK NA	\$ 1,300,000	\$ 988
4	11-191	605 CHERRY ST	CITY OF GREEN BAY	\$ -	\$ -
4	11-2	330 N ADAMS ST	304 NORTH ADAMS GREEN BAY LLC	\$ 202,600	\$ 154
4	11-202	118 N MONROE AV	GARY ROSS HESSELGESSER	\$ 270,000	\$ 205

4	11-206	512 CHERRY ST	GREEN BAY BUSINESS CENTER III LLC	\$ 312,700	\$ 238
4	11-209	126 N MADISON ST	BRIAN F & JAMES E MICHAUD	\$ 420,700	\$ 320
4	11-210	435 E WALNUT ST	GREEN BAY BUSINESS CENTER III LLC	\$ 2,730,500	\$ 2,075
4	11-222	503 E WALNUT ST	GREEN BAY BUSINESS CENTER III LLC	\$ 51,500	\$ 39
4	11-224	521 E WALNUT ST	BUCKMASTER REVOCABLE LIVING TRUST	\$ 75,200	\$ 57
4	11-224-A	519 E WALNUT ST	BUCKMASTER REVOCABLE LIVING TRUST	\$ 100,400	\$ 76
4	11-225	533 E WALNUT ST	GREEN BAY BUSINESS CENTER III LLC	\$ 580,000	\$ 441
4	11-228	102 N MONROE AV	GARY ROSS HESSELGESSER	\$ 94,800	\$ 72
4	11-230	619 E WALNUT ST	JEFFREY A & CAROLYN M JAZGAR	\$ 162,500	\$ 123
4	11-243	113 S MONROE AV	GARY D WISNESKI	\$ 150,300	\$ 114
4	11-253	500-512 E WALNUT ST	TWO BEELERS LLC	\$ 595,700	\$ 453
4	11-254	117 S MADISON ST	SAS REAL ESTATE LLC	\$ 89,200	\$ 68
4	11-257	414 E WALNUT ST	COLUMBUS OFFICE BUILDING LLC	\$ 892,200	\$ 678
4	11-258	115 S JEFFERSON ST	GRAY TELEVISION GROUP INC	\$ 1,608,900	\$ 1,223
4	11-259	434 E WALNUT ST	SAS REAL ESTATE LLC	\$ 141,700	\$ 108
4	11-264-1	130 S MADISON ST	GRAY TELEVISION GROUP INC	\$ 184,000	\$ 140
4	11-269	125 S JEFFERSON ST	JAMES SICKEL	\$ 2,050,700	\$ 1,559
4	11-44	BLOCK BODART ST	EDWARD M & RENEE J WINECK	\$ 54,400	\$ 41
4	11-53	607-617 BODART ST	MAY MARIE INC	\$ 235,300	\$ 179
4	11-55	406 N MONROE AV	RICOS PARKING LOT LLC	\$ 215,100	\$ 163
4	11-56	300 N MADISON ST	WW GRAINGER INC ATTN: TAX DEPT	\$ 5,668,500	\$ 4,308
4	11-91	420 N MONROE AV	BEVERLY FRENCH	\$ 500	\$ -
4	11-95-A	MAIN ST		\$ -	\$ -
4	12-1-2	335 N WASHINGTON ST	RIVER CENTER LOFTS LLC C/O STONE HOUSE DEV INC	\$ 3,195,300	\$ 2,428
4	12-114	216-222 CHERRY ST	TAJ ENTERPRISES LLC	\$ 775,600	\$ 589
4	12-118	109 N ADAMS ST		\$ -	\$ -
4	12-119	227 E WALNUT ST		\$ -	\$ -
4	12-122	101 N ADAMS ST		\$ -	\$ -
4	12-130	118 S ADAMS ST	GIGOT PROPERTIES LLC C/O MARK S GIGOT	\$ 1,158,000	\$ 880
4	12-130-1	110 S ADAMS ST	TMJ LLC	\$ 1,015,500	\$ 772
4	12-134	112 N ADAMS ST	NEIGHBORHOOD HOUSING SERVICES OF GREEN BAY INC	\$ -	\$ -
4	12-135	116 N ADAMS ST	FRANKENTHAL BUILDING LLC	\$ 94,900	\$ 72
4	12-137	130 N ADAMS ST	FRANKENTHAL BUILDING LLC	\$ 1,030,600	\$ 783
4	12-139	314 CHERRY ST	FRANKENTHAL BUILDING LLC	\$ 20,700	\$ 16
4	12-140	202 N ADAMS ST	ASSOCIATED KELLOGG BANK	\$ 4,039,900	\$ 3,070

4	12-144	214-216 N ADAMS ST	ASSOCIATED KELLOGG BANK	\$ 318,700	\$ 242
4	12-175	400 N WASHINGTON ST	SCHREIBER FOODS INC ATTN TAX DEPARTMENT	\$ 42,857,900	\$ 32,572
4	12-184-A	401 N WASHINGTON ST	CITYDECK LANDING LLC T WALL ENTERPRISES MNG	\$ 8,678,000	\$ 6,595
4	12-185	WASHINGTON ST	GDC WASHINGTON STREET LLC	\$ 232,400	\$ 177
4	12-19	215 N WASHINGTON ST	DUPONT INVESTMENTS LLC	\$ 127,300	\$ 97
4	12-190	201 DOTY ST	GDC WASHINGTON STREET LLC	\$ 1,669,200	\$ 1,269
4	12-192	127 S WASHINGTON ST	OWEN F MONFILS LE	\$ 228,100	\$ 173
4	12-197	301-130 N ADAMS ST	CITY CENTER PROPERTIES LLC	\$ 1,084,100	\$ 824
4	12-198	301-140 N ADAMS ST	CITY CENTER PROPERTIES LLC	\$ 369,600	\$ 281
4	12-199	301-150 N ADAMS ST	SPRING LAKE CHURCH		
4	12-200	301-160 N ADAMS ST	CITY CENTER PROPERTIES LLC	\$ 131,800	\$ 100
4	12-201	301-210 N ADAMS ST	HCW LLC	\$ 1,775,500	\$ 1,349
4	12-202	301-220 N ADAMS ST	HCW LLC	\$ 1,943,800	\$ 1,477
4	12-203	301-230 N ADAMS ST	HCW LLC	\$ 64,900	\$ 49
4	12-204	301-240 N ADAMS ST	HCW LLC	\$ 538,800	\$ 409
4	12-205	301-250 N ADAMS ST	HCW LLC	\$ 627,400	\$ 477
4	12-206	301-260 N ADAMS ST	HCW LLC	\$ 376,900	\$ 286
4	12-24	111 N WASHINGTON ST	NICOLET JOINT VENTURES LLC	\$ 10,959,200	\$ 8,329
4	12-281	110-126 S WASHINGTON ST	VARSITY HOLDINGS LLC	\$ 603,000	\$ 458
4	12-282	110-126 S WASHINGTON ST	MANCOSKE KRAMER REAL ESTATE	\$ 125,100	\$ 95
4	12-283	110-126 S WASHINGTON ST	NICOLET NATIONAL BANK	\$ 694,500	\$ 528
4	12-363	115 E WALNUT ST	NICOLET JOINT VENTURES LLC	\$ 398,100	\$ 303
4	12-364	115 E WALNUT ST	GB METREAU LLC	\$ 12,815,000	\$ 9,739
4	12-368	301 N WASHINGTON ST	FE WATERMARK LLC	\$ 1,206,800	\$ 917
4	12-369	301 N WASHINGTON ST	FE WATERMARK LLC	\$ 533,100	\$ 405
4	12-370	301 N WASHINGTON ST	FE WATERMARK LLC	\$ 20,300	\$ 15
4	12-371	301 N WASHINGTON ST	FE WATERMARK LLC	\$ 2,167,600	\$ 1,647
4	12-372	301 N WASHINGTON ST	FE WATERMARK LLC	\$ 287,400	\$ 218
4	12-373	301 N WASHINGTON ST	FE WATERMARK LLC	\$ 1,469,700	\$ 1,117
4	12-374	301 N WASHINGTON ST	FE WATERMARK LLC	\$ 282,300	\$ 215
4	12-375	301 N WASHINGTON ST	FE WATERMARK LLC	\$ 287,700	\$ 219
4	12-38-1	130 E WALNUT ST	SAFFORD BUILDING LLC	\$ 378,000	\$ 287
4	12-38-10	130 E WALNUT ST	BELLIN BUILDING ASSOC	\$ 377,600	\$ 287
4	12-38-2	130 E WALNUT ST	SAFFORD BUILDING LLC	\$ 424,500	\$ 323
4	12-38-3	130 E WALNUT ST	SAFFORD BUILDING LLC	\$ 169,400	\$ 129
4	12-38-4	130 E WALNUT ST	SAFFORD BUILDING LLC	\$ 124,500	\$ 95
4	12-38-5	130 E WALNUT ST	SAFFORD BUILDING LLC	\$ 238,400	\$ 181
4	12-38-6	130-F E WALNUT ST	URSULA BERTRAND HINZ	\$ 192,400	\$ 146
4	12-38-7	130 E WALNUT ST	BELLING BUILDING LLC	\$ 261,600	\$ 199
4	12-38-7-1	130 E WALNUT ST	TRAVLYNN PROPERTIES LLC	\$ 251,900	\$ 191
4	12-38-8	130 E WALNUT ST	SAFFORD BUILDING LLC	\$ 51,900	\$ 39

4	12-38-9	130 E WALNUT ST	SAFFORD BUILDING LLC	\$ 27,600	\$ 21
4	12-86	330 N WASHINGTON ST	SCHREIBER FOODS INC ATTN TAX DEPARTMENT	\$ 364,000	\$ 277
4	13-1	200 S WASHINGTON ST	NICOLET REAL ESTATE AND INVESTMENTS CORP	\$ 3,806,500	\$ 2,893
4	13-101	417 S ADAMS ST	SW LEASING LLP	\$ 274,600	\$ 209
4	13-107	416 CROOKS ST	STORMIN TITLE LLC	\$ 266,400	\$ 202
4	13-107-A	403 S JEFFERSON ST	U SAVE AMERICA LLC	\$ 290,400	\$ 221
4	13-11	400 S ADAMS ST	SECOND WIND AUTO GALLERY LLC	\$ 1,566,800	\$ 1,191
4	13-112	318 S MADISON ST	JAMKAT LLC	\$ 82,000	\$ 62
4	13-114	332 S MADISON ST	MELANIE HORKMAN	\$ 231,200	\$ 176
4	13-117	421 CROOKS ST	JEFFERSON STREET PARTNERSHIP LLP	\$ 82,800	\$ 63
4	13-118	345 S JEFFERSON ST	JEFFERSON STREET PARTNERSHIP LLP	\$ 482,800	\$ 367
4	13-119	333 S JEFFERSON ST	THOMAS J & KATHLEEN A KITSLAAR	\$ 77,800	\$ 59
4	13-120	325 S JEFFERSON ST	DANIEL E & PATRICIA A COLVIN JR	\$ 195,200	\$ 148
4	13-121	321 S JEFFERSON ST	JAMKAT LLC	\$ 82,000	\$ 62
4	13-122	315 S JEFFERSON ST	GEORGE A & SHARON R THORNE	\$ 200,400	\$ 152
4	13-123	311 S JEFFERSON ST	ERIC R. WIMBERGER	\$ 118,000	\$ 90
4	13-124	307 S JEFFERSON ST	VANDE CASTLE PROPERTIES LLP	\$ 35,700	\$ 27
4	13-125	303 S JEFFERSON ST	VANDE CASTLE PROPERTIES LLP	\$ 108,500	\$ 82
4	13-127	420-422 DOTY ST	TOSA 420 LLC	\$ 266,600	\$ 203
4	13-128	212-214 S MADISON ST	GREEN BAY BUSINESS CENTER III LLC	\$ 172,500	\$ 131
4	13-132	225-231 S JEFFERSON ST	CITY OF GREEN BAY C/O ENGINEERING DEPT	\$ 157,700	\$ 120
4	13-133	221 S JEFFERSON ST	CITY OF GREEN BAY C/O ENGINEERING DEPT	\$ 79,200	\$ 60
4	13-135	200 S MONROE AV	FIRST UNITED METHODIST CHURCH GREEN BAY	\$ -	\$ -
4	13-153	340 S MONROE AV	WARREN FAMILY FUNERAL HOMES INC	\$ 829,000	\$ 630
4	13-163	408 S MONROE AV	MADISON MONROE INVESTMENTS LLP	\$ 679,900	\$ 517
4	13-164	416-418 S MONROE AV	LAWRENCE G VESELY	\$ 314,100	\$ 239
4	13-165	424 S MONROE AV	MOSKI CORP	\$ 895,200	\$ 680
4	13-171	445 S MADISON ST	445 MADISON CHICAGO LLC ATT: KEN	\$ 919,600	\$ 699
4	13-179	413-415 S MADISON ST	MCE PROPERTIES LLC	\$ 235,700	\$ 179
4	13-18	444 S ADAMS ST	AMERICAN FOODS GROUP LLC	\$ 1,305,200	\$ 992
4	13-183	420-500 S WASHINGTON ST	WASHINGTON STREET RIVER PROPERTIES LLC	\$ 3,832,300	\$ 2,913
4	13-185	400 S WASHINGTON ST	WASHINGTON ST DEPOT LLC	\$ 949,700	\$ 722

4	13-20	419 S WASHINGTON ST	SECOND WIND AUTO GALLERY LLC	\$ 379,400	\$ 288
4	13-43	200-220 S ADAMS ST	INDUSTRY CONSULTING GROUP INC	\$ 2,443,500	\$ 1,857
4	13-50	235 WASHINGTON ST	INDUSTRY CONSULTING GROUP INC	\$ 214,500	\$ 163
4	13-51	229 STUART ST	INDUSTRY CONSULTING GROUP INC	\$ 81,800	\$ 62
4	13-53	211 S WASHINGTON ST	INDUSTRY CONSULTING GROUP INC	\$ 41,300	\$ 31
4	13-54	205 S WASHINGTON ST	INDUSTRY CONSULTING GROUP INC	\$ 82,600	\$ 63
4	13-55	201 S WASHINGTON ST	INDUSTRY CONSULTING GROUP INC	\$ 86,500	\$ 66
4	13-56	201-215 S ADAMS ST	PREMONSTRATENSIAN FATHERS THE	\$ 200,100	\$ 152
4	13-57	219-231 S ADAMS ST	ATTY THOMAS M OLEJNICZAK	\$ 1,283,400	\$ 975
4	13-71	336 S JEFFERSON ST	ROCK KRAMER J & CAROLYN F JOINT REVOCABLE TRUST	\$ 230,200	\$ 175
4	13-74	315 CROOKS ST	WILLIAM M & ROBERTA L ATKINSON	\$ 43,800	\$ 33
4	13-75	345 S ADAMS ST	SCHMILINGVISION LLP	\$ 267,200	\$ 203
4	13-8	318 S WASHINGTON ST	RIVER EAST 318 LLC	\$ 5,230,300	\$ 3,975
4	13-87	414 S JEFFERSON ST	414 S JEFFERSON ST GREEN BAY LLC	\$ 1,139,800	\$ 866
4	13-97-A	445 S ADAMS ST	CHICAGO STREET LLC	\$ 384,000	\$ 292
4	13-99	425 S ADAMS ST	WILLIAM S VAN ESS	\$ 456,900	\$ 347
4	14-383	535 S MONROE AV	PS & LC REAL ESTATE LLC	\$ 208,300	\$ 158
4	14-385	519 S MONROE AV	FAMILY SERVICES OF NORTHEAST WISCONSIN INC		
4	14-387	503 S MONROE AV	FAMILY SERVICES OF NORTHEAST WISCONSIN INC	\$ -	\$ -
4	14-403	417 S MONROE AV	SCHIEGG INVESTMENTS LLC	\$ 800,000	\$ 608
4	14-419	345 S MONROE AV	JOHN C & JULIE A MAY	\$ 296,000	\$ 225
4	14-420	337 S MONROE AV	JOHN C & JULIE A MAY	\$ 217,600	\$ 165
4	14-422	325-327 S MONROE AV	JOURNEY TO ADULT SUCCESS INC	\$ -	\$ -
4	14-424	315 S MONROE AV	PROVENANCE LLP	\$ 539,800	\$ 410
4	14-439	225 S MONROE AV	FELD LTD PARTNERSHIP	\$ 688,800	\$ 523
4	14-443	211 S MONROE AV	JOSEPH M RECKA & JAMES T JOANNES	\$ 294,300	\$ 224
4	14-444	203 S MONROE AV	MARK S & KATHRYN A GIGOT	\$ 143,600	\$ 109
4	15-103	432 MARTIN ST	MARILYN R GARDNER	\$ 25,900	\$ 20
4	15-104	508 S MADISON ST	MARILYN R GARDNER	\$ 112,500	\$ 85
4	15-105	426 MARTIN ST	MARILYN R GARDNER	\$ 41,600	\$ 32
4	15-106	420 MARTIN ST	MARILYN R GARDNER	\$ 83,400	\$ 63
4	15-107	526 S MADISON ST	MARILYN R GARDNER	\$ 57,700	\$ 44
4	15-108	530 S MADISON ST	MARILYN R GARDNER	\$ 105,600	\$ 80
4	15-117	533 S JEFFERSON ST	MARILYN R GARDNER	\$ 54,900	\$ 42

4	15-118	527 S JEFFERSON ST	JADEITE INC C/O JOHN MARTINSON	\$ 649,600	\$ 494
4	15-23	501 S ADAMS ST	COSMO LLC C/O JOHN F BUTZ	\$ 127,500	\$ 97
			Total	\$ 238,188,300	\$ 267,429

APPENDIX E - CITY ATTORNEY'S OPINION – TO BE SUBMITTED



Report to the
Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

Wendy Townsend, Economic
Coordinator

AGENDA ITEM # N.9

To approve the Olde Main Street Incorporated (OMSI) Business Improvement District (BID) Operating Plan for 2021.

BACKGROUND

The City of Green Bay's BID Handbook requires approval of the BID Annual Operating Plans by the City's Plan Commission. Attached is the Olde Main Street Incorporated (OMSI) Business Improvement District (BID) Operating Plan for 2021, which has been approved by the OMSI BID Board and City Attorney Chavez.

RECOMMENDATION

Approval of the attached Olde Main Street Incorporated (OMSI) Business Improvement District (BID) Operating Plan for 2021.

FISCAL IMPACT

ATTACHMENTS

1. 2021 OMSI OP Attorney Letter 10.23.20
2. 2021 OMSI Operating Plan



Law Department

Vanessa R. Chavez
City Attorney

October 23, 2020

Wendy Townsend, Project and Program Manager
City of Green Bay
100 North Jefferson Street, Room 608
Green Bay, WI 54301

RE: Proposed Operating Plan for Business Improvement District No. 2

Dear Ms. Townsend:

The purpose of this correspondence is to respond to your request for a legal review of the proposed 2021 Operating Plan for Business Improvement District No. 2 (hereafter "Plan"). Your request asks the City Attorney's Office to provide an opinion with respect to the Plan's compliance with the requirements of Wisconsin Statute § 66.1109(l)(f).

Our office has reviewed the Plan, a copy of which is attached hereto, and based upon such review, are of the opinion that the Plan meets the requirements of Wisconsin Statute § 66.1109 (l)(f), subsections 1 through 4.

Thank you for your attention to this matter.

Sincerely,

Vanessa R. Chavez
City Attorney

**Operating Plan - 2021
Olde Main Street, Inc.**

BUSINESS IMPROVEMENT DISTRICT

2021 OPERATING PLAN



Olde Main Street, Inc.
130 E. Walnut St. Suite 501
Green Bay, WI 54301
Phone: (920) 437-5972
downtowngreenbay.com

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I. INTRODUCTION

A. Background

In 1984, the Wisconsin legislature created 66.1109 (formerly S. 66.608) of the Statutes (see Appendix A) enabling cities to establish Business Improvement Districts (BIDs). The purpose of the law is “to allow businesses within those districts to develop, to manage and promote the districts and to establish an assessment method to fund these activities.” (1983 Wisconsin Act 184, Section 1, legislative declaration.)

The City of Green Bay received a petition from property owners that requested creation of a Business Improvement District for the purpose of revitalizing and improving the Olde Main Street business area on Green Bay’s east side. (see Appendix B). The BID law requires that every district have an annual Operating Plan. This document is the 2021 Operating Plan for the Olde Main Street district.

B. Physical Setting

The physical boundaries of the district include the Main Street corridor bounded on the west by the alleyway immediately east of Monroe Avenue, on the east by Grove Street, the East River shoreline to the north and varying commercial boundaries on the south.

II. DISTRICT BOUNDARIES

Please see the map of the district in Appendix C of this plan. A listing of the properties included in the district is provided in Appendix C.

III. PROPOSED OPERATING PLAN

A. Plan Objectives

The objective of the BID is to provide leadership and management for revitalizing Main Street. By emphasizing community-based planning, planning that appreciates the advantages of low-cost, modest initiatives over the blockbuster resuscitation efforts of large-scale stand-alone projects the District performs the classic function of the urban neighborhood. Such districts give growth to new businesses, add substance to the local economy and export their people and innovations to the rest of the City.

B. Proposed Activities

Principle activities to be engaged in by the district during 2021 include:

1. **BUSINESS DEVELOPMENT** –OMSI will initiate strategies to advance corporate, residential, and retail development. Business recruitment and retention initiatives will be in collaboration with regional and local partners (i.e. New North, Start Up Hub, City of Green Bay, etc.) Key focus areas for 2021 include serving as a resource to businesses impacted by COVID-19 and establishment of a loyalty program with the growing number of residential tenants, and nearby hospitality and retail businesses. Motivating, supporting, and promoting the impact that the East River Trail development will have on the Olde Main Street District will continue.
2. **MARKETING** – OMSI will engage in event and physical improvements focused marketing to further establish the brand of Olde Main Street as the Arts District. We will work to promote the development of the Whitney Park area, and the increase in residential development, to potential businesses and residents. We will work to highlight placemaking efforts within the district. These efforts will be further enhanced through the branding of our website, newsletter, and other digital and printed materials. The goal of these marketing efforts is to position Olde Main Street as a progressive, artistic, and culture-focused commercial and residential area in the eyes of our community.

3. **EVENTS** – OMSI will continue to plan events to further enhance the corridor’s brand as the Arts District. In addition, other events will be designed to support existing businesses while attracting new businesses, creatives and visitors to the area.
4. **PHYSICAL IMPROVEMENTS AND FIRST IMPRESSIONS**- Olde Main Street, Inc. will continue to provide and facilitate district enhancements that include planters, banners, cleanups, and holiday décor. A focus remains on public art to further brand Olde Main Street as the Arts District.
5. **BUSINESS AND NEIGHBORHOOD CONNECTIONS** – Olde Main Street, Inc. will continue to build positive relationships with new and current businesses and organizations as well as with nearby neighborhood associations.

C. Proposed Expenditures – 2021

OMSI 2021 Budget		
	2021 Budget	2020 Budget
Revenues		
BID Assessments	\$57,988	\$56,942
Contributions & Sponsorships*	\$47,225	\$50,650
Planter Program Revenue	\$8,550	\$7,600
Total Revenue	\$113,763	\$115,192
Expenses		
Administrative Fees	\$59,782	\$68,848
Operating		
Insurance	\$2,300	\$2,300
Postage & Meetings & Misc.	\$300	\$300
Legal/Accounting/Audit	\$7,800	\$8,000
Training/Education/Mileage/Dues & Subs.	\$500	\$500
Equipment/Office Supplies	\$700	\$700
Total Admin & Operating Expense	\$71,382	\$80,648
Programs		
Physical Improvements		
Greenspace/Planter Program	\$10,800	\$12,000
District Appearance	\$500	\$500
Three Corner Marker Flag	\$250	\$300
Holiday Decorations and Banner Maint.	\$100	\$1,000
Public Art*	\$2,000	\$0
Total Physical Improvements	\$13,650	\$13,800
Business Development		
Business Recruitment & Retention	\$2,000	\$1,125
Total Business Development	\$2,000	\$1,125
Marketing & Events		
Website	\$804	\$1,644
Branding/Guides/Public Awareness	\$3,179	\$3,510
Gallery Nite/Art Events	\$3,000	\$3,000
Summer in the Park		\$4,000
Mardi Gras on Main		\$0
Theater / Comedy in the Park	\$3,000	\$1,500
Annual Meeting	\$1,000	\$650
Small Business Saturday	\$400	\$400
Summer Solstice		\$3,800

Galentines Day	\$400	\$200
New Events/Music	\$5,000	\$500
<i>Total Marketing and Events</i>	\$16,783	\$19,204
Total Programs	\$32,433	\$34,129
Total Expense	\$103,815	\$114,777
Net Income	\$ 9,949	\$ 415

D. Financing Method

The proposed expenditures contained in Section C, above, will be financed in part from moneys collected from the BID assessment. It is estimated that approximately **\$57,988** will be raised through assessments. We are also setting a goal to obtain sponsorships, and event revenues in the amount of \$47,225 in 2021. Additionally, in we anticipate collecting \$8,550 in sponsorships to pay for planters that are placed around the district. The BID Board shall have the authority and responsibility to prioritize expenditures and to revise the budget as necessary to match the funds actually available.

E. Organization of BID Board

Upon creation of the BID, the Mayor appointed members to the district board ("board"). The board's primary responsibility is the implementation of this Operating Plan. This will require the board to negotiate with providers of services and materials to carry out the Plan; to enter into various contracts; to monitor development activity; to periodically revise the Operating Plan; to ensure district compliance with the provisions of applicable statutes and regulations; and to make reimbursements for any overpayments of BID assessments.

State law requires that the board be composed of at least five members and that a majority of the board members be owners or occupants of property within the district.

It is recommended that the BID board be structured and operate as follows:

1. Board Size – at least Five
2. Composition - At least three fifths members shall be owners or occupants of property within the district. Any non-owner or non-occupant appointed to the board shall be a resident of the City of Green Bay. The board shall elect its Chairperson from among its members.
3. Term - Appointments to the board shall be for a period of three years except that initially two members shall be appointed for a period of three years, two members shall be appointed for a period of two years, and one member shall be appointed for a period of one year.
4. Compensation – None
5. Meetings - All meetings of the board shall be governed by the Wisconsin Open Meetings Law.
6. Record Keeping - Files and records of the board's affairs shall be kept pursuant to public record requirements.
7. Staffing - The board may employ staff and/or contract for staffing services pursuant to this Plan and subsequent modifications thereof.
8. Meetings - The board shall meet regularly, at least twice each year. The board shall adopt rules of order ("by laws") to govern the conduct of its meetings.

F. Relationship to Olde Main Street, Inc.

The BID shall be a separate entity from the Olde Main Street, Inc., notwithstanding the fact that members, officers and directors of each may be shared. The Association shall remain a private organization, not subject to the open meeting law, and not subject to the public record law except for its records generated in connection with the BID board. Olde Main Street, Inc. may, and it is intended, shall, contract with the BID to provide services to the BID, in accordance with this Plan.

IV. METHOD OF ASSESMENT

A. Assessment Rate and Method

Parcels Assessed

All tax parcels within the District required to pay real estate taxes, including those taxed by the State as manufacturing, and all parcels used exclusively for manufacturing, will be assessed. Real property used exclusively for residential purposes may not be assessed, as required by the BID law. Residential property will be defined as 100% residential property or owner-occupied properties. Property exempt from paying real estate taxes will not be assessed. Property owned by government agencies will not be assessed.

Levy of Assessment

Special assessments under this 2021 Operating Plan are hereby levied against each tax parcel of property within the District which has a separate tax key number, in the amount shown on the assessment schedule which is attached hereto as Appendix D. The assessment was based on the assessed value of that parcel (land and improvements) as shown in the records of the City Assessor's office in January 2020 except as otherwise identified below.

The principle behind the assessment methodology is that each non-exempt parcel's owners should pay for District development in proportion to the benefits derived. Obviously, not every parcel within the District will benefit equally, thus it has been assumed that hospitality and entertainment uses will derive the most benefit and therefore will contribute to the BID at a higher assessment rate and warehouse uses will benefit the least and therefore contribute at a lower rate.

The 2020 assessment shown on Appendix D was calculated as \$3.00 for each \$1,000 of assessed value for properties whose use is identified as hospitality or entertainment-related and \$1.00 for each \$1,000 of assessed value for properties whose use is identified as warehouse. Appendix C, attached hereto, contains a list of SIC codes identifying these properties. The 2020 assessment for remaining non-exempt tax parcels in the District, not identified as used for hospitality or entertainment-related uses or for warehousing, was calculated as \$2.50 for each \$1,000 of assessed value.

For properties whose use comprises mixed SIC codes, the property has been identified by the ground level use(s) of any buildings constructed on the property. The ground level use is presumed to be the dominant use of the property. If a ground level has more than two uses, then the property has been identified by the use that makes up more than one half of the ground level square footage. The burden is on the owner to change a property classification from that designated in Appendix D. It must be proven annually by the owner of the property in question to the BID board. The maximum assessment for any individual or business shall be \$3,000.

B. Excluded and Exempt Property

The BID law requires explicit consideration of certain classes of property. In compliance with the law the following statements are provided.

1. State Statute 66.1109(1)(f)Im: The district will contain property used exclusively for manufacturing purposes, as well as properties used in part for manufacturing. These properties will be assessed according to the method set forth in this plan because it is assumed that they will benefit from development in the district.
2. State Statute 66.1109(5)(a): Property known to be used exclusively for residential purposes will not be assessed; such properties will be identified as BID Exempt Properties in Appendix D, as revised each year.
3. In accordance with the interpretation of the City Attorney regarding State Statute 66.1109(1)(b), property exempt from general real estate taxes has been excluded from the district. Privately owned tax-exempt property adjoining the district and which is expected to benefit from district activities may be asked to make a financial contribution to the district on a voluntary basis.

V. RELATIONSHIP TO GREEN BAY COMPREHENSIVE PLAN AND ORDERLY DEVELOPMENT OF THE CITY

A. City Plans

The mission of Olde Main Street- to facilitate District redevelopment, is consistent with the City of Green Bay's Comprehensive Plan and Downtown Master Plan; the organization promotes the orderly development of the City in general. Olde Main Street's Design Plan was adopted in 2001 and recognized by the City of Green Bay as an integral element of the city's vision and plan.

B. City Role in District Operation

The City of Green Bay has committed to helping private property owners in the district promote its development. To this end, the City expected to play a significant role in the creation of the Business Improvement district and in the implementation of the Operating Plan. In particular, the City will:

1. Provide technical assistance to the proponents of the district through adoption of the Plan and provide assistance as appropriate thereafter.
2. Monitor and, when appropriate, apply for outside funds that could be used in support of the district.
3. Collect assessments, maintain in a segregated account, and disburse the monies of the district.
4. Receive annual audits as required per sec. 66.1109 (3) (c) of the BID law.
5. Provide the board, through the Tax Commissioner's Office on or before June 30th of each Plan year, with the official City records and the assessed value of each tax key number with the district, as of January 1st of each Plan year, for purposes of calculating the BID assessments.
6. Encourage the State of Wisconsin, Brown County and other units of government to support the activities of the district.

VI. PLAN APPROVAL PROCESS

A. Public Review Process

The Wisconsin Business Improvement district law establishes a specific process for reviewing and approving proposed operating plans. Pursuant to the statutory requirements, the following process will be followed:

1. The City of Green Bay Plan Commission will review the BID audits and approve the proposed Operating Plan. They will provide a recommendation to Council.
2. Common Council will act on the proposed Operating Plans
3. The Common Council will act on the proposed BID Plan.

B. Petition against Creation of the BID

VII. FUTURE YEAR OPERATING PLANS

A. Phased Development

It is anticipated that the BID will continue to revise and develop the Operating Plan annually, in response to changing development needs and opportunities in the district, in accordance with the purposes and objectives defined in this initial Operating Plan.

Section 66.1109 (3) (a) of the BID law requires the board and the City to annually review and make changes as appropriate in the Operating Plan. Therefore, while this document outlines in general terms the complete development program, it focuses upon 2021 activities, and information on specific assessed values, budget amounts and assessment amounts are based on 2021 conditions. Greater detail about subsequent year's activities will be provided in the required annual Plan updates, and approval by the Common Council of such Plan updates shall be conclusive evidence of compliance with this Plan and the BID law.

In later years, the BID Operating Plan will continue to apply the assessment formula, as adjusted, to raise funds to meet the next annual budget. However, the method of assessing shall not be materially altered, except with the consent of the City of Green Bay.

B. Amendment, Severability and Expansion

This BID has been created under authority of Section 66.1109 of the Statutes of the State of Wisconsin. Should any court find any portion of this Statute invalid or unconstitutional its decision will not invalidate or terminate the BID and this BID Plan shall be amended to conform to the law without need of reestablishment.

Should the legislature amend the Statute to narrow or broaden the process of a BID so as to exclude or include as assessable properties a certain class or classes of properties, then this BID Plan may be amended by the Common Council of the City of Green Bay as and when it conducts its annual Operating Plan approval and without necessity to undertake any other act. This is specifically authorized under Section 66.1109 (3)(b)

APPENDICES

- A. STATUTE
- B. PETITION

- C. PROPOSED DISTRICT BOUNDARIES
- D. 2020 PROJECTED ASSESSMENTS
- E. CITY ATTORNEY'S OPINION

APPENDIX A & B:

Wisconsin State Statute "BID Law"

66.1109 Business improvement districts.

(1) In this section:

- (a) "Board" means a business improvement district board appointed under [sub. \(3\) \(a\)](#).
 - (b) "Business improvement district" means an area within a municipality consisting of contiguous parcels and may include railroad rights-of-way, rivers, or highways continuously bounded by the parcels on at least one side, and shall include parcels that are contiguous to the district but that were not included in the original or amended boundaries of the district because the parcels were tax-exempt when the boundaries were determined and such parcels became taxable after the original or amended boundaries of the district were determined.
 - (c) "Chief executive officer" means a mayor, city manager, village president or town chairperson.
 - (d) "Local legislative body" means a common council, village board of trustees or town board of supervisors.
 - (e) "Municipality" means a city, village or town.
 - (f) "Operating plan" means a plan adopted or amended under this section for the development, redevelopment, maintenance, operation and promotion of a business improvement district, including all of the following:
 1. The special assessment method applicable to the business improvement district.
 - 1m. Whether real property used exclusively for manufacturing purposes will be specially assessed.
 2. The kind, number and location of all proposed expenditures within the business improvement district.
 3. A description of the methods of financing all estimated expenditures and the time when related costs will be incurred.
 4. A description of how the creation of the business improvement district promotes the orderly development of the municipality, including its relationship to any municipal master plan.
 5. A legal opinion that [subds. 1. to 4.](#) have been complied with.
 - (g) "Planning commission" means a plan commission under [s. 62.23](#), or if none a board of public land commissioners, or if none a planning committee of the local legislative body.
- (2) A municipality may create a business improvement district and adopt its operating plan if all of the following are met:
- (a) An owner of real property used for commercial purposes and located in the proposed business improvement district designated under [par. \(b\)](#) has petitioned the municipality for creation of a business improvement district.
 - (b) The planning commission has designated a proposed business improvement district and adopted its proposed initial operating plan.
 - (c) At least 30 days before creation of the business improvement district and adoption of its initial operating plan by the municipality, the planning commission has held a public hearing on its proposed business improvement district and initial operating plan. Notice of the hearing shall be published as a class 2 notice under [ch. 985](#). Before publication, a copy of the notice together with a copy of the proposed initial operating plan and a copy of a detail map showing the boundaries of the proposed business improvement district shall be sent by certified mail to all owners of real property within the proposed business improvement district. The notice shall state the boundaries of the proposed business improvement district and shall indicate that copies of the proposed initial operating plan are available from the planning commission on request.
 - (d) Within 30 days after the hearing under [par. \(c\)](#), the owners of property to be assessed under the proposed initial operating plan having a valuation equal to more than 40% of the valuation of all property to be assessed under the proposed initial operating plan, using the method of valuation specified in the proposed initial operating plan, or the owners of property to be assessed under the proposed initial operating plan having an assessed valuation equal to more than 40% of the assessed valuation of all property to be assessed under the proposed initial operating plan, have not filed a petition with the planning commission protesting the proposed business improvement district or its proposed initial operating plan.
 - (e) The local legislative body has voted to adopt the proposed initial operating plan for the municipality.
- (3)
- (a) The chief executive officer shall appoint members to a business improvement district board to implement the operating plan. Board members shall be confirmed by the local legislative body and shall serve staggered terms designated by the local legislative body. The board shall have at least 5 members. A majority of board members shall own or occupy real property in the business improvement district.
 - (b) The board shall annually consider and may make changes to the operating plan, which may include termination of the plan, for its business improvement district. The board shall then submit the operating plan to the local legislative body for its approval. If the local legislative body disapproves the operating plan, the board shall consider and may make changes to the operating plan and may continue to resubmit the operating plan until local legislative body approval is obtained. Any change to the special assessment method applicable to the business improvement district shall be approved by the local legislative body.

- (c) The board shall prepare and make available to the public annual reports describing the current status of the business improvement district, including expenditures and revenues. The report shall include an independent certified audit of the implementation of the operating plan obtained by the municipality. The municipality shall obtain an additional independent certified audit upon termination of the business improvement district.
- (d) Either the board or the municipality, as specified in the operating plan as adopted, or amended and approved under this section, has all powers necessary or convenient to implement the operating plan, including the power to contract.
- (4) All special assessments received from a business improvement district and all other appropriations by the municipality or other moneys received for the benefit of the business improvement district shall be placed in a segregated account in the municipal treasury. No disbursements from the account may be made except to reimburse the municipality for appropriations other than special assessments, to pay the costs of audits required under [sub. \(3\) \(c\)](#) or on order of the board for the purpose of implementing the operating plan. On termination of the business improvement district by the municipality, all moneys collected by special assessment remaining in the account shall be disbursed to the owners of specially assessed property in the business improvement district, in the same proportion as the last collected special assessment.
- (4m) A municipality shall terminate a business improvement district if the owners of property assessed under the operating plan having a valuation equal to more than 50% of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50% of the assessed valuation of all property assessed under the operating plan, file a petition with the planning commission requesting termination of the business improvement district, subject to all of the following conditions:
- (a) A petition may not be filed under this subsection earlier than one year after the date the municipality first adopts the operating plan for the business improvement district.
- (b) On and after the date a petition is filed under this subsection, neither the board nor the municipality may enter into any new obligations by contract or otherwise to implement the operating plan until the expiration of 30 days after the date of hearing under [par. \(c\)](#) and unless the business improvement district is not terminated under [par. \(e\)](#).
- (c) Within 30 days after the filing of a petition under this subsection, the planning commission shall hold a public hearing on the proposed termination. Notice of the hearing shall be published as a class 2 notice under [ch. 985](#). Before publication, a copy of the notice together with a copy of the operating plan and a copy of a detail map showing the boundaries of the business improvement district shall be sent by certified mail to all owners of real property within the business improvement district. The notice shall state the boundaries of the business improvement district and shall indicate that copies of the operating plan are available from the planning commission on request.
- (d) Within 30 days after the date of hearing under [par. \(c\)](#), every owner of property assessed under the operating plan may send written notice to the planning commission indicating, if the owner signed a petition under this subsection, that the owner retracts the owner's request to terminate the business improvement district, or, if the owner did not sign the petition, that the owner requests termination of the business improvement district.
- (e) If after the expiration of 30 days after the date of hearing under [par. \(c\)](#), by petition under this subsection or subsequent notification under [par. \(d\)](#), and after subtracting any retractions under [par. \(d\)](#), the owners of property assessed under the operating plan having a valuation equal to more than 50% of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50% of the assessed valuation of all property assessed under the operating plan, have requested the termination of the business improvement district, the municipality shall terminate the business improvement district on the date that the obligation with the latest completion date entered into to implement the operating plan expires.
- (5)
- (a) Real property used exclusively for residential purposes and real property that is exempted from general property taxes under [s. 70.11](#) may not be specially assessed for purposes of this section.
- (b) A municipality may terminate a business improvement district at any time.
- (c) This section does not limit the power of a municipality under other law to regulate the use of or specially assess real property.
- History: 1983 a. [184](#); 1989 a. [56](#) s. 258; 1999 a. [150](#) s. [539](#); Stats. 1999 s. 66.1109; 2001 a. [85](#).

APPENDIX C - PROPOSED DISTRICT BOUNDARIES



APPENDIX D- 2020 PROJECTED ASSESSMENTS

Assessment options are based on the type of business occupying the majority of a parcel. Properties that are assessed are coded as follows:

Assessment Rate

- .003 hospitality or entertainment related (BID 12)
- .001 warehouse (BID 10)
- .0025 all other properties being assessed (BID 11)

BID	Parcel ID	Property Location	Owner	Total Value	Assessment
10	10-25	801 CEDAR ST	RFS Green Bay LLC 6030 Bethel View Rd. #203 Cumming , GA 30040	\$ 645,900	\$ 646
10	10-4	714-716 BODART ST	ROBERT E CADMUS JR	\$ 134,600	\$ 135
10	11-100	417 N QUINCY ST	KEVIN C KUEHN	\$ 80,600	\$ 81
10	14-10	325 N ROOSEVELT ST	GREEN BAY AREA PUBLIC SCHOOL DISTRICT MINOKA-HI	\$ -	\$ -
10	14-30	300 N ROOSEVELT ST	318 N ROOSEVELT LLC	\$ 12,900	\$ 13
10	8 -279	313 ST GEORGE ST	CITY OF GREEN BAY-PARKS	\$ -	\$ -
10	8 -286	1280 MAIN ST	MOSKI CORP	\$ 310,500	\$ 310
10	8 -324-A	432 N IRWIN AV	PATRICK J LIEBMAN	\$ 110,300	\$ 110
10	9 -33-1	413-415 N CLAY ST	Main Street Green Bay Properties LLC 130 E. Walnut St. Suite 404	\$ 47,900	\$ 48
10	9 -34	1023 MAIN ST	Main Street Green Bay Properties LLC 130 E. Walnut St. Suite 404	\$ 227,600	\$ 228
10	9 -52	423-427 N CLAY ST	Main Street Green Bay Properties LLC	\$ 134,900	\$ 135
10	9 -56	1108 CEDAR ST	POMP S TIRE SERVICE INC	\$ 112,200	\$ 112
10	9 -58	1118 CEDAR ST	F R W REALTY LLC	\$ 382,400	\$ 382
10	9 -62	409 N ROOSEVELT ST	F R W REALTY LLC	\$ 367,100	\$ 367
10	9 -64	435 N ROOSEVELT ST	F R W REALTY LLC	\$ 67,600	\$ 68
10	9 -71-A	CEDAR ST	WOCHINSKE REALTY LLC	\$ 9,100	\$ 9
10	9 -72	1207 CEDAR ST	MARICQUE S INC	\$ 58,500	\$ 58
10	9 -73	518 N ROOSEVELT ST	WOCHINSKE REALTY LLC	\$ 272,800	\$ 273
10	9 -74	1141 CEDAR ST	POMP S TIRE SERVICE INC	\$ 28,200	\$ 28
10	9 -80	1111 CEDAR ST	MILLER SCRAP IRON & STEEL	\$ 218,500	\$ 218
10	9 -81	1101 CEDAR ST	CEDAR STREET PARTNERSHIP	\$ 765,700	\$ 766

11	10-14	700 MAIN ST	U HAUL PROPERTY TAX	\$ 671,900	\$ 1,680
11	10-27	CEDAR ST		\$ -	\$ -
11	10-28	CEDAR ST		\$ -	\$ -
11	10-29	500 N QUINCY ST		\$ -	\$ -
11	10-6	722 BODART ST	NEIGHBORHOOD HOUSING SERVICES	\$ 520,400	\$ 1,301
11	10-8	800 CEDAR ST	HUS PROPERTIES LLC	\$ 282,500	\$ 706
11	11-104	635 MAIN ST	JNT VENTURE LLC C/O NICOLE M SCHREINER	\$ 741,500	\$ 1,854
11	11-47	618 BODART ST	K B PROPERTIES LLP	\$ 102,200	\$ 255
11	11-50	619 BODART ST	KEVIN C KUEHN	\$ 158,000	\$ 395
11	11-99	620 MAIN ST	HAROLD A LIEBERGEN	\$ 150,000	\$ 375
11	14-27	312-318 N ROOSEVELT ST	318 N ROOSEVELT LLC	\$ 98,200	\$ 246
11	14-6	1122-1126 MAIN ST	GREATER SOURCE LLC	\$ 75,000	\$ 187
11	14-7	1138 MAIN ST	1138 MAIN LLC	\$ 536,200	\$ 1,340
11	8 -1	1400-1410 MAIN ST	NULUND GROUP II LLC	\$ 233,700	\$ 584
11	8 -114	1417 CEDAR ST	CEDAR CENTER ARTS INC	\$ -	\$ -
11	8 -116	1411 CEDAR ST	CEDAR CENTER ARTS INC	\$ 43,500	\$ 109
11	8 -117	1405 CEDAR ST	CAROLS ORDAZ	\$ 127,400	\$ 318
11	8 -263	433-435 ST GEORGE ST		\$ -	\$ -
11	8 -264	1245 MAIN ST	J DARRELL GREIG JR	\$ 271,100	\$ 678
11	8 -272	1242 MAIN ST	COPPENS PROPERTIES LLC	\$ 70,600	\$ 176
11	8 -273	1244 MAIN ST	JOHNSON VENTURES	\$ 183,500	\$ 459
11	8 -280	1250-1252 MAIN ST	JOHN L LERCH	\$ 56,800	\$ 142
11	8 -282	1260 MAIN ST	MOSKI CORPORATION	\$ 79,400	\$ 198
11	8 -284	1270-1274 MAIN ST	MOSKI CORP	\$ 396,300	\$ 991
11	8 -285	1276 MAIN ST	MOSKI CORP	\$ 310,600	\$ 776
11	8 -287	1296 MAIN ST	MOSKI CORP	\$ 63,200	\$ 158
11	8 -289	1306 MAIN ST		\$ -	\$ -
11	8 -290	1322 MAIN ST		\$ -	\$ -
11	8 -295	1344 MAIN ST		\$ -	\$ -
11	8 -296	1352-1354 MAIN ST		\$ -	\$ -
11	8 -301	1313 MAIN ST	GB AREA UNITARIAN UNIVERSALIST FELLOWSHIP I	\$ -	\$ -
11	8 -302	1335 MAIN ST	SANEHA REAL ESTATE INC	\$ 854,300	\$ 2,136
11	8 -305	1281 MAIN ST	KOSMOSKI INVESTMENT CORP	\$ 95,700	\$ 239
11	8 -306	1285 MAIN ST	MOSKI CORP	\$ 244,900	\$ 269
11	8 -309	1263 MAIN ST	WEST AVE LLC	\$ 950,900	\$ 2,377
11	8 -311	1255 MAIN ST	J DARRELL GREIG JR	\$ 47,400	\$ 118
11	8 -312	1251 MAIN ST	J DARRELL GREIG JR	\$ 26,400	\$ 66
11	8 -313	1247 MAIN ST	J DARRELL GREIG JR	\$ 49,600	\$ 124
11	8 -314	1242 CEDAR ST	WEST AVE LLC	\$ 58,000	\$ 145
11	8 -315	1250 CEDAR ST	WEST AVE LLC	\$ 67,300	\$ 168

11	8 -318	1274 CEDAR ST	DYNAMIC VENTURES LLC	\$ 152,200	\$ 380
11	8 -320	1284 CEDAR ST	MOSKI CORPORATION	\$ 23,600	\$ 59
11	8 -321	433 N IRWIN AV	A & A CORNER COIN REAL ESTATE LLC	\$ 307,400	\$ 768
11	8 -329	1371-1375 CEDAR ST	JAMES A GIESE	\$ 191,700	\$ 479
11	8 -335	1333 CEDAR ST	HECTOR & ANA ROSA GONZALEZ	\$ 163,800	\$ 409
11	8 -75	1405-1429 MAIN ST	CEDAR CENTER ARTS INC	\$ 338,600	\$ 847
11	8 -8	1428-1430 MAIN ST	MELOTTE DISTRIBUTING INC	\$ 126,900	\$ 317
11	8 -839	1228-11 MAIN ST	JOHN SIMPSON	\$ 39,300	\$ 98
11	8 -840	1230-11 MAIN ST	JOHN SIMPSON	\$ 34,300	\$ 86
11	8 -841	1232-01 MAIN ST	JOHN SIMPSON	\$ 15,900	\$ 40
11	8 -842	1232-11 MAIN ST	JOHN SIMPSON	\$ 48,200	\$ 121
11	8 -843	1234-01 MAIN ST	JOHN SIMPSON	\$ 26,900	\$ 67
11	8 -844	1234-11 MAIN ST	JOHN SIMPSON	\$ 34,300	\$ 86
11	8 -845	1234-12 MAIN ST	JOHN SIMPSON	\$ 37,100	\$ 93
11	8 -846	1234-21 MAIN ST	JOHN SIMPSON	\$ 51,600	\$ 129
11	8 -847	1234-31 MAIN ST	THE BRIDGE RECORDING STUDIO LLC	\$ 111,400	\$ 278
11	8 -848	1236-11 MAIN ST	JOHN SIMPSON	\$ 35,200	\$ 88
11	8 -849	1236-21 MAIN ST	JOHN SIMPSON	\$ 34,300	\$ 86
11	8 -850	321-01 ST GEORGE ST	WILLIAMS HOLDINGS LLC	\$ 111,400	\$ 278
11	8 -851	1238-11 MAIN ST	LIZA RAE LLC	\$ 120,300	\$ 301
11	8 -852	1238-21 MAIN ST	CHIEF PAINTS LLC	\$ 78,700	\$ 197
11	8 -853	1240-11 MAIN ST	CHIEF PAINTS LLC	\$ 119,200	\$ 298
11	8 -854	1240-21 MAIN ST	CHIEF PAINTS LLC	\$ 119,200	\$ 298
11	9 -14	1000 MAIN ST	RONALD L & RACHEL A SMITS	\$ 470,800	\$ 1,177
11	9 -17	1028 MAIN ST	PDQ REAL ESTATE HOLDINGS LLC	\$ 494,200	\$ 1,235
11	9 -19-1	319 N CLAY ST	PDQ REAL ESTATE HOLDINGS LLC	\$ 26,000	\$ 65
11	9 -20	1201-1207 MAIN ST	WOCHINSKE REALTY LLC	\$ 642,200	\$ -
11	9 -26	1131 MAIN ST	POMPS TIRE SERVICE INC	\$ 490,100	\$ -
11	9 -29	1121-1123 MAIN ST	WOCHINSKE REALTY LLC	\$ 65,500	\$ 164
11	9 -30	1115 MAIN ST	POMP S TIRE SERVICE INC	\$ 66,100	\$ 165
11	9 -31	1109 MAIN ST	POMP S TIRE SERVICE INC	\$ 57,100	\$ 143
11	9 -32	416 N CLAY ST	POMP S TIRE SERVICE INC	\$ 116,100	\$ 75
11	9 -33	1033-1035 MAIN ST	Main Street Green Bay Properties LLC 130 E. Walnut St. Suite 404	\$ 103,600	\$ 259
11	9 -33-2	1031 MAIN ST	Main Street Green Bay Properties LLC 130 E. Walnut St. Suite 404	\$ 50,900	\$ 127

11	9 -35	1021 MAIN ST	AMY JO STERNBERG	\$ 68,200	\$ 170
11	9 -36	1019 MAIN ST	AMY JO STERNBERG	\$ 92,400	\$ 231
11	9 -37	1013-1015 MAIN ST	Main Street Green Bay Properties LLC 130 E. Walnut St. Suite 404	\$ 162,300	\$ 406
11	9 -41	931 MAIN ST	MCHAHA LLC	\$ 195,600	\$ 489
11	9 -45	915 MAIN ST		\$ -	\$ -
11	9 -46	913 MAIN ST		\$ -	\$ -
11	9 -47	907 MAIN ST		\$ -	\$ -
11	9 -48	901 MAIN ST	GB901 Main LLC	\$ 1,698,500	\$ 3,000
11	9 -49	900 CEDAR ST	DAVID BARTIKOFSKY	\$ 191,200	\$ 478
11	9 -50	1018 CEDAR ST	Main Street Green Bay Properties LLC	\$ 13,400	\$ 33
11	9 -55	1102 CEDAR ST	POMP S TIRE SERVICE INC	\$ 14,000	\$ 35
11	9 -57	1112 CEDAR ST	POMP S TIRE SERVICE INC	\$ 314,000	\$ 785
11	9 -60	1124 CEDAR ST	F R W REALTY LLC	\$ 80,600	\$ 201
11	9 -71	1203 CEDAR ST	WOCHINSKE REALTY LLC	\$ 130,000	\$ 325
11	9 -75	1127 CEDAR ST	WOCHINSKE REALTY LLC	\$ 16,200	\$ 40
11	9 -76	1125 CEDAR ST	WOCHINSKE REALTY LLC	\$ 16,200	\$ 40
11	9 -76-1	1137 CEDAR ST	WOCHINSKE REALTY LLC	\$ 322,600	\$ 806
11	9 -77	1123 CEDAR ST	WOCHINSKE REALTY LLC	\$ 115,000	\$ -
11	9 -78	1121 CEDAR ST	WOCHINSKE REALTY LLC	\$ 874,600	\$ -
11	9 -85	500-510 N WEBSTER AV	DENNY H BROTSKI	\$ 274,000	\$ 685
11	9 -86	903-929 CEDAR ST	929 CEDAR LLC	\$ 697,800	\$ 1,744
11	9 -9	930 MAIN ST	CVS CAREMARK CORP CVS # 2237-01	\$ 2,016,100	\$ 3,000
12	10-1	700 BODART ST	THE COVER LLC	\$ 211,100	\$ 633
12	10-2	708 BODART ST	WADE CONARD	\$ 91,000	\$ 273
12	10-5	718-720 BODART ST	720 BODART LLC	\$ 150,600	\$ 452
12	14-1	1100 MAIN ST	GREATER SOURCE LLC	\$ 558,600	\$ 1,676
12	14-2	1106 MAIN ST	HEIMAN PARTNERSHIP LLC	\$ 300,500	\$ 901
12	14-3	1114 MAIN ST	GREATER SOURCE LLC	\$ 220,500	\$ 661
12	14-338	324 N ROOSEVELT ST	A & J INVESTMENT PROPERTIES LLC	\$ 208,700	\$ 626
12	8 -118	500 N BAIRD ST	LEONEL CORTES	\$ 117,400	\$ 352
12	8 -266	1237 MAIN ST	J DARRELL GREIG JR	\$ 394,000	\$ 985
12	8 -281-A	1258 MAIN ST	CRAIG T GALLOWAY & PATRICK J BEIMBORN	\$ 390,100	\$ 1,170
12	8 -283	1264 MAIN ST	RONALD L & RACHEL A SMITS	\$ 94,900	\$ 285
12	8 -297-A	1356 MAIN ST		\$ -	\$ -
12	8 -303	1301 MAIN ST	Tasty Treats Real Estate LLC	\$ 279,700	\$ 839

12	8 -307	1277-1281 MAIN ST	CIRCLE B DEVELOPMENT LLC	\$ 262,200	\$ 787
12	8 -332	1351 CEDAR ST	ARNOLD J PENDERGAST	\$ 184,900	\$ 555
12	9 -22	1155 MAIN ST	CYRUS DEVELOPMENT SERVICES LLC	\$ 32,100	\$ 96
12	9 -25	1139 MAIN ST	CYRUS DEVELOPMENT SERVICES LLC	\$ 388,700	\$ 1,166
12	9 -39	1001 MAIN ST	BLUEBIRD ENTERTAINMENT C/O ERIC PLESS	\$ 357,800	\$ 1,073
12	9 -44	919 MAIN ST	SIMONET DEVELOPMENT LLC	\$ 406,700	\$ 1,220
12	9 -54	420 N CLAY ST	POMP S TIRE SERVICE INC	\$ 80,600	
			Total	\$ 28,480,700	\$ 57,988

APPENDIX E - CITY ATTORNEY'S OPINION – TO BE SUBMITTED



Report to the Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

Wendy Townsend, Economic
Coordinator

AGENDA ITEM # N.10

To approve the On Broadway Incorporated (OBI) Business Improvement District (BID) Operating Plan for 2021.

BACKGROUND

The City of Green Bay's BID Handbook requires approval of the BID Annual Operating Plans by the City's Plan Commission. Attached is the On Broadway Incorporated (OBI) Business Improvement District (BID) Operating Plan for 2021, which has been approved by the OBI BID Board and City Attorney Chavez.

RECOMMENDATION

Approval of the On Broadway Incorporated (OBI) Business Improvement District (BID) Operating Plan for 2021.

FISCAL IMPACT

ATTACHMENTS

1. 2021 OBI OP Attorney Letter 10.20.20
2. Operating Plan OBI 2021



Law Department

Vanessa R. Chavez
City Attorney

October 23, 2020

Wendy Townsend, Project and Program Manager
City of Green Bay
100 North Jefferson Street, Room 608
Green Bay, WI 54301

RE: Proposed Operating Plan for Business Improvement District No. 3

Dear Ms. Townsend:

The purpose of this correspondence is to respond to your request for a legal review of the proposed 2021 Operating Plan for Business Improvement District No. 3 (hereafter "Plan"). Your request asks the City Attorney's Office to provide an opinion with respect to the Plan's compliance with the requirements of Wisconsin Statute § 66.1109(l)(f).

Our office has reviewed the Plan, a copy of which is attached hereto, and based upon such review, are of the opinion that the Plan meets the requirements of Wisconsin Statute § 66.1109 (l)(f), subsections 1 through 4.

Thank you for your attention to this matter.

Sincerely,

Vanessa R. Chavez
City Attorney

2021 Operating Plan

Broadway Business Improvement District

BUSINESS IMPROVEMENT DISTRICT NO. 3

PROPOSED OPERATING PLAN



I. INTRODUCTION

A. Background

In 1984, the Wisconsin legislature created 66.1109 (formerly S. 66.608) of the Statutes (see Appendix A) enabling cities to establish Business Improvement Districts (BIDs). The purpose of the law is “to allow businesses within those districts to develop, to manage and promote the districts and to establish an assessment method to fund these activities.” (1983 Wisconsin Act 184, Section 1, legislative declaration.)

The City of Green Bay has received a petition from property owners which requests creation of a Business Improvement District for the purpose of revitalizing and improving the Broadway business area on Green Bay’s West side. (see Appendix B). The BID law requires that every district have an annual Operating Plan. This document is the initial Operating Plan for the proposed Broadway Business Improvement District. The BID proponents prepared this Plan with technical assistance from the City of Green Bay Economic Development Department.

B. Physical Setting

The Broadway Business Improvement District has a general setting starting at the point where Mason Street meets the west bank of the Fox River; west to the southwestern property line of parcel 2-948 (Wisconsin Central LTD); continuing northwest to Maple Avenue; north on Maple Avenue to the northern property line of parcel 3-1144-B (339 South Maple Avenue); east along said property line to Chestnut Avenue; north along Chestnut Avenue to Howard Street; west on Howard Street to the alleyway beginning on the western most property line of parcel 3-330 (506-508 Howard Street); north through the alleyway to the southern border of parcel 3-85 (515 West Walnut Street); west at the property line to South Maple Avenue; north on South Maple Avenue through Walnut Street to the northern property line of 4-223 (514 West Walnut Street); east at said property line to alleyway; north in alleyway to the northern property line of parcel 4-102 (230 North Maple Avenue); west along said property line to North Maple Avenue; north on North Maple Avenue to Dousman Street; west on Dousman Street to alleyway beginning at the western property line of parcel 5-607 (301 North Maple Avenue); north in said alleyway to northern property line of parcel 5-605-1; east along said property line to North Maple Avenue; north on North Maple Avenue to Kellogg Street; east on Kellogg Street to Chestnut Avenue; north on Chestnut Avenue to Elmore Street; east on Elmore Street to Broadway Street; north on Broadway Street to alleyway beginning on the northern property line of parcel 5-72 (710 North Broadway Street); east through said alleyway to McDonald Street; north on McDonald Street to James Street; east on James Street to the northeastern property line of parcel 5-1525-A; south along said property line to western bank of Fox River.

II. DISTRICT BOUNDARIES

Boundaries of the proposed district are shown on the map in Appendix B of this plan. A listing of the properties included in the district is provided in Appendix C.

III. PROPOSED OPERATING PLAN

A. Plan Objectives

The object of the Broadway Business Improvement District is to foster a vibrant community activated by:

- People strolling the streets shopping for one-of-a kind gifts or everyday goods
- Diners enjoying diverse restaurants that intermingle with shops and other cultural and entertainment venues
- Activity flowing between the streets of Broadway and the waterfront to the rest of downtown
- A variety of housing styles mixed throughout the district, providing affordable housing for all markets
- The entrepreneurial spirit coupled with a strong dynamic employee base

As creativity and art provide the underlying pulse of the district, these elements combine making the Broadway District the place people of all ages and backgrounds come to shop, eat, live, work, network and play.

Proposed Activities – Year Next

The impact of Covid-19 has been severe to the businesses in the district including On Broadway, Inc. (OBI), the organization charged with advancing district goals. Income generated from special events hosted by OBI supports BID activities and leverages their ability to accelerate those priorities through the hiring of staff and maintaining a physical presence. It is imperative we support the ongoing operations of OBI to maximize the long-term investment of the BID.

Principle activities to be engaged in by the district during its next year of operation, if the environment allows, will include:

1. Develop and execute a branding campaign for the On Broadway district that promotes the district as a destination. Direct reporting of impact of BID investment using key performance indicators.
2. Develop a business retention strategy that collects data to better understand trends and needs within the district.
3. Maintain benches, garbage cans, planters/beautification, business exterior grants and other hardscape improvements throughout the district. 50 planters will be planted in the spring with flowers, 20 planters with fall décor, weed management throughout district during the growing season, weed management and perennial plantings in 48 tree boxes, 25 bowls with winter décor, coordinated trash pickups once per month, and 30 trees with annual lighting.
4. Improve awareness of BBID investments in the district by partnering with On Broadway, Inc. and other funded partners to promote the BBID brand.

5. Help sustain operations and solvency of On Broadway, Inc. by providing an administrative allocation for payment of rent, telephones, internet, office supplies, utilities and salaries that are necessary to perform services to the businesses in the district.

Proposed Expenditures – Year Next

Proposed Budget

Administrative

Admin Allocation

To assist with payment of administrative expenses including but not limited to rent, telephones, internet, office supplies, utilities, and salaries necessary to execute the proposed activities.

	\$	66,628
	\$	2,000

BBID Annual Audit

2020 audit

Total Administrative	\$	68,628
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Total

	\$	68,628
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B. Financing Method

It is proposed to raise \$68,628 through BID assessments (see Appendix C). The BID Board shall have the authority and responsibility to prioritize expenditures and to revise the budget as necessary to match the funds actually available.

C. Organization of BID Board

Upon creation of the BID, the Mayor will appoint members to the district board ("board"). The board's primary responsibility will be implementation of this Operating Plan. This will require the board to negotiate with providers of services and materials to carry out the Plan; to enter into various contracts; to monitor development activity; to periodically revise the Operating Plan; to ensure district compliance with the provisions of applicable statutes and regulations; and to make reimbursements for any overpayments of BID assessments.

State law requires that the board be composed of at least five members and that a majority of the board members be owners or occupants of property within the district.

The Broadway Business Improvement District Board shall be organized as follows:

1. Board size – Maximum of 9, minimum of 7, with one representative of the Mayor or Council.
2. Composition - A majority (at least 5) members shall be owners or occupants of property within the District.
3. Term – The nine board member positions shall rotate every three years, with three positions expiring at the end of each calendar year-end. The Board may remove, by a majority vote, any

BID Board member who is absent from more than 3 meetings, without a valid excuse. In the event that a member takes the position mid-term (before the position expires every three years), that term shall count as the first term if two years or more remain on the term. Should less than two years remain on the term, this time is not counted towards the term limit and the board member shall be allowed to serve up to the maximum two additional three year terms.

4. Compensation - None.
5. Meetings - All meetings of the Board shall be governed by the Wisconsin Open Meetings Law. Minutes will be recorded and submitted to the City and the Board. The Board shall adopt rules of order to govern the conduct of its meetings and meet regularly, at least annually.
6. Record keeping - Files and records of the Board's affairs shall be kept pursuant to public records requirements.
7. Staffing - The Board may employ staff and/or contract for staffing services pursuant to this Plan and subsequent modifications thereof. Unless requested otherwise by the Board, any staff members or employees of contractors may attend all meetings of the Board, but will not have voting authority.
8. Officers - The Board shall appoint a Chairman, Treasurer and Secretary, any two of the three of which shall have the power to execute documents on behalf of the full Board, for the purposes authorized by the full Board. The Board may also give its staff limited ability to write checks to carry out the Plan. Any individual on the Board can be appointed an Officer, but shall be limited to two consecutive years as an Officer.

D. Relationship to On Broadway, Inc.

The BID shall be a separate entity from On Broadway, Inc., notwithstanding the fact that members, officers and directors of each may be shared. The Association shall remain a private organization, not subject to the open meeting law, and not subject to the public record law except for its records generated in connection with the BID board. The Association may, and it is intended, shall, contract with the BID to provide services to the BID, in accordance with this Plan.

IV. METHOD OF ASSESMENT

A. Assessment Rate and Method

The principle behind the assessment methodology is that each property should contribute to the BID in proportion to the benefit derived from the BID. After consideration of other assessment methods, it was determined that assessed value of a property was the characteristic most directly related to the potential benefit provided by the BID. Therefore, a fixed assessment on the assessed value of the property was selected as the basic assessment methodology for this BID.

As of January 1, 2020, the property in the proposed district had a total assessed value of \$53.2 million. This plan proposed to assess the property in the district at a rate of \$1.29 per \$1,000.00 of assessed value, unchanged from the prior year and subject to the maximum assessment, for the purposes of the BID.

Appendix shows the projected BID assessment for each property included in the district.

B. Excluded and Exempt Property

The BID law requires explicit consideration of certain classes of property. In compliance with the law the following statements are provided.

1. State Statute 66.1109(1)(f)Im: The district will contain property used exclusively for manufacturing purposes, as well as properties used in part for manufacturing. These properties will be assessed according to the method set forth in this plan because it is assumed that they will benefit from development in the district.
2. State Statute 66.1109(5)(a): Property known to be used exclusively for residential purposes will not be assessed; such properties will be identified as BID Exempt Properties in Appendix C, as revised each year.
3. In accordance with the interpretation of the City Attorney regarding State Statute 66.1109 (1)(b), property exempt from general real estate taxes has been excluded from the district. Privately owned tax-exempt property adjoining the district and which is expected to benefit from district activities may be asked to make a financial contribution to the district on a voluntary basis.

V. RELATIONSHIP TO GREEN BAY COMPREHENSIVE PLAN AND ORDERLY DEVELOPMENT OF THE CITY

A. City Plans

Objectives: Downtown Revitalization Support economic revitalization of downtown by encouraging diverse economic activity including government and professional offices, insurance and financial services, education and training, convention, lodging, food and beverages, and entertainment, retail, and high-density residential land uses. - *Chapter 26: Economic Development: Objective - 4, from Smart Growth 2022, City of Green Bay, May 2003.*

Land Uses: “Downtown” Mixed Use: The “downtown” land use category allows and promotes high-intensity office, retail, housing and civic land uses, preferably in mixed use buildings with a strong pedestrian orientation. It applies within the Broadway corridor as it does in Downtown “proper,” although the scale of buildings along Broadway is smaller, and the intensity of use is likely to be somewhat lower. As discussed in the Historic Preservation Plan, the Broadway historic districts could benefit from site plan review of development projects, using design standards that are geared to the specific character of those districts. - *Chapter 22: Neighborhoods and Districts: Objectives, Policies and Recommendations for District 3, from Smart Growth 2022, City of Green Bay, May 2003.*

Based on the objectives and land use requirements cited above, this BID Operating Plan is consistent with the City’s Comprehensive Plan for the Broadway District.

B. City Role in District Operation

The City of Green Bay has committed to helping private property owners in the district promote its development. To this end, the City expected to play a significant role in the creation of the Business Improvement district and in the implementation of the Operating Plan. In particular, the City will:

1. Provide technical assistance to the proponents of the district through adoption of the Plan, and provide assistance as appropriate thereafter.
2. Monitor and, when appropriate, apply for outside funds that could be used in support of the district.
3. Collect assessments, maintain in a segregated account, and disburse the monies of the district.
4. Receive annual audits as required per sec. 66.1109 (3) (c) of the BID law.
5. Provide the board, through the Tax Commissioner's Office on or before June 30th of each Plan year, with the official City records and the assessed value of each tax key number with the district, as of January 1st of each Plan year, for purposes of calculating the BID assessments.
6. Encourage the State of Wisconsin, Brown County and other units of government to support the activities of the district.

VI. PLAN APPROVAL PROCESS

A. Public Review Process

The Wisconsin Business Improvement district law establishes a specific process for reviewing and approving proposed districts. Pursuant to the statutory requirements, the following process will be followed:

1. The City of Green Bay Plan Commission will review the proposed district boundaries and proposed Operating Plan and will then set a date for a formal public hearing.
2. The City Plan Commission, in cooperation with the Economic Development Department, will send, by certified mail, a public hearing notice and a copy of the proposed Operating Plan to all owners of real property within the proposed district. In addition, a Class 2 notice of the public hearing will be published in a local newspaper of general circulation.
3. The City Plan Commission will hold a public hearing, will approve or disapprove the Plan, and will report its action to the Common Council.
4. The Common Council will act on the proposed BID Plan.
5. If adopted by the Common Council, the proposed BID Plan is sent to the Mayor for his approval.
6. If approved by the Mayor, the BID is created and the Mayor will appoint members to the district board established to implement the Plan.

B. Petition against Creation of the BID

The City may not create the Business Improvement district if, within 30 days of the City Plan Commission's hearing, a petition is filed with the City containing signatures of:

1. Owners of property to be assessed under the proposed initial Operating Plan having a valuation equal to more than 40% of the valuation of all property to be assessed under the proposed initial Operating Plan, using the method of valuation specified in the proposed initial Operating Plan; or
2. Owners of property to be assessed under the proposed initial Operating Plan having an assessed valuation equal to more than 40% of the assessed valuation of all property to be assessed under the proposed Operating Plan.

VII. FUTURE YEAR OPERATING PLANS

A. Phased Development

It is anticipated that the BID will continue to revise and develop the Operating Plan annually, in response to changing development needs and opportunities in the district, in accordance with the purposes and objectives defined in this initial Operating Plan.

Section 66.1109 (3) (a) of the BID law requires the board and the City to annually review and make changes as appropriate in the Operating Plan. Therefore, while this document outlines in general terms the complete development program, it focuses upon Year One activities, and information on specific assessed values, budget amounts and assessment amounts are based on Year One conditions. Greater detail about subsequent year's activities will be provided in the required annual Plan updates, and approval by the Common Council of such Plan updates shall be conclusive evidence of compliance with this Plan and the BID law.

In later years, the BID Operating Plan will continue to apply the assessment formula, as adjusted, to raise funds to meet the next annual budget. However, the method of assessing shall not be materially altered, except with the consent of the City of Green Bay.

B. Amendment, Severability and Expansion

This BID has been created under authority of Section 66.1109 of the Statutes of the State of Wisconsin. Should any court find any portion of this Statute invalid or unconstitutional its decision will not invalidate or terminate the BID and this BID Plan shall be amended to conform to the law without need of reestablishment.

Should the legislature amend the Statute to narrow or broaden the process of a BID to exclude or include as assessable properties a certain class or classes of properties, then this BID Plan may be amended by the Common Council of the City of Green Bay as and when it conducts its annual Operating Plan approval and without necessity to undertake any other act. This is specifically authorized under Section 66.1109(3)(b).

OPERATING PLAN APPENDICES

- A. STATUTE
- B. DISTRICT BOUNDARIES MAP
- C. YEAR PROJECTED ASSESSMENTS
- D. CITY ATTORNEY'S OPINION

APPENDIX A - Wisconsin State Statute "BID Law"

66.1109 Business improvement districts.

(1) In this section:

(a) "Board" means a business improvement district board appointed under [sub. \(3\) \(a\)](#).

(b) "Business improvement district" means an area within a municipality consisting of contiguous parcels and may include railroad rights-of-way, rivers, or highways continuously bounded by the parcels on at least one side, and shall include parcels that are contiguous to the district but that were not included in the original or amended boundaries of the district because the parcels were tax-exempt when the boundaries were determined and such parcels became taxable after the original or amended boundaries of the district were determined.

(c) "Chief executive officer" means a mayor, city manager, village president or town chairperson.

(d) "Local legislative body" means a common council, village board of trustees or town board of supervisors.

(e) "Municipality" means a city, village or town.

(f) "Operating plan" means a plan adopted or amended under this section for the development, redevelopment, maintenance, operation and promotion of a business improvement district, including all of the following:

1. The special assessment method applicable to the business improvement district.

1m. Whether real property used exclusively for manufacturing purposes will be specially assessed.

2. The kind, number and location of all proposed expenditures within the business improvement district.

3. A description of the methods of financing all estimated expenditures and the time when related costs will be incurred.

4. A description of how the creation of the business improvement district promotes the orderly development of the municipality, including its relationship to any municipal master plan.

5. A legal opinion that [subds. 1. to 4.](#) have been complied with.

(g) "Planning commission" means a plan commission under [s. 62.23](#), or if none a board of public land commissioners, or if none a planning committee of the local legislative body.

(2) A municipality may create a business improvement district and adopt its operating plan if all of the following are met:

(a) An owner of real property used for commercial purposes and located in the proposed business improvement district designated under [par. \(b\)](#) has petitioned the municipality for creation of a business improvement district.

(b) The planning commission has designated a proposed business improvement district and adopted its proposed initial operating plan.

(c) At least 30 days before creation of the business improvement district and adoption of its initial operating plan by the municipality, the planning commission has held a public hearing on its proposed business improvement district and initial operating plan. Notice of the hearing shall be published as a class 2 notice under [ch. 985](#). Before publication, a copy of the notice together with a copy of the proposed initial operating plan and a copy of a detail map showing the boundaries of the proposed business improvement district shall be sent by certified mail to all owners of real property within the proposed business improvement district. The notice shall state the boundaries of the proposed business improvement district and shall indicate that copies of the proposed initial operating plan are available from the planning commission on request.

(d) Within 30 days after the hearing under [par. \(c\)](#), the owners of property to be assessed under the proposed initial operating plan having a valuation equal to more than 40% of the valuation of all property to be assessed under the proposed initial operating plan, using the method of valuation specified in the proposed initial operating plan, or the owners of property to be assessed under the proposed initial operating plan having an assessed valuation equal to more than 40% of the assessed valuation of all property to be assessed under the proposed initial operating plan, have not filed a petition with the planning commission protesting the proposed business improvement district or its proposed initial operating plan.

(e) The local legislative body has voted to adopt the proposed initial operating plan for the municipality.

(3)

(a) The chief executive officer shall appoint members to a business improvement district board to implement the operating plan. Board members shall be confirmed by the local legislative body and shall serve staggered terms designated by the local legislative body. The board shall have at least 5 members. A majority of board members shall own or occupy real property in the business improvement district.

(b) The board shall annually consider and may make changes to the operating plan, which may include termination of the plan, for its business improvement district. The board shall then submit the operating plan to the local

legislative body for its approval. If the local legislative body disapproves the operating plan, the board shall consider and may make changes to the operating plan and may continue to resubmit the operating plan until local legislative body approval is obtained. Any change to the special assessment method applicable to the business improvement district shall be approved by the local legislative body.

(c) The board shall prepare and make available to the public annual reports describing the current status of the business improvement district, including expenditures and revenues. The report shall include an independent certified audit of the implementation of the operating plan obtained by the municipality. The municipality shall obtain an additional independent certified audit upon termination of the business improvement district.

(d) Either the board or the municipality, as specified in the operating plan as adopted, or amended and approved under this section, has all powers necessary or convenient to implement the operating plan, including the power to contract.

(4) All special assessments received from a business improvement district and all other appropriations by the municipality or other moneys received for the benefit of the business improvement district shall be placed in a segregated account in the municipal treasury. No disbursements from the account may be made except to reimburse the municipality for appropriations other than special assessments, to pay the costs of audits required under [sub. \(3\) \(c\)](#) or on order of the board for the purpose of implementing the operating plan. On termination of the business improvement district by the municipality, all moneys collected by special assessment remaining in the account shall be disbursed to the owners of specially assessed property in the business improvement district, in the same proportion as the last collected special assessment.

(4m) A municipality shall terminate a business improvement district if the owners of property assessed under the operating plan having a valuation equal to more than 50% of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50% of the assessed valuation of all property assessed under the operating plan, file a petition with the planning commission requesting termination of the business improvement district, subject to all of the following conditions:

(a) A petition may not be filed under this subsection earlier than one year after the date the municipality first adopts the operating plan for the business improvement district.

(b) On and after the date a petition is filed under this subsection, neither the board nor the municipality may enter into any new obligations by contract or otherwise to implement the operating plan until the expiration of 30 days after the date of hearing under [par. \(c\)](#) and unless the business improvement district is not terminated under [par. \(e\)](#).

(c) Within 30 days after the filing of a petition under this subsection, the planning commission shall hold a public hearing on the proposed termination. Notice of the hearing shall be published as a class 2 notice under [ch. 985](#). Before publication, a copy of the notice together with a copy of the operating plan and a copy of a detail map showing the boundaries of the business improvement district shall be sent by certified mail to all owners of real property within the business improvement district. The notice shall state the boundaries of the business improvement district and shall indicate that copies of the operating plan are available from the planning commission on request.

(d) Within 30 days after the date of hearing under [par. \(c\)](#), every owner of property assessed under the operating plan may send written notice to the planning commission indicating, if the owner signed a petition under this subsection, that the owner retracts the owner's request to terminate the business improvement district, or, if the owner did not sign the petition, that the owner requests termination of the business improvement district.

(e) If after the expiration of 30 days after the date of hearing under [par. \(c\)](#), by petition under this subsection or subsequent notification under [par. \(d\)](#), and after subtracting any retractions under [par. \(d\)](#), the owners of property assessed under the operating plan having a valuation equal to more than 50% of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50% of the assessed valuation of all property assessed under the operating plan, have requested the termination of the business improvement district, the municipality shall terminate the business improvement district on the date that the obligation with the latest completion date entered into to implement the operating plan expires.

(5)

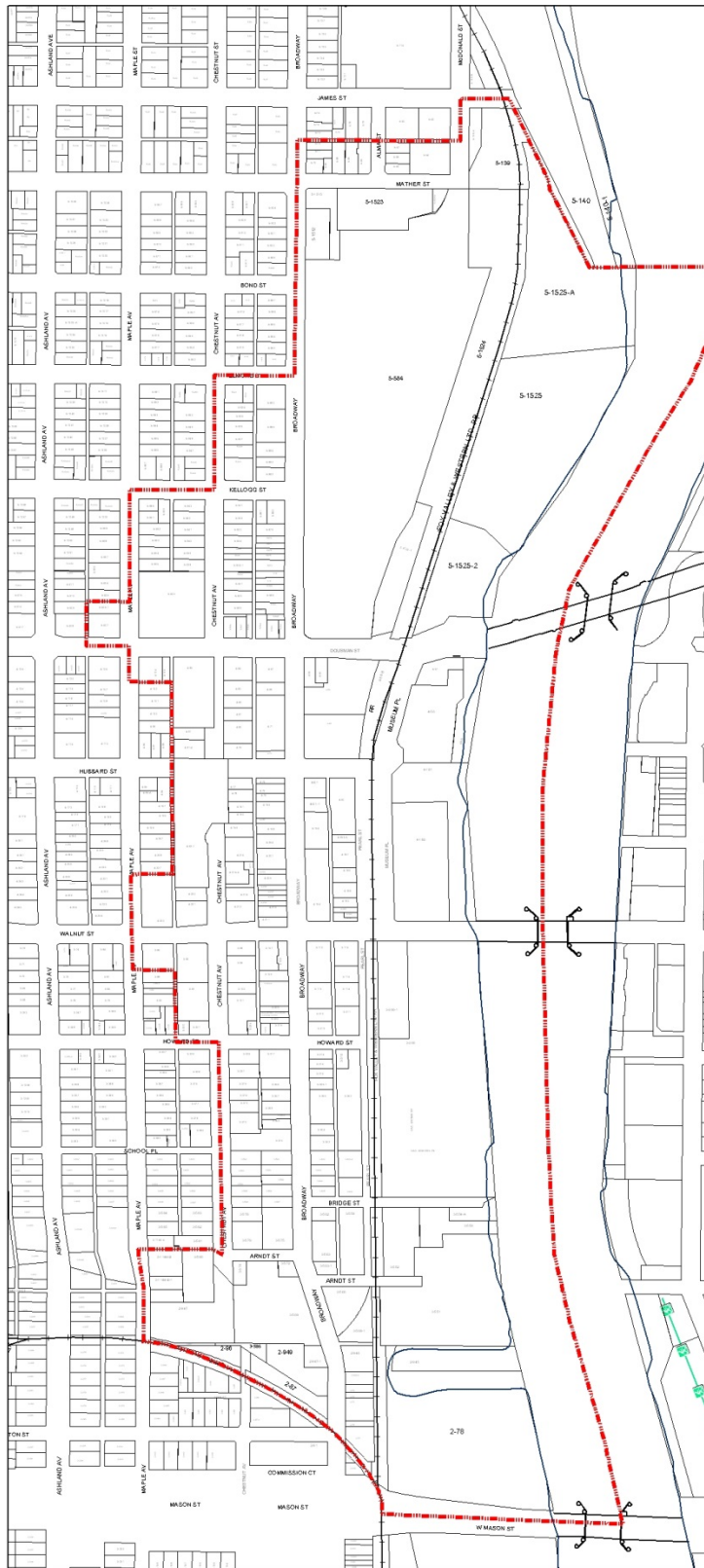
(a) Real property used exclusively for residential purposes and real property that is exempted from general property taxes under [s. 70.11](#) may not be specially assessed for purposes of this section.

(b) A municipality may terminate a business improvement district at any time.

(c) This section does not limit the power of a municipality under other law to regulate the use of or specially assess real property.

History: 1983 a. [184](#); 1989 a. [56](#) s. 258; 1999 a. [150](#) s. [539](#); Stats. 1999 s. 66.1109; 2001 a. [85](#).

APPENDIX B – District Map



On Broadway, Incorporated

A MAIN STREET PROGRAM

 Business Improvement
District Boundary



0 100 200 400 600 800 Feet



This is a compilation of records and data located in various Brown County and City of Green Bay offices and is to be used for reference purposes only. The map is controlled by the field measurements between the corners of the Public Land Survey System and the parcels are mapped from available records which may not precisely fit field conditions. Brown County/ City of Green Bay are not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.

Map prepared by City of Green Bay Planning Department.
July, 2004.
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APPENDIX C – Year Projected Assessments

GISLink	TotalAssessedValue	BID	PropertyAddress	OwnerName
2-72	\$131,600	\$170	519 S Broadway	Joseph L. Aerts
2-76	Exempt	\$0	525 S Broadway	Redevelopment Authority of the City of Green Bay
2-77	Exempt	\$0	531 S Broadway	Redevelopment Authority of the City of Green Bay
2-947	Exempt	\$0	419 S Maple Ave	Redevelopment Authority of the City of Gb
3-85	\$615,600	\$794	515 W Walnut St	Kwik Trip Inc
3-92	\$200,100	\$258	118 S Chestnut Ave	Democratic Party of Brown County
3-96	\$420,500	\$542	509 W Walnut St	Newcmg Properties LLC
3-98	\$40,300	\$52	409 W Walnut St	Historic West LLC
3-99	\$62,200	\$80	100 S Chestnut Ave	Historic West LLC
3-100	\$104,200	\$134	117 S Chestnut Ave	Bmo Harris Bank Na
3-101	\$212,200	\$274	125 S Chestnut Ave	Bmo Harris Bank Na
3-104-A	\$70,100	\$90	116 S Broadway	Raymond G. Salter
3-105	\$240,700	\$311	112 S Broadway	Bosley Properties LLC
3-106	\$234,500	\$303	110 S Broadway	Raymond G. Salter
3-107	\$389,200	\$502	405 W Walnut St	Historic West LLC
3-110	\$364,700	\$470	317 W Walnut St	Zeise Marital Trust
3-113	\$379,000	\$489	123 S Broadway	DuBois Real Estate Holdings, LLC
3-114	\$220,000	\$284	120 S Pearl St	Sma Construction Services LLC
3-116	\$52,600	\$68	100 S Pearl St	Abby Holdings LLC
3-306-1	\$539,200	\$696	201 W Walnut St	Abby Holdings LLC
3-306	\$2,412,000	\$3,111	111 W Walnut St	Green Bay Acquisition Co 4 Inc
3-310	\$22,300	\$29	307 Howard St	Holly A. Hebel
3-311	\$61,000	\$79	100 S Pearl St	Abby Holdings LLC
3-312	\$102,700	\$132	127 S Broadway	DuBois Real Estate Holdings, LLC
3-313	\$64,200	\$83	131 S Broadway	Dubois Real Estate Holdings LLC
3-314	\$135,000	\$174	201 S Broadway	Holly A. Hebel
3-315	\$22,300	\$29	205 S Broadway	Roger C. Anderson
3-316	\$38,600	\$50	211 S Broadway	Jessifer, LLC
3-317	Exempt	\$0	200 S Broadway	Green Bay Area Public School District
3-320	\$238,200	\$307	128 S Broadway	Slcre LLC
3-322	\$93,900	\$121	124 S Broadway	Raymond G. Salter
3-325	\$5,600	\$7	412 Howard St	Bmo Harris Bank Na
3-362	\$119,300	\$154	301 S Pearl St	Green Bay Acquisition Co 4 Inc
3-363	\$35,500	\$46	S Broadway	Legois Maureen A Survivors Trust
3-364	\$27,000	\$35	223 S Broadway	Nicker Bobs Craft Mall LLC
3-369-A	\$78,400	\$101	226 S Broadway	Mitchell T. Hyde
3-562	\$12,200	\$16	325 S Broadway	Rbj Holdings LLC
3-563-1	\$187,400	\$242	339 S Broadway	Guppo LLC
3-563	\$82,300	\$106	327 S Broadway	Rbj Holdings LLC
3-569	Exempt	\$0	420 S Broadway	Redevelopment Authority of City of Green Bay

3-572	Exempt	\$0	402 S Broadway	Redevelopment Authority of the City of Gb
3-588	\$100,100	\$129	316 S Broadway	Chao T. Moua
3-589	\$7,800	\$10	312 S Broadway	Dawn M. McCoy
3-590	\$8,600	\$11	304 S Broadway	Dawn M. McCoy
3-591	\$176,800	\$228	300 S Broadway	Sanctuary Spas LLC
3-642	\$181,900	\$235	301 S Broadway	Vaj Holdings LLC
3-643	\$131,500	\$170	307 S Broadway	Nicker Bobs Carft Mall LLC
3-644	\$26,400	\$34	309 S Broadway	Rbj Holdings LLC
3-1300	\$106,900	\$138	126 S Broadway	Urban Concepts, LLC
3-1301	\$138,800	\$179	126 S Broadway	Joseph H. Burke
4-59	\$202,000	\$261	N Broadway	Parking Lot U LLC
4-60	\$2,120,100	\$2,735	164 N Broadway	BayCare Health Systems, LLC
4-61-1	\$593,400	\$765	154 N Broadway	154 N Broadway LLC
4-62	\$552,400	\$713	200 N Broadway	Theresa M. Beerntsen
4-65	\$405,700	\$523	317 Dousman St	Michael E. Stange
4-66	\$551,400	\$711	313 Dousman St	High Brau LLC
4-67	\$1,212,200	\$1,564	235 N Broadway	Toho Properties, LLC
4-68	\$217,400	\$280	231 N Broadway	Washington LLC
4-71	\$2,170,700	\$2,800	211 N Broadway	Schillinger Properties LLC
4-72	\$482,700	\$623	201 N Broadway	201 Broadway LLC
4-74	\$357,500	\$461	163 N Broadway	Ildeman R. Nielson
4-75	\$379,100	\$489	159 N Broadway	David Bartikofsky
4-76	\$70,200	\$91	157 N Broadway	Noc Harn LLC
4-84	\$290,900	\$375	413 Dousman St	Kaliz Ltd Partnership
4-85	\$994,400	\$1,283	505 Dousman St	Frank Land Holding LLC
4-104	\$356,900	\$460	517 Dousman St	Bo Enterprises LLC
4-154	\$1,179,700	\$1,522	142 N Broadway	Lorenzen Holdings LLC
4-156	\$210,500	\$272	151 N Broadway	Noc Harn LLC
4-157	\$85,000	\$110	147 N Broadway	Lawrence Frye
4-158	\$268,500	\$346	143 N Broadway	Sand and Sun, LLC
4-159	\$29,600	\$38	144 N Chestnut Ave	Sand and Sun, LLC
4-187	\$31,400	\$41	133 N Pearl St	Petes Annex LLC
4-188	\$18,600	\$24	119 N Pearl St	Petes Annex LLC
4-189	\$35,000	\$45	127 N Pearl St	Petes Annex LLC
4-190	\$12,000	\$15	115 N Pearl St	Petes Annex LLC
4-191	\$5,900	\$8	111 N Pearl St	Petes Annex LLC
4-192	\$3,900	\$5	105 N Pearl St	Petes Annex LLC
4-193	\$7,600	\$10	100 N Pearl St	Petes Annex LLC
4-194	\$2,434,600	\$3,141	310 W Walnut St	Petes Annex LLC
4-201-1	\$205,300	\$265	127 N Broadway	Widmer Properties LLC
4-201	\$214,500	\$277	133 N Broadway	Bett LLC
4-204	\$151,300	\$195	123 N Broadway	Game Holdings LLC
4-205	\$266,700	\$344	121 N Broadway	Xa Lee

4-206	\$223,400	\$288	119 N Broadway	Eric J. Woller
4-210	\$532,500	\$687	109 N Broadway	Czachor & Polack Development LLC
4-215-A	\$92,400	\$119	122 N Chestnut Ave	Green Bay Community Theatre Inc
4-216	\$76,400	\$99	138 N Chestnut Ave	Bett LLC
4-221	\$117,100	\$151	500 W Walnut St	Walnut Auto Investments LLC
4-223	\$598,300	\$772	514 W Walnut St	Sorensen Development Inc
4-253-A	\$9,500	\$12	N Pearl St	Petes Annex LLC
4-254	\$372,000	\$480	139 N Broadway	See Ventures LLC
4-263	\$224,900	\$290	111 N Broadway Unit 1	Che Properties LLC
4-264	\$224,900	\$290	111 N Broadway Unit 2	Docking Station LLC
4-265	\$235,600	\$304	111 N Broadway Unit 3	Whetter Daniel D & Carrie L Joint Revoc Trust
4-266	\$183,400	\$237	111 N Broadway Unit 4	Access R LLC
5-54	\$143,700	\$185	200 Mather St	Arthur W. Zingler III
5-58	\$79,400	\$102	704 Alma St	Nancy Rogers
5-584-2	\$45,900	\$59	308 Dousman St	DDL Holdings, LLC
5-584-3	\$446,600	\$576	300 Dousman St	Luga Properties, LLC
5-588	\$160,100	\$207	319 N Broadway	Caesars Palace of Green Bay LLC
5-589	\$36,200	\$47	317 N Broadway	Fort Howard New Town Redevelopment LLC
5-590	\$324,200	\$418	313 N Broadway	Fort Howard New Town Redevelopment LLC
5-591	\$11,700	\$15	410 Dousman St-Rear	Widmer Properties LLC
5-592	\$159,600	\$206	400 Dousman St	Cathy T. Lesandrini
5-593	\$98,400	\$127	402 Dousman St	Sams Investments LLC
5-594	\$179,700	\$232	408 Dousman St	Widmer Properties LLC
5-595	\$92,100	\$119	309 N Broadway	Dhuey Property, LLC
5-596	\$144,600	\$187	412 Dousman St	Widmer Properties LLC
5-597	\$295,500	\$381	414 Dousman St	GNC Development LLC
5-599	Exempt	\$0	314 N Chestnut Ave	Green Bay Redevelopment Authority
5-600	\$28,600	\$37	N Chestnut Ave	Fort Howard New Town Redevelopment LLC
5-602	\$43,300	\$56	324 N Chestnut Ave	DDL Holdings, LLC
5-607	\$305,000	\$393	301 N Maple Ave	Express Property LLC
5-874	\$17,300	\$22	329 N Broadway	Cst LLC
5-875	\$118,500	\$153	331 N Broadway	Cst LLC
5-876	\$117,100	\$151	333 N Broadway	Cst LLC
5-877	\$116,700	\$151	335 N Broadway	Cst LLC
5-878	\$13,800	\$18	N Broadway	Cst LLC
5-879	\$59,700	\$77	341 N Broadway	Benzplekan Real Estate LLC
5-882	\$976,100	\$1,259	401 N Broadway	Historic Restorations, LLC
5-885	\$319,600	\$412	419 N Broadway	Bertrand Roger D Family Trust 3rd Restate Etal
5-890	\$128,100	\$165	431 N Broadway	Martin R. Leonhard
5-1524-1	\$880,800	\$1,136	200 Dousman St	Titletown Brewing Co LLC
5-1525-A	\$771,700	\$995	700 Mc Donald St	Graymont Western Lime Inc
5-1525-B	\$6,600	\$9	201 Mather St	Arthur W. Zingler III
5-1525	\$1,400,000	\$1,806	128 Dousman St	Graymont Western Lime Inc

5-1737	\$1,295,100	\$1,671	300 N Broadway	Green Bay Broadway Development LLC
5-1738	\$1,300,400	\$1,678	300 N Broadway	Green Bay Broadway Development LLC
5-1739	\$1,302,200	\$1,680	300 N Broadway Unit 300	Green Bay Area Chamber of Commerce
5-1740	\$12,100	\$16	321 Donald Driver Way	DDL Holdings, LLC
5-1741	\$10,900	\$14	331 Donald Driver Way	DDL Holdings, LLC
5-1742	\$11,000	\$14	333 Donald Driver Way	DDL Holdings, LLC
5-1743	\$11,200	\$14	335 Donald Driver Way	DDL Holdings, LLC
5-1744	\$11,400	\$15	337 Donald Driver Way	DDL Holdings, LLC
5-1745	\$11,600	\$15	339 Donald Driver Way	DDL Holdings, LLC
5-1746	\$11,600	\$15	341 Donald Driver Way	DDL Holdings, LLC
5-1747	\$11,500	\$15	343 Donald Driver Way	DDL Holdings, LLC
5-1748	\$11,300	\$15	345 Donald Driver Way	DDL Holdings, LLC
5-1749	\$11,100	\$14	347 Donald Driver Way	DDL Holdings, LLC
5-1750	\$9,700	\$13	349 Donald Driver Way	DDL Holdings, LLC
5-1756-1	\$48,000	\$62	Kellogg St	DDL Holdings LLC
5-1756	\$509,800	\$658	420 N Broadway	DDL Holdings LLC
5-1757	\$5,012,000	\$6,465	520 N Broadway	DDL Holdings LLC
5-1758	\$100	\$0	305 Donald Driver Way	DDL Holdings, LLC
5-1759	\$4,086,700	\$5,272	320 N Broadway	DDL Holdings LLC
5-1760	\$956,600	\$1,234	340 N Broadway Unit 180	DDL Holdings LLC
5-1761	\$1,043,200	\$1,346	340 N Broadway Unit 200	DDL Holdings LLC
5-1762	\$1,042,400	\$1,345	340 N Broadway Unit 300	DDL Holdings LLC
5-1763	\$928,700	\$1,198	340 N Broadway Unit 440	DDL Holdings LLC
5-1764	\$129,900	\$168	313 Donald Driver Way	DDL Holdings LLC
Total	\$53,200,000	\$68,628		

APPENDIX D – City Attorney Opinion



Report to the
Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

Wendy Townsend, Economic
Coordinator

AGENDA ITEM # N.1.1

To approve the Military Avenue Business Association (MABA) Business Improvement District (BID) Operating Plan for 2021.

BACKGROUND

The City of Green Bay's BID Handbook requires approval of the BID Annual Operating Plans by the City's Plan Commission. Attached is the Military Avenue Business Association (MABA) Business Improvement Districts (BID) Operating Plan for 2021, which has been approved by the MABA BID Board and City Attorney Chavez.

RECOMMENDATION

Approval of the Military Avenue Business Association (MABA) Business Improvement District (BID) Operating Plan for 2021.

FISCAL IMPACT

ATTACHMENTS

1. 2021 MABA OP Attorney Letter 10.20.20
2. Operating Plan MABA 2021



Law Department

Vanessa R. Chavez
City Attorney

October 20, 2020

Wendy Townsend, Project and Program Manager
City of Green Bay
100 North Jefferson Street, Room 608
Green Bay, WI 54301

RE: Proposed Operating Plan for Business Improvement District No. 4

Dear Ms. Townsend:

The purpose of this correspondence is to respond to your request for a legal review of the proposed 2021 Operating Plan for Business Improvement District No. 4 (hereafter "Plan"). Your request asks the City Attorney's Office to provide an opinion with respect to the Plan's compliance with the requirements of Wisconsin Statute § 66.1109(l)(f).

Our office has reviewed the Plan, a copy of which is attached hereto, and based upon such review, are of the opinion that the Plan meets the requirements of Wisconsin Statute § 66.1109 (l)(f), subsections 1 through 4.

Thank you for your attention to this matter.

Sincerely,

Vanessa R. Chavez
City Attorney

Operating Plan - 2021
Military Avenue , Inc.

BUSINESS IMPROVEMENT DISTRICT NO. 4

2021
OPERATING PLAN



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I. INTRODUCTION

A. Background

In 1984, the Wisconsin legislature created 66.1109 (formerly S. 66.608) of the Statutes ([see Appendix A](#)) enabling cities to establish Business Improvement Districts (BIDs). The purpose of the law is “to allow businesses within those districts to develop, to manage and promote the districts and to establish an assessment method to fund these activities.” (1983 Wisconsin Act 184, Section 1, legislative declaration.)

The City of Green Bay approved a petition from property owners in September 2013 to create a Business Improvement District for the purpose of revitalizing and improving the Military Avenue business area on Green Bay’s west side. The BID law requires that every district have an annual Operating Plan.

This document is the Operating Plan for the Military Avenue district. The Military Avenue BID Executive Director, in coordination with the Military Avenue BID Board, prepared this Plan with technical assistance from the City of Green Bay Department of Economic Development.

B. Physical Setting

The Military Avenue Business District has boundaries starting at Lombardi Avenue moving north on Military with a northern most boundary of 116 N Military on the east side of the street and 123 N Military on the west side of the street.

Including: 1560 and 1598 W Western Ave, 1603, 1614 and 1626 W Seventh St, 1559-1565 Ninth St, 1577 Langlade Ave, 1530, 1536 and 1540 Leo St, 1521, 1541, 1587, 1590, and 1606 W Shawano Ave, 1505, 1529, 1555, 1561, 1566, 1593, and 1616 W Mason St.

II. DISTRICT BOUNDARIES

Boundaries of the proposed district are shown on the map in [Appendix B](#) of this plan. A listing of the properties included in the district is provided in [Appendix C](#).

III. PROPOSED OPERATING PLAN

A. Plan Objectives – 2021

Military Avenue, Inc. exists to create an environment that supports the continued success of the businesses and neighborhoods in the Military Avenue district located on the west side of Green Bay.

Military Avenue, Inc. fosters a spirit of collaboration and cooperation with local businesses and neighborhoods by working to improve the entire district. We do our work by marketing, branding and

promoting business activities, physical improvements in the district, event planning, new business recruitment, retaining, and supporting existing businesses.

B. Proposed Activities – 2021

Principle activities to be engaged in by the district during its EIGHTH year, 2021, of operation will include:

- Fully utilize the new website (2020), monument sign, social media platforms, applications and other emerging technology. Look into way finding signage.
- Explore a central, public friendly, location for events and holiday display, including holiday lighting.
- Offer and support continued opportunities for public art and murals throughout the district.
- Continue plantings, lawn care and maintenance projects within the street view and medians to provide a clean and professional appearance.
- Create signature events, including the Market on Military, and other marketing efforts in the district to build customer traffic and increase BID business and customer participation.
- Seek out grant funding for quality projects.
- Invest in public amenities such as bike racks, benches, and garbage cans.
- Find resources and programs to increase health and safety measures and address the economic impact on businesses due to closures in 2020.

C. Proposed Budget – Year – EIGHT - 2021

Revenues	Projected 2021	Change from 2020
Planned BID Assessment Funds	\$99,388	\$678
(BID Assessments minus 7% delinquent)	-\$6957	\$3,009
(Estimated) Donations/Partnerships	\$2,000	\$0
(Estimated) Grants /Restricted Income	\$5,000	\$0
(Estimated) Event Funds/Sponsorships	\$5,000	\$0
(Estimated) Interest Income	\$1,000	\$0
Carry Over from 2020 audit/review	\$74,952	
Total Revenue	\$180,383	\$1,569
Expenses		
Staffing	\$47,528	\$200

Operating Expenses rent, insurance, audit, accounting, supplies, etc.	\$15,400	+\$600
Technology	\$2,400	+900
Programs		
Design/Physical improvements Street pole banners throughout district, Planter boxes winter and summer, throughout district weed control at medians, monument sign Wi-Fi and operations at Lombardi and Military intersection, plus funds for a new Public Amenities project across district.	\$45,136	+\$27,651
Economic/Business Development Business recruitment and support, plus funds for a new Planning/Visioning update.	\$31,000	\$0
Events Summer and Winter Market on Military, Small Business Saturday, Joint Advertising, EBT costs, new events with identity focus based on visioning.	\$10,200	\$0
Organization/ Marketing Social media, marketing, advertising, website hosting.	\$3,100	\$0
Total Expenses	\$154,764	
BALANCE	\$25,619	

D. Financing Method

\$99,388 is proposed to be raised through BID assessments ([see Appendix C](#)) and assume an assessment delinquency amount of ~\$6,957 based on 7% delinquencies, increased from last years 4%. We have therefore budgeted for \$92,431. We are also setting a goal to obtain grants, sponsorships, fees, and donations to provide funding in the amount of \$12,000. The BID Board shall have the authority and responsibility to prioritize expenditures and to revise the budget as necessary to match the funds actually available.

E. Organization of BID Board

Upon creation of the BID, the Mayor appointed members to the district board ("board"). The board's primary responsibility is implementation of this Operating Plan. This will require the board to negotiate with providers of services and materials to carry out the Plan; to enter into various contracts; to monitor development activity; to periodically revise the Operating Plan; to ensure district compliance with the provisions of applicable statutes and regulations; and to make reimbursements for any overpayments of BID assessments.

State law requires that the board be composed of at least five members and that a majority of the board members be owners or occupants of property within the district.

It is recommended that the BID board be structured and operate as follows:

1. Board Size – at least Five
2. Composition - At least three fifths members shall be owners or occupants of property within the district. Any non-owner or non-occupant appointed to the board shall be a resident of the City of Green Bay. The board shall elect its Chairperson from among its members.
3. Term - Appointments to the board shall be for a period of three years except that initially two members shall be appointed for a period of three years, two members shall be appointed for a period of two years, and one member shall be appointed for a period of one year.
4. Compensation – None
5. Meetings - All meetings of the board shall be governed by the Wisconsin Open Meetings Law.
6. Record Keeping - Files and records of the board's affairs shall be kept pursuant to public record requirements.
7. Staffing - The board may employ staff and/or contract for staffing services pursuant to this Plan and subsequent modifications thereof.
8. Meetings - The board shall meet regularly, at least twice each year. The board shall adopt rules of order ("by laws") to govern the conduct of its meetings.

F. Relationship to the Military Avenue Business Association.

The BID shall be a separate entity from the Military Avenue Business Association, notwithstanding the fact that members, officers and directors of each may be shared. The Association shall remain a private organization, not subject to the open meeting law, and not subject to the public record law except for its records generated in connection with the BID board or as required by law. The Association may, and it is intended, shall contract with the BID to provide services to the BID, in accordance with this Plan.

IV. METHOD OF ASSESMENT

A. Assessment Rate and Method

Assessment rate per thousand for industrial is \$0.25, office \$2.00, retail/entertainment \$2.25. Minimum assessment rate per parcel is \$250.00 Maximum assessment rate is \$2,500 per parcel.

The principle behind the assessment methodology is that each property should contribute to the BID in proportion to the benefit derived from the BID. After consideration of other assessment methods, it was determined that assessed value of a property was the characteristic most directly related to the potential benefit provided by the BID. Therefore, a fixed assessment on the assessed value of the property was selected as the basic assessment methodology for this BID.

For properties whose use comprises mixed SIC codes, the property has been identified by the ground level use(s) of any buildings constructed on the property. The ground level use is presumed to be the dominant use of the property. If a ground level has more than two uses, then the property has been identified by the use that makes up

more than one half of the ground level square footage. The burden is on the owner to change a property classification from that designated in Appendix C. It must be proven annually by the owner of the property in question to the BID board.

However, maintaining an equitable relationship between the BID assessment and the expected benefits requires an adjustment to the basic assessment method. To prevent the disproportional assessment of a small number of high value properties, a maximum assessment of \$2,500.00 per parcel will be applied.

As of January 1, 2014 the property in the district had a total assessed value of over seventy-three million dollars. This plan assesses the property in the district at a rate for industrial \$0.25, for office \$2.00, for retail/entertainment \$2.25. per \$1,000.00 of assessed value, subject to the maximum assessment, for the purposes of the BID.

Appendix C shows the projected BID assessment for each property included in the district.

B. Excluded and Exempt Property

The BID law requires explicit consideration of certain classes of property. In compliance with the law the following statements are provided.

1. State Statute 66.1109(1)(f)lm: The district will contain property used exclusively for manufacturing purposes, as well as properties used in part for manufacturing. These properties will be assessed according to the method set forth in this plan because it is assumed that they will benefit from development in the district.
2. State Statute 66.1109(5)(a): Property known to be used exclusively for residential purposes will not be assessed; such properties will be identified as BID Exempt Properties in Appendix C, as revised each year.
3. In accordance with the interpretation of the City Attorney regarding State Statute 66.1109(1)(b), property exempt from general real estate taxes has been excluded from the district. Privately owned tax-exempt property adjoining the district and which is expected to benefit from district activities may be asked to make a financial contribution to the district on a voluntary basis.

V. RELATIONSHIP TO GREEN BAY COMPREHENSIVE PLAN AND ORDERLY DEVELOPMENT OF THE CITY

A. City Plans

The plan for Military Avenue is to transform the corridor into a signature street with a cohesive identity. This will be accomplished by elevating the level of aesthetics, functionality and safety with improved site and building design. The balance of land uses along Military Avenue must shift in recognition of current and expected future market conditions and to better manage the supply and demand of real estate. Sections of the corridor will transition to finer blocks of mixed-use development that better relate to the scale of surrounding neighborhoods.

Implementation of this plan will result not only in attracting new businesses to Military Avenue, but also in creating an environment that supports the continued success of existing, beneficial businesses. Limited amounts of redevelopment may result in tear down and reconstruction. But in most cases, redevelopment will occur in smaller steps like landscaping parking areas, upgrading building façades, or adding decorative lighting.

Military Avenue will become a more complete corridor that caters to local residents and employees who use multiple modes of transportation. This transition is a necessary response to the changing market and context, and will create a more economically sustainable future for Military Avenue. *(Military Avenue Market Analysis and Corridor Design Plan, Executive Summary, Pages 7-8. Adopted by the City of Green Bay: 3/1/2011)*

B. City Role in District Operation

The City of Green Bay has committed to helping private property owners in the district promote its development. To this end, the City expected to play a significant role in the creation of the Business Improvement District and in the implementation of the Operating Plan. In particular, the City will:

1. Provide technical assistance to the proponents of the district through adoption of the Plan, and provide assistance as appropriate thereafter.
2. Monitor and, when appropriate, apply for outside funds that could be used in support of the district.
3. Collect assessments, maintain in a segregated account, and disburse the monies of the district.
4. Receive annual audits as required per sec. 66.1109 (3) (c) of the BID law.
5. Provide the board, through the Tax Commissioner's Office on or before June 30th of each Plan year, with the official City records and the assessed value of each tax key number with the district, as of January 1st of each Plan year, for purposes of calculating the BID assessments.
6. Encourage the State of Wisconsin, Brown County and other units of government to support the activities of the district.

VI. FUTURE YEAR OPERATING PLANS

A. Phased Development

It is anticipated that the BID will continue to revise and develop the Operating Plan annually, in response to changing development needs and opportunities in the district, in accordance with the purposes and objectives defined in the initial Operating Plan.

Section 66.1109 (3) (a) of the BID law requires the board and the City to annually review and make changes as appropriate in the Operating Plan. Greater detail about subsequent year's activities will be provided in the required annual Plan updates, and approval by the Common Council of such Plan updates shall be conclusive evidence of compliance with this Plan and the BID law.

In later years, the BID Operating Plan will continue to apply the assessment formula, as adjusted, to raise funds to meet the next annual budget. However, the method of assessing shall not be materially altered, except with the consent of the City of Green Bay.

B. Amendment, Severability and Expansion

This BID has been created under authority of Section 66.1109 of the Statutes of the State of Wisconsin. Should any court find any portion of this Statute invalid or unconstitutional its decision will not invalidate or terminate the BID and this BID Plan shall be amended to conform to the law without need of reestablishment.

Should the legislature amend the Statute to narrow or broaden the process of a BID so as to exclude or include as assessable properties a certain class or classes of properties, then this BID Plan may be amended by the Common Council of the City of Green Bay as and when it conducts its annual Operating Plan approval and without necessity to undertake any other act. This is specifically authorized under Section 66.1109 (3)(b).

APPENDICES

- A. STATUTE
- B. DISTRICT BOUNDARIES
- C. 2019 CITY ASSESSMENTS
 - 1. CITY BID 20 ASSESSMENT REPORT INDUSTRIAL
 - 2. CITY BID 21 ASSESSMENT REPORT OFFICE
 - 3. CITY BID 22 ASSESSMENT REPORT RETAIL

APPENDICE A

Wisconsin State Statute "BID Law"

66.1109 Business improvement districts.

(1) In this section:

(a) "Board" means a business improvement district board appointed under [sub. \(3\) \(a\)](#).

(b) "Business improvement district" means an area within a municipality consisting of contiguous parcels and may include railroad rights-of-way, rivers, or highways continuously bounded by the parcels on at least one side, and shall include parcels that are contiguous to the district but that were not included in the original or amended boundaries of the district because the parcels were tax-exempt when the boundaries were determined and such parcels became taxable after the original or amended boundaries of the district were determined.

(c) "Chief executive officer" means a mayor, city manager, village president or town chairperson.

(d) "Local legislative body" means a common council, village board of trustees or town board of supervisors.

(e) "Municipality" means a city, village or town.

(f) "Operating plan" means a plan adopted or amended under this section for the development, redevelopment, maintenance, operation and promotion of a business improvement district, including all of the following:

1. The special assessment method applicable to the business improvement district.

1m. Whether real property used exclusively for manufacturing purposes will be specially assessed.

2. The kind, number and location of all proposed expenditures within the business improvement district.

3. A description of the methods of financing all estimated expenditures and the time when related costs will be incurred.

4. A description of how the creation of the business improvement district promotes the orderly development of the municipality, including its relationship to any municipal master plan.

5. A legal opinion that [subds. 1. to 4.](#) have been complied with.

(g) "Planning commission" means a plan commission under [s. 62.23](#), or if none a board of public land commissioners, or if none a planning committee of the local legislative body.

(2) A municipality may create a business improvement district and adopt its operating plan if all of the following are met:

(a) An owner of real property used for commercial purposes and located in the proposed business improvement district designated under [par. \(b\)](#) has petitioned the municipality for creation of a business improvement district.

(b) The planning commission has designated a proposed business improvement district and adopted its proposed initial operating plan.

(c) At least 30 days before creation of the business improvement district and adoption of its initial operating plan by the municipality, the planning commission has held a public hearing on its proposed business improvement district and initial operating plan. Notice of the hearing shall be published as a class 2 notice under [ch. 985](#). Before publication, a copy of the notice together with a copy of the proposed initial operating plan and a copy of a detail map showing the boundaries of the proposed business improvement district shall be sent by certified mail to all owners of real property within the proposed business improvement district. The notice shall state the boundaries of the proposed business improvement district and shall indicate that copies of the proposed initial operating plan are available from the planning commission on request.

(d) Within 30 days after the hearing under [par. \(c\)](#), the owners of property to be assessed under the proposed initial operating plan having a valuation equal to more than 40% of the valuation of all property to be assessed under the proposed initial operating plan, using the method of valuation specified in the proposed initial operating plan, or the owners of property to be assessed under the proposed initial operating plan having an assessed valuation equal to more than 40% of the assessed valuation of all property to be assessed under the proposed initial operating plan, have not filed a petition with the planning commission protesting the proposed business improvement district or its proposed initial operating plan.

(e) The local legislative body has voted to adopt the proposed initial operating plan for the municipality.

(3)

(a) The chief executive officer shall appoint members to a business improvement district board to implement the operating plan. Board members shall be confirmed by the local legislative body and shall serve staggered terms designated by the local legislative body. The board shall have at least 5 members. A majority of board members shall own or occupy real property in the business improvement district.

(b) The board shall annually consider and may make changes to the operating plan, which may include termination of the plan, for its business improvement district. The board shall then submit the operating plan to the local legislative body for its approval. If the local legislative body disapproves the operating plan, the board shall consider and may make changes to the operating plan and may continue to resubmit the operating plan until local legislative body approval is obtained. Any change to the special assessment method applicable to the business improvement district shall be approved by the local legislative body.

(c) The board shall prepare and make available to the public annual reports describing the current status of the business improvement district, including expenditures and revenues. The report shall include an independent certified audit of the implementation of the operating plan obtained by the municipality. The municipality shall obtain an additional independent certified audit upon termination of the business improvement district.

(d) Either the board or the municipality, as specified in the operating plan as adopted, or amended and approved under this section, has all powers necessary or convenient to implement the operating plan, including the power to contract.

(4) All special assessments received from a business improvement district and all other appropriations by the municipality or other moneys received for the benefit of the business improvement district shall be placed in a segregated account in the municipal treasury. No disbursements from the account may be made except to reimburse the municipality for appropriations other than special assessments, to pay the costs of audits required under [sub. \(3\) \(c\)](#) or on order of the board for the purpose of implementing the operating plan. On termination of the business improvement district by the municipality, all moneys collected by special assessment remaining in the account shall be disbursed to the owners of specially assessed property in the business improvement district, in the same proportion as the last collected special assessment.

(4m) A municipality shall terminate a business improvement district if the owners of property assessed under the operating plan having a valuation equal to more than 50% of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50% of the assessed valuation of all property assessed under the operating plan, file a petition with the planning commission requesting termination of the business improvement district, subject to all of the following conditions:

(a) A petition may not be filed under this subsection earlier than one year after the date the municipality first adopts the operating plan for the business improvement district.

(b) On and after the date a petition is filed under this subsection, neither the board nor the municipality may enter into any new obligations by contract or otherwise to implement the operating plan until the expiration of 30 days after the date of hearing under [par. \(c\)](#) and unless the business improvement district is not terminated under [par. \(e\)](#).

(c) Within 30 days after the filing of a petition under this subsection, the planning commission shall hold a public hearing on the proposed termination. Notice of the hearing shall be published as a class 2 notice under [ch. 985](#). Before publication, a copy of the notice together with a copy of the operating plan and a copy of a detail map showing the boundaries of the business improvement district shall be sent by certified mail to all owners of real property within the business improvement district. The notice shall state the boundaries of the business improvement district and shall indicate that copies of the operating plan are available from the planning commission on request.

(d) Within 30 days after the date of hearing under [par. \(c\)](#), every owner of property assessed under the operating plan may send written notice to the planning commission indicating, if the owner signed a petition under this subsection, that the owner retracts the owner's request to terminate the business improvement district, or, if the owner did not sign the petition, that the owner requests termination of the business improvement district.

(e) If after the expiration of 30 days after the date of hearing under [par. \(c\)](#), by petition under this subsection or subsequent notification under [par. \(d\)](#), and after subtracting any retractions under [par. \(d\)](#), the owners of property assessed under the operating plan having a valuation equal to more than 50% of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50% of the assessed valuation of all property assessed under the operating plan, have requested the termination of the business improvement district, the municipality shall terminate the business improvement district on the date that the obligation with the latest completion date entered into to implement the operating plan expires.

(5)

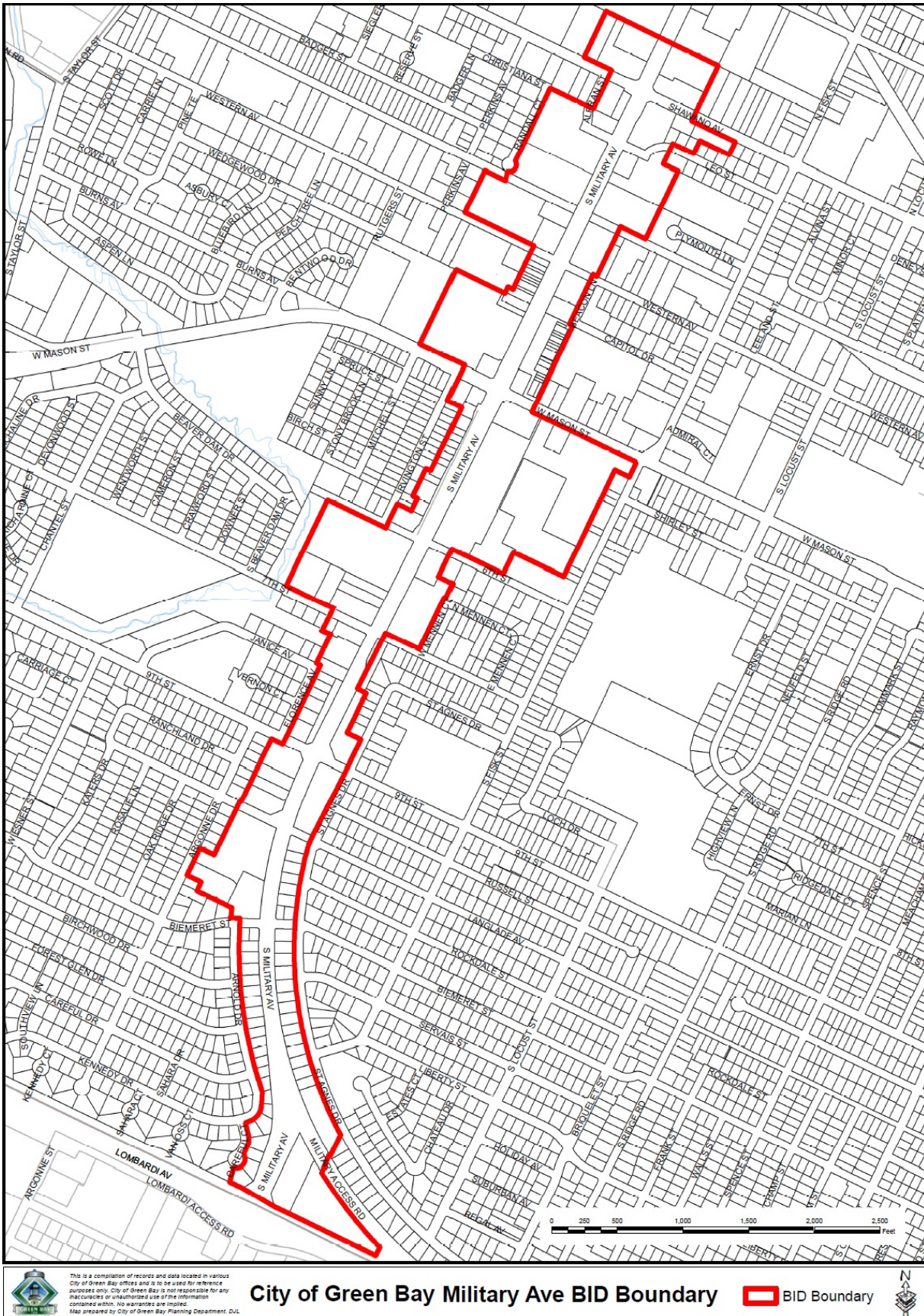
(a) Real property used exclusively for residential purposes and real property that is exempted from general property taxes under [s. 70.11](#) may not be specially assessed for purposes of this section.

(b) A municipality may terminate a business improvement district at any time.

(c) This section does not limit the power of a municipality under other law to regulate the use of or specially assess real property.

History: 1983 a. [184](#); 1989 a. [56](#) s. 258; 1999 a. [150](#) s. [539](#); Stats. 1999 s. 66.1109; 2001 a. [85](#).

APPENDICE B





Report to the Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

Wendy Townsend, Economic
Coordinator

AGENDA ITEM # N.12

To recommend the 2021 nominations to the Downtown Green Bay Incorporated (DGBI) Business Improvement District (BID) Board:

- Jesse Wotruba - Fox Harbor - reappointment for 3 years
- Ian Griffiths - Berners Schober - for a 3 year term
- Greg Babcock - Wanezek, Jaekels, Daul and Babcock, SC - for a 3 year term

BACKGROUND

In accordance with the City of Green Bay's BID Handbook, BID Board nominations will be approved by the Plan Commission. The 2021 nominations to the Downtown Green Bay Incorporated (DGBI) Business Improvement District (BID) Board, as approved by the DGBI BID Board are as follows:

- Jesse Wotruba - Fox Harbor - reappointment for 3 years
- Ian Griffith - Berners Schober - for a 3 year term
- Greg Babcock - Wanezek, Jaekels, Daul and Babcock, SC - for a 3 year term

RECOMMENDATION

Staff recommends the 2021 nominations to the Downtown Green Bay Incorporated (DGBI) Business Improvement District (BID) Board:

- Jesse Wotruba - Fox Harbor - reappointment for 3 years
- Ian Griffith - Berners Schober - for a 3 year term
- Greg Babcock - Wanezek, Jaekels, Daul and Babcock, SC - for a 3 year term

FISCAL IMPACT

ATTACHMENTS

None



Report to the Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

Wendy Townsend, Economic
Coordinator

AGENDA ITEM # N.13

To recommend the 2021 nominations to the Olde Main Street Incorporated (OMSI) Business Improvement District (BID) Board:

- Ryan Kuehn - Kuehn Printing - reappointment for 3 years
- Tiona Petrouske - American Family Insurance - reappointment for 3 years
- Patrick Stoa - Macco Financial Group - appointment for 3 years

BACKGROUND

In accordance with the City of Green Bay's BID Handbook, BID Board nominations will be approved by the Plan Commission. The 2021 nominations to the Olde Main Street Incorporated (OMSI) Business Improvement District (BID) Board, as approved by the OSMI BID Board are as follows:

- Ryan Kuehn - Kuehn Printing - reappointment for 3 years
- Tiona Petrouske - American Family - reappointment for 3 years
- Patrick Stoa - VP of Macco Financial Group - appointment for 3 years

RECOMMENDATION

Staff recommends the 2021 nominations to the Olde Main Street Incorporated (OMSI) Business Improvement District (BID) Board:

- Ryan Kuehn - Kuehn Printing - reappointment for 3 years
- Tiona Petrouske - American Family Insurance - reappointment for 3 years
- Patrick Stoa - Macco Financial Group - appointment for 3 years

FISCAL IMPACT

ATTACHMENTS

None



Report to the Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

Wendy Townsend, Economic
Coordinator

AGENDA ITEM # N.14

To recommend the 2021 nominations to the On Broadway Incorporated (OBI) Business Improvement District (BID) Board:

- Brent Weycker - Business/Developer - reappointment for 3 years
- Kurt Schweisow - Pete's Garage - reappointment for 3 years
- Brendt Peeters - Schneider - reappointment for 3 years
- Stephanie Bruss - DOTI - reappointment for 2 years

BACKGROUND

In accordance with the City of Green Bay's BID Handbook, BID Board nominations will be approved by the Plan Commission. The 2021 nominations to the On Broadway Incorporated (OBI) Business Improvement District (BID) Board, as approved by the OBI BID Board are as follows:

- Brent Weycker - Business/Developer - reappointment for 3 years
- Kurt Schweisow - Pete's Garage - reappointment for 3 years
- Brendt Peeters - Schreiber Foods - reappointment for 3 years
- Stephanie Bruss - DOTI - reappointment for 3 years

RECOMMENDATION

Staff recommends the 2021 nominations to the On Broadway Incorporated (OBI) Business Improvement District (BID) Board.

- Brent Weycker - Business/Developer - reappointment for 3 years
- Kurt Schweisow - Pete's Garage - reappointment for 3 years
- Brendt Peeters - Schreiber Foods - reappointment for 3 years
- Stephanie Bruss - DOTI - reappointment for 3 years

FISCAL IMPACT

ATTACHMENTS

None



Report to the Green Bay Plan Commission

MEETING DATE

November 10, 2020

PREPARED BY

Wendy Townsend, Economic
Coordinator

AGENDA ITEM # N.15

To recommend the 2021 nominations to the Military Avenue Business Association (MABA) Business Improvement District (BID) Board:

- Adam Kersten - Kersten Realty - reappointment for 3 years
- Ralph Jensen - Pro Data Iv - reappointment for 3 years

BACKGROUND

In accordance with the City of Green Bay's BID Handbook, BID Board nominations will be approved by the Plan Commission. The 2021 nominations to the Military Avenue Business Association (MABA) Business Improvement District (BID) Board, as approved by the MABA BID Board are as follows:

- Adam Kersten - Kersten Realty - reappointment for 3 years
- Ralph Jensen - Pro Data Iv- reappointment for 3 years

RECOMMENDATION

Staff recommends the 2021 nominations to the Military Avenue Business Association (MABA) Business Improvement District (BID) Board:

- Adam Kersten - Kersten Realty - reappointment for 3 years
- Ralph Jensen - Pro Data Iv - reappointment for 3 years

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # O.I

To approve the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

a. Engineering Aide

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 11.2.2020
2. Engineering Aide - Paque

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Sarah Fidler
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: November 2, 2020

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2020 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Engineering Aide – Replacement position due to the resignation of Jonathon Paque effective October 23, 2020. Salary range: \$18.73 – \$23.96 per hour.

**Position Fill Request
Justification Report
October 27, 2020**

Position Title: Engineering Aide

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This is a replacement position for Jonathon Paque who resigned on October 23, 2020.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is funded through two (2) different funding sources: Sanitary Sewer District budget and Storm Water Utility budget. Salary range: \$18.73 - \$23.96/hour.

- 3. Please list the functions and any special information regarding this position.**

Inspects routine public works construction projects for compliance with the plans and specifications for the project.

Performs sanitary sewer and storm sewer CCTV review, makes preliminary determination as to defects and possible repairs necessary.

Performs CAD and manual drafting assignments and other office work as directed.

Performs basic GIS data entry.

Prepares necessary reports and maintains records related to inspection of public works construction projects and the storm water facility maintenance program.

Performs concrete field testing and coordinates and schedules testing of materials with material testing consultant. Assists Storm Water Technician with collection and field measurement of storm water outfall samples.

Operates surveying, concrete testing, and other equipment as necessary.

Assists Engineering Technicians on engineering surveys by serving as an instrument person, and rod person, and by performing other manual tasks such as driving stakes, clearing brush from survey lines, and searching for survey monuments as directed.

Assists with the development and implementation of various education programs, including those related to storm water information and education programs.

Works with other City Departments to coordinate and assist with various Public Works projects/programs

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

The position does not generate revenue.

- 5. Please explain why current staff is unable to absorb duties of this position.**

One (1) Engineering Aide was eliminated from the staff in 1997 as well as a related Engineering Technician position in 2007. Although engineering operations have been improved by technology, the size of the City continues to grow and the new storm water permit along with the EPA Consent order has imposed additional duties that will be shared by the Engineering Utility Division Staff.

- 6. If duties of position are presently being done, how are they done?**

Remaining staff are attempting to continue doing the primary duties and tasks in as efficient manner as possible. Presently, the assigned duties and tasks are not being completed.

- 7. What service would be reduced or eliminated if this position is not filled?**

If the position would be eliminated, sanitary sewer and storm sewer CCTV review would be hampered in that other already busy staff would need to absorb those additional tasks which are already being impacted. Additionally, aiding with CADD and GIS would also be impacted.

- 8. What are the alternative methods and costs of accomplishing the work?**

Consultants are used to supplement staff for specialized projects. However, it is more cost effective, and better continuity is maintained, with a City employee that knows and understands DPW Engineering policies and procedures.

- 9. Are there union issues?**

None.

- 10. Other supporting comments.**



Report to the
Joint Finance/Personnel Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # O.2

To approve the request from Green Bay Metro Fire Department to institute a rate increase for ambulance services.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. GBMFD Proposed Billing Rates
2. 2020 GREEN BAY SCT COMBINED REC RATES 10.26.2020



“BETTER BY THE BAY”

Metro Fire Department
EMS, Training & Support Services

Ryan Gibbons
Assistant Chief

Date: 10/28/2020

To: Diana Ellenbecker – Green Bay

Brad Lange - Allouez

Diane Wessel – Bellevue

From: Assistant Chief Ryan Gibbons

Subject: Proposed GBMFD Ambulance Rate Increase

LifeQuest Services provides ambulance billing services for the Green Bay Metro Fire Department (GBMFD). LifeQuest reviews all ambulance reports for proper billing and coding compliance. They submit invoices and collect payment from customers that GBMFD has the privilege to serve. These claims are submitted to Medicare, Medicaid, private insurance and private pay individuals. As LifeQuest provides billing services to multiple clients across the country they are the subject matter experts in this field.

LifeQuest does their best to maximize our reimbursements for services using multiple different methods, providing timely and accurate claims. One of the ways that they do this is to survey other ambulance service billing rates in the region. They then provide us with this information, and make recommendations for acceptable rates to maximize our reimbursement levels.

In this revision LifeQuest has suggested that we add a SCT Base Rate (Specialty Care Transport). GBMFD does not provide this service in normal day to day operations. It is becoming more frequent during the pandemic for GBMFD ambulances to transfer patients between facilities. These transfers, depending on services provided, can be billed at the SCT higher rate if the criteria is met to meet this level of service. If this billing rate level is not in place it is not able to be used, thus foregoing additional revenue funds.

It is the recommendation of the GBMFD leadership to institute the rate increases as put forth by LifeQuest as noted in the attachment. The new rates will generate increased revenue for each municipality served by GBMFD ambulance services. The conservative estimate is \$6000 annually to the City of Green Bay based upon patient payer mix.

It is also recommended that a lift assist fee be established for staffed care facilities (ie. Nursing Home and Assisted Living).



“BETTER BY THE BAY”

Metro Fire Department
EMS, Training & Support Services

Ryan Gibbons
Assistant Chief

Lift Assist with no medical treatment or assessment fee per calendar year:

1 to 3 – no fee

4 to 5 - \$150

6 to 7 - \$300

8 to 9 - \$450

Each additional \$500 per incident

Invoices will be billed to the facility and not the patient

Green Bay Metro Fire Dept – Allouez

Recommended Rates EMT-P with SCT

See Attached Survey for Comparisons, including Geo-Zip

October 26, 2020

<u>BLS Base Rate</u>	<u>Current</u>	<u>Recommended New Rate</u>
➤ Resident	\$ 725.00	\$ 750.00
➤ Non-Resident	\$ 830.00	\$ 850.00
▪ Non-Resident rates are reimbursed by virtually all-private insurance companies.		

ALS1 Rates – ALS1 Base Rate would be charged when it is medically necessary or an assessment by an advanced life support (ALS) provider is given and does one or more ALS interventions.

➤ Resident	\$ 825.00	\$ 900.00
➤ Non-Resident	\$ 950.00	\$ 1,025.00
▪ Non-Resident rates are reimbursed by virtually all-private insurance companies.		

ALS2 Base Rates – ALS2 Base Rate would be charged when it is medically necessary to administer at least three different medications by intravenous push/bolus or continuous infusion or provide one or more of the following ALS procedures; manual defibrillation/cardioversion, endotracheal intubation, central venous line, cardiac pacing, chest compression, surgical airway, intraosseous line.

➤ Resident	\$ 950.00	\$ 1,155.00
➤ Non-Resident	\$ 1,080.00	\$ 1,200.00

SCT Base Rate - SCT Base Rate would be charged when it is medically necessary for a critically injured or ill patient to be transferred from one hospital to another hospital. The level of service being provided has to be beyond the scope of the paramedic. This is necessary when a beneficiary's condition requires ongoing care that must be provided by one or more health professionals in an appropriate specialty area, e.g., nursing, medical respiratory care, cardiovascular care, or a paramedic with additional training.

➤ Resident	\$ 0.00	\$ 1,300.00
➤ Non-Resident	\$ 0.00	\$ 1,425.00



N2930 State Road 22 Wautoma, WI 54982

Phone: 888-777-4911 Fax: 855-642-7228

www.lifequest-services.com

Green Bay Metro Fire Dept – Allouez

Recommended Rates EMT-P with SCT

See Attached Survey for Comparisons, including Geo-Zip
October 26, 2020

Mileage – Charges for mileage must be based on loaded mileage only, from the pickup of a patient to arrival at the destination.

➤ Resident	\$ 13.00	\$ 16.00
➤ Non-Resident	\$ 13.00	\$ 16.00

BLS On Scene Care – This is charged when your service responds to a call, provides treatment, and the patient refuses transport and/or is simply not transported.

➤ Resident	\$ 350.00	\$ 375.00
➤ Non-Resident	\$ 450.00	\$ 475.00

ALS On Scene Care – This is charged when your service responds to a call, provides treatment including an ALS assessment or at least one ALS intervention. The rate should equal the ALS base rate because of the level of service given, example being, treating a diabetic who then does not require transport.

➤ Resident	\$ 450.00	\$ 475.00
➤ Non-Resident	\$ 550.00	\$ 575.00

Reminder – By increasing your rates; with insurance companies, your service's approved reimbursable rates should increase.

☐ Yes, we would like to adopt the recommended rates, adding SCT, effective _____, 20_____.

☐ No, we would not like to adopt the recommended rates. _____, 20_____.

☐ Yes, we would like to adopt the rates with changes indicated, effective _____, 20_____.

Signature

Title

Date

Print Name



N2930 State Road 22 Wautoma, WI 54982

Phone: 888-777-4911 Fax: 855-642-7228

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Green Bay Metro Fire Department Rate Survey for SCT Rates 10/26/2020

Description Charge	Ashwaubenon Public Safety Level of Service: EMT-P	De Pere Fire Rescue Level of Service: EMT-P	Kaukauna Fire Dept Amb Service Level of Service: EMT-P	City of Manitowoc Fire Dept Level of Service: EMT-PCC	Two Rivers Fire Dept. Level of Service: EMT-PCC	Green Bay Metro Fire Dept Level of Service: EMT-P	Green Bay Metro Fire Dept- Allouez Rates	Average	Recommended Rates with SCT Rates	Increase
Service in Same Geo-Zip Area										
BLS - Resident	\$650	\$590	\$660	\$805	\$725	\$725	\$725	\$697	\$750	\$25
BLS - Non Resident	\$850	\$780	\$785	\$905	\$825	\$830	\$830	\$829	\$850	\$20
ALS1 - Resident	\$750	\$710	\$845	\$860	\$850	\$825	\$825	\$809	\$900	\$75
ALS1 - Non Resident	\$900	\$838	\$970	\$960	\$1,000	\$950	\$950	\$938	\$1,025	\$75
ALS2 - Resident	\$875	\$870	\$875	\$960	\$1,025	\$950	\$950	\$929	\$1,155	\$205
ALS2 - Non Resident	\$1,000	\$1,000	\$1,000	\$1,060	\$1,150	\$1,080	\$1,080	\$1,053	\$1,200	\$120
SCT - Resident	* Note: Average is based on twelve other services in Wisconsin that have SCT rates. See accompanying spreadsheet.					N/E/C	N/E/C	\$1,496	\$1,300	\$1,300
SCT - Non Resident						N/E/C	N/E/C	\$1,615	\$1,425	\$1,425
Mileage - Resident	\$15	\$16	\$15	\$16	\$20	\$13	\$13	\$15	\$16	\$3
Mileage - Non Resident	\$16	\$16	\$15	\$16	\$20	\$13	\$13	\$16	\$16	\$3
Oxygen	\$75	\$75	\$60	\$65	B/P	B/P	B/P	\$72	B/P	B/P
Spinal Immobilization	B/P	\$25	\$150	\$150	B/P	B/P	B/P	\$108	B/P	B/P
BLS On Scene Care - Res.	\$250	\$255	\$150	\$310	\$275	\$350	\$350	\$265	\$375	\$25
BLS On Scene Care-Non Res.	\$300	\$255	\$250	\$360	\$325	\$450	\$450	\$323	\$475	\$25
ALS On Scene Care - Res.	\$400	\$485	\$250	\$310	\$500	\$450	\$450	\$401	\$475	\$25
ALS On Scene Care-Non Res.	\$600	\$485	\$300	\$360	\$600	\$550	\$550	\$508	\$575	\$25

Service bundles disposables

B/P = Bundled Pricing

N/E/C = No Existing Charge

Updated: 10/26/2020 clg

Co# 257

Brown County

Green Bay Metro Fire Dept.

Chief Ryan Gibbons

501 S. Washington St., Green Bay, WI 54301



N2930 State Road 22 Wautoma, WI 54982

Phone: 888-777-4911 Fax: 855-642-7228

www.lifequest-services.com

SCT COMPARISON RATES FOR RATE SURVEY

GREEN BAY METRO FIRE DISTRICT

10/26/2020

	LEVEL OF SERVICE	SCT RESIDENT	SCT NON-RESIDENT
SERVICE IN WISCONSIN WITH SCT RATES			
SERVICE IN SAME GEO-ZIP			
Ashland (City of)Fire Dept	P-CC	\$1,775	\$1,925
Baldwin Ambulance Service	P-CC	\$1,936	\$2,068
Beaver Dam Fire Dept.	P-CC	\$1,450	\$1,550
Chippewa Fire District	P-CC	\$1,825	\$1,950
Green County EMS, Inc.	P	\$1,550	\$1,650
Lisbon (Town of) Fire Dept. EMS	P-CC	\$1,300	\$1,400
Manitowoc (City of) Fire Dept.	P-CC	\$1,085	\$1,185
Marshfield Fire and Rescue Dept.	P-CC	\$1,250	\$1,500
Nekoosa Ambulance Service	P-CC	\$1,550	\$1,575
Reedsburg Area Ambulance	P	\$1,800	\$2,000
United Emergency Medical Response	P-CC	\$950	\$950
Wausau Fire Dept. (City of)	P-CC	\$1,475	\$1,625
AVERAGE		\$1,496	\$1,615



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Report to the
Joint Finance/Personnel Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Calvin Winters

AGENDA ITEM # O.3

To report out the after the fact approval for emergency Pine St. Ramp Repairs for the sum of \$56,985. Sole Source Attached.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Pine St. Ramp Repairs Single Source- Emergency

City of Green Bay, Wisconsin
REQUEST FOR APPROVAL OF "NO SUBSTITUTE" PURCHASE SPECIFICATION

TO : Purchasing Division/Administrative Services

DATE: 10/19/20

FROM: Department/Division Public Works - Parking Division

REQUISITION #

List "No Substitute" Item(s) here:

Purchase of repair services for failed post-tensioning tendons in Pine Street Ramp. Damage to tendons has eliminated factor of safety for Level 2 of the ramp, jeopardizing our ability to continue to use the ramp at Level 2 and allow vehicles to travel above Level 2 to higher levels.

Select One:

- ☒ 1) One Time Purchase Estimated Cost: \$ \$56,985
- ☐ 2) Annual Commodity purchase: Estimated annual cost: \$
- ☐ 3) Item may be purchased again: Indicate term: Estimated Annual Cost: \$
- Example: 1 year, indefinite, etc. Long term requests will be reevaluated periodically)

We request approval of a "NO SUBSTITUTE" specification for the purchase of the subject item(s)

Check appropriate justification(s). Provide DETAILED explanation(s) below.

- ☐ 1. Sole Source – The below signed has searched the market and verified that no comparable item is available.
- ☐ 2. Single Source – Although comparable items are available, THIS is the only brand/model that will work.
- ☐ 3. Item(s) is (are) only acceptable replacement part(s) known for _____ (Identify)
- ☐ 4. Continuity of design is overriding consideration (ex: playground equipment or street furniture)
- ☒ 5. Safety: *Damage to Pine Street Ramp structural members - specialty repairs*
- ☐ 6. Other:

*Explanations shall contain sufficient information and justification for the items to be considered and approved as "NO SUBSTITUTE" items. Failure to do so will result in the request being denied and returned to the originator.

*Recommending Department Head will be available to defend said recommendation to the appropriate City Committee and/or Common Council.

PLEASE EXPLAIN YOUR REASONS FOR THIS REQUEST (additional info may be attached on a separate sheet):

Post-tensioning tendons in the Pine Street Ramp were discovered to be damaged and not functioning. City contracted with Walker Consultants to determine the degree and extent of damage. Walker has determined that damage to the post-tensioning tendons has eliminated all factor of safety from ramp design. Continued operation could exceed design capacity, resulting in structural failure. Option evaluated were to close off affected sections of ramp until project could be scoped and competitively bid. This would result in a loss of approximately one-quarter to one-third of the ramp capacity (more than 400 stalls). It is unknown how long the damage has been in place and whether or not we can properly brace the structure. This type of repair is also only performed by specialty contractors. Given the need to make the ramp safe, and the unique nature of the repairs, recommendation is to consider the situation as an emergency and award a sole source contract to Western Specialty Contractors.

Approvals:

Requestor:

Date:

Department Head:

Date:

Purchasing Manager:

Date:

Steven Grenier

From: Trista Hobbs <Trista.Hobbs@greenbaywi.gov>
Sent: Thursday, October 15, 2020 7:10 AM
To: James Brunette; Steven Grenier
Subject: FW: Green Bay Pine Street PT Restoration
Attachments: Pine Street Ramp - PT Repair 2020-Proposal.pdf

I would like to get this done asap as an emergency. Most of these are within the slab that we currently have open or in the location of the shoring. Let me know your thoughts and how I should proceed.

Thanks,

Trista Hobbs

Assistant City Engineer – Special Projects
City of Green Bay
Department of Public Works
100 N. Jefferson Street, Room 300
Green Bay, WI 54301
Office: (920) 448-3114
Cell: (920)660-7508
tristaho@greenbaywi.gov

From: David Grandbois <DavidLG@westernspecialtycontractors.com>
Sent: Wednesday, October 14, 2020 7:59 PM
To: Retterath, Michael <MRetterath@walkerconsultants.com>
Cc: Trista Hobbs <Trista.Hobbs@greenbaywi.gov>; Jeff Lambrecht <Jeff.Lambrecht@greenbaywi.gov>; Froemming, Scott <SFroemming@walkerconsultants.com>
Subject: RE: Green Bay Pine Street PT Restoration

Mike & Trista,

Attached is our proposal based on the information you provided below for your review.

If you have any questions or concerns please let me know.

Regards,

David Grandbois | Assistant Branch Manager

 **Western Specialty Contractors**

111 Lowry Ave., NE | Minneapolis, MN 55418

Cell: 612.685.7107 | Office: 612.781.7100 x2612 | Fax: 612.781.7177



CAREERS



LINKEDIN



PROJECT
VIDEOS



BLOG



WEBSITE



EMAIL

From: Retterath, Michael <MRetterath@walkerconsultants.com>
Sent: Tuesday, October 13, 2020 8:40 AM
To: David Grandbois <DavidLG@westernspecialtycontractors.com>

Cc: Trista Hobbs <Trista.Hobbs@greenbaywi.gov>; Jeff Lambrecht <Jeff.Lambrecht@greenbaywi.gov>; Froemming, Scott <SFroemming@walkerconsultants.com>

Subject: Green Bay Pine Street PT Restoration

Importance: High

Dave,

Please see attached plan for locations of broken PT at the Pine Street parking ramp.

We have 11 tendons broken as noted at Level 2 and Level 3 with one single tendon location to be verified at Level 3. Please provide a cost per tendon for the following scope:

- Remove and replace existing anchors at interior construction joint. Include rapid-repair mortar and backup/hairpin mild reinforcing. Provide new encapsulated anchor system. (Traffic membrane by City)
- Provide coupler to existing tendon at exterior curb. Provide shrink-wrap encapsulation at coupler. (concrete pour-back and membrane by City)
- Provide center-stressing splice at inflection point. Provide shrink-wrap encapsulation at coupler. (concrete pour-back and membrane by City)
- Provide approximately 45 feet new ½" diameter new tendon with grease. Stress to 80% Fu.

Walker scope:

- Provide limited CD's for design build with Western
- Provide pre-construction conference call (City staff/Western/Walker attend)
- Provide calculated elongations and gauge pressure to field (City and Western Staff)
- Walker to verify stressing remotely. Photos and field measurements by City and Western staff. Field report by Walker

Please let me know if you have any questions.

Thanks,

Mike

Michael H. Retterath, PE

Director - Building Envelope, Forensics & Restoration

Employee Owner



1660 S. Highway 100, Suite 545 | Minneapolis, MN 55416

D 952.225.5392 | O 952.595.9116 | M 612.281.3025

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PROPOSAL/CONTRACT

Trista Hobbs
City of Green Bay

October 14, 2020

Concrete
Restoration

Masonry
Restoration

Stadium
Restoration

Balcony
Restoration

Plaza
Restoration

EIFS
Restoration

Historic
Restoration

Wall Coating

Caulking &
Sealants

Deck Coating

Planter
Waterproofing

Below Grade

Stone
Cleaning &
Restoration

Tuckpointing

Epoxy
Flooring

Cementitious
Coating

Post Tendon
Repair

Barrier
Tendon
Repair

Expansion
Joint
Restoration

Carbon Fiber

Epoxy
Injection

WE (Western) HAVE PREPARED A PROPOSAL FOR: ***Pine Street Ramp - PT Repair 2020***

SCOPE OF WORK: We propose to furnish and install all necessary labor, materials, equipment, supervision, and insurance, as shown on the attached insurance addendum, to complete the following:

1. Slab P/T Tendon Repair : 11 Each

- Mobilization will consist of the time necessary to properly mobilize and demobilize the project. Also included is the time necessary for the proper supervision to manage the project and the necessary equipment and material to assist in the mobilization and supervision of the project.
- BARRICADE RIBBON / BARRICADE FENCING: Temporary barricades will be installed to close off the work area while performing our work. The pedestrian and vehicular barricading will be limited to orange or yellow barricade ribbons, as well as, the necessary signs to enclose our work area.
- Working on a per tendon budget, we will do exploratory demolition of the concrete slab/beam to determine the cause and location of the broken post tension tendon(s). Once the location has been determined, we will remove the broken section of tendon and splice on new tendon as required. This will consist of exposing the post tension tendon on either side of the break and splicing on a new section of tendon using both a splice chuck and a center stressing device (aka "dog bone"). Once installed, we will stress the tendon per the engineered specifications. After the tendon has been properly stressed, we will patch back the concrete in the excavated areas.
- Includes the replacement of 45' of cable on each cable, 11 thus, for a total of 495'
- Includes the installation of a coupler, dog bone and a new dead-end anchor on each cable, 11 thus.
- Includes the concrete demolition on all openings.
- Includes the fast setting repair mortar and rebar installation on the new dead-end anchorage openings only.
- Includes engineered calculation and virtual oversight by Walker Consultants
- Excludes all shoring
- As a budgetary cost estimate, each tendon repair will be approximately \$4,635.00 which includes up to 12 SF of concrete demo and patch back of 4 SF, 45 LF of new PT tendon, (1) splice chuck, (1) center stressing device, (1) dead end anchorage and wedges and the necessary equipment to perform the repairs.

\$50,985.00



2. Contingent Heating Allowance :

- In the event that the weather does not allow for the proper conditions to pour back the concrete for the dead-end anchorages, this will provide a contingency for scaffold & poly enclosure above and below the full depth patch and a propane heat source.

Concrete
Restoration

Masonry
Restoration

Stadium
Restoration

Balcony
Restoration

TOTAL: \$56,985.00

Plaza
Restoration

EIFS
Restoration

Historic
Restoration

Wall Coating

Caulking &
Sealants

Deck Coating

Planter
Waterproofing

Below Grade

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Cleaning &
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Tuckpointing

Epoxy
Flooring

Cementitious
Coating

Post Tendon
Repair

Barrier
Tendon
Repair

Expansion
Joint
Restoration

Carbon Fiber

Epoxy
Injection

PROJECT SPECIFIC QUALIFICATIONS

1. The compressive strength of the concrete repair materials shall meet or exceed the strength specified by the engineer.
2. No warranty is provided since we are only providing a cable patch.
3. Owner shall be responsible to remove all vehicles and anything else in the area of the repairs (including pedestrians) above and/or below work areas due to the safety hazards associated with this work.

GENERAL QUALIFICATIONS:

1. Normal working hours, Monday through Friday have been used for this proposal.
2. We have included one mobilization for the project. Additional mobilizations will result in additional charges.
3. Permits (are/are not) included for our portion of the work.
4. Barricades/sidewalk protection will be provided as described above.
5. Power lines in or near work areas shall be covered/protected by owner at no expense to contractor.
6. This work will be performed by Western's own UNION CREWS.
7. Our proposal supports OSHA's 29 CFR 1926.1153 Respirable Crystalline Silica Standard.
8. Notwithstanding anything in this Agreement, Western shall be entitled to additional compensation and/or time extension for any delays, disruptions, impacts, suspensions, acceleration, out of sequence work, or any other increased costs or damages incurred as a result of any virus (including COVID 19 or other coronavirus), pandemic, epidemic or consequences flowing therefrom. In addition, Customer agrees to waive all consequential, actual or liquidated damages against Western arising out of any delay, disruptions or impacts to the Work resulting from the above events.



WESTERNTM
SPECIALTY CONTRACTORS
CONFIDENCE THROUGH PERFORMANCE



Concrete
Restoration

Masonry
Restoration

Stadium
Restoration

Balcony
Restoration

Plaza
Restoration

EIFS
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Acceptance: By signing this proposal, the Purchaser accepts as a binding contract all of its terms and conditions, including the General Conditions and the Special Conditions on this page and all Continuation Pages of this proposal. This Proposal shall expire automatically unless the above named purchaser shall have delivered a copy of this Proposal, duly signed by it, to Western on or before the 30th day from the date hereof. No modification by Purchaser to this Proposal, or to the General Conditions, shall become a part of the contract unless specifically agreed to in writing by Western, and shall automatically make this Proposal void and of no effect.

Date Accepted: _____

Western Specialty Contractors

[Purchaser]

By: _____

David Grandbois

Title: _____

Estimator

Manager: _____

GENERAL TERMS OF THE CONTRACT

1. CHANGES IN THE WORK. It is understood that the type of work called for in this Agreement may require changes as the work progresses. Contractor will perform changes in the work (including changes requested by Customer) only after consultation with the Customer, and execution of a written agreement covering the changes in the scope of the work including any changes in Contract Price and time for performance.

2. PAYMENT TERMS. Payment of the Contract Price, shall be made monthly upon receipt of an invoice for portion of the Work performed during that month. If any invoice remains unpaid to the 20th day following receipt by Customer, Customer agrees to pay Contractor interest at the rate of ten percent (10%) per annum from the due date until paid.

3. TAXES. Contractor's price includes applicable taxes imposed on the work or materials included in this contract, to the extent required by law to be collected by Contractor. Such taxes may be separately itemized on invoices.

4. SECURITY FOR PAYMENT. Customer understands that if Contractor is not paid it can assert a lien against the property. Contractor will issue waivers of its lien rights only to the extent it receives payment.

5. DELAYS AND CLAIMS.

A. Liability Only for Acts Within Contractor's Control. Contractor will be excused and will not be liable for any damages, whether direct, incidental or consequential, for any delay or failure in performance (including but not limited to delays due to strikes, fires, accidents, acts of God and delays in performance by Contractor's suppliers and carriers) except to the extent caused by, or within the direct control of Contractor.

B. Notice of Claims, When. Any claims by Customer against Contractor must be presented in writing with particulars to Contractor within twenty days after they arise; otherwise Contractor shall have no responsibility or liability for such claims.

6. INSURANCE AND INDEMNIFICATION.

A. Customer shall purchase and maintain property insurance on its property and liability insurance to cover the acts or omissions of its agents and employees at the Site.

B. Contractor maintains insurance as shown on the attached Insurance Addendum. A certificate showing coverage limits and Carriers will be issued to Customer prior to beginning work at the Site.

C. Contractor agrees to indemnify Customer from any loss, damage or expense which Customer suffers as a result of claims asserted against Customer by third parties (including Contractor's employees) which arise out of Contractor's work at the Site, to the extent caused by the negligent acts or omissions of Contractor or anyone for whom Contractor is responsible. Customer agrees to indemnify Contractor for any loss, damage or expense, which Contractor suffers as a result of claims asserted against Contractor by third parties (including Customer's employees) which arise out of Customer's activities at the Site, to the extent caused by the negligent acts or omissions of Customer or anyone for whom Customer is responsible.

7. LIMITED WARRANTY AND EXCLUSIVE REMEDIES.

A. Workmanship. For a period of one year from the date of substantial completion of Contractor's Work covered hereby, Contractor warrants that it will promptly repair or replace any improper or defective workmanship performed by Contractor under this contract; provided that Contractor has been paid for all work performed, and Contractor has received written notice from Customer of any such defective workmanship within 20 days after Customer first becomes aware thereof (provided such is within the aforesaid one-year period). Contractor will not pay for any inspections or repairs performed by others prior to receipt of notice and a reasonable opportunity to make repairs, if warranted.

B. Warranty on Materials. Contractor warrants that it will use only new materials unless specified otherwise in this Contract, and will deliver to Customer standard warranties as issued by the manufacturer of the materials, if available. Contractor shall have no obligation under any such manufacturer's warranty, and shall not be required to seek changes to terms of such standard warranties.

C. Disclaimer of Other Warranties. THE PROVISIONS IN PARAGRAPHS A AND B ARE THE EXCLUSIVE WARRANTIES PROVIDED TO CUSTOMER AND ARE EXPRESSLY IN LIEU OF ANY OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

D. Mold Exclusion. Contractor specifically excludes from any and all warranties connected with this Work any warranty against the growth, infestation or spread of mold, mildew, or other fungal, bacterial or biological substance however caused.

8. OBLIGATIONS OF CUSTOMER AT SITE OF WORK

A. Site Conditions. For work performed by Contractor at the site, Customer shall provide without charge to Contractor (i) sufficient and proper space for handling and storing the materials and equipment of Contractor;; (ii) sufficient power and water for the performance of the Work; (iii) removal of all obstructions to performing the Work as economically as possible.

B. Unanticipated Conditions. If Contractor encounters unanticipated conditions or structural features, not reasonably ascertainable upon such inspection or testing as was allowed by Customer, Contractor will so advise Customer, and the parties will work out a mutually acceptable adjustment to the Work, the Contract Price, and the time of completion prior to continuation of the work.

C. Asbestos, Lead, Mold and PCB. Contractor specifically excludes the abatement of any hazardous material, including but not limited to asbestos, lead, mold or polychlorinated biphenyl ("PCB"). Customer warrants that the Work will not expose Contractor's workers or any other persons to contact with or exposure to such substances. If Contractor encounters material reasonably believed to be asbestos, lead mold or PCB or other hazardous substance which has not been rendered harmless, Contractor shall immediately stop Work in the area affected and report the condition to the Customer. The Work in the affected area shall not thereafter be resumed except by written agreement of the Customer and Contractor. The Work in the affected area shall be resumed in the absence of such hazardous substance, or when it has been rendered harmless and so agreed in writing by the Customer and Contractor. All cost of testing for, removal of, or to render asbestos, lead, mold or PCB harmless, shall be born by Customer.

9. DEFAULT BY CUSTOMER. If Customer fails, or is unable for any reason, to make any payment when due, or prevents Contractor from completing its Work in a timely and uninterrupted manner, or fails to comply with any term, condition or provision of this Contract, Contractor may resort to any remedy available to it by this Contract, or by law.

10. REMEDIES OF CONTRACTOR. In case of any default by Customer, including but not limited to failure to make timely payment, Contractor may, after reasonable notice and opportunity to cure, which need not exceed seven (7) days; (a) suspend all work at the site (b) demand payment of the contract price, less a sum equal to Contractor's cost of any labor and materials not yet furnished or ordered , (c) remove its equipment and any unused material from the Premises, (d) terminate the contract and demand payments referred to in item (b) above and, (e) pursue such other or additional remedies as may be provided by law.

11. DISPUTE RESOLUTION. The parties shall attempt to resolve disputes between themselves, using more senior officials of their respective organizations if necessary, and prior to the institution of any legal action, they agree to meet with a mutually agreeable or, upon mutual application, court appointed mediator for a minimum of one five hour session. In any such dispute resolution, each party shall bear their own expenses. In the event of any legal action to enforce the terms of this Contract, the prevailing party shall be entitled to recover reasonable attorney's fees from the other.

12. HOURS OF WORK. Contractor is obligated to perform the Work only during its regular working hours and has no responsibility to work beyond such regular hours. All time beyond regular hours which is required by Customer shall be paid for by Customer in addition to the contract price, at applicable premium rates of pay.

13. ENTIRE AGREEMENT. This Contract constitutes the entire agreement between the parties. No representations, statements, correspondence or discussions between Contractor and Customer or Customer's Representative shall be a part of this Contract unless specifically referred to in this Contract.

14. MODIFICATION. No waiver, alteration or modification of the terms and conditions of this Contract shall be binding unless said waiver, alteration or modification be in writing and signed by a duly authorized representative of each party.

STANDARD INSURANCE ADDENDUM
Indicating Insurance Carried by
Western Specialty Contractors ("Contractor")
and incorporated into its Proposal Submitted to
City of Green Bay ("Customer")
Project: ***Pine Street Ramp - PT Repair 2020***

Contractor maintains, and shall maintain, insurance coverage substantially as outlined below, throughout the life of the project (shown above) which is the subject of the Proposal, Bid, Contract or Subcontract to which this Addendum is attached. Any contract or subcontract entered into is qualified to include this coverage, exclusive of any other insurance requirements.

Workers Compensation coverage is maintained in all states where Contractor operates, including the state in which the project which is the subject of this proposal or bid is located. Employer's Liability coverage is also included with limits up to \$1,000,000. Stop gap coverage is provided in monopolistic states: ND, OH, WA, WY.

Carrier: **The Travelers Indemnity Company of America / Travelers Property Casualty Company of America**

General Liability coverage is written on the Travelers Commercial General Liability Form CG T1 00 which includes the following:

Carrier: **Travelers Property Casualty Company of America**

COVERAGES

- Bodily Injury
- Broad Form Property Damage
- Premises/Operations
- Products/Completed Operations
- Contractual Liability
- Medical Payments
- Fire Damage Legal Liability
- Personal and Advertising Injury
- Independent Contractor's Liability
- Coverage for Explosion, Collapse, and Underground
- Separation of Insureds/Severability of Interest

	<u>POLICY LIMITS</u>
General Aggregate ⊕	\$4,000,000
Products Completed Operations Aggregate	\$4,000,000
Personal and Adv. Injury	\$2,000,000
Each Occurrence	\$2,000,000
Fire Damage (Any one fire)	\$500,000
Medical Exp. (Any one person)	\$10,000

⊕ General Aggregate applies per project.

The General Liability Policy contains an exclusion for claims arising in whole or in part out of the presence of fungi or bacteria in a building or structure.

Automobile Liability coverage is carried in all states consistent with or greater than statutory requirements.

Carrier: **Travelers Property Casualty Company of America**
Combined Single Limit: \$2,000,000

A 30 day notice of cancellation provision is included under our policies.

Coverage and limits will be certified through a standard form Certificate of Insurance issued to Customer or through a Memorandum of Insurance upon Execution of Contract.

The structures involved in this project do not contain any EIFS (Exterior Insulation and Finish System). Contractor's insurance program is written on a nationwide basis for all its locations, and not on an individual project basis. Any requests for deviations from standard coverage must be requested in writing, prior to Contract execution. Contractor reserves the right to review any Consolidated or Controlled Insurance Program prior to agreeing to enroll, and to increase its price to cover additional insurance requests.



Report to the
Joint Finance/Personnel Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Calvin Winters

AGENDA ITEM # O.4

To report out the purchase of a refuse truck from Envirotech Equipment for the sum of \$248,875 to replace equipment that is unrepairable from 2020 bonding. Sole Source attached.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Refuse Truck Replacement

City of Green Bay, Wisconsin
REQUEST FOR APPROVAL OF "NO SUBSTITUTE" PURCHASE SPECIFICATION

TO : Purchasing Division/Administrative Services

DATE: 10/22/20

FROM: Department/Division DPW-Operations

REQUISITION #

List "No Substitute" Item(s) here:

2018 Crane Carrier chassis with New Way Sidewinder automated side loading refuse body.

Select One:

- ☒ 1) One Time Purchase Estimated Cost: \$ \$248,875
- ☐ 2) Annual Commodity purchase: Estimated annual cost: \$
- ☐ 3) Item may be purchased again: Indicate term: Estimated Annual Cost: \$
- Example: 1 year, indefinite, etc. Long term requests will be reevaluated periodically)

We request approval of a "NO SUBSTITUTE" specification for the purchase of the subject item(s)

Check appropriate justification(s). Provide DETAILED explanation(s) below.

- ☐ 1. Sole Source – The below signed has searched the market and verified that no comparable item is available.
- ☐ 2. Single Source – Although comparable items are available, THIS is the only brand/model that will work.
- ☐ 3. Item(s) is (are) only acceptable replacement part(s) known for _____ (Identify)
- ☐ 4. Continuity of design is overriding consideration (ex: playground equipment or street furniture)
- ☐ 5. Safety:
- ☒ 6. Other: *Emergency purchase-replacement for truck 113*

*Explanations shall contain sufficient information and justification for the items to be considered and approved as "NO SUBSTITUTE" items. Failure to do so will result in the request being denied and returned to the originator.

*Recommending Department Head will be available to defend said recommendation to the appropriate City Committee and/or Common Council.

PLEASE EXPLAIN YOUR REASONS FOR THIS REQUEST (additional info may be attached on a separate sheet):

Truck 113, a 2007 automated side loading refuse truck experienced engine failure. The cost to repair the engine far exceeds the value of the truck and parts are no longer available for the chassis as the chassis manufacture is out of business. The requested truck is a new carryover 2018 model year truck being offered at a significantly discounted price.

Approvals:

Requestor:

Date:

Department Head:

Date:

Purchasing Manager:

Date:



Report to the
Joint Finance/Personnel Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Calvin Winters

AGENDA ITEM # O.5

To report out the purchase of a refuse truck from Fredrickson Supply for the sum of \$285,000 to replace equipment that is unrepairable from 2020 bonding. Sole Source Attached.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Refuse Truck Replacement- Lavrie

City of Green Bay, Wisconsin
REQUEST FOR APPROVAL OF "NO SUBSTITUTE" PURCHASE SPECIFICATION

TO : Purchasing Division/Administrative Services

DATE: 10/29/20

FROM: Department/Division DPW-Operations

REQUISITION #

List "No Substitute" Item(s) here:

2020 Autocar chassis with Labrie Automated side loading refuse truck body

Select One:

- ☒ 1) One Time Purchase Estimated Cost: \$ \$285,000
☐ 2) Annual Commodity purchase: Estimated annual cost: \$
☐ 3) Item may be purchased again: Indicate term: Estimated Annual Cost: \$
Example: 1 year, indefinite, etc. Long term requests will be reevaluated periodically)

We request approval of a "NO SUBSTITUTE" specification for the purchase of the subject item(s)

Check appropriate justification(s). Provide DETAILED explanation(s) below.

- ☐ 1. Sole Source – The below signed has searched the market and verified that no comparable item is available.
☐ 2. Single Source – Although comparable items are available, THIS is the only brand/model that will work.
☐ 3. Item(s) is (are) only acceptable replacement part(s) known for _____ (Identify)
☐ 4. Continuity of design is overriding consideration (ex: playground equipment or street furniture)
☐ 5. Safety:
☒ 6. Other: *Emergencny purchase-replacement for truck 112*

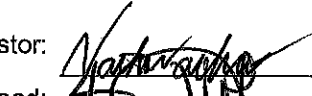
*Explanations shall contain sufficient information and justification for the items to be considered and approved as "NO SUBSTITUTE" items. Failure to do so will result in the request being denied and returned to the originator.

*Recommending Department Head will be available to defend said recommendation to the appropriate City Committee and/or Common Council.

PLEASE EXPLAIN YOUR REASONS FOR THIS REQUEST (additional info may be attached on a separate sheet):

Truck 112, a 2004 automated side loading refuse truck experienced engine failure. The cost to repair the engine exceeds the value of the truck and parts are no longer available for the chassis as the chassis manufacture is out of business. The requested truck is a new carryover 2020 model year truck at a discounted price.

Approvals:

Requestor: 

Date: 10/29/20

Department Head: 

Date: 10/29/2020

Purchasing Manager: 

Date: 10/29/2020



Report to the
Joint Finance/Personnel Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # O.6

To approve the request to borrow \$340,000 from the State Trust fund loan for a five year term for Revaluation Assessment Service approved at the August 18, 2020 Common Council meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. sharpescans@greenbaywi.gov_20201029_165326

STATE OF WISCONSIN
BOARD OF COMMISSIONERS OF PUBLIC LANDS
101 EAST WILSON STREET, 2ND FLOOR
POST OFFICE BOX 8943
MADISON, WISCONSIN 53708-8943

APPLICATION FOR STATE TRUST FUND LOAN
CITY - 20 YEAR MAXIMUM

Chapter 24 Wisconsin Statutes

CITY OF GREEN BAY

Date sent: September 24, 2020

Received and filed in Madison, Wisconsin:

ID # 05605432

TTN

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned **Mayor** and clerk of the City of **Green Bay**, in the County(ies) of **Brown**, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **Three Hundred Forty Thousand And 00/100 Dollars (\$340,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **financing reevaluation assessment service for the City 2020-2022**.

The loan is to be continued for a term of **5** years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of **2.50** percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the City with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the common council of the City of **Green Bay**, in the County(ies) of **Brown**, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the _____ day of _____, 20____.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the common council approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **Three Hundred Forty Thousand And 00/100 Dollars (\$340,000.00)** from the Trust Funds of the State of Wisconsin to the City of **Green Bay** in the County(ies) of **Brown**, Wisconsin, for the purpose of **financing reevaluation assessment service for the City 2020-2022**. That at the same time and place, the common council of the City of **Green Bay** by a majority vote of the members, adopted a resolution levying upon all the taxable property in the city, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the city clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the City of **Green Bay**, certified to by the **Mayor** and clerk, accompanies this application.

Given under our hands in the City of **Green Bay** in the County(ies) of **Brown**, Wisconsin, this _____ day of _____, 20____.

Mayor, City of Green Bay

Clerk, City of Green Bay

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

FORM OF RECORD

The following preamble and resolutions were presented by Alderman _____ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of **Green Bay**, in the County(ies) of **Brown**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Three Hundred Forty Thousand And 00/100 Dollars (\$340,000.00)** for the purpose of **financing reevaluation assessment service for the City 2020-2022** and for no other purpose.

The loan is to be payable within **5** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **2.50** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of **Green Bay**, in the County(ies) of **Brown**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of **Green Bay** by such loan from the state be applied or paid out for any purpose except **financing reevaluation assessment service for the City 2020-2022** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the **Mayor** and clerk of the City of **Green Bay**, in the County(ies) of **Brown**, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The **Mayor** and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

Alderman _____ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

1.	Alderman _____	voted	_____
2.	Alderman _____	voted	_____
3.	Alderman _____	voted	_____
4.	Alderman _____	voted	_____
5.	Alderman _____	voted	_____
6.	Alderman _____	voted	_____
7.	Alderman _____	voted	_____
8.	Alderman _____	voted	_____
9.	Alderman _____	voted	_____
10.	Alderman _____	voted	_____
11.	Alderman _____	voted	_____
12.	Alderman _____	voted	_____

A majority of the members of the common council of the City of **Green Bay**, in the County(ies) of **Brown**, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

STATE OF WISCONSIN

County(ies) of **Brown**

I, _____, Clerk of the City of **Green Bay**, in the County(ies) of **Brown**, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the common council of the City of **Green Bay** at a meeting held on the ____ day of _____, ____, relating to a loan from the State Trust Funds; that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the common council of the City of **Green Bay**, County(ies) of **Brown**, is constituted by law to have _____ members, and that the original of said preamble and resolutions was adopted at the meeting of the common council by a vote of _____ ayes to _____ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the city.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the City of **Green Bay** this ____ day of _____, 20____.

Clerk (Signature)

Clerk (Print or Type Name)

City of **Green Bay**

County(ies) of **Brown**

State of Wisconsin

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

STATE OF WISCONSIN
COUNTY(IES) OF **BROWN**

TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, _____, Clerk of the City of **Green Bay**, County(ies) of **Brown**, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the City of **Green Bay** is as follows:

EQUALIZED VALUATION FOR THE YEAR 20 _____ * \$ _____

* Latest year available

I further certify that the whole existing indebtedness of the City of **Green Bay**, County(ies) of **Brown**, State of Wisconsin, is as follows (list each item of indebtedness):

NAME OF CREDITOR	PRINCIPAL BALANCE (EXCLUDING INTEREST)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL INDEBTEDNESS:	\$ _____

Clerk (Signature)

Clerk (Print or Type Name)

City of **Green Bay**

County(ies) of **Brown**,

State of Wisconsin

_____, 20 _____
Date

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY



MINUTES OF THE COMMON COUNCIL

TUESDAY, AUGUST 18, 2020, 6:00 PM

Virtual Meeting

Public may also view at

www.youtube.com/CityOfGreenBay

A. ZOOM MEETING INFORMATION

I. Please find information and instructions about the Zoom (virtual) meeting.

B. ROLL CALL.

Present: Brian Johnson (arrived at 6:04 p.m.), Chris Wery, Jesse Brunette, John VanderLeest, Mark Steuer, Veronica Corpus-Dax, Lynn Gerlach, Barbara Dorff, Bill Galvin, Craig Stevens, Randy Scannell, Kathy Lefebvre

C. PLEDGE OF ALLEGIANCE.

D. INVOCATION.

The invocation was led by Alder Mark Steuer, District 10.

I. The invocation will be led by Alder Mark Steuer, District 10.

E. APPROVAL OF MINUTES.

3. To approve a partial discontinuance of a landscape easement located at 2845 Greenbrier Road, subject to the following conditions:

1. AT&T has fiber optic cables in this area and they may be in conflict with the driveway proposal. A solution must be met between the applicant and AT&T prior to recording this discontinuance.

2. In the event that sidewalks are required to be constructed along Greenbrier Road, the adjacent owner(s) shall, at their expense, regrade the area to conform to the established sidewalk grade ordinance.

4. To amend Chapter 13-1716(e), Green Bay Zoning Code regarding game day parking. (Public hearing held 08/10/20)

5. To amend Chapter 13-522, Green Bay Zoning Code regarding game day camping. (Public hearing held 08/10/20)

Q. REPORT OF THE FINANCE COMMITTEE (AUGUST 4, 2020).

Moved by Ald. Randy Scannell, seconded by Ald. Barbara Dorff to approve with the exception of Items 2 and 3. Motion carried.

1. To approve a resolution authorizing 2020 transfer of \$378.00 from contingency to sandbags related to Brown County invoice for prefilled sandbags for the public.

2. To approve the Forward Appraisal revaluation contract for the sum of \$388,900.00.

Moved by Ald. Randy Scannell, seconded by Ald. Bill Galvin to approve Item 2. Motion carried.

3. To approve a resolution authorizing 2020 transfer of \$50,000.00 from contingency to Assessor's contractual services for the Forward Appraisal revaluation contract.

Moved by Ald. Randy Scannell, seconded by Ald. Barbara Dorff to approve Item 3. Motion carried.

APPENDIX B

Revaluation Billing Schedule

2020	\$50,000
2021	\$214,032
2022	\$124,868

Work

Month/Year	Billing Date	Billing Amount
Aug-2020	31-Aug-2020	\$10,000
Sep-2020	30-Sep-2020	\$10,000
Oct-2020	31-Oct-2020	\$10,000
Nov-2020	30-Nov-2020	\$10,000
Dec-2020	31-Dec-2020	\$10,000
Jan-2021	31-Jan-2021	\$17,836
Feb-2021	28-Feb-2021	\$17,836
Mar-2021	31-Mar-2021	\$17,836
Apr-2021	30-Apr-2021	\$17,836
May-2021	31-May-2021	\$17,836
Jun-2021	30-Jun-2021	\$17,836
Jul-2021	31-Jul-2021	\$17,836
Aug-2021	31-Aug-2021	\$17,836
Sep-2021	30-Sep-2021	\$17,836
Oct-2021	31-Oct-2021	\$17,836
Nov-2021	30-Nov-2021	\$17,836
Dec-2021	31-Dec-2021	\$17,836
Jan-2022	31-Jan-2022	\$17,836
Feb-2022	28-Feb-2022	\$17,836
Mar-2022	31-Mar-2022	\$17,836
Apr-2022	30-Apr-2022	\$17,836
May-2022	31-May-2022	\$17,836
Jun-2022	30-Jun-2022	\$17,836
Jul-2022	31-Jul-2022	\$17,852
		\$388,900

\$338,900.00



Report to the
Joint Finance/Personnel Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # O.7

To receive and place on file an update on tax litigation matters pending before the Tax Appeals Commission and in Circuit Court.

The Council 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 Council will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Joint Finance/Personnel Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # O.8

To approve a resolution authorizing 2020 transfer of \$45,000.00 from contingency for legal expenses related to Georgia Pacific tax appeal for real estate and personal property.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Resolution-Transfer from Contingency for legal fee for Property assessment litigation - 11-10-2020
CC

**RESOLUTION AUTHORIZING
TRANSFER OF FUNDS**

November 10, 2020

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

Pursuant to the recommendation of the Finance Committee at its meeting of November 2, 2020, the following 2019 transfer of funds is hereby authorized:

	<u>ACCOUNT</u>	<u>AMOUNT</u>
From:	101099-59001 Contingency	\$45,000.00
To:	101140-53021 Legal Expenses	
	Vendor: Seibel Law Offices, LLC, Bill Miller, Integra Realty Resources & Thomas W. Hamilton	\$45,000.00

Adopted _____

Approved _____

Mayor

Clerk



Report to the
Joint Finance/Personnel Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # O.9

Report of the Claims Committee.

To receive and place on file-The Council 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 Council 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. CONFIDENTIAL Claims Committee Rpt October 2020



Report to the
Joint Finance/Personnel Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # O.10

To hold until the next Finance Committee meeting a request by Ald. Wery to the Finance committee which states: Due to ongoing reasons of 'inadequate staffing' and 'prioritizing of tasks' in our Law Dept, I am requesting we hire City Ethics Inc, or a similar qualified party, to draft revisions to the city's Code of Ethics and Code of Conduct as recommended in their 2018 findings paid for by the City of Green Bay.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Invoice Green Bay Oct 2018
2. Green Bay Review FINAL
3. Model Ethics Code City Ethics
4. Censure Procedure
5. Ethics Commission Complaint Procedures



Vanessa Chavez
City Attorney
Green Bay, Wisconsin

Invoice

Consultation Services:

October, 2018 Review of Ethics Code, Code of Conduct and draft of opinion letter (4 hours @\$150 hour; cap of \$500)	\$500.00
TOTAL FEES:	\$ 500.00

Please make check payable to "City Ethics" and mail to:
Carla Miller
8120 Merganser Drive,
Ponte Vedra, FL 32082

EIN: 20-0975087

Carla Miller, Esq.
President & Founder, City Ethics Inc.

REVIEW OF ETHICS CODE AND CODE OF CONDUCT—GREEN BAY

In order to conduct this review, I analyzed the Wisconsin Ethics Code, the local Green Bay Code of Conduct and the Green Bay Ethics Code and spoke with City Attorney Vanessa Chavez and Alderman Chris Wery.

My recommendations are based upon my 35 years of experience in the ethics and anti-corruption field, including being a federal prosecutor, Fellow at the Harvard Ethics Center, Ethics Director of Jacksonville, Florida, Founder of [CityEthics](#) and ethics consultant with cities across the United States, the Middle East, Europe and China.

It is most important to know the difference between the 3 basic types of governing documents for Council members:

1. **Codes of Conduct.** These codes focus on general values, such as fairness, respect, honesty, transparency. They are aspirational in nature and cover what a person “should do”. This type of code cannot successfully be enforced with legal processes, such as complaints, hearings and fines. (See the [Ethics and Value Code](#) of Santa Clara, CA for a good example of this type of code.)

2. **Legal Ethics Codes.** These codes contain specific “do’s and don’ts”; a minimum standard of behavior. The laws flow from the general ethical concepts that you see in the broader Codes of Conduct. For example, the general value of not using one’s office for personal gain can be translated into a legal requirement that officials not accept gifts from those doing business with the City.

A legal code contains clear advance warning of what constitutes a violation; it is not subjective and up for interpretation. Legal Ethics Codes can be enforced and violations penalized with letters of reprimand or fines. Most legal ethics codes cover potential conflicts of interest and they can also cover campaign activities. CityEthics has developed a model ethics code which I have attached for reference as to the types of provisions that should be considered for a Code of Ethics.

It is possible to start a legal Code with a “preamble” or “declaration of policy” that lays out the values and purpose behind the actual laws. But, it should be clear that these general provisions are background, and not enforceable by a legal process.

3. **Council Internal Operating Rules.** These are rules that lay out the process for Council meetings: leadership positions, committees, how to take public comment, how to conduct orderly meetings and what to do about disruptions to meetings. For an example, see [Seattle, WA Council Rules](#). The Council always has the option with Robert’s Rules of Order to censure members of the body for their conduct during the meeting. This is an expression of disapproval of a member’s acts. It is best to have a procedure for censure

in place that ensures due process. I have enclosed a sample of one that I developed for the Council of the District of Columbia. (Note: when you have a procedure for censure, you have to discuss what types of actions can be the subject of a censure. Can it be any bad behavior or only bad behavior in City meetings and interactions? I believe it is best practice to only censure bad acts related to City related business.)

Now that we have reviewed the three types of governing documents, I will comment on your current Code of Conduct and your current Ethics Code.

CODE OF CONDUCT. Green Bay

This is an interesting document because it combines all 3 types of documents into one and then sets up a legal process to enforce it. It is not possible to enforce these types of value driven concepts: “take the high road”, “members shall not be degrading” (what does that mean?), “making belligerent comments”, or “having clear and honest communication”. These are all good things to aspire to but everyone will interpret violations differently. It is arbitrary to try to enforce these values in a legalistic fashion.

Here are the “values” type provisions in this Conduct Code: Section 2, being civil and having decorum; not using abusive language; Section 3, treating all staff as professionals; never demeaning employees; Section 4, making the public feel welcome, no signs of partiality; demonstrating honesty and being welcoming; Section 6B, being sensitive as to how they are viewed at Board meetings; 6C being respectful of diverse opinions. These are all good goals to discuss and to try to live up to. If a person habitually violates the values of the community as an elected official, the penalty is that it is likely the person will not get re-elected. Punishment with fines or community service and formal evidentiary hearings are inappropriate for violations of aspirational value goals.

Most of the Conduct Code covers items that should be moved to be in the Council’s Internal Operating Rules. This would cover how to maintain order at Council meetings and how to treat citizens at meetings. For example, 1. B. point of order during meetings if inappropriate statement made; Section 4 (how to welcome speakers; fairness in allocating speaking time to public; don’t argue with public; follow parliamentary procedure); and Section 7, Contact with media.

There are also sections of the Conduct Code that need to be in the Code of Ethics as laws; these are more in the nature of “do’s and don’ts” that can be enforced. For example, Section 3D—soliciting political support from City Staff; and sections 5A and 6A need to be turned into specific conflicts violations. See CityEthics Model Code provisions 1, 3, 5 and 6.

Also, there could be an ethics law developed to cover the issues in Section 3.C. on superseding administrative authority. This law would lay out specific parameters on how officials can interact with City employees and the Department Heads. It is important to lay out laws like “Cone of Silence” during procurement or contract negotiations to prevent improper influence of elected

officials on the process. Section 3.C, improper influence in purchasing and contracts is a key area and should be elaborated on and included in your legal Code of Ethics and made enforceable.

Recommendations:

Remove Section 8 of the Code of Conduct, “Enforcement”. Values cannot be enforced with complaints and legal proceedings; it is too arbitrary and will be contested by anyone accused of vague violations, for example “my statement wasn’t impertinent”, or “my communication was honest and clear”. Review the Conduct Code for potential additional sections on values (see Santa Clara Code.)

Pull out all sections from the Conduct Code that regulate the specifics of how meetings are run and how the public are engaged and add them to your Council Internal Operating Procedures. (If you don’t have a set of those, they should also be enacted.) Discuss and enact a censure policy for your Council.

Pull out provisions that should be in the Legal Code of Ethics and make them specific so they can be enforced, for example: campaign activities, conflicts in front of Boards, withdrawal if conflicted. Confer with your City Attorney to make sure that the Wisconsin law on local ethics codes does not already govern this behavior; see section 19.59, state law.

ETHICS CODE. (Section 1.90) Green Bay

There are many improvements you could implement in your Ethics Code. Here are some ideas:

1. Section 8, Ethics Board.

All members should not be appointed by the Mayor. This does not encourage independence. Either assign the appointments to other officials or have community organizations provide a pool of qualified applicants for the officials to select from.

The City Attorney should provide all services to the Board, unless there is a documented conflict and then outside counsel would be retained (in many jurisdictions, attorneys volunteer to do this); if outside counsel is retained, then that person would only provide legal services in the areas that involve the conflict, not in other routine matters in the case. There should be budget limitations that are enforced.

The Ethics Commission should be required to enact comprehensive Rules of Procedure to ensure due process in hearings; it is not enough just to say they shall conduct a “due process hearing”. Here is an example: *“The Commission shall establish and post rules and procedures to provide for due process in the charging and prosecution of violations of this Code.”*

I have enclosed a set of such due process rules that can be reviewed by your Commission. It is useful to have a provision in your Ethics Code allowing the Ethics Commission to dismiss charges when appropriate:

*The Commission may, at its discretion: (a) dismiss any complaint at any stage of disposition should it determine that the **public interest would not be served by proceeding further**, or (b) dismiss any complaint at any stage of disposition and issue a letter of instruction to the respondent when it appears that the alleged violation was inadvertent, unintentional or insubstantial. In the event the Commission dismisses a complaint as provided in this subsection, the Commission shall issue a public report stating with particularity its reasons for the dismissal.*

So for example, if a person leaves office, is it reasonable to use taxpayer funds to pursue a case? The Ethics Commission could consider this type of situation and say “no”—it’s not worth it, and dismiss the case in the public interest.

Ethics proceedings should be confidential until a probable cause determination on the validity of the accusations is made; the process can become a circus if opened up immediately.

2. Section 4, Fair and equal treatment needs to be re-written into a misuse of property and position code provision. The existing language is a combination of a value statement and an actual prohibition. See section 11, Model Code.
3. See section above on the Code of Conduct; you need specific laws governing political activities, voting conflicts, withdrawal from certain matters and rules on officials representing other interests in City proceedings: Model Code sections 1,3, 5 and 6.
4. Penalties; it is fairly severe to remove someone from office; is that allowable under state law? What about fines up to \$1000?
5. Section 5(c). Incompatible employment. In order to prevent this type of conflict, it is advisable to have a requirement that all officials and employees file a disclosure of any secondary employment they might have so it can be reviewed for any prohibited conflicts. (I can send forms and procedures on this if you are interested.)
6. There should be an “Ethics Officer” designated for the City. This person is in charge of creating a preventative training program and in working with the Ethics Commission. It can be a collateral, part time duty of a current employee.
7. Periodic ethics training should be required of all employees and officials, especially when beginning a new role. This should be a requirement in the Code and cover training on your local laws, state ethics laws (with examples) and values based concepts.
8. Your gift provision (5.c 3) is weak. Left up to “reasonable, prudent people”, someone could consider a \$500 gift OK or say the gift doesn’t influence me. There are lots of options here for disclosure and/or reasonable limits being set.
9. Section 5e needs to be developed more. When is a disclosure made? It should be prior to any discussion on the matter. See section 101 of the City Ethics Model Code for discussion on this topic.
10. You may want to consider a procedure for a confidential hotline for the Ethics Commission and a basic whistleblower protection clause.

Full Text of Model Ethics Code www.cityethics.org

- Model Code
 - Part A: Ethics Provisions
 - - 100. General Conflicts of Interest Provisions.
 - - 1. Conflict of Interest.
 - 2. Legislators Employed by City
 - 3. Withdrawal from Participation
 - 4. Gifts
 - 5. Representation
 - 6. Appearances
 - 7. Confidential Information
 - 8. Political Solicitation
 - 9. Patronage
 - 10. Post-Employment
 - 11. Misuse of City Property and Reimbursements
 - 12. Nepotism
 - 13. Transactions with Subordinates
 - 14. Fees and Honorariums
 - 15. Endorsements
 - 16. Consultants
 - 17. Complicity with or Knowledge of Others' Violations
 - 18. Falsely Impugning Reputation
 - 19. Meeting Attendance
 - 20. Honesty in Applications for Positions
 - 101. Transactional Disclosure.
 - 102. Exclusions from the Code of Ethics and from Transactional Disclosure.
 - 103. Annual Disclosure.
 - 104. Disclosure by Applicants.
 - 105. Advisory Opinions.
 - 106. Void Contracts.
 - 107. Penalties for Violation of This Code.
 - - 1. Resignation, Compensatory Action, Apology.
 - 2. Disciplinary Action.
 - 3. Civil Fine.
 - 4. Damages.
 - 5. Civil Forfeiture.
 - 108. Debarment.
 - 109. Injunctive Relief.
 - 110. Whistle-Blower Protection.
 - 111. Definitions.

- **Part B: Administrative Provisions**
 - - 201. Duties of City Clerk.
 - 202. Maintenance of Disclosure Statements.
 - 203. Ethics Commission: Establishment; Qualifications of Members; Appointment of Members; Term of Office.
 - 204. Ethics Commission: Vacancies.
 - 205. Ethics Commission: Removal of Members.
 - 206. Ethics Commission: Meetings.
 - 207. Ethics Commission: Jurisdiction, Powers, and Duties.
 - 208. Lists, Complaint Forms, and Disclosure Statements.
 - 209. Advisory Opinions.
 - 210. Waivers.
 - 211. Training and Education.
 - 212. Annual Reports; Review of Ethics Laws.
 - 213. Filing a Complaint; Investigations.
 - 214. Public Hearing Process.
 - 215. Finding of Violation; Penalties; Injunctive Relief.
 - 216. Judicial Review.
 - 217. Public Inspection of Records; Public Access to Meetings.
 - 218. Miscellaneous Provisions.
 - 219. Distribution and Posting.
 - 220. Liberal Construction of Code.
 - 221. Severability.
 - 222. Effective Date.
- **APPENDIX A: Annual Disclosure Statement**

To read the foreword and introduction to this Model Code, click [here](#).

To discuss the Model Ethics Code Project itself, click [here](#).

To discuss municipal ethics codes in general - their value, necessity, and role in ethics programs - click [here](#).

To discuss problems and solution with respect to getting ethics codes passed or improved, click [here](#).

Model Municipal Code of Ethics

Declaration of Policy, Purpose, and Obligations

To discuss declarations of policy, click [here](#).

The proper operation of our city's government requires that its public officials and employees act as fiduciaries entrusted with and responsible for the property and resources of the community; that they make governmental decisions and policies in the proper channels of the government structure, free of coercive or other improper influence; that they use their position in the best interests of the city rather than for personal interests, whether their own interests or those of their family, friends, or

business associates; and that they do not, directly or indirectly, in a positive or negative sense, treat anyone preferentially, that is, other than in a manner generally accorded to city residents.

It is central to gaining and retaining the public's trust in our city's government that public servants seek to avoid even the appearance of impropriety. Fulfilling one's role as public servant sometimes means sacrificing rather than gaining opportunities.

This code focuses on conflicts of interest, which affect the decisions of government officials and employees in ways that are unfair both to the community and to individuals and entities who lack special relationships with our city's officials. When public servants make decisions that are not or do not appear to be impartial, this seriously undermines public confidence in government.

While the vast majority of municipal officials are well-meaning, being well-meaning is not enough. It is important that officials understand the conflicts they confront every day, appreciate their fiduciary obligations to city residents, and recognize the importance of preventing conflicts from occurring, disclosing conflicts when they arise, and withdrawing from any involvement in a matter where they have a conflict.

Nothing is more important to public trust than having public servants err on the side of disclosing every possible conflict and withdrawing from participation even where they feel certain they can act impartially.

The purposes of this ethics code are:

- (a) To establish standards of ethical conduct - especially those dealing with conflicts between personal interests and those of the city - for city officials, employees, consultants, candidates, and those who do business with the city;
- (b) To provide clear guidance with respect to such standards by clarifying which acts are allowed and which are not;
- (c) To promote public confidence in the integrity of our city's governance and administration;
- (d) To provide for the consideration of potential ethical problems before they arise, to minimize unwarranted suspicion and to enhance the accountability of our city's government to city residents; and
- (e) To provide for the fair and effective administration and enforcement of this code.

There is more to ethical conduct than what is covered by this code, which consists primarily of enforceable rules about conflicts of interest, and procedures for enforcing the rules and providing ethics advice. The city must also provide a healthy ethics environment with positive means of encouraging ethical behavior among its public servants. And individuals - especially community leaders - must commit themselves to dealing responsibly with their conflict situations.

Ethical conduct depends on thinking about one's acts not in terms of what is politically popular, best for oneself and one's colleagues, or even most effective and efficient, but in terms of what is in the best interests of the city. Ethics is not just about enforceable rules, but also about democratic ideals and aspirational goals. Central to ethical action is respect for city residents (treating them as ends rather than as means) as well as self-respect (integrity, expecting the best of oneself).

This code is enacted pursuant to [Section ____] of [state statutes] and is not intended to authorize any conduct prohibited by that section.

Comment: *It is helpful to list other municipal and state ethics-related laws here, or reference a supplement containing them, so that all ethics laws are available in one place. In this way, people will not have to search for them or worry if they have missed any rules or exceptions. It is also helpful for authors of ethics laws to consult all other relevant laws, so that there will not be any contradictions.*

Here are the citations in the Connecticut model code I wrote, including only references to state law: "The power to adopt an ethics code is provided in 7-148(c)(10)(b). There are some specific conflict of interest rules in 7-148t. Allegations, confidentiality, and probable cause findings are provided for in 1-82a. A business with which an official or employee is associated is defined in 1-79(b). And the Freedom of Information Act can be found in Chapter 14, 1-200 to 1-242."

Why freedom of information? Because it involves one of the most often abused conflicts of interest: between the public's right to know and the municipal official's desire to keep information hidden, for personal or political reasons (it's much easier to do one's job in secret than in the public eye; it is especially easier to act unethically when acting in secret). In fact, it would be completely appropriate for a municipal ethics code to supplement the Freedom of Information Act in areas that have been problems in a particular city. For example, an ethics code could include longer notice requirements for meetings and agendas, shorter periods in which to provide information (as well as lower reproduction costs), and requirements for notice and the placement of information on the city website.

Part A: Ethics Provisions

100. General Conflict of Interest Provisions.

1. Conflict of Interest.

To discuss this provision, click [here](#).

a. An **official or employee*** may not use his or her official position or office, or take or fail to take any action, or influence others to take or fail to take any action, in a manner which he or she knows, or has reason to believe, may result in a **personal*** or **financial benefit***, not shared with a substantial segment of the city's population, for any of the following persons or entities (no group of government employees may be considered "a substantial segment" for the purposes of this provision):

- a. himself or herself;
- b. a member of his or her **household***, including a **domestic partner*** and his or her dependents, or the employer or business of any of these people;
- c. a sibling or step-sibling, step-child or foster child, parent or step-parent, niece or nephew, uncle or aunt, or grandparent or grandchild of either himself or herself, or of his or her spouse or domestic partner, or the employer or business of any of these people;
- d. a person with which he or she has a financial or business relationship, including but not limited to:

- a. an **outside employer or business*** of his or hers, or of his or her spouse or domestic partner, or someone who works for such outside employer or business;
 - b. a **client*** or substantial customer;
 - c. a substantial debtor or creditor of his or hers, or of his or her spouse or domestic partner.
- e. a person or entity from whom the **official or employee*** has received an election campaign contribution of more than \$200 in the aggregate during the past election cycle (this amount includes contributions from a person's immediate family or business as well as contributions from an entity's owners, directors, or officers, as well as contributions to the **official or employee*'s** party town committee or non-candidate political committee); or
 - f. a nongovernmental civic group, union, social, charitable, or religious organization of which he or she (or his or her spouse or domestic partner) is an officer or director.

b. The prohibition in (a) above applies equally to attempts to use, act, or influence.

c. It is a violation of this code for an **official or employee*** to, within two years of entering city employment or service, award a contract or participate in a matter benefiting a person or entity that formerly employed him or her.

Comment: The central point of an ethics code is that city officials and employees should not prefer, over the public interest, their own interests or the interests of their family or business associates. There are other relationships that should be included in the above list, but cannot due to problems of defining them. These include romantic relationships short of domestic partnership, and close friends and associates. The general rule is: If it looks to others as if you might be giving someone special treatment, or if it would look that way to others if they knew about the relationship, then you should not act with respect to that person or entity, and instead recuse yourself and withdraw from participation in the matter under **subsection 3** below. It is important to give city residents confidence that their officials and employees are treating everyone the same, even when you believe that you can be totally impartial.

The most common way to define conflict of interest is as follows: No person subject to this code shall have any interest, financial or otherwise, direct or indirect, or engage in any business, employment, transaction or professional activity, or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his or her public duties or employment. *However, most government officials and employees do, on occasion, have conflicting interests. The important thing is not for them to prevent them, but rather to manage them honestly and responsibly, that is, to disclose them and to not act where there is such a conflict, no matter how impartial they feel they can be. What matters is not whether one can still act with integrity, but whether one will be perceived that way. It should be noted that even voting or making a decision against a friend or relative, in order not to seem partial, is not acting impartially, because the reason for the vote or decision is wrong: it might actually be better or more fair to vote or decide in favor of the friend.*

The one thing the common approach contains which does not appear in this model code is a prohibition of outside employment where there is not a conflict with a particular government interest, but instead with the general government interest in "the proper discharge of an employee or official's duties" (a term that, by the way, is too vague to allow for enforcement). Outside employment does not only lead to conflicts of interest as defined in this code, but also interferes with doing one's job by affecting the official or employee's time, energy, and focus. Volunteers are expected to have other jobs, and it is not fair to prevent low-paid employees from having evening, weekend, or holiday jobs, but many cities have rules limiting the amount and type of outside employment. Please contribute outside employment provisions which you feel are just (or unjust), enforceable or unenforceable, and explain why. Such provisions should include procedural requirements, for example, applying for formal, written permission from one's supervisor or department head (including disclosure of any officials, employees, or contractors involved), and the written acceptance of limitations on time and place of outside employment.

There is also nothing in this model code about incompatible positions in government and parties, that is, holding legislative and administrative positions, for example, especially where one office has the power to remove or affect the other's budget; or multiple administrative positions that stretch an official or employee too thin; or non-governmental positions that can have a great effect on government, for example, a department head who is an officer of a local political party, posing a question about his or her responsibility to all citizens vs. to party members, as well as putting him in a position of affecting who his boss will be, come the next election. Often such rules do not appear in ethics codes (often they appear in the city charter), but because they do involve conflicts of interest, they should at least be included by reference. Please say how your municipality deals with this problem, or how you think it should be dealt with. Another common conflict provision is as follows: No person subject to this code shall accept other employment which will either impair his or her independence of judgment as to his or her public duties or employment or require or induce him or her to disclose confidential information acquired by him or her in the course of and by reason of his or her official duties. What does it mean to have a job that impairs one's independence of judgment, or a job that induces or requires one to disclose confidential information? And how could it be proven that particular employment could do this? Again, this sort of provision focuses on the conflict rather than on the improper management of the conflict. It is true that a developer should not be on a zoning board, nor should a contractor be in charge of a city's purchases, at least in the relevant area. But in and of themselves, these are not violations of the public trust (so long as they withdraw from participation when appropriate; but if that is very often, they are not fulfilling the obligations of their position); they are examples of seriously poor judgment on the individual's part as well as on the part of those who nominated or appointed that individual. In addition, when a developer sits on a zoning board, it is a sign of a poor ethics environment, whose leaders have not spoken out against so severe a conflict. Cities may want to add a provision like the following to deal with this situation: The withdrawal provisions of 100(3) do not permit an official or employee to make use of withdrawal on a regular basis. If withdrawal occurs with such frequency as to give the

appearance of impropriety, the official or employee is deemed to have violated the provisions of this code.

Comment: An official or employee who is forced to withdraw from matters (also known as "recusing oneself") on a regular basis should resign from his or her position. This should also be taken into account when a position is accepted.

Another approach to conflicts of interest is to deem something a conflict only to the extent that an interest is not disclosed and the official or employee participates in the matter. This approach recognizes that ignoring a conflict is the principal problem. Such an approach can be combined with defining "conflict of interest" as doing or not doing much of what appears in 100 of this model code, as it is, for example, in Kings County (Seattle), Washington. This makes it clear that the central concept of a conflict of interest takes many forms, but it also limits conflict to particular instances, in effect, saying that all other conflicts are acceptable.

New Haven, Connecticut enumerates several examples of conflicts of interest, as well as several exceptions. This is unusual, but if done thoughtfully and responsibly (being careful not to make the examples exclusive), it can provide clear guidance. The best place for such examples is, however, not in the code itself, but in explanatory guidelines on the city website or in pamphlet form. Here is what New Haven lists:

Sec. 12 5/8-6. Exception to the conflict of interest provisions.

The following situations shall not constitute a conflict of interest under section 209 of the Charter of the City of New Haven:

- a. Where a municipal employee or public official is employed by a person who enters into a contract with the City of New Haven, where said employee or public official is not directly involved in the procurement, preparation, or performance of such contract and whose remuneration is not, directly or indirectly, derived from said contract;
- b. If the municipal employee or public official is employed by any newspaper which publishes any municipal notice, resolution, ordinance or other proceeding where such publication is required or authorized by law;
- c. If the municipal employee or public official is employed by a public utility that furnishes public utility services to the City of New Haven when the rates or charges therefor are fixed or regulated by the public utilities control authority;
- d. If the municipal employee or public official is employed by a person or business which has a contract with the City of New Haven if the total consideration thereunder, when added to the aggregate amount of all consideration payable under contracts in which said employee or public official has an interest during a calendar year does not exceed five hundred dollars (\$500.00).

Sec. 12 5/8-7. Examples of an interest requiring disclosure.

In accordance with article XXIII, section 210, of the Charter of the City of New Haven, interests requiring disclosure shall include, but not be limited to the following:

- a. Where a member of the immediate family of a member of a board, commission or task force is employed by the City of New Haven;

- b. Where a member of a board, commission or task force is employed by a nonmunicipal agency the funding of which is, in part or in its entirety, provided by funds authorized by the City of New Haven;
- c. Where a member of a board, commission or task force serves on the board of directors or governing board of a nonprofit organization when said organization is engaged in the application of federal, state or local funding authorized by the City of New Haven;
- d. Where a member of a board, commission or task force serves on the board of directors or governing board of a nonprofit organization when said organization is lobbying for specific legislation before the City of New Haven or when said organization is lobbying for specific State of Connecticut legislation which will result in the city receiving funding which is controlled by the city board, commission or task force of which the individual is a member;
- e. Where a member of a board, commission or task force serves on the board of directors or governing board of a nonprofit organization when said organization is engaged in litigation against the City of New Haven;
- f. Where a member of a board, commission or task force accepts an offer of employment, whether paid or unpaid, by the City of New Haven or by a program recommended by said task force but has not yet resigned or retired from said board, commission or task force to accept said offer of employment;
- g. Where a municipal employee or public official has a financial or personal interest in a contract which was entered prior to the time of his nomination, appointment, election or employment to said position, so long as said contract is not renewed, amended or modified subsequent to his assuming public office;
- h. Where an employee or public official seeks or obtains employment with a person, company or corporation engaged in business with the City of New Haven but has not yet resigned his position assume said employment;
- i. Where an employee or public official applies for a city program or benefit over which he has control, influence or discretionary authority.

2. Legislators Employed by City

To discuss this provision, click [here](#).

A member of the legislative body has a conflict of interest with respect to any labor contract to which he or she, or a member of his or her **household***, may be a party, and with respect to an appropriation to any city department or agency through which he or she, or a member of his or her household, is employed.

Comment: *Some cities require that there be no incompatible or even multiple offices held by an individual, especially a council member, so that this problem could only arise with respect to members of the household. In towns and small cities, it is more difficult to make such requirements, because there are sometimes too few competent and interested people to go around. Also, withdrawal can take care of instances such as those described in this subsection. But explicit restrictions in this area, especially in large cities, can be valuable.*

3. Withdrawal from Participation

To discuss this provision, click [here](#).

- a. An **official or employee*** must refrain from acting on or discussing, formally or informally, a matter before the city, if acting on the matter, or failing to act on the matter, may **personally*** or **financially benefit*** any of the persons or entities listed in **subsection 1** of this section. Such an official or employee should join the public if the withdrawal occurs at a public meeting, or leave the room if it is not a public meeting.
- b. An **official or employee*** must refrain from acting or discussing, formally or informally, a matter involving a person who appointed or recommended him or her for that position, if he or she is aware of such appointment or recommendation.
- c. If a board or agency member is requested to withdraw from participation in a matter, for the reason that he or she has a conflict of interest, by
 - i. another member,
 - ii. a party to the current matter, or
 - iii. anyone else who may be affected by a decision relating to this matter,

the member must decide whether to withdraw. If the member decides not to withdraw, the unchallenged members must consider any relevant evidence concerning such claimed conflict of interest, as defined in this code, and vote whether or not to allow the request and require that the member withdraw from participating in the matter.

- d. Withdrawal at a meeting requires the public announcement, on the record, of the reason for withdrawal. Withdrawal outside of a meeting requires disclosure in writing of the reason for withdrawal to the official or employee's supervisor.
- e. Ongoing Conflict: An **official or employee*** whose outside employment or other outside activity or relationship can reasonably be expected to require more than sporadic withdrawal must resign or cease such outside employment or activity. If the ongoing conflict involves a relationship, the **official or employee*** must resign. An **official or employee*** should not begin employment or an activity or relationship that can reasonably be expected to require more than sporadic withdrawal. If a prospective **official or employee*** is in such a situation, he or she should not accept the position.
- f. Rule of Necessity: If withdrawal would leave a board with less than a quorum capable of acting, members must disclose their conflicts on the public record, but they may then vote. If an **official or employee*** is the only person authorized by law to act, the **official or employee*** must disclose the nature and circumstances of the conflict to the Ethics Commission and ask for a waiver or advisory opinion.

Comment: "Acting on and discussing, formally or informally" means that the official should withdraw from any involvement with the matter, including conversations, appearances at meetings or portions of meetings concerned with the matter, and voting on the matter, except, of course, in a public referendum.

Sometimes inaction benefits an official or his or her close associates - for example, when a code enforcement official fails to cite her brother for a zoning violation. That is why this subsection prohibits an official's inaction, as well as action, in certain circumstances. In such an instance, the enforcement official should ask someone else to handle the matter.

See [101](#) for provisions concerned with the disclosure of a conflict pursuant to this subsection. Because disclosure in this sort of situation occurs at the time a conflict becomes immediately relevant to an action or transaction to be taken by an official or employee, this is referred to as "transactional disclosure."

4. Gifts*

To discuss this provision, click [here](#).

- a. An **official or employee***, his or her spouse or **domestic partner***, child or step-child, parent, or member of his or her **household***, may not solicit nor accept anything of value, directly or indirectly, from any person or entity that the official or employee knows, or has reason to believe, has received or sought a **financial benefit***, directly or through a relationship with another person or entity, from the city within the previous three years, or intends to seek a financial benefit in the future. If in doubt, the official or employee should refrain from soliciting or refuse a gift, and should first inquire into the person or entity's relationship with the city. [or: If the **official or employee*** does not know whether a person or entity fits this description, he or she should inquire and, if it is discovered that the person or entity does fit this description, the gift should be returned (or its monetary value if it cannot be returned) and no further gifts accepted during the relevant period.]
- b. A person or entity that has, in the last three years, received or sought, or is seeking, a financial benefit, directly or indirectly, from the city, may not give or seek to give anything of value to any official or employee.
- c. Gifts of property, money, or services given nominally to the city must be accepted by a resolution of the legislative body.

Comment: The first sentence of subsection 4a is difficult, even if the language itself is not. Here it is broken down and explained:

Who cannot accept or solicit gifts: An official or employee, his or her spouse or domestic partner, child or step-child, parent, or member of his or her household

What a gift is: anything of value (see the definition at [111\(6\)](#) and the exceptions in [102](#))

Whom one cannot accept gifts from: any person or entity that has received or sought a financial benefit from the city within the previous three years, or that intends to seek a financial benefit in the future. Such persons or entities are usually referred to as "restricted sources."

Must the gift giver have *directly* received or sought a financial benefit from the city? No, it also counts if it sought a financial benefit through a relationship with someone or some entity. See [this City Ethics blog post](#) for an example of indirect benefit.

"

What the official or employee must know about the gift giver's relationship with the city: he or she must know the gift giver's relationship with the city, or know enough that he or she has reason to believe that such a relationship may exist. If uncertain, the gift should be refused and questions asked.

With respect to higher officials and department heads, and for officials and employees who deal directly with contractors and permittees, a city might choose to prevent them from receiving any gifts at all, other than campaign contributions and gifts from close relatives.

Cities have taken a great variety of approaches to the gift problem. The approach here is to limit only gifts from people and entities that do business with or otherwise get financial benefits from the city, including permits, zoning approval, etc. Other common approaches are to limit the amount of gifts or to limit the type of gifts or the type of givers.

There are two principal goals here: (1) to give clear guidance to officials, employees, and potential gift givers; and (2) to ensure city residents that their public servants are not accepting gifts from people and businesses who might be trying to influence them, whether or not that is a purpose for the gift (since no one can ever know the purpose). The choice of the above approach is intended to keep the process simple: if there is any question of the giver's relationship with the city, do not accept the gift. If there is any reason to believe there is an improper motive behind the gift, do not accept it. There are exceptions to this rule below (at 102), but they are few and essentially allow just a lunch or two each year.

Another approach to gift-giving is to require the annual disclosure of all gifts either by itself or in addition to prohibitions. This puts a great deal of pressure on the city's informal oversight resources (citizen and media), since such gifts would be out of the jurisdiction of official boards. Since party organizations provide the most effective informal oversight in most communities, depending on disclosure will politicize this part of the city's ethics process. Here is language for that approach:

Officials and employees must file with the Ethics Commission, on or before January 31, a list of all gifts received during the preceding calendar year by them or by their spouse or domestic partner, child or step-child, parent, or member of their household, to the extent that the aggregate amount of gifts received from an individual or entity (including gifts from all employees, partners, or investors) during the year is \$50 or greater.

Information to be disclosed is as follows:

1. the date the gift was received and who received it;
2. a description of the gift;
3. the fair market value of the gift;
4. the name, address and employer of the person who provided the gift;
5. the name of any organization or individual represented by the person or on whose behalf the person was acting in providing the gift.

Another common approach, which I included as an alternative in my original text, is to make it a violation of the ethics codes to take gifts with an understanding that some action will occur or not occur in return (usually the language includes the word "influence"). The problem is that this is not an ethical issue, but rather a crime. The gift

is no longer a gift, but a bribe. Ethics commissions have no jurisdiction over this sort of crime, so it is best that this language not appear in an ethics code.

If an official or employee purchases goods, rents, or accepts a loan from a restricted source, and is not certain whether it has been discounted and is therefore a gift, the official should declare it, since there is an appearance of impropriety either way. And then the restricted source should be required to prove to the ethics commission that no discount was given. The restricted source can better handle this burden, since it has better access to the necessary information. At the end of the process, there will either be no more appearance of impropriety, or the official will not make the purchase, rent from the restricted source, or accept a loan from the restricted source.

5. Representation

To discuss this and the following provision (Appearances), click [here](#).

An **official or employee*** may not represent any other person or entity before the city, nor in any matter not before the city, but against the interests of the city. However, it is acceptable for elected officials to represent constituents without compensation in matters of public advocacy.

Comment: The second sentence of this subsection recognizes that officials are elected to serve their constituents. Thus, for example, when a resident complains to a council member that the public works department blocks the resident's driveway with snow, a council or board member must be able to pursue that complaint with the proper city authorities.

Some cities go into more detail and cover more people in their limitations on representation. Such provisions include the representation by business associates of officials and employees, and acting as an expert witness before the official or employee's board or agency.

6. Appearances*

To discuss this and the previous provision (Representation), click [here](#).

An **official or employee*** may not **appear*** before any city department, agency, board or commission, except on his or her own behalf or on behalf of the city. Every time an official or employee appears before the meeting of any municipal body, or when he or she writes a letter to the editor or other publicly distributed writing, he or she is required to disclose before speaking or clearly on the writing whether he or she is appearing in an official capacity or as a private citizen. If the speech or writing is in response to criticism or other communication directed at or regarding his or her official role, the official or employee may respond only in his or her official role.

Comment: Subsections 6 and 7 appear to overlap, because one who represents another usually makes an appearance. However, it is much more clear when an "appearance" has been made than when there is a "representation" relationship, so including both makes it more clear what conduct is being prohibited. Also, subsection 6 includes representation of private interests outside of the city's own boards and departments, when it is against the interests of the city, usually but not exclusively when the city is a party to business or a proceeding. And subsection 7 deals with

appearances where the official is representing himself or herself, but it is not clear which hat the official is wearing.

Again, the general rule is that if others see your relationship with a person or entity as "representation," then you should not do it, because it would be perceived as a conflict with your principal role of representing the city. Similarly, if your appearance at a meeting or in writing does not appear to be in the city's interest, you should not appear. Why are officials and employees restricted from appearing before boards or agencies other than their own? Because restricting only appearances before your own board or agency would, for example, allow a code-enforcement official or the city attorney to represent private clients before the city planning board, because those officials are not members of that board. It would be very difficult to list every possible instance where an appearance before other boards and agencies would be inappropriate. When there is no such conflict, an official or employee should obtain a waiver from the Ethics Commission pursuant to 210.

Some municipalities may go beyond actual representation, and include assistance or legal assistance, with an exclusion for representation or assistance in the performance of the official or employee's official duties.

For volunteers, towns might want to limit restrictions on representation and appearances to their own board or commission, especially those on boards where the opportunity for conflict elsewhere is very small, such as the library board. A list of boards where this exception applies could be added to a subsection 8 that read:
8. Volunteer members of the following boards and commissions may represent persons and entities before, or appear before, any town department, agency, board, or commission other than their own.

7. Confidential Information

To discuss this provision, click [here](#).

An **official or employee***, a former official or employee, a contractor or a **consultant*** may not use confidential information, obtained formally or informally as part of his or her work for the city or due to his or her position with the city, for his or her own benefit or for the benefit of any other person or entity, or make such information available in a manner where it would be reasonably foreseeable that a person or entity would benefit from it.

Comment: Some cities will want to define "confidential information" more exactly. Here is possible definition language, based on the IMLA Model Code:

"Confidential information" means information obtained in the course of holding public office or employment, or as a contractor to the city, which is not available to members of the public and which the **official or employee*** is not authorized to disclose, except to designated individuals or bodies, including written and non-written information. When such information is also available through channels open to the public, **officials and employees*** are not prohibited from disclosing the availability of those channels.

The IMLA Model Code states explicitly, in its confidential information provision, that an ethics commission is, effectively, considered a designated body.

New York City adds a valuable exception to its confidential information provision:

"provided, however, that this shall not prohibit any public servant from disclosing any

information concerning conduct which the public servant knows or reasonably believes to involve waste, inefficiency, corruption, criminal activity or conflict of interest."

8. Political Solicitation

To discuss this provision, click [here](#).

An official, employee, or municipal candidate may not knowingly request, or authorize anyone else to request, that any **subordinate*** or potential future subordinate participate, or not participate, in any political activity, including the making of a campaign contribution. Nor may he or she engage in any political activity while on duty for the city, with the use of city funds, supplies, vehicles, or facilities, in uniform, or during any period of time during which he or she is normally expected to perform services for the city, for which compensation is paid.

Comment: Political solicitation of subordinates by an official fosters the appearance, if not the reality, of coercion. The word "knowingly" here means that neither an official nor a campaign committee is required to cull the names of municipal officials from voter registration lists it mails to. However, a targeted mailing to municipal officials is prohibited.

Similarly, candidates are barred from soliciting from appointed officials and employees who may fear reprisal, such as being fired, if they refuse to aid the candidate's campaign, even if they do not currently work under that candidate.

Note that this code does not restrict voluntary political contributions or political activity by any official or employee.

Some municipalities may wish to add a bar on soliciting from persons or entities that have sought or received a financial benefit from the municipality within the previous twenty-four months.

9. Patronage

To discuss this provision, click [here](#).

No **official or employee*** may promise an appointment or the use of his or her influence to obtain an appointment to any position as a reward for any political activity or contribution.

Comment: As has been shown so skillfully in Chicago, patronage involves both promises of jobs in return for political activity, and the threat of losing jobs in return for political activity, so that patronage continues on forever. Even the Shakman Decree of 1983 did not put an end to the Chicago patronage system: it just went underground. It was twenty years before the new version, based on fraud, was taken on.

Most ethics codes do not include patronage provisions, although many do prohibit asking subordinates to participate (however, this can occur without implicit requests or threats). Patronage involves the most basic conflict of interest in government: the conflict between holding on to power and acting in the public interest. A city government based on patronage cannot have a truly ethical environment, because most of its officials and employees are there on the basis of a quid pro quo/special consideration relationship, which is inconsistent with ethics.

I would like to hear how various cities have dealt with or ignored patronage as an ethics issue.

10. Post-Employment

To discuss this provision, click [here](#).

a. **Representation.** For a period of two years after the termination of his or her city service or employment, an **official or employee*** may not, on behalf of any other person, for compensation, directly or indirectly, formally or informally, act as agent, attorney, lobbyist, or other sort of representative, to or before his or her former agency, department, authority, board, or commission. For the purposes of this provision, a mayor, chief of staff or vice-mayor, city manager or assistant manager, council member or council aide is deemed to have worked for every city department, agency, authority, board, and commission. Acting indirectly includes action by a partner, associate, and other professional employee of an entity in which the former official or employee is a partner, associate, or professional employee, as well as acting by a member of the former official or employee's immediate family.

b. **Particular Matters.** With respect to particular matters on which the official or employee personally and substantially worked while in city service or employment, the foregoing prohibition is permanent.

c. **Area of Responsibility.** With respect to matters for which the official or employee had official responsibility, but were not personally and substantially involved, the foregoing prohibition is for a period of two years after termination of city service or employment.

d. **Employment.** An **official or employee***, or a member of his or her immediate family, may not accept employment with, or with the help of, (a) a party to a contract with the city, within two years after the contract was signed, when he or she participated personally and substantially in the preparation, negotiation, or award of the contract, and the contract obliged the city to pay an aggregate of at least \$25,000; or (b) an individual or entity who has, within the previous two years, benefited directly from any decision made by, or based on advice or information supplied by, the official or employee or by a subordinate. An elected or appointed official, or a member of his or her immediate family, may not accept employment if the body of which he or she is a member or was a member within the previous two years had any role in filling the job, including an advisory role. A mayor, chief of staff or vice-mayor, or council member, or a member of his or her immediate family, may not, for two years after termination of city service or employment, accept any full-time compensated position with the city. For the purposes of this section, "employment" includes full-time and part-time jobs, and professional and other work for hire, given directly or indirectly.

e. **Exceptions.** Former officials and employees are not prohibited from acting if:

1. They are working for the city on a volunteer basis.
2. They are acting on behalf of another federal, state, or local government.
3. They are giving testimony under oath and is not being compensated for it.
4. They are providing scientific or technological information at the government's request.
- e. They performed only **ministerial acts***.

f. **Waivers.** The Ethics Commission may waive the prohibitions of this provision if it determines that the situation does not create a potential for undue influence, unfair advantage, or a serious appearance of impropriety. See **§210** for the waiver process.

Comment: "Personally worked" means the official actually worked on the matter, not that he or she supervised a department that worked on the matter, which is included under having "official responsibility."

The appearance of impropriety of getting a job based on what you did as a city official or employee is so great that each official or employee should err on the side of not seeking or accepting work with people or firms that had business before his or her agency or board.

If an official or employee is not certain whether this provision applies to work they are seeking or are requested to do, and does not want to turn it down, he or she should ask the Ethics Commission for an advisory opinion or a waiver.

This provision is intended to, as stated in the waiver section, prevent people and firms from having undue influence or unfair advantage by hiring officials and employees to help them use their contacts before their agencies or boards. In addition, it is intended to make it harder for firms to use a job offer to get special treatment from officials and employees. And it is intended to prevent officials and employees from using their positions to gain jobs with firms that have business before them and, similarly, to prevent the appearance of impropriety that arises when an official takes a job with a firm that had business before his or her agency or board.

In short, it is important that officials focus on the public interest while in office, and not have an incentive to give preferential treatment to firms or individuals who may hire them when they leave public service.

One year is too short a time period to accomplish the goals of a post-employment provision, but the longer the bar, the more difficult it might be to hire qualified officials or find qualified candidates for office. This is the trade-off every local government must make in setting the time period. Two years is a reasonable compromise between effectiveness and the burden on government officials.

Allowing former officials to immediately work for the city as paid consultants would allow the official to continue to act in the city's interest, but such an exception would allow for sweetheart deals between the city and former officials, who normally have the edge in competing with vendors lacking their municipal contacts. Therefore, according to this subsection, a former official could consult to the city only on a volunteer basis for his or her first year after city service.

*The **confidential information provision** also applies to former officials and employees. And the other side of the revolving door, from business to government, is dealt with in **§100(b)**, as a conflict of interest.*

11. Misuse of City Property and Reimbursements

To discuss this provision, click [here](#).

An **official or employee*** may not use, or permit others to use, any city funds, property, or personnel for profit or for **personal convenience or benefit**, except (a) when available to the public generally, or to a class of residents, on the same terms and conditions, (b) when permitted by policies approved by the local legislative body, or (c) when, in the conduct of official business, used in a minor way for personal convenience. "City funds" includes travel and other expense reimbursements, which may not be requested for nor spent on anything but official business.

Comment: *The IMLA Model Code takes this further by requiring care in the use of city property, so that there is no waste. This is an essential element of government ethics, but it is a difficult thing to put into law. People - especially opposition parties - often paint other people's actions as wasteful and negligent. The duty to use city property and resources with care belongs in the aspirational section of an ethics code, or it invites frivolous complaints, making it almost impossible to reject any complaint as frivolous.*

12. Nepotism

To discuss this provision, click [here](#).

No **official or employee*** may appoint or hire, or participate in influencing the appointment or hiring of, his or her spouse or **domestic partner***, child or step-child, sibling or step-sibling, parent, or member of his or her **household*** for any type of employment, including by contract (unless competitively bid), with the city. No **official or employee*** may supervise or be in a direct line of supervision over his or her spouse or **domestic partner***, child or step-child, sibling or step-sibling, parent, or member of his or her **household***. If an **official or employee*** comes into a direct line of supervision over one of these persons, he or she will have six months to come into compliance or to obtain a waiver.

Comment: *Some cities might also want to broaden the range of relations that constitute nepotism to include, say, aunts and uncles, nephews and nieces, and direct in-laws. Comments should include a statement that officials should not participate with respect to the hiring of relatives not expressly included in the list, even if this is not clearly a violation. It is always best to stay out of any dealings that involve relatives.*

*This is a popular provision in terms of requests for **waivers**, and for good reason. There are situations where enforcing this provision would mean the resignation of a valuable employee. As important as it is to prevent nepotism, this prohibition needs to be balanced against other considerations.*

Here is an interesting provision from Oakland, CA, which combines a prohibition against nepotism with one against cronyism, which is defined as follows:

participating in any employment decision that may be viewed as a conflict of interest, such as one involving a close friend, a business partner, and/or professional, political, or commercial relationship, that would lead to preferential treatment or compromise the appearance of fairness.

*The provision, §2.40.060 (Title 2, Ch. 2.40 of the **Oakland Municipal Code**), reads as follows:*

No official, manager or employee may engage in cronyism and/or attempt to influence the City or any official, manager or employee, to hire, promote, or change the terms and conditions of employment of any individual with whom that person has a family relationship, consensual romantic relationship or cohabitant relationship.

13. Transactions with Subordinates

To discuss this provision, click [here](#).

No **official or employee*** may engage in a financial transaction, including the giving or receiving of loans or monetary contributions, including charitable contributions, with a

subordinate* or person or business over which, in the **official or employee's*** official duties and responsibilities, he or she exercises supervisory responsibility, unless (a) the financial transaction is in the normal course of a regular commercial business or occupation, or (b) the financial transaction involves a charitable event or fundraising activity which is the subject of general sponsorship by a state or municipal agency through official action by a governing body or the highest official of state or municipal government.

Comment: Exception (b) allows for United Way campaigns and the like, but officials should be careful not to abuse this exception by getting pet charities approved by the mayor or city manager. *Too often, charities are as much about the official as elections are, and even good causes should not be aided through coercion.*

Some cities might also want to except situations where the subordinate or business offers or initiates the financial transaction, but this exception can be abused in instances where a subordinate or business acted under pressure and does not feel in a position to anger a supervisor or someone responsible for handing out contracts.

14. Fees and Honorariums

To discuss this provision, click [here](#).

No **official or employee*** may accept a fee or honorarium for an article, for an appearance or speech, or for participation at an event, in his or her official capacity. However, he or she may receive payment or reimbursement for necessary expenses related to any such activity.

15. Endorsements

To discuss this provision, click [here](#).

No **official or employee*** in his or her official capacity may publicly endorse products or services. However, this does not prohibit an official or employee from answering inquiries by other governmental officials, consumer organizations, or product information services regarding products or services.

16. Consultants*

To discuss this provision, click [here](#).

A **consultant*** may not represent a person or entity other than the city in any matter, transaction, action, or proceeding in which the consultant participated personally and substantially as a consultant to the city. Nor may a consultant represent a person or entity in any matter, transaction, action, or proceeding against the interest of the city.

Comment: Other rules that apply expressly to consultants are **100(8)** (Confidential Information), **100(21)** (Honesty in Application for Positions), and **101(2)** (Transactional Disclosure). Also see the comments to **100(11)**, the post-employment provision.

Many codes also include language such as: A consultant may not accept other employment that will either impair the consultant's independence of judgment with respect to the consultant's official duties for the city, or that will require or induce the consultant to disclose confidential information pursuant to **subsection 8** of this section.

*The same problem appears as in the comments to **100(1)** above: how does one know or prove that employment will impair someone's judgment or induce someone to*

disclose confidential information? It is enough that consultants are prevented from representing parties against the city or in matters the city hired them to deal with, and that they be included in the confidential information provision, 100(8).

17. Complicity with or Knowledge of Others' Violations

To discuss this provision, click [here](#).

No one may, directly or indirectly, induce, encourage, or aid anyone to violate any provision of this code. If an **official or employee*** suspects that someone has violated this code, he or she is required to report it to the relevant individual, either the employee's supervisor, the board on which the official sits or before which the **official or employee*** is **appearing*** or will soon appear, or the Ethics Commission if the violation is past or if it is not immediately relevant to a decision, to discussion, or to actions or transactions. Anyone who reports a violation in good faith will be protected by the provisions of 110.

Comment: *This subsection seems to turn all city officials and employees into stool pigeons. But, in fact, a principal reason why ethics programs are ineffective is that officials and employees feel they can get away with unethical conduct because no one will turn them in. Instead of having a culture based on ethics, their city has a culture based on loyalty. People in such a city ignore conflicts of interest, because they feel protected. There are two reasons for this: (i) no one wants to be a tattletale and (ii) everyone is afraid to be a tattletale, because doing so might threaten their jobs, lead to harassment and failure to advance, or undermine their relations with people in power. This subsection, along with the whistle-blower protection in 110, allows the people who know most what is going on in city government - city employees - to safely foster an ethical environment by preventing action in the public interest from being against their self-interest. The inclusion of this provision makes it clear to all officials and employees that government ethics is a group activity, that unethical behavior is less an individual problem than an organizational problem.*

Such a provision appears in the IMLA Model Code; the comments to the IMLA provision state, in part, "Even if a community ultimately decides not to impose any duty [to report violations], it would be better off for having debated the issue."

Whether or not anonymous reports would be accepted is another area for debate.

Creating a hotline for reports of violation (anonymously or not) makes it easier for city employees and others to fulfill their duty to report violations. As long as the ethics commission can file its own complaint in such an instance, there is the protection for respondents that the ethics commission must feel satisfied, after a preliminary investigation, in the truth of the report. People's experiences with such hotlines, good and bad, would be very helpful, as would information about debates about the duty to report and about hotlines and anonymous reporting of violations.

Back to tattling, which is rarely defended in a rational way. Not tattling is something very important in childhood, where it helps maintain solidarity of children against adults. But for adults there is not a group to maintain solidarity against (hopefully not the city's residents, to whom officials have a fiduciary duty) and, therefore, this sort of unquestioning loyalty is inappropriate. The best thing to do, before reporting, is to try to prevent unethical conduct before it occurs, to directly recommend, for example, that someone withdraw from participation or seek advice from the ethics commission. But it

is important that officials and employees know that unethical conduct will not be protected by the silence of fear or misplaced loyalty.

The first sentence of this subsection, on complicity and inducement, is equally important. Under most ethics codes, a private citizen or company that induces a municipal official to violate ethics laws runs no risk of penalty. For example, hoping to keep a city's business, a bank might give a personal loan to the city treasurer at a below-market interest rate. If this loan is discovered, the official might lose his or her job as a result; however, the bank will lose nothing and, more important, knowing this, it is more likely to offer the loan. Since the goal of this code is to prevent conflicts between the official's interests and the public interest, it is important that the code also make it less likely that officials are tempted into these conflicts. Please share your experiences with provisions such as this, including instances where suits have been brought, arguing that ethics commissions have no jurisdiction over anyone other than public servants.

18. Falsely Impugning Reputation

To discuss this provision, click [here](#).

An **official or employee*** may not falsely impugn the reputation of a city resident. If an **official or employee*** believes his or her accusation to be true, and then learns that it was false, even in part, he or she should apologize in the same forum the accusations were made. A failure to so apologize within a reasonable period of time after learning of the falseness of the accusations will create the presumption that the conduct was fully intentional.

Comment: A common way for officials to intimidate residents who speak out and to prevent others from similarly speaking out is to use their positions of respect to falsely attack people who lack such positions, and thereby destroy their reputation and the legitimacy of their arguments, so that opposition from that individual and others will lessen. This form of misuse of office is central to undermining free debate as well as citizen oversight of executive and legislative actions.

19. Meeting Attendance

To discuss this provision, click [here](#).

All members of boards and commissions are expected to attend their meetings. It is a violation of this code to miss more than a third of a board or commission's meetings in a twelve-month period.

Comment: This might seem rough, but it is rough on a board when its members do not attend meetings. In fact, it can make quorums difficult and, thereby, undermine the functioning of the board. If a board member has health problems, lives out of town a large part of the year, or has ongoing scheduling problems, the responsible thing to do is resign. If things change in the future, the board member can ask to be appointed when the next position opens up. Reappointment should be easy for someone so responsible.

20. Honesty in Applications for Positions

To discuss this provision, click [here](#).

No person seeking to become an **official or employee,* consultant*** or contractor may make any false statement, submit any false document, or knowingly withhold information about wrongdoing in connection with employment by or service for the city.

To discuss other provisions, including those suggested below, click [here](#).

Additional Comment to 100: Some codes, including the IMLA Code, make it an ethical duty to comply with laws, including criminal laws, discrimination and sexual harassment laws, and lobbying laws. The chronic violation of more minor laws and rules is also sometimes cited.

It is a difficult question whether to involve an ethics commission with every violation of law. Criminal and other undesirable activity by public servants certainly undermines the public trust in municipal government. But is the ethics process the right place to deal with such matters, or are they better dealt with by supervisors or, in the case of elected officials, by voters? The duty to comply with laws is not included here because, as long as the violation of other laws is made public, criminal and other proceedings should deal with them as well as the ethics process. However, if the violation is somehow hidden from the public, it might be appropriate for an ethics commission to make the violation public. Has anyone seen language to this effect?

I believe that cities should consider special ethical guidelines and rules for city attorneys. This is a complicated area, where it is sometimes not clear what it means to represent the city (the mayor, the council, the public interest in such things as truth, openness, and fair process). I feel that guidelines are important not only for attorneys, who often do not recognize the special conflicts they face, but also to protect the public interest, which is harmed by city attorneys who ignore conflicts in the name of representing their client. Who their client is in each sort of instance needs to be clarified. Attorney conflicts of interest are covered by their state's disciplinary rules, but (i) these rules are enforced by lawyers rather than city residents; and (ii) these rules do not deal with the special conflicts that city attorneys are faced with. I would like to see a discussion about it, including recommended provisions to deal with the problems practitioners, both lawyers and non-lawyers, have witnessed.

101. Transactional Disclosure.

To discuss this provision, click [here](#).

1. Whenever an **official or employee*** has reason to believe that he or she should withdraw from participation under **§100.3** of this code, he or she must:

- a. immediately refrain from participating further in the matter, formally or informally;
- b. promptly inform the appropriate individual or body, pursuant to subsection 3 below, that he or she has a conflict, and the nature of the conflict; and
- c. promptly file with the ethics commission [or city clerk, if there is no commission] a signed statement disclosing the reasons for withdrawal or, if a member of a board or commission, state this information on the public record of that board or commission.

Comment: *In subsection 1(c) and in 104(2) there are references to placing information on the public record. This appears to assume that municipal meetings have a published transcript or, at least, a recording, video or aural, that is available to the public. But especially in smaller cities and towns, and in less important meetings, this is not the case. How have cities dealt with this problem of not having a public record to place disclosures on? Is it required that minutes include all disclosures?*

2. Whenever someone suggests or requests (privately or publicly) that an **official or employee*** withdraw from participation under §100.3 of this code, and he or she chooses not to do so, he or she must promptly file with the ethics commission [or city clerk, if there is no commission] a signed statement disclosing the reasons for refusing to withdraw or, if a member of a board or commission and if the suggestion was made publicly at a meeting of that board or commission, state this information upon the public record of that board or commission.

Comment: *See the comment to 100(3) for more information.*

3. An **official or employee*** is required to inform the appropriate individual or body pursuant to subsection 1b, as follows:

- a. If a member of a board, commission, committee, or authority, inform the chair or the entire body at a public or executive session (if at an executive session, the disclosure should also be made after going back into regular session); if the chair, inform the secretary;
- b. If not on such a body and appointed by the city manager/director of administration/mayor, inform the city manager/director of administration/mayor;
- c. If an employee of the Board of Education, inform the Superintendent of Schools;
- d. If the Superintendent of Schools, inform the chair of the Board of Education;
- e. If an elected official, inform the mayor;
- f. If a **consultant,*** inform the chair or head of the board, department, or agency that hired the consultant.

4. An **official or employee*** with an interest in a contract must disclose this interest prior to the first of any of the following events of which the official has knowledge:

- a. The preparation of the contract specifications.
- b. The solicitation of the contract.
- c. The bidding of a contract.
- d. The negotiation of a contract.
- e. The approval of the contract.

5. An **official or employee*** need not make a disclosure pursuant to this section if he or she, with respect to the same matter, has already made such a disclosure.

Comment: *Transactional disclosure provides specific disclosure when a conflict arises, that is, when an official or employee's personal relationship or interest actually creates a conflict with the public interest. It is at this point that it is most important that the official or employee seriously consider the effects of this conflict on his or her actions or judgment, as well as the effects on how his or her involvement would appear to the public if it knew about the conflict.*

Subsection 3: These specific guidelines to informing of conflicts should be adapted to each city's particular form and structure.

102. Exclusions from the Code of Ethics and from Transactional Disclosure.

To discuss exclusions and waivers, click [here](#).

The provisions of 100 and 101 of this code do not require withdrawal or transactional disclosure as a result of:

1. An action specifically authorized by statute, rule, or regulation of the State of _____ or of the United States.
2. A **ministerial act***.
3. **Gifts*** (a) received by the **official or employee*** from his or her parent, spouse or **domestic partner***, child or step-child, or sibling or step-sibling; (b) received by the official or employee, his or her spouse or domestic partner, child or step-child, parent, and member of his or her **household***, from a person or entity (any person who works for or is otherwise related to an entity is considered as having given on behalf of that entity), having an aggregate value of \$50 or less during any twelve-month period; or (c) accepted on behalf of the city and transferred to the city pursuant to **100(4)(b)**.
4. **Gifts*** or **financial benefits*** having a value of \$50 or less that are received by a city official or employee for the solemnization of a marriage officiated by that official or employee at a place other than his or her normal public place of business and at a time other than his or her normal work hours.
5. Public awards from charitable organizations having a value of \$100 or less.

Comments: *Subsection 3 contains an annual dollar limit for gifts given to an official or employee plus his close relations. Many ethics codes' dollar limits are per gift, usually around \$50, in the belief that taking an official out to lunch is acceptable. However, such a limit is easy to get around by giving lots of small gifts to officials and their relatives, which add up to large gifts over time. Another way around such a rule is to give large gifts that are naturally spread out over time, such as a restaurant or club tab, or season tickets. Other codes' gift rules contain many detailed instances and amounts, for such things as private or public or charitable functions. A simpler rule, with an annual limit, is more clear and therefore provides better guidance. I would like to hear people's opinions about this, as well as their experiences with the approaches: how successful they've been, how they've been enforced, etc.*

103. Annual Disclosure.

To discuss this provision, click [here](#).

1. Officials, Employees, and Others Who Are Required to File.

Those holding the following job titles or positions are required to file a signed annual disclosure statement:

1. Elected officials;

2. Department heads and those authorized to act on their behalf (e.g., first deputies);
3. **Officials and employees*** who hold policymaking positions, including members of municipal boards, such as ethics commissions, finance boards, planning and zoning boards, boards of zoning, buildings, and assessment appeals, wetlands and conservation boards, economic development boards, and parks and recreation boards;
4. Officials whose job descriptions or whose actual duties involve:
 - i. The negotiation, authorization, or approval of contracts, leases, franchises, revocable consents, concessions, variances, special permits, or licenses;
 - ii. The purchase, sale, rental, or lease of real property, personal property, or services, or a contract for any of these;
 - iii. The obtaining of grants of money or loans; or
 - iv. The adoption or repeal of any rule or regulation having the force and effect of law;
 - v. candidates for elected office;
 - vi. political party committee officers; and
 - vii. **relatives of officials and employees** who, pursuant to subsection 5(d) of this section, are required to file because they are employed by the city, but who would not otherwise be required to file.

2. Time and Place for Filing.

a. Annual disclosure statements (for the calendar year) are to be filed with the Ethics Commission:

- (i) Within one-hundred-and-twenty days after the effective date of this section;
- (ii) Within thirty days after taking one of the job titles or positions listed in subsection 1 of this section; and
- (iii) No later than May 15 of each year thereafter.

b. For candidates for elected office:

- (i) With the filing of the certificate of candidacy or declaration of intent.
- (ii) No later than May 15 of each year thereafter. If an annual disclosure statement is overdue and is not filed within 20 days after the candidate receives from the Ethics Commission written notice of the failure to file, the candidate is considered to have withdrawn his or her candidacy.

3. Changes in Disclosed Information.

Within thirty days after a change in the information contained in his or her most recently filed annual disclosure statement, an official, employee, or candidate must file a signed amendment to the statement (as in subsection 2), indicating the change.

4. Contents of Annual Disclosure Statement.

The annual disclosure statement will include:

a. The location of any real property in the city, or within one mile of the boundary of the city, in which the person disclosing, or his or her **relative***, has a **financial interest***, and the type of financial interest.

b. With respect to each **outside employer or business*** of the person disclosing:

- (i) Its name (if any);

- (ii) The nature of its business;
- (iii) If it is an entity, the type of entity;
- (iv) The person disclosing's relationship to it, such as sole proprietor, owner, partner, official, director, member, employee, bondholder, or shareholder.
- c. With respect to each **outside employer or business*** of the person disclosing's spouse or **domestic partner***, the information required by paragraph (b) of this subsection.
- d. The names and addresses of all **relatives*** employed by the city as employees, contractors, or **consultants***, including **relatives*** who work for or are subcontractors of contractors, **consultants***, or subcontractors.
- e. Failure to disclose the information required by subsection 4 of this section with respect to a person disclosing's spouse or other **relative*** does not constitute a violation of that subsection if the person disclosing made a good faith effort to obtain the information and if he or she also sets forth those efforts in his or her disclosure statement.

5. Any person who is subject to the disclosure provisions of this and the following subsection is required to obtain and preserve, for a period of three years following the date of the relevant disclosure statement, all accounts, bills, receipts, and other documents necessary to complete and substantiate such disclosure statement. These documents will be made available for inspection upon request by the Ethics Commission or its agent after reasonable notice.

6. The Director of Finance must certify to the Ethics Commission, no later than May 15 of each year, a list of all business entities doing business with the city, currently bidding for business with the city, or that have done business with the city over the prior three years. This list will be made available to the public at no cost.

Comment: While less significant than transactional disclosure, annual disclosure does fill an important role in an ethics program. In particular, annual disclosure reveals potential conflicts of interest before they arise and thus alerts the official - and the citizenry - to those potential conflicts. Annual disclosure thereby provides a check on transactional disclosure and protects officials by identifying potential ethical pitfalls, which the official can then take steps to avoid.

Politicians often focus their condemnation of ethics codes on annual disclosure statements. They insist that forcing people to disclose their interests will prevent people from getting involved in city government. But the disclosure statements in this model code are far from what, say, U.S. Senators are required to file. No one is being asked to disclose how wealthy or poor they are. They are only being asked to say who their employer is (not what they're paid), what local companies they have financial interests in (not how big their interest is), what land they own in the municipality, and which of their relatives work for the city. The only people who will truly mind disclosing this information are those who have so many interests or involved relatives, or so much land in town, that they probably would face many conflicts of interest and, therefore, should probably not be involved in city government, except in areas that do not deal with businesses, developers, or contractors. After all, the biggest complaint people have about municipal governments is that they're run by local businessmen, developers, and contractors, those who represent them, and their relatives. This problem is only compounded when officials do not want to admit publicly what they do for a living.

Some cities will want to go beyond these minimal disclosure requirements, especially for senior officials. Such cities will want annual disclosure of all information directly relevant to the ethics code, including all interests, direct and indirect, that might conflict with government responsibilities (see 100(1) above). Major debtors and creditors may also be listed, as well as any applications made to the city during the year. It may be specified that the disclosure statement is being filed under oath.

Subsection 1: For the sake of clarity, each municipality should list the job titles or positions of the persons required to file annual disclosure statements.

Subsection 2: May 15 was chosen because it is one month after personal income tax returns are due, providing them with both fresh information and the time to prepare the disclosure statement.

Subsection 4: In the event a person disclosing, after a good faith effort, is unable to obtain the required information from an estranged spouse or from a relative, he or she need only set forth his or her efforts in the disclosure statement; there is no need to review land records.

Subsection 6: Information in disclosure statements is useful only if it can be checked against information. That is the purpose of this subsection: to allow the comparison of an official's business connections with a list of businesses that do business with the city. Should failure to file a disclosure statement be a violation requiring a complaint to be filed, placing the burden on citizens or the ethics commission and requiring an investigation and hearing for a clear-cut violation? Or should the burden be on the person disclosing to file (at least a request for a 30-day extension), requiring from the ethics commission only a notice and a reasonable length of time before a stated penalty is automatically due?

There have been cases, such as in Rhode Island, where a large number of officials did not file disclosure statements, making it almost impossible for the ethics commission to take action against them all (it is my understanding that they chose to go after the governor first). A late fee and serious penalty for not filing would require officials to take the requirement seriously. I would like to know others' experiences with enforcement of annual disclosure.

104. Disclosure by Applicants.

To discuss this provision, click [here](#).

1. When a person requests that the city, or a city **official or employee***, take or refrain from taking any action (other than a **ministerial act***) that may result in a **financial benefit*** to either any official or employee or to one of the other persons listed in 100(1) of this code, the person requesting must disclose the name of any such person or persons, to the extent of his or her knowledge at the time of the request.

2. If the request is made in writing, the disclosure must accompany the request. If the request is oral and made at the meeting of a public body, the disclosure must be set forth in the public record of the body. If the request is oral and not made at the meeting of a public body, the disclosure must be set forth in writing and filed with the city clerk, who will send a copy to the Ethics Commission.

Comment: An example of how this section works is that an applicant for a zoning variance is required to list the name of any city official or employee, or others listed in

100(1), who might benefit from the granting of the variance. Applicant disclosure provides a check on transactional and annual disclosure.

This section does not require that the applicant research which officials, if any, have an interest in the matter, but only requires that the applicant disclose the names of interested officials to the extent the applicant knows of the interest. Also, the section imposes no burden on the applicant to update the disclosure if the applicant later learns that certain officials have an interest in the application.

105. Advisory Opinions.

To discuss advisory opinions, click [here](#).

1. Upon the written request of any **official or employee***, including former officials and employees whose position was terminated within three years as well as people who intend to soon become an official or employee, as well as any candidate, **consultant**, or person or entity doing business with the city, or person or entity doing business with or seeking a special benefit from the city, or intending to soon do so, the Ethics Commission must render, within fifteen days after the date of its next regular meeting, a written advisory opinion with respect to the interpretation or application of this Code with respect to future actions only. If an earlier response is desired, or if the Ethics Officer determines that the situation does not require a formal advisory opinion, an informal verbal or e-mail opinion will be provided by the Ethics Officer. For more information about advisory opinions, see **Section 209** of this code.

2. Any person or entity may request informal advice from the Ethics Officer about any situation, including hypothetical situations, but such advice is not binding and there are no time requirements.

Comment: For more information about advisory opinions, see **209**, in the Administration part of this code. The Ethics Commission's other duties are set forth in the Administration part of this code, which is of interest to most people only in extreme situations. But all officials and employees, as well as many residents, will have occasion to take advantage of the Ethics Commission's or Ethics Officer's advice. And this is the Ethics Commission's most important responsibility. It is very important for local government officials and employees, whenever they are uncertain as to whether they should proceed with a matter, to immediately seek advice. This will prevent unethical conduct from occurring due to a lack of knowledge or understanding, and will create a series of precedents to guide officials and employees in the future.

In smaller jurisdictions that do not provide for paid staff, ethics officers sometimes work on a volunteer or part-time basis (and ethics officers can be shared among small jurisdictions). They can be very helpful in providing quick advice before possible conflicts can cause problems. Ethics Commissions rarely meet often enough to provide timely advice, and town, city, and county attorneys rarely have the training, and rarely are unbiased enough, or seen as unbiased enough, to provide trustworthy advice.

There is nothing worse than having an official told by a government attorney that he or she can do (or not do) something which, whether a violation of the ethics code or not, would undermine citizens' trust in their government officials. And yet this happens all the time. A truly neutral ethics officer can prevent this from happening.

Although it is common for informal ethics advice not to be binding on the ethics commission and not to require an official to follow it, if the informal ethics advice is put

into writing, and the facts are confirmed by the requester, it is best to treat the informal ethics advice as binding on both the requester and the ethics commission.

106. Void Contracts.

To discuss penalties relating to contracts, click [here](#).

Any contract, permit, or other transaction entered into by or with the city which results in or from a violation of any provision of sections 100 or 101 of this code is void, without further action taken, unless ratified by the city's legislative body in an open session held after applicable public notice. Such ratification does not affect the imposition of any penalties pursuant to this code or any other provision of law.

107. Penalties for Violation of This Code.

To discuss penalties and other relief, click [here](#).

To discuss negotiating with unions regarding penalties that apply to employees, click [here](#).

1. Resignation, Compensatory Action, Apology.

Violation of any provision of this code should raise conscientious questions for the **official or employee*** concerned as to whether a sincere apology, compensatory action, or resignation is appropriate to promote the best interests of the city and to prevent the cost - in time, money, and emotion - of an investigation and hearings.

Comment: An official should not compound ignoring a conflict of interest by again putting his or her personal interest ahead of the public interest by denying, obfuscating, or covering up what he or she knows to be true, or by, directly or indirectly, falsely accusing others of misconduct. An apology that includes sincere remorse and a willingness to make reasonable reparations restores respect and dignity, brings peace to personal and partisan rancor, assures the public that it is safe from further harm.

2. Disciplinary Action.

Any person or entity that is found to have engaged in action or inaction that violates any provision of this code may be reprimanded, suspended, or removed by the Ethics Commission, or the Ethics Commission may seek or impose any of the sanctions or remedies listed below or in **215**.

Comment: *Many cities do not choose to allow ethics commissions to suspend or remove officials and employees. This can be a special problem where the employee is covered by a collective bargaining agreement. Below is alternative language for such cities:*

Any person or entity that is found to have engaged in action or inaction that violates any provision of this code may be reprimanded by the Ethics Commission. If the Ethics Commission recommends that the violator be suspended or removed from office or employment, or be subject to any other sanction or remedy authorized by law or collective bargaining agreement not listed in this section or in **215**, the legislative body

must choose, in an open session held after applicable public notice, whether and to what extent to impose such sanctions.

Requiring the legislative body to make a determination on the ethics commission's recommendation is very important, because otherwise a council majority could prevent the matter from being debated (or they could dispose of it secretly in executive session). An alternative approach is to make it more clear what sort of violation of this code can lead to suspension or removal, and to require a supermajority, as in the following language:

The Ethics Commission may suspend or remove a respondent from office, or employ other sanctions or remedies authorized by law or collective bargaining agreement not listed in this section or in 215. To suspend or remove a respondent, the violation must have been committed either with (i) fraudulent intent to secure the unjust enrichment of the respondent or another person or (ii) malicious intent to inflict pecuniary or other substantial injury upon another person. A respondent can be suspended or removed only by the vote of four members of the Ethics Commission.

Two important limitations on an ethics commission suspending or removing employees must be taken into account: (i) union rules and procedures; and (ii) civil service rules and procedures. Since these vary greatly, each city must determine how to take these into consideration without undermining the Ethics Commission's enforcement powers, especially with respect to elected and appointed officials who are neither union members nor civil service employees (and most ethics proceedings involve such officials). Protection of union and civil service prerogatives can be used a way to take enforcement power out of the Ethics Commission's hands. Please share your experiences with union and civil service conflicts with ethics enforcement.

When politicians do give this power to an Ethics Commission, especially one not of their choice, it makes a strong commitment to a neutral, non-politicized ethical environment and sends a clear message to people in the city government and to those who work with it.

Please also share your experiences with ethics commissions that do have the power to suspend or remove employees, as well as with situations where this power is reserved to the legislative body or other individuals or bodies.

3. Civil Fine.

Any person or entity that violates any provision of this code may be subject to a civil fine of up to \$2,000 for each violation, payable to the city. A civil fine may be imposed in addition to any other penalty authorized by this code or by law, other than a civil forfeiture pursuant to subsection 5 of this section.

4. Damages.

Any person or entity that violates any provision of this code is liable in damages to the city for any losses or increased costs incurred by the city as a result of the violation. Such damages may be imposed in addition to any other penalty authorized by this code or by law, other than a civil forfeiture pursuant to subsection 5 of this section.

5. Civil Forfeiture.

Any person or entity that violates any provision of this code is subject to a civil forfeiture to the city of a sum equal to twice the value of any financial benefit* he, she, or it

received, or caused others to receive, as a result of the conduct that constituted the violation. A civil forfeiture may be imposed in addition to any other penalty authorized by this code or by law, other than a civil fine pursuant to [subsection 3](#) or damages pursuant to [subsection 4](#) of this section.

108. Debarment.

To discuss penalties relating to contracts, click [here](#).

1. Any person or entity that intentionally or knowingly violates any provision of this code, in more than a de minimis manner, as well as any entity owned by such person or entity or by an owner of the entity in violation, is prohibited from entering into any contract, other than an employment contract, with the city for a period not to exceed three years.
2. Nothing in this section may be construed to prohibit any person or entity from receiving a service or benefit, or from using a facility, which is generally available to the public.
3. Under this section, a corporation, partnership, or other entity is not vicariously liable for the actions of an employee. A corporation, partnership, or other entity is not debarred because of the actions of an employee unless the employee acted in the execution of company policy or custom, or with knowledge of one or more company officers. A store, region, division, or other unit of an entity is not debarred because of the actions of an employee of that unit unless the employee acted at the direction, or with the actual knowledge or approval, of the manager of the unit.

109. Injunctive Relief.

To discuss penalties and other relief, click [here](#).

1. Any resident, official, or employee of the city may initiate an action or special proceeding, as appropriate, in a court of appropriate jurisdiction for injunctive relief to enjoin any person or entity from violating this code or to compel any person or entity to comply with the provisions of this code. In lieu of, or in addition to, injunctive relief, the action or special proceeding, as appropriate, may seek a declaratory judgment.
2. No action or special proceeding may be prosecuted or maintained pursuant to subsection 1 of this section, unless (a) the plaintiff or petitioner has filed with the Ethics Commission a complaint alleging the violation, (b) it is alleged in the complaint or petition filed with the court that at least six months have elapsed since the filing of the complaint with the Ethics Commission, and that the Ethics Commission has failed to issue a determination in the matter, and (c) the action or special proceeding is filed within ten months after the alleged violation occurred.

Comment: This section addresses the failure of the Ethics Commission to act on a matter before it. When the Ethics Commission does act within the period prescribed by subsection 2, the remedy of the aggrieved party (the complainant or the alleged violator) lies in a proceeding to review the commission's determination (see [216](#)). If the Ethics Commission files a determination in the matter after the 109 suit has been filed, the matter should proceed as a review proceeding, provided that the plaintiff or petitioner is aggrieved by the Ethics Commission's determination.

110. Whistle-Blower Protection.

To discuss this section, click [here](#).

1. Neither the city nor any person, including **officials and employees***, may take or threaten to take, directly or indirectly, official or personal action, including but not limited to discharge, discipline, personal attack, harassment, intimidation, or change in job, salary, or responsibilities, against any official, employee, or other person (or against any member of their family) because that person, or a person acting on his or her behalf, (a) reports, verbally or in writing, or files a complaint with the Ethics Commission regarding an alleged violation of this code, or (b) is requested by the Ethics Commission to participate in an investigation, hearing, or inquiry, or is involved in a court action relating either to the alleged violation or to evidence presented or given as part of an Ethics Commission investigation or hearing. The provisions of this section are not applicable when the complainant, witness, or reporter of a violation made accusations or other statements that were malicious and false. A violation of this section is a violation of this code.

2. Anyone who alleges a violation of subsection 1 may bring a civil action for appropriate injunctive relief, or actual damages, or both within ninety days after the occurrence of the alleged violation. A court may order reinstatement of the plaintiff to such a suit, or the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these remedies. A court may also award the plaintiff all or a portion of the costs of litigation, including reasonable attorney fees and witness fees. The initiation of such litigation is not a violation of the confidentiality provisions in **100(8)** or **213(9)**.

Comment: Without whistle-blower protection, city employees - the people who best know what is going on in the city government - will be unlikely to come forward with reports of ethics code violations. It is difficult enough to betray the strong feelings of loyalty that exist in most workplaces, and almost impossible when speaking out endangers your job and pension. With whistle-blower protection, city officials will know their violations might be reported and, therefore, will be more likely to act consistent with the code (that is, their personal interest in protecting themselves will be closer to the public interest in their acting fairly and impartially).

111. Definitions.

To discuss this section, click [here](#).

To discuss whether some provisions should apply only to certain officials, click [here](#).

Unless otherwise stated or unless the context otherwise requires, when used in this code:

1. To **"appear"** or "appear before" means to communicate in any form, including, without limitation, personally, through another person, by letter, or by telephone. This definition also applies to the noun form, "appearance."

2. **"Consultant"** means an independent contractor or professional person or entity engaged by the city or advising a city official, and in a position to influence a city decision or action, or have access to confidential information.

3. "Customer or client" in 100(1)(e) means (a) any person or entity to which a person or entity has supplied goods or services during the previous twenty-four months, having, in the aggregate, a value greater than \$1,000, or (b) any person or entity to which an official or employee's* outside employer or business* has supplied goods or services during the previous twenty-four months, having, in the aggregate, a value greater than \$1,000, but only if the official or employee knows or has reason to know the outside employer or business supplied the goods or services.

4. "Domestic partner" is an adult, unrelated by blood, with whom an unmarried or separated official or employee* has an exclusive committed relationship, maintains a mutual residence, and shares basic living expenses.

5. "Financial benefit" includes any money, service, license, permit, contract, authorization, loan, discount, travel, entertainment, hospitality, gratuity, or any promise of any of these, or anything else of value. This term does not include campaign contributions authorized by law. A "financial interest" is a relationship to something such that a direct or indirect financial benefit has been, will be, or might be received as a result of it.

6. A "gift" is a financial benefit* received or given without equivalent compensation. However, a financial benefit* received or given on terms available to the general public is not a gift.

7. "Household" includes anyone whose primary residence is in the official or employee*'s home, including non-relatives* who are not rent payers or servants.

8. An "interest in a contract" is a relationship to a contract such that a direct or indirect financial or other material benefit* has been, will be, or might be received as a result of that contract. The official or employee* does not need to be a party to the contract to have an interest in it. Indirect benefit includes a benefit to the official's family or outside business or employer.

9. "Ministerial act" means an action performed in a prescribed manner without the exercise of judgment or discretion as to the propriety of the act. An example of a ministerial act is the granting of a marriage license by a city clerk.

10. "Official or employee" means any official or employee of the city, whether paid or unpaid, and includes all members of an office, board, body, advisory board, council, commission, agency, department, district, administration, division, bureau, committee, or subcommittee of the city. The term also includes candidates for office and elected candidates prior to the time they take office, as well as anyone engaged in the performance of a governmental function. "Official or employee" does not include:

(a) A judge, justice, or official or employee of the court system;

(b) A volunteer fire fighter or civil defense volunteer, except a fire chief or assistant fire chief; or

11. "Outside employer or business" includes:

(a) any substantial business activity other than service to the city;

(b) any entity, other than the city, of which the official or employee* is a member, official, director, or employee, and from which he or she receives compensation for services rendered or goods sold or produced;

(c) any entity located in the city or which does business with the city, in which the official or employee* has an ownership interest, except a public corporation in which the official

or employee's ownership interest is the lesser of (i) stock valued at less than \$50,000 or (ii) five percent of the outstanding stock; and

(d) any entity to which the **official or employee*** owes, or by which the official or employee is owed, more than \$10,000, either in the form of a note, a bond, a loan, or any other financial instrument.

For purposes of this definition, "compensation" does not include reimbursement for necessary expenses, including travel expenses..

12. "Personal benefit" includes benefits other than those that are directly financially advantageous. These include **financial benefits*** to **relatives***, business associates, and others listed in **100(1)**, as well as non-financial benefits to these people and to oneself, including such things as reputation and the success of one's career. A "personal interest" means a relationship to something such that a personal benefit has been, will be, or might be obtained by certain action or inaction with respect to it.

13. "Relative" means a spouse, child, step-child, brother, sister, parent or step-parent, or a person claimed as a dependent on the **official or employee's*** latest individual state income tax return.

14. "Subordinate" means another **official or employee*** over whose activities an official or employee has direction, supervision. or control.

Comment: Subsection 3 ("customer or client"): An employee of a large corporation may not know many of the customers or clients of his or her employer and should not be penalized for that understandable ignorance. For that reason, the "knows or has reason to know" language is included.

Subsection 6 ("gift"): A "financial transaction -- on terms not available to the general public" includes, for example, a reduced-interest loan to a municipal official. The reduction in interest would constitute a gift.

Subsection 10 ("official or employee") used to contain an exception for members of advisory boards that have no authority to implement their recommendations. This exception was deleted for the reasons set forth in **a blog post**, which focuses on more responsible ways of dealing with conflicted potential advisory board members.

Subsection 11(c)("outside employer or business"): It is sometimes said that stock ownership in a public company is not relevant to an official's interests, because he or she owns a tiny percentage of the stock and therefore has no control over the entity. But the success of the public company does have special meaning to someone who holds a large dollar amount of that company's stock (even if that amount is large only for the individual, not for the corporation) and, therefore, it does constitute an interest that could get in the way of an official's ability to act impartially (as well as the perception of how the official would benefit from the company's success).

The amount of share holdings will not be disclosed, but since there is a minimum amount, it will be clear that any disclosed share holding is sizeable. Therefore, some cities may want a lower threshold amount, so that it is not clear whether a shareholding is large or small.

Subsection 12 ("personal benefit"): Many ethics codes require the expenditure of funds even with respect to personal benefits. But this requirement allows officials to vote, say, on whether they should have to withdraw from participation, when a committee member raises the issue at a meeting. Non-financial interests, such as reputation, are very important to people and have an equally powerful effect on their ability to make impartial

decisions. *I would like to hear about examples of personal benefits you feel should be included as giving rise to a possible conflict of interest, and how you have seen such personal benefits dealt with when they are and when they are not covered by ethics codes.*

Subsection 13: Some cities follow the IMLA Model Code by defining "relatives," generally or in such instances as gift-giving, as anyone within up to the fifth degree of consanguinity. I feel that this term is inappropriate to an ethics code because of its unfamiliarity, its difficulty, and its common usage in law (determining incest). To be in the fifth degree of consanguinity, two individual's first common ancestor must be no more than a total of five generations away. For example, if my grandfather (two degrees) is your great-grandfather (three degrees), there are five degrees of consanguinity between us. In law, because consanguinity is for the purpose of defining incest, it does not include relationship by marriage. However, relationship by marriage is relevant in government ethics.

Throughout this code there are stars next to defined words. If this usage is followed and the code is placed on a city's website, these stars should be turned into links to the Definitions section, so that the definitions can be easily consulted.

Part B: Administrative Provisions

201. Duties of City Clerk.

The City Clerk must maintain on file for public inspection and, with respect to disclosure statements, index in alphabetical order by the last name of the relevant official, employee, candidate, or applicant the following documents:

- (1) A copy of the code of ethics and amendments thereto;
- (2) A statement that the city has established an Ethics Commission, and its composition;
- (3) A copy of the form of annual statement of financial disclosure;
- (4) A list of the names and offices, or positions, of all officials and employees required to file annual disclosure statements;
- (5) Copies of all transactional, applicant, and annual disclosure statements filed pursuant to this code.

202 Maintenance of Disclosure Statements.

1. The City Clerk must transmit promptly to the Ethics Commission copies of each transactional and applicant disclosure statement filed pursuant to sections **101**, **103**, and **104** of this code.
2. The Ethics Commission must index and maintain on file for at least seven years all disclosure statements filed with it pursuant to sections **101**, **103**, and **104** of this code..

203 Ethics Commission: Establishment; Qualifications of Members; Appointment of Members; Term of Office.

To discuss the establishment and role of ethics commissions, click [here](#).

1. There is hereby established an Ethics Commission consisting of five members, plus two alternate members. All members and alternate members must be residents of the city.

2. No member of the Ethics Commission may be, or have been within the three years prior to appointment, an **official or employee***, consultant or contractor of the city; an officer in a political party or political committee; a candidate or an active member of the campaign of a candidate for any office within the Commission's jurisdiction; or a lobbyist. Nor should a member nor any member of his or her immediate family, have, within the three years prior to appointment, sought any special benefits from the city, directly or indirectly. An Ethics Commission member or staff member, or a member of his or her immediate family, may not, directly or indirectly, seek any special benefits from the city, make campaign contributions, nor participate in any way in the campaign of a candidate for any office within the commission's jurisdiction, or of an individual currently within the commission's jurisdiction.

3. Of the regular membership of the Board, no more than two may be registered in the same political party, and at least one must be registered as unaffiliated. The alternate members may not be registered in the same political party.

4. Within sixty days after the effective date of this code, and no later than December 31 each year thereafter, the city's legislative body will appoint the members of the Ethics Commission from a list of nominees prepared by [five-to-seven community organizations, such as the local branch of the League of Women Voters; see **this City Ethics blog post** to see how some local governments do this.]

Comment: *Subsection 1: Five is not a magic number for an ethics commission. In large cities, if there is a lot of activity, it would be best to have a larger number of members, and then allow, say, five-member panels for proceedings, and three-member panels for advisory opinions. When there is little activity, it is often difficult to get a quorum at ethics commission meetings, so it is best to keep the number of members low. This is especially important since an ethics commission may only act by the majority vote of its total membership, not just those members who attend a meeting.*

Subsection 2: There are constitutional problems with excluding elected officials from ethics commissions, but it is a terrible idea to have an elected or appointed official on a commission that is supposed to be independent and without its own conflicts of interest. It undermines the spirit of the ethics code.

The restriction on municipal officials and employees, and lobbyists and party officers, serving on ethics commissions seeks to ensure that the board is as free as possible from pressure from other officials, co-workers and superiors alike.

Subsection 3: The restriction on the political make-up of the board aims to strengthen both the perception and the reality of a board that is not partisan. Ethics commissions must not become political footballs, because this will undermine trust in them and cause people not to file complaints or seek advisory opinions, nor to have faith in their determinations. For the same reason, this code restricts the political activities of ethics commission members.

Subsection 4: The idea of having one or more nonpartisan civic organizations select a city's ethics commission is unusual, but there are no better alternatives to preventing an ethics commission from being (and appearing) political or to ensuring that either party cannot block a member of its party from being disciplined or from getting no more than a reprimand. Another alternative is to require that each member be selected by unanimous vote of the legislative body, but this would still allow the parties to trade votes and make the same selections the two party committees would have made (or in

fact did make). An ethics commission should be as nonpartisan, and without its own conflicts, as possible, and answerable to no one. Only a nonpartisan body can ensure this, at least on a city level (that is, without having a regional or state commission handle city ethics matters; see the next comment for more on this). In any event, instead of politicians (or even nonpartisan civic organizations) selecting only people they know, a vacancy on an ethics commission should be widely publicized, and citizens who are not politically involved should be encouraged to apply.

Smaller municipalities may choose to form joint or regional ethics commissions. Since, in towns, most politically active residents have personal biases and relationships with those most likely to be brought before an ethics commission, a regional ethics commission can provide a truly neutral, independent solution. The decisions of a regional ethics commission will demand much more respect and make people more certain that ethical matters are not being decided based on local loyalties. In addition, towns lack the resources to educate ethics commission members pursuant to 211, and they have too few matters brought before them to allow members to gain the necessary experience. Another alternative, which several states employ, is to have a state ethics commission deal with municipal as well as state matters (the commission can be the same one, or a separate one that focuses on municipal matters, but has access to the same staff expertise). I would like to hear people's feelings about regional and state ethics commissions, as well as their experiences with them.

5. The term of office of Ethics Commission members is three years and runs from January 1 through December 31, except that, of the regular members first appointed, one member will serve until December 31 of the year in which the Board is established, two regular members and one alternate member will serve until the second December 31, and two regular members and one alternate member will serve until the third December 31.

6. An Ethics Commission member will serve until his or her successor has been appointed, in the same manner as the original appointments. Consecutive service on the Ethics Commission may not exceed two full terms, except that a one-term alternate member may thereafter serve two terms as a regular member, and a two-term alternate member may thereafter serve one term as a regular member.

7. Members of the Ethics Commission will not receive compensation but will be reimbursed for reasonable expenses incurred in the performance of their official duties.

8. The unexcused absence of any member from three consecutive meetings, unless the Ethics Commission has excused the absence for good and sufficient reason, shall constitute a resignation.

Comment: Subsection 5: The terms of office of members should be staggered, to provide continuity in the work and philosophy of the board. Municipalities may wish to increase or decrease the length of the term of office or establish a different year of service than the calendar year. However, terms of office should be sufficiently long to ensure that the members acquire expertise, but not so long as to discourage people from serving on the commission. In addition, ethics commission members should not be allowed to become entrenched on the commission; the model law therefore contains a term limitation. However, interested, experienced members may return to the commission after a term off.

204. Ethics Commission: Vacancies.

To discuss the establishment and role of ethics commissions, click [here](#).

When a vacancy occurs in the membership of the Ethics Commission, the vacancy will, within sixty days, be filled for the unexpired portion of the term in the same manner as regular appointments. Any person appointed to fill a vacancy on the Ethics Commission must meet the qualifications and limitations set forth in **203** of this code.

205. Ethics Commission: Removal of Members.

To discuss the establishment and role of ethics commissions, click [here](#).

An Ethics Commission member may be removed from office by at least a three-fourths majority of the legislative body, after written notice, including a clear statement of the grounds for removal, and opportunity for reply, at least thirty days before voting on removal. The only grounds for removal are failure to meet the qualifications or limitations set forth in **203** of this code, substantial neglect of duty, gross misconduct in office, inability to discharge the powers or duties of office, and violation of this code.

Comment: The party in power cannot be allowed to change the membership of the ethics commission when a colleague comes before it. This does happen, and it can be very damaging to a city's trust in its government. It is preferable that it be made very difficult to get rid of ethics commission members. Please share experiences with the removal or attempted removal of ethics commission members.

206. Ethics Commission: Meetings.

To discuss the establishment and role of ethics commissions, click [here](#).

At its first meeting each calendar year, the Ethics Commission will elect a chair and a vice-chair from among its regular members; alternate members may vote for chair and vice-chair. A majority of the regular members is required for the Commission to take any action. The chair or a majority of the regular members may call a meeting of the Commission.

207. Ethics Commission: Jurisdiction, Powers, and Duties.

To discuss this and the following sections on ethics commission powers and duties, click [here](#).

1. The Ethics Commission may only act with respect to current and former **officials and employees*** (and those who, although acting under contract, appear to act as government officials and employees), **consultants***, applicants, candidates, and persons and entities that do or seek business with the city (including the owners and officers of such entities, and subcontractors and other indirect beneficiaries), are required to make applicant disclosures, give **gifts*** to **officials and employees*** or their **relatives***, induce, encourage, or aid anyone to violate any provision of this code, or are otherwise covered by the provisions of this code.

2. The termination of an official's or employee's term of office or employment with the city does not affect the jurisdiction of the Ethics Commission with respect to the requirements imposed on him or her by this code.

Comment: Jurisdiction over former officials and employees, as well as over those who do business with the city or give gifts, can be controversial. The extent of jurisdiction allowed by courts (when they have had to decide this issue) varies among states, but

often it is unclear, and many lawyers, especially those involved politically, will automatically say that there is no such jurisdiction. Nothing makes government officials and employees feel more secure than knowing all they have to do is quit in order to prevent an ethics or corruption matter from being investigated. Therefore, it is important to make it clear in advance to officials and employees that quitting is not an antidote to ethics violations. I would like to hear about the law in various states, and experiences people have had or know about where jurisdiction has been successfully or unsuccessfully challenged, and the effects of such challenges on ethics systems.

3. Unless otherwise stated, all Ethics Commission decisions or determinations must be made by the affirmative vote of a majority of members present.

4. The Ethics Commission has the following powers and duties:

(a) To solely prescribe and promulgate rules and regulations governing its own internal organization and procedures in a manner consistent with this code;

(b) To appoint hearing officials, an executive director, if necessary, and such other staff as are necessary to carry out its duties under this code, and to delegate authority to the executive director, if any, to act in the name of the Commission between meetings of the Commission, provided that the delegation is in writing and the specific powers to be delegated are enumerated, and further provided that the Commission may not delegate the power to render a formal advisory opinion, determine a violation, impose a penalty, seek any remedy not otherwise delegated in this code to the legislative body, or refer a matter to a prosecutor. An executive director must meet the qualifications of an Ethics Commission member as specified in [203](#) of this code;

(c) To prepare and provide forms for complaints and for annual, applicant, and transactional disclosure statements, pursuant to [section 208](#);

(d) To review, index, and maintain on file disclosure statements filed with the Commission, pursuant to [sections 202 and 208](#) of this code;

(e) To render, index, and maintain on file advisory opinions pursuant to [section 209](#);

(f) To review, index, maintain on file, and dispose of complaints, and to make notifications and conduct investigations pursuant to [section 213](#);

(g) To conduct hearings, apply and recommend disciplinary action, assess penalties, make referrals, and initiate appropriate actions and proceedings pursuant to [sections 214 and 215](#);

(h) To dispose of waiver requests pursuant to [section 210](#);

(i) To provide training and education to officials, employees, and those doing business with the city pursuant to [section 211](#);

(j) To prepare an annual report and recommend changes to this code pursuant to [section 212](#);

(k) To provide for public inspection of certain records pursuant to [section 217](#); and

(l) To make this code and explanations of it available for reproduction and distribution pursuant to [section 219](#).

Comment: Subsection 4: This model code is intended to minimize the administrative burden on municipalities. For that reason, only sizeable cities will find it necessary to hire an executive director and staff for their ethics commissions. In such instances, the code should specify the powers and duties of the executive director, for example, carrying out investigations or overseeing ethics officers. All other municipalities can rely

upon other municipal staff members for the occasional secretarial services or legal advice the enforcement of the law will require.

However, care must be taken that any municipal staff used by the ethics commission maintain the confidentiality of commission actions and remain free from conflicts of interest and political and other pressures from superiors and peers. In particular, where the city attorney is a political appointee or is otherwise beholden to the chief elective official or a majority of the governing body, the commission must have the authority, when necessary, to obtain independent counsel. For that reason, some municipalities may wish to require, in their ethics code, funding for such counsel.

This raises the general issue of funding. One of the most popular ways to prevent an ethics commission from doing too good a job investigating alleged violations of the ethics code is to restrict its budget. With a small budget, it will be forced to depend on the city attorney and will have to cut corners and delay investigations. If it is possible, a city seeking to improve its ethical environment should set a healthy budget for the next few years, with minimum increases tied to inflation.

5. Ex Parte Communications

(a). An Ethics Commission member may not communicate, directly or indirectly, with any party to an ethics proceeding or with any person who has a direct or indirect interest in the outcome of an ethics proceeding (other than communications necessary to procedural aspects of maintaining an orderly process, including settlement negotiations) without notice and opportunity for all parties to participate. Such communications constitute ex parte communications.

(b). It is an ethics violation for anyone to make, or attempt to make, directly or indirectly, an ex parte communication to an Ethics Commission member.

(c). An Ethics Commission member who receives an ex parte communication must place on the record of the matter all written communications received, all written responses to the communications, and a memorandum stating the substance of all oral communications received, all responses made, and the identity of each person from whom the member received, directly or indirectly, an ex parte communication. The member must advise all parties that these documents and information have been placed on the record.

(d). Within fourteen days after receiving notice of an ex parte communication, any party, or other person mentioned, may place a written rebuttal statement on the record.

(e). If, before an ethics proceeding, an Ethics Commission member receives an ex parte communication that could not properly be received during the proceeding, the member must disclose the communication to the Commission and, when the proceeding commences, the documents and memo must be placed on the record of the proceeding, as set forth in subparagraph (c).

(f). If necessary, to eliminate the effect of an ex parte communication, an Ethics Commission member who receives the communication may be asked by the Commission to withdraw. However, the Commission should not allow a party to a proceeding, or other interested person, to use an ex parte communication to remove a member from an active role in a proceeding.

Comment: *Restricting ex parte communications can make the ethics process slower and more difficult for everyone. But it is important that officials not be permitted to use their offices to influence an Ethics Commission's members. Even the appearance of*

manipulation is disastrous to an ethics program. In larger jurisdictions, where there is more than one staff member, and a separation of prosecutorial and advisory functions, an ex parte communication provision should be extended to staff performing a prosecutorial function with respect to any particular proceeding.

208. Lists, Complaint Forms, and Disclosure Statements.

To discuss this and the previous sections on ethics commission powers and duties, click [here](#).

1. The Ethics Commission will annually review the list of **officials and employees** required to file annual disclosure statements, to determine whether the lists are complete and accurate. Within ninety days after it has been formed, and by February 1 each year thereafter, the Ethics Commission must (a) cause to be filed with the City Clerk a list of the names and offices, or positions, of all officials and employees* and others required to file annual disclosure statements pursuant to **103** of this code; and (b) notify all such persons of their obligation to file an annual disclosure statement.
2. The Ethics Commission will prepare forms for complaints and for annual, applicant, and transactional disclosure statements, and will make these forms available at the City Clerk's office and on the city's website, for easy downloading.
3. By June 15 of each year, the Ethics Commission must review all annual disclosure statements filed with it to determine whether any person required to file such a statement has failed to file it, has filed a deficient statement, or has filed a statement that reveals a possible or potential violation of this code.
4. The Ethics Commission must review all transactional disclosure statements filed with it.
5. If the Commission determines that an annual or transactional disclosure statement is deficient or reveals a possible or potential violation of this code, the Commission will notify the person in writing of the deficiency or possible or potential violation, and of the penalties for failure to comply with this code.

209. Advisory Opinions.

To discuss advisory opinions, click [here](#).

1. Upon the written request of any **official or employee,*** including former officials and employees who served or were employed within the prior three years, and also including those who intend to soon become an official or employee, as well as any candidate, **consultant**, or person or entity doing business with the city or seeking a special benefit from the city, or intending to soon do so, the Ethics Commission must render, within fifteen days after the date of its next regular meeting, a written advisory opinion with respect to the interpretation or application of this Code with respect to future actions only. If an earlier response is desired, or if the Ethics Officer determines that the situation does not require a formal advisory opinion, a verbal, mailed, or e-mailed opinion will be provided by the Ethics Officer.
2. Any person or entity may request informal, verbal advice from the Ethics Officer about any situation, including hypothetical situations, but such advice is not binding and there are no time requirements.

3. The Ethics Commission will designate one of its members or alternate members, or another individual selected by the votes of at least four sitting members, to be the Ethics Officer, for the purpose of quickly responding to questions regarding the requirements of this Code. The Ethics Officer's phone number and e-mail address will be made available on the Commission's website. The Ethics Officer's informal opinions may be relied upon, in good faith, but will not be binding upon the Commission or upon the person making the request.

4. An advisory opinion rendered by the Ethics Officer or the Ethics Commission, until and unless amended or revoked, is binding upon the Ethics Commission in any subsequent proceeding concerning the person or entity that requested the opinion, or to which the advisory opinion referred, and acted in good faith, unless the requester omitted or misstated a material fact in requesting the advisory opinion. The advisory opinion may also be used as a defense in any civil action brought by the Ethics Commission or the city.

5. A written advisory opinion is also binding on an official, employee, candidate, contractor or other person under the Ethics Commission's jurisdiction to whom it directly applies. If the Ethics Commission has reason to believe that a written advisory opinion has not been complied with, it will take appropriate action to ensure compliance, including but not limited to the filing of a complaint pursuant to 213(3).

6. Advisory opinions (with unnecessary financial and personal details redacted) will be indexed and maintained on file by the Ethics Commission and will also be available on the city website. Officials, employees, and businesses should be notified about advisory opinions that directly affect their conduct.

7. A requester of ethics advice may seek reconsideration of a written advisory opinion by the Ethics Officer or the Ethics Commission. A request for reconsideration must allege that (1) a material error of law has been made; (2) a material error of fact has been made; or (3) a change in materially relevant facts or law has occurred since the request for ethics advice was made. The Ethics Officer's decision upon reconsideration may be appealed to the Ethics Commission. An Ethics Commission's decision upon reconsideration is final and may not be appealed. The Ethics Officer or Ethics Commission may reconsider its advice on its own initiative, providing notice to whoever originally requested the advice and to any official, employee, or other person under the Ethics Commission's jurisdiction that will be directly impacted by the advice. Advice stands until it has been amended; it is not suspended pending reconsideration or appeal.

Comment: *This is the Ethics Commission's most important responsibility. It is very important for local government officials and employees, whenever they are uncertain as to whether they should proceed with a matter, to immediately seek advice. This will prevent unethical conduct from occurring due to a lack of knowledge or understanding, and will create a series of precedents to guide officials and employees in the future.*

In smaller jurisdictions that do not provide for paid staff, ethics officers sometimes work on a volunteer or part-time basis (and ethics officers can be shared among small jurisdictions). They can be very helpful in providing quick advice before possible conflicts can cause problems. Ethics Commissions rarely meet often enough to provide timely advice, and town, city, and county attorneys rarely have the training, and rarely are unbiased enough, or seen as unbiased enough, to provide trustworthy advice.

There is nothing worse than having an official told by a government attorney that he or she can do (or not do) something which, whether a violation of the ethics code or not, would undermine citizens' trust in their government officials. And yet this happens all the time. A truly neutral ethics officer can prevent this from happening.

Although it is common for informal ethics advice not to be binding on the ethics commission and not to require an official to follow it, if the informal ethics advice is put into writing, and the facts are confirmed by the requester, it is best to treat the informal ethics advice as binding on both the requester and the ethics commission.

The reference to civil actions in subsection 3 refers to actions for damages, civil forfeiture, debarment, or injunctive relief.

Subsection 5: Here, cities might want to reference specific privacy laws or laws regarding public records, or refer more generally to such laws.

210. Waivers.

To discuss waivers and exclusions, click [here](#).

1. Upon written application and upon a showing of compelling need by the applicant, at an open session after public notice, the Ethics Commission may in exceptional circumstances grant the applicant a waiver of subsections **1-10, 1-11, 13-19, 21** of 100, **101(1)(a), 106**, or **108** of this code. To allow a waiver, the Ethics Commission must determine either that the applicant has a compelling need or that overall, when considering the possible damage to the community, the conduct would clearly be beneficial to the community. The Ethics Commission must also determine the extent to which the waiver might create a potential for undue influence, unfair advantage, or a serious appearance of impropriety.

2. Waivers must be in writing and must state the grounds upon which they are granted. Within ten days after granting a waiver, the Ethics Commission must publish the waiver on its website in a clearly designated area..

Comment: *A provision for waivers of ethics provisions is dangerous because it opens the door to the wholesale gutting of an ethics code, encourages political pressure on ethics commissions by individuals and groups within the community, and leads to charges of partiality, all of which undercut the perception of the ethics commission as an impartial body of high integrity. For those reasons, many municipalities may wish to forego a provision for waivers. Other municipalities, concerned about the need to remedy unnecessary hardship that ethics provisions may impose upon an individual in a particular instance, will wish to run these risks.*

To minimize the risks, this section sets a high standard for granting a waiver ("compelling need" and "exceptional circumstances"), restricts waivers to certain specified provisions, and requires that the waiver be published. Moreover, the meeting of the ethics commission at which the waiver is considered must be held in open session after public notice.

Some cities may want to list criteria for providing waivers. For example, here are the criteria that Baltimore considers sufficient (one of either (1)-(4) plus (5)):

- (1) the action would constitute an unreasonable invasion of privacy;*
- (2) compliance would constitute a hardship;*
- (3) the nature of the activities of the person, agency, board, or commission does not require compliance;*

(4) compliance would significantly reduce the availability of qualified people for public service;

(5) the particular exemption would not be contrary to the purposes of this article.

Some cities may want to list possible reasons for waivers as a guide for both officials and the ethics commission. For example, here are Denver's sample waivers for nepotism:

(1) The relative who was proposed to be hired was certified through a competitive process conducted pursuant to law, and the officer, official, or employee who would make the appointment did not influence or affect the certification.

(2) The officer, official, or employee who would officially make the appointment is acting ministerially and did not select the relative or attempt to influence the person who did.

(3) The relative who would be in the line of supervision was already working in the agency before the officer, official, or employee came into the line of supervision, and the officer, official, or employee can and will abstain from participating in any personnel actions involving the relative.

And then there are exemptions. Some codes include a number of exemptions, providing an alternative list of provisions that show what is acceptable, as opposed to what constitutes a violation. These exemptions have been omitted from this model code, because I feel they are self-evident and because, although they are self-evident, they can be used as defenses by respondents who can say they misconstrued their conduct as falling within one of the exemptions. For example, as I said above, the standard of interference with discharge of duties is too ambiguous a criterion; when it is applied in the negative sense (as in (b) below) - that there is no conflict of interest where there is no such interference - it is easy to argue that there was no such interference. Here is what the IMLA Model Code lists as exemptions:

(a) No provision of this Ordinance shall be construed to prohibit or restrict any City employee from negotiating, entering into or enforcing a collective bargaining agreement between the City and a labor union to which the employee belongs pursuant to state or federal law. No public servant shall be deemed to have a conflict of interest due to any lawful action taken pursuant to a collective bargaining agreement. The mere fact that public servants have entered into a collective bargaining agreement, however, shall not exempt them from any provision of this Ordinance unless the City is barred by the collective bargaining agreement from adopting the provision in question.

(b) This Ordinance does not prevent any public servant from accepting other employment or following any pursuit which in no way interferes with the full and faithful discharge of his or her public duties, provided that the public servant complies with all applicable City requirements, including any requirements imposed by this Ordinance.

(c) No public servant shall be deemed to have a conflict of interest by virtue of carrying out any contract pursuant to which the public servant directly or indirectly received income or benefits in the form of compensation for the performance of official duties.

(d) A former public servant is not prohibited from entering into a contract to represent the City in any matter.

(e) No public servant shall be deemed to have a conflict of interest by virtue of sharing, directly or indirectly, in the benefit of a lawful City action when the benefit to the public servant is substantially the same as the benefit to the public at large or to a segment of the public to whom the benefit is provided in a nondiscriminatory manner.

(f) This Ordinance does not prohibit any public servant from taking any action to approve the lawful payment of salaries, employee benefits, reimbursements of actual and necessary expenses, or other lawful payments which are authorized in accordance with City policies.

(g) This Ordinance does not prohibit public servants from taking any official action properly within the scope of their duties with respect to any proposal to enact or modify law or public policy.

(h) This Ordinance does not prohibit an elected official from raising campaign contributions in any manner which is otherwise permitted by law.

(i) This Ordinance does not prohibit communication between an individual or organization and a candidate regarding the candidate's views, record or plans for future action regarding an issue or measure in an attempt to determine a candidate's viewpoints or how the candidate plans to act in the future, if such communication results in an endorsement of the candidate, a decision not to endorse the candidate, or a contribution or expenditure required to be recorded or reported under a state statute.

(j) Actions which might otherwise be alleged to constitute a conflict of interest shall be deemed to comply with this Ordinance and not to be a conflict of interest if:

(1) before acting, the public servant requested and received a written opinion from the City Attorney or a formal ethics opinion or a confidential advisory opinion from the Board in accordance with the procedures established in this Ordinance; and

(2) the material facts, as stated in the request for an opinion, are true and complete; and

(3) the actions taken were consistent with the opinion.

211. Training and Education.

To discuss this section, click [here](#).

The Ethics Commission (1) will, within one year after its passage, make this code, and explanations of its provisions (including information on how to fill out all forms and statements), available (including, but not limited to, on the city website) to all **officials and employees**, candidates and **consultants***, and to municipal residents and to all persons doing business or interested in doing business with the city, and (2) will develop educational materials and a required educational program for the officials and employees of the city, and those who do business with the city, regarding the provisions of this code. The educational program must begin within eighteen months after this code goes into effect. In addition, the Ethics Commission will hold an annual workshop for new and old officials and employees to discuss this code, its values and goals, its enforcement, and the ways in which it has affected their work and the working of the city government.

212 Annual Reports; Review of Ethics Laws.

To discuss this section, click [here](#).

1. The Ethics Commission must prepare and submit an annual report to the legislative body, summarizing the activities, decisions, and advisory opinions of the Commission. The report may also recommend changes to the text or administration of this code. The report must be submitted no later than October 31 of each year, covering to the year

ended August 31, and must be filed with the City Clerk and made available on the city website.

2. The Ethics Commission will periodically (no less than every five years) review this code, the enforcement of the code, and the Commission's rules, regulations, and administrative procedures to determine whether they promote integrity, public confidence, and participation in city government, and whether they set forth clear and enforceable, common-sense standards of conduct. After at least one public hearing, it may recommend to the legislative body amendments to this code.

213. Filing a Complaint; Investigations.

To discuss this section, click [here](#).

1. Upon receipt of a complaint on a form prepared by the Ethics Commission pursuant to **208(2)**, which any person or entity may file, the Ethics Commission will first determine if it, in fact, alleges an action or inaction that, if the allegations are true, might constitute a violation of this code, and that at least one person or entity accused of a violation is covered by this code. If the Ethics Commission determines that no such action or inaction has been alleged or that no one accused is covered by this code, then it will dismiss the complaint with notice to the complainant. Similarly, if the Ethics Commission determines that an alleged violation is so minor that it is not worthy of investigation, then it will dismiss the complaint with notice to the complainant. The Ethics Commission must make this determination within thirty days of receipt of a complaint.

Comment: *It is common to require complainants to swear to their allegations, and some ethics codes contain penalties for those who make knowingly false accusations in their complaints. But this makes it hard for individuals and, especially, entities to file complaints, because they often are not certain as to the facts of a matter. They have only done limited investigation. But they believe they have enough information to seek an investigation by the ethics commission. Even with whistle-blower protection, city employees - the people who know best what is happening in the city - are afraid to come forward or get involved in controversial, protracted proceedings. Officials often depend on this reluctance when they act unethically. Allowing hotline tips does not require changing this subsection, because the final complaint would be filed by the ethics commission.*

Most ethics codes limit complaints to individuals, but this model code allows entities to file as well. This is especially intended to allow civic organizations and citizens groups to file complaints, because there are many instances where an individual's filing leads to slap suits and other forms of harassment from wealthy respondents. The threat of suit is one of the most serious obstacles to the workings of an ethics system.

For more about minor or de minimis violations, see the [City Ethics blog post](#) on this topic.

2. A complaint must be filed within one year after the complainant discovered the alleged violation. Complaints may be filed against **officials and employees*** who no longer hold office or are no longer employed.

3. The Ethics Commission may, on its own initiative, determine through an inquiry into informal allegations or information provided directly to the Commission, through the hotline, by referral, in the public news media, or otherwise that a violation of this code may exist, and prepare a complaint of its own. The Ethics Commission may also amend

a complaint that has been filed with it by adding further allegations, by adding respondents involved in the same conduct, directly or indirectly, by action or inaction, or by deleting allegations that would not constitute a violation of this code, have been made against persons or entities not covered by this code, or do not appear to be supported by the facts. The Ethics Commission may also consolidate complaints where the allegations are materially related.

4. The Ethics Commission must send notification of the accepted or self-initiated complaint, as amended, as well as any further amendment, to the respondent against whom the complaint was filed, not later than seven days after making the determination in subsection 1 or the preparation of a complaint or amendment pursuant to subsection 3. A copy of the complaint, and of any amendments, must accompany such notice. The Ethics Commission must also send notification to the complainant in writing of its receipt and acceptance of the complaint, and of any amendments. Here and elsewhere, "complainant" and "respondent" might consist of more than one person or entity.

5. Settlement Agreements

a. At any time after a complaint has been filed, the Ethics Commission may seek and enter into a settlement agreement with the respondent. At any time after a complaint has been filed, the Ethics Commission may seek and enter into a settlement agreement with the respondent. The settlement agreement will include the nature of the complaint, findings of fact, conclusions of law, the Commission's reasons for entering into the agreement, an admission of violation by the respondent, and a waiver of the right to a hearing and to appeal. It will also, where relevant, include a promise by respondent not to do certain actions, the imposition of penalties permitted by this code, remedial action to be taken, and oral or written statements to be made.

b. In determining whether a matter is appropriate for settlement, the Ethics Commission should consider the following factors, as well as other factors it considers relevant: (i) the severity of the alleged conduct; (ii) the respondent's apparent level of knowledge and willfulness regarding the alleged conduct; (iii) whether the alleged conduct appears to be an isolated event or part of a pattern of conduct; (iv) whether the alleged conduct appears to indicate violations of criminal laws; (v) the complexity of issues or evidence, and the likely scope of an investigation and hearings; (vi) the involvement of other agencies in the investigation of the respondent's conduct; (vii) the existence of Ethics Commission precedent concerning the alleged conduct; (viii) the age of the facts alleged in the complaint; (ix) the resources and priorities of the Ethics Commission; and (x) whether the respondent self-reported the alleged conduct or sought an advisory opinion regarding it.

c. Any settlement agreement approved by at least three members of the Ethics Commission will be a public record. However, all meetings held and documents relating to the settlement negotiations will be kept confidential, unless the parties agree otherwise.

d. If a settlement agreement is breached by the respondent, the Ethics Commission may rescind the agreement and reinstitute the proceeding. However, no information obtained from the respondent in reaching the settlement, which is not otherwise discoverable, may be used in the proceeding.

Comment: *Most city and town ethics codes do not explicitly deal with settlement agreements, but most state ethics codes do. The above language is based on that of*

several state ethics codes and rules, especially those of Ohio and Georgia. Settlements are especially important because ethics commissions tend to have limited resources. In most cases, there is no need for lengthy investigations and hearings. And since the principle goal of ethics enforcement (as opposed to the criminal process) is to provide guidance, a public settlement agreement that includes a reasonable penalty is more important than an expensive proceeding that may or may not produce a more severe penalty. In fact, some states (and at least one city) make settlement the default or preferred approach. Arkansas' code requires a written Offer of Settlement when probable cause is found. Texas's code requires that, upon a determination that there is credible evidence, the commission "resolve and settle the complaint or motion, to the extent possible." Los Angeles delays public announcement of a finding of probable cause so that a settlement can be reached. Oregon's Administrative Rules "encourages the settlement of a case," and Ohio's extensive settlement rules shows a propensity for settlement. But most codes and rules do little more than mention the possibility of settlement, providing little guidance. Following are a few different approaches or considerations that I have found. Rhode Island explicitly refers to an informal conference between the executive director and the respondent to negotiate a settlement, as well as to a hearing of the commission to review the executive director's settlement (in executive session). Alabama includes the Attorney General or District Attorney in any settlement where they are involved, limiting settlement to "minor violations." Ohio requires consultation with the complainants, and the commission may require the complainant to file an affidavit setting forth the allegations he or she wants the commission to consider in settlement negotiations (and respondent is permitted to respond with an affidavit). Massachusetts provides three alternatives to a settlement agreement: (i) a compliance letter, which warns that future violations may be pursued through a public proceeding in cases where the violation does not involve "willful misconduct, significant economic advantage, the misuse of influence or confidential information, significant economic loss to the public, or the potential for serious impact on the public confidence in its officials"; (ii) a public educational letter, which reviews the alleged violations for preventative and educational purposes, but assesses no civil penalty; and (iii) a public enforcement letter, where the respondent does not admit to a violation. Georgia similarly distinguishes between a settlement where the respondent admits or does not admit to a violation; penalties can be imposed only in the former case.

6. If a complaint is accepted or prepared pursuant to subsections 1 or 3, the Ethics Commission must conduct an investigation. From this point on, the complainant may not withdraw his or her complaint, although he or she may request that the Ethics Commission either make a finding of no probable cause or no violation, or suggest a settlement with the respondent. In conducting such an investigation, the Ethics Commission may administer oaths or affirmations, subpoena witnesses, compel their attendance, and require the production of any books or records it deems relevant and material. The Police Department and all city agencies, bodies, officials, and employees are required to respond fully and truthfully to all enquiries and cooperate with all requests of the Ethics Commission or its agents relating to an investigation. It is a violation of this code for any **official or employee*** to deny access to information

requested by the Ethics Commission in the course of an investigation or a public hearing, except to the extent that such denial is required by federal, state, or local law.

Comment: *The reason complainants are not permitted to withdraw their complaints is to prevent respondents from pressuring them to do so. Once a possible violation has been brought to the Ethics Commission's attention, it is not a proceeding of complainant against respondent, but an ethics issue for the city to determine.*

Some cities might want to go beyond settlement at the complainant's suggestion to allowing the respondent a chance to admit and remedy violations of the code, either by providing a short period (up to two weeks) before the investigation begins, or by allowing remedy during the investigation period itself. The Commission must determine whether any actions truly remedy the situation sufficiently that not even a reprimand is in order. In the alternative, a city might want to allow the Commission to enter into settlement agreements with respondents, allowing for, say, a reprimand in return for remedying a violation, for example, by returning money, resigning from a board, making a formal apology, or changing the terms of a contract. It should be recognized, however, that in many cases, it is too late for a remedy, because action has been taken that cannot be undone.

Please share your experiences with settlements and various sorts of reparations in municipal ethics cases, and what you think of alternative approaches and provisions.

The requirement of cooperation may also be placed among the ethics provisions, because cooperation is an ethical requirement, that is, another way in which government officials should put the public interest (investigating ethics violations) ahead of their personal interests (whatever they may be that might hinder the investigation). It should appear or be referenced here, as well, as a signal to the Commission and others that such cooperation may be expected.

7. The goal of the investigation is to determine whether there is probable cause to believe that a violation of this code has occurred. "Probable cause" means that there are reasonable grounds that a violation has occurred.

Comment: "Preponderance of the evidence" is how this Model Code originally defined "probable cause," but this is the highest burden associated with a finding of probable cause, so it has been lowered. The traditional, criminal law probable cause involves a "fair probability" of criminal activity, which is much less than a preponderance of the evidence. As discussed in [a City Ethics blog post](#), many jurisdictions don't even define "probable cause." I think it's very important to define it. "Reasonable grounds," like "sufficient evidence," means that there is reason to believe there was a violation, but before a hearing and full investigation, there is not evidence sufficient to make it more likely than not that a violation occurred.

8. The respondent may file with the Ethics Commission a response to the complaint within thirty days after his or her receipt of the complaint. The response, if any, must be sent to the complainant by the Ethics Commission within five days after its filing, and, within fifteen days after receipt, the complainant may file with the Ethics Commission a response to the respondent's response, which the Ethics Commission must send to the respondent within five days after its filing.

9. During the investigation period, the Ethics Commission may amend a complaint to include other violations which it reasonably suspects to have occurred. It must send a copy of any such amendment to the respondent and complainant within seven days after the amendment has been made.

10. The investigation will be confidential unless the respondent requests that it be public or unless the respondent makes public the fact of or any information concerning the proceeding. The respondent has the right to appear and be heard, and the complainant has the right to attend any such hearing and be heard.

Comment: Confidentiality during an investigation is important to protect innocent respondents, as well as to depoliticize the process. Complaints are sometimes filed for the express purpose of embarrassing, harassing, or taking revenge on public officials, often during an election season. No one can stop people from making public accusations, but sadly, when accusations become official proceedings, they are taken more seriously by the press as well as by city residents. It is important that the proceedings themselves remain secret until a finding of probable cause has been made, and that an ethics commission be clear that even such a finding is far from an actual finding of a violation. It should be emphasized that confidentiality here refers solely to the proceedings themselves, including their existence, not to the underlying accusations. A resident can tell the world that an official is benefitting from a city contract (whether or not this is true; defamation laws deal with false accusations), but not that the ethics commission is investigating a complaint that makes this accusation.

11. If the Ethics Commission determines that there is no probable cause to believe that a violation of this code occurred, it will dismiss the complaint and send notification of this dismissal to the complainant and respondent. If it determines that there is probable cause, it will send notification of this finding to the complainant and respondent. In its letter of dismissal or notification of finding, which must be sent within five days after the vote on probable cause, the Ethics Commission must set forth a brief summary of the facts and the reasons for dismissal or a finding of probable cause.

12. Nothing in this section may be construed to permit the Ethics Commission to conduct an investigation of itself or of any of its members or staff. If the Ethics Commission receives a complaint alleging that the Commission or any of its members or staff has violated any provision of this code, or any other law, the Commission must promptly transmit to the legislative body a copy of the complaint.

13. If an allegation in a complaint is made under this section with the knowledge that it is without foundation in fact, the respondent has a cause of action against the complainant for damages caused by the complaint. If the respondent prevails in such an action, the court may award the respondent the costs of the action and reasonable legal fees.

14. The city will pay reasonable legal fees with respect to an Ethics Commission proceeding, not including a request for an advisory opinion, (a) to the respondent if the Ethics Commission makes a finding of no probable cause and (b) to the complainant if the Ethics Commission makes a finding of probable cause. The Ethics Commission will determine what fees are reasonable, both the rate and the services rendered.

Comment: Many local governments feel it is fair to protect their officials and employees from having to pay legal fees for frivolous complaints. By requiring a finding of probable cause, this protection is provided. It is less common for local governments to feel it is

fair to help complainants with their legal expenses, even though, if their allegations are true, they are doing a public service. That is why this provision provides for their legal expenses, too, but only if there is substantial evidence that their allegations are true and state a violation. This encourages complainants, who otherwise are taking a risk filing their complaint, both in terms of their jobs, if they are officials or employees, as is common, and in terms of opening themselves up to retaliation suits.

It is important that only reasonable legal fees be allowed. Otherwise, parties will have an incentive to run up large fees, delay and hamper an ethics proceeding, and use an attorney to defend their reputation and other superfluous services. The reimbursement of extravagant legal fees can sink an ethics program. Legal fees prior to a probable cause finding should be limited, because counsel plays a limited role before hearings are held. A complainant's use of counsel should be limited throughout an ethics proceeding. It is best to determine in advance a top fee rate for various types of legal professional, so that this decision is not made for a particular case.

Some respondents file suits in retaliation or to delay or even enjoin an ethics proceeding. These should be considered private matters not subject to reimbursement by the local government. If there is a situation where the city government feels a respondent's suit is necessary and in the public interest, its legislative body should be the one to consider reimbursement of legal fees. But such a situation should be exceptionally rare.

214. Public Hearing Process.

To discuss this section, click [here](#).

To discuss open vs. confidential hearings (dealt with further in [section 217](#)), click [here](#).

1. After a finding of probable cause, the Ethics Commission should hold one or more public hearings, and the first public hearing must commence within sixty days after the finding of probable cause. The goal of these public hearings is to determine whether or not a violation of the Code of Ethics has occurred. The hearings will be held with reasonable promptness, with the last hearing to be held not more than one-hundred-and-eighty days after the finding of probable cause.

2. Any person who is, in the opinion of the Ethics Commission, adversely affected by comments made during a hearing, may testify in response at a hearing, directly or through a representative.

3. The Ethics Commission may refer the matter to an authority or person or body authorized by law to impose disciplinary action pursuant to applicable law or collective bargaining agreement or, if it determines there are possible criminal violations, to the appropriate prosecutor.

4. Extension of time. Extensions of time to any of the time limitations specified in this section may be granted by the Ethics Commission, for cause, which must be stated in granting the extension. If no meeting can be held before such time limit runs out, the chair may extend the limit until the following meeting.

a. The Ethics Commission must give written notice of any extension(s) of time to the respondent and the complainant.

b. No extensions may be given for time periods required for notification.

5. Rules and Procedure for Public Hearings.

a. Public hearings will be conducted under the Ethics Commission's rules and regulations, subject to any applicable provisions of law and collective bargaining agreements. The rules and regulations will include the following: oral evidence will be taken under oath; documentary evidence may be received in the form of copies or excerpts, if the original is not readily available and, upon request, parties and the Ethics Commission will be given the opportunity to compare the copy to the original; the state's administrative rules of evidence, rather than strict rules of judicial evidence, will be followed, to allow a liberal introduction of testimony and documentary evidence; and the respondent has the right:

(1) To be represented by counsel.

(2) To present oral or written documentary evidence which is not irrelevant, immaterial, or unduly repetitious.

(3) To examine and cross-examine witnesses required for a full and true disclosure of the facts.

b. The Ethics Commission may subpoena, and its members may question verbally or in writing, witnesses to testify and may compel production of documents and other effects as evidence, and failure to obey such subpoena shall constitute a misdemeanor.

c. At all hearings relating to a complaint, a court stenographer will record the proceedings.

d. Upon the request of either the complainant, the respondent, or any member of the Ethics Commission, the Ethics Commission will cause the hearings to be tape-recorded or filmed, and a transcript to be made. If this is requested by either a respondent or complainant, the requesting party will bear the costs.

6. With respect to the public hearing process, the Ethics Commission will follow the requirements of Freedom of Information legislation.

215. Finding of Violation; Penalties; Injunctive Relief.

To discuss penalties and other relief, click [here](#).

1. Disciplinary Action.

Within thirty days after the last hearing, the Ethics Commission will determine whether to dismiss the complaint or, upon a finding of a violation of this code, to take appropriate disciplinary action pursuant to **107** of this code, or to recommend disciplinary action to the legislative body in circumstances where such action is required by **107(2)** or by this section.

2. Finding a Violation.

A finding of a violation of this code requires the affirmative vote of three members of the Ethics Commission that there is clear and convincing evidence that the respondent has violated this code. Any member not present at all public hearings and deliberations may not vote. The written final decision must specify the code sections violated and provide a factual explanation supporting each violation or, if no violation is found, findings of fact and the reasons for dismissal. When determining the appropriate penalty, the following should be considered: the severity of the respondent's offense; the position and responsibilities of the respondent; the presence or absence of any intention on the part of the respondent to conceal, deceive, or mislead; whether the violation was deliberate, negligent, or inadvertent; and whether the incident was isolated or part of a pattern.

Another consideration is whether the respondent has depended on advice of counsel, but this cannot be used as a defense against the finding of a violation; only advice of the Ethics Officer or Ethics Commission may be considered as a defense. The Ethics Commission must file its memorandum of decision with the City Clerk, and send it to the complainant and respondent, within ten days after it votes.

Comment: *"Clear and convincing evidence" is only one possible basis on which to find a violation. Please provide information about other bases and your feelings about and experiences with them.*

3. Reprimand or Civil Fine

The Ethics Commission, on behalf of the city, may reprimand any person or entity it finds has violated this code, or it may impose on such person or entity a civil fine as provided in **subsections 2 and 3 of 107** of this code.

4. Damages.

The Ethics Commission, on behalf of the city, may initiate an action in the court of appropriate jurisdiction to obtain damages, as provided in **subsection 4 of 107** of this code.

5. Civil Forfeiture.

The Ethics Commission, on behalf of the city, may initiate an action or special proceeding, as appropriate, in the court of appropriate jurisdiction to obtain civil forfeiture, as provided in **subsection 5 of 107** of this code.

6. Injunctive Relief.

The Ethics Commission, on behalf of the city, may order a violator to cease and desist the violation if the violation is still ongoing, or it may initiate an action or special proceeding, as appropriate, in the court of appropriate jurisdiction for injunctive relief to enjoin a violation of this code or to compel compliance with this code. The Ethics Commission may also order a violator of a disclosure requirement to file an unfiled disclosure statement or to add information to a filed disclosure statement.

7. Suspension and Removal from Office.

The Ethics Commission may suspend or remove a respondent from office, or employ other sanctions or remedies authorized by law or collective bargaining agreement not listed in this section or in **107**.

Comment: See comments to **107(2)** for two alternative approaches to suspension and removal from office, as well as comments re union and civil service conflicts.

8. Prosecutions.

The Ethics Commission may refer possible criminal violations to the appropriate prosecutor. Nothing contained in this code may be construed to restrict the authority of any prosecutor to prosecute any violation of any law.

9. Debarment.

To discuss this and other penalties relating to contracts, click [here](#).

If the Ethics Commission finds that a person or entity has intentionally or knowingly violated any provision of this code, that person or entity is prohibited from entering into any contract with the city for a period not to exceed three years, pursuant to **108** of this code.

10. Limit on Ethics Commission.

Nothing in this section may be construed to permit the Ethics Commission to take any action with respect to any alleged violation of this code, or of any other law, by the Commission or by any of its members or full-time staff members.

11. Penalties imposed by the Ethics Commission are exclusive of, and not affected by, each other or any other penalties imposed pursuant other laws or policies.

Comment: Some cities require their ethics commissions to file suits through the city attorney's office. The problem with this approach is that it brings a political element into enforcement by allow the city attorney's office to choose whether or not to file a suit or, if it does, to determine how to proceed and the amount of resources to devote to the matter. Since the city attorney is generally appointed and supervised by an individual or body that often has a special interest in the outcome of the matter, the city attorney often has a conflict of interest: does he or she act in the interests of a supervisor (loyalty and self-interest) or in the public interest (pursuing violators of the ethics code, but not for political reasons). It is better for the ethics commission to work through counsel that is working for it alone.

216. Judicial Review.

To discuss this section, click [here](#).

Any person or entity aggrieved by a decision of the Ethics Commission, but not a complainant, may seek judicial review and relief from a court pursuant to ----- of [state law]. The party appealing must immediately serve notice of the appeal on the Ethics Commission.

Comment: Judicial review is not on a de novo basis.

217. Public Inspection of Records; Public Access to Meetings.

To discuss this section, click [here](#).

1. Unless otherwise stated in this code, the records of the Ethics Commission will be available for public inspection. Records available for public inspection include all disclosure statements, advisory opinions (with names and other necessary details omitted to protect anonymity, unless the requesting party states otherwise in writing), all requests for waivers and related papers and decisions, and all papers filed and all decisions made in an Ethics Commission proceeding after a finding, formally or presumed, of probable cause.

2. After a finding, formally or presumed, of probable cause, all hearings before the Ethics Commission concerning alleged misconduct will be open to the public. All meetings, or parts of meetings, of the Ethics Commission that are not directly related to an investigation or other consideration of complaints prior to a finding of probable cause will be open to the public.

218. Miscellaneous Provisions.

To discuss this and the following miscellaneous provisions (218-222, click [here](#).

1. No existing right or remedy may be lost, impaired, or affected by reason of this code.

2. Nothing in this code may be deemed to bar or prevent a present or former city **official or employee*** from timely filing any claim, account, demand, or suit against the city on

behalf of himself or herself or any member of his or her family arising out of personal injury or property damage or any lawful benefit authorized or permitted by law.

3. Any law of any sort - local, state, or federal - that requires a higher, greater, more exacting, or more restrictive standard of conduct than is provided in this code prevails over the provisions of this code and continues in full force and effect with respect to those covered by this code.

219. Distribution and Posting.

1. Within ninety days after the effective date of this section, and thereafter as appropriate, the Ethics Commission will transmit to the [chief executive official] of the city, in a form suitable for posting, those provisions of this code which the Ethics Commission deems necessary for posting. Within thirty days after receipt of those copies, the [chief executive official] must cause the copies of these provisions to be posted conspicuously in every public building under the city's jurisdiction.

2. Within ninety days after the effective date of this section, and thereafter as appropriate, the Ethics Commission will transmit to the [chief executive official] of the city, in a form suitable for distribution, a copy of this code. Within thirty days after receipt of this copy, the [chief executive official] must cause the copies to be distributed to every official and employee, to every contractor with the city, and to all city **consultants***, and must make the code readily available to the public by placing a copy on the city website and copies in the city libraries and the office of the City Clerk.

3. Every **official or employee*** elected, appointed, or hired thereafter must be furnished a copy of this code within ten days after entering upon the duties of his or her position. Each official employee, present and future, must within thirty days of receipt sign a statement that he or she has read and understood the code's provisions, and must file that statement with the Ethics Commission. In addition, such a statement should be signed and filed with the Ethics Commission every year on January 31 or, if filing an annual disclosure statement, accompanying that statement.

4. Failure of the city to comply with the provisions of this section or failure of any **official or employee*** to receive a copy of the provisions of this code shall have no effect on the duty of compliance with this code or on the enforcement of its provisions.

220 Liberal Construction of Code.

The provisions of this Code are to be construed liberally, to the end that the public interest be fully protected, and they are to be construed in a manner consistent with all applicable federal and state laws and applicable provisions of the City Charter.

221 Severability.

If any provision of this Code is held by any court, or by any federal or state agency of competent jurisdiction, to be invalid as conflicting with any federal, state, or City Charter provision, or is held by such court or agency to be modified in order to conform to the requirements of such provision, the conflicting provision of this Code is to be considered a separate, independent part of this Code, and such holding shall not affect the validity or enforceability of this Code as a whole or any part other than the part declared to be invalid.

222. Effective Date.

This law will take effect immediately upon filing in the office of the Secretary of State and in compliance with all applicable provisions of law.

APPENDIX A

Sample Annual Disclosure Statement

To discuss annual disclosure, click [here](#).

Annual Disclosure Statement for 2007

Last Name First Name Initial

Title Department, Agency, or Body

Work Address Phone No.

Home Address Phone No.

If the answer to any of the following questions is "none," please so indicate. If you have more than one entry for any of the sections, please fill out separate sheets and attach to these sheets. If you could not obtain the required information from a spouse or other relative, set forth your efforts to obtain information on a separate sheet attached to this statement.

1. Real Estate.

List the address or, if there is no address or if the address provides insufficient information to describe a large piece of property, description of each piece of real property in this city, or within one mile outside its boundaries, that you, your spouse, or other relative own or have a **financial interest** in. "Relative" means your spouse, child, step-child, brother, sister, parent or step-parent, or a person you claimed as a dependent on your latest state income tax return.

Name of Relative and Relationship to You

Address or Description of Real Estate

Type of Financial Interest (e.g., owns or partnership)

2. Your Outside Employers or Businesses.

List the names and address of the principal or local office of any outside employers or businesses from which you receive compensation for services rendered or goods sold or produced, or of which you are a member, official, or employee. Also include any entity in which you have an ownership interest, except a public corporation of which you own less than five percent of the outstanding stock or stock valued at less than \$50,000, whichever is less (such a public corporation need be listed only if it does business with or in the city). Identify the type of entity (e.g., partnership, corporation, self-employment, or sole proprietorship), and list your relationship to the employer or business (e.g., employee, owner, partner, official, director, member, or shareholder).

Name of Employer or Business

Nature of Business

Type of Entity

Your Relationship to Employer or Business

3. Your Spouse's or Domestic Partner's Employer or Business.

List the information in question 2 for your spouse or domestic partner.

Name of Employer or Business

Nature of Business

Type of Entity

Relationship to Employer or Business

4. Employed Relatives.

List the names and addresses of all relatives employed, directly or indirectly, as employees, contractors, or consultants, by the city during the prior year. See 1 above for definition of "relative."

Date: _____

Signed: _____

A Resolution
In the Council of the District of Columbia

To establish a new Council Rule on Procedures for the Reprimand and Censure of Council Members.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the “Council Reprimand and Censure Procedures Resolution of 2009”.

Rule ____ Definitions

(a) Reprimand. A reprimand should be directed to a particular Council Member based on a particular action or actions determined to be in violation of law or District or Council policy, but considered by the Council to be not sufficiently serious to require censure. A reprimand is distinguished from censure in that it is not a punishment. A reprimand may be issued based upon the Council's review and consideration of a written allegation of one or more violations. The Member accused of such violations will have an opportunity to provide a written response to the allegation. A reprimand may be issued by the City Council and, because it is not punishment or discipline, does not require an investigation or separate hearing.

(b) Censure. Censure is a formal statement of the Council officially disciplining one of its members. It is a punitive action, which serves as a penalty imposed for wrongdoing, but it carries no fine or suspension of the rights of the Member as an elected official. Censure should be used for cases in which the Council determines that the violation of law or policy is a serious offense. In order to protect the overriding principle of freedom of speech, the Council will not impose censure on any of its members for the exercise of his or her First Amendment free speech rights, no matter how distasteful the expression was to the Council and the District.

Rule ____ Procedures

(a) Investigations

(1) A Member of the Council seeking censure as a penalty may submit, in writing, allegations concerning violations of law or policy to the Committee on Government Operations and Environment.

(2) If the Member seeks only reprimand as a penalty, he or she may submit the allegations, in writing, directly to the Council Chairman, who will determine whether to send it to the Committee on Government Operations and Environment for an investigation or present the allegations directly to the Council as a request for reprimand pursuant to (b) below.

(3) The said Committee, in a closed meeting, will determine whether to forward a recommendation to conduct an investigation to the full Council for consideration at an appropriate subsequent Council meeting.

(4) If the Committee recommends an investigation, the Council will consider, by majority vote, pursuant to Article VI of these Rules, a resolution authorizing an investigation. The Council may choose not to authorize an investigation, but instead proceed directly to a hearing pursuant to (c)(4) below.

(5) If the Committee does not recommend an investigation or the Council neither votes to authorize an investigation nor votes to proceed to a hearing, the Council member alleging the violations may submit a request for reprimand to the Council Chairman. Otherwise, the allegations are dismissed.

(b) Requests for Reprimand

(1) A copy of a request for reprimand must be provided to the Council Member accused of the conduct by personal service at least seven days prior to the Council meeting at which it will be considered, and the Council Member may file a written response to the allegations included in the request.

(2) The Council must determine, in a closed meeting, by majority vote:

- a. To reprimand the Council Member, or
- b. To take no action.

(c) Requests for Censure

(1) A copy of a request for censure must be provided to the Council Member accused of the conduct by personal service at least seven days prior to the meeting of the Committee on Government Operations and Environment at which it will be considered, and the Council Member may file a written response to the allegations included in the request.

- (2) After the Committee determines that an investigation is complete, the results of the investigation will be presented in writing to the full Council. The Council, by majority vote, in a closed meeting, will determine whether to proceed with the request or dismiss the allegations.
- (3) If the Council votes to proceed with the request, it will schedule a non-public fact-finding hearing. The Council Member accused will be given at least two weeks to prepare a defense.
- (4) At the hearing, the Council Member accused will be given the opportunity to make an opening and closing statement. If any of the alleged conduct occurred outside the Council's proceedings, the Council Member accused may present witnesses at the hearing and question his or her accusers and any other witnesses that are presented. If the alleged conduct occurred within the Council's proceedings, then witnesses are not necessary. However, in either case, evidence may be presented and responded to, and the Council Member accused may be represented and may have the representative speak or question on his or her behalf. Judicial rules of evidence do not apply at the hearing, which is not a formal adversarial proceeding. Council's General Counsel will provide legal advice to the Council during the hearing and may question witnesses and present evidence on its behalf.
- (5) A decision to censure requires the adoption of a Resolution making findings with regard to the specific allegations, based on substantial evidence and approved by a two-thirds vote of the Council.

Appendix A
Current Council Rules Relevant to This Resolution.

Council Rule 101(35) "Resolution" means an expression of a simple determination, decision, or direction of the Council of a special or temporary character and includes actions of the Council concerning its internal management and conduct.

Council Rule 251. Creation of Special Committees

Special committees to consider investigations, ethics, and other matters may be created by resolution, approved by 2/3rds of the members of the Council. The resolution shall set forth the jurisdiction, size, duration, and date for final action of the special committee.

Council Rule 421. Notice to Members

(a) The Secretary shall distribute, upon introduction, a copy of each measure to each member and, upon referral, to each committee to which the measure is assigned. The Secretary shall also distribute to each member, upon introduction or filing, a copy of each notice of public hearing or roundtable, notice of investigation by subpoena, and Mayoral disapproval of a Council act.

Council Rules Article VI on Investigations and Subpoenas
Rules for investigations.

Council Rule 1001. Parliamentary Authority.

Matters not covered by these Rules will be governed by Robert's Rules of Order, Newly Revised. It is the duty of the Chairman to interpret the Rules.

Also see Attorney General's Letter of Advice Regarding Resolution of Censure dated July 20, 2009.

ETHICS COMMISSION

CITY OF JACKSONVILLE



COMPLAINT PROCEDURES

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COMPLAINT PROCEDURES

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Rule 1 – Scope, Jurisdiction, Definitions and Applicability.

- (a) **Enabling Law.** These Complaint Procedures (“Procedures”), pursuant to the Code, shall govern the receipt and disposition of all Complaints to the Commission concerning violations of the Code. These Procedures shall become effective as of the date of adoption by the Commission. As of the date these Procedures are adopted, they shall govern disposition of all Complaints regardless of date of filing.
- (b) **Jurisdiction.** The Commission shall have jurisdiction as stated in the Code and the Charter of the City of Jacksonville.
- (c) **Definitions.** Definitions are defined in the Code, Section 602.201, and in these Procedures as follows:

Clear and Convincing Evidence means evidence that is precise, explicit, lacking in confusion, and of such weight that it produces a firm belief or conviction, without reasonable hesitation, about the matter in issue.

Code means Chapter 602 of the City of Jacksonville Code of Ordinances.

Complainant means the individual who brings a Complaint forward for the Commission’s review.

Complaints Committee means a division of the Commission vested with the jurisdiction to receive Complaints, recommend self-initiation of Complaints to the full Commission, appoint Investigators and Special Ethics Counsel(s), dismiss Complaints, recommend a finding of Probable Cause to the full Commission, submit a Sworn Complaint to the Hearing Panel for public proceedings, and conduct such other proceedings as necessary or ancillary to its duties under the Code and these Procedures. The Complaints Committee shall be comprised of no less than three members of the Commission. Decisions within the authority vested in the Complaints Committee under these Procedures are not reviewable by the full Commission.

Confidentiality means the authority, pursuant to Fla. Stat. § 112.324 and Code § 602.921(a), to hear pending Complaints in Executive Session and to hold documents relating to Complaints in a confidential manner, so they are not subject to public records laws until authorized by statute, in accordance with these Procedures.

Council Auditor means the City of Jacksonville Council Auditor's Office, including the Council Auditor and members of the Council Auditor's staff.

Complaint means an alleged violation of the Code which has been brought to the attention of the Office of Ethics, Compliance and Oversight or the Commission. In accordance with the Code, a Complaint may initially be received by any source (email/phone-call/hotline) but, in order to be processed as an official complaint, must be a Sworn Complaint alleging a violation of Chapter 602 or a Self-Initiated Complaint by the Commission. (Section 602.921(a)). For the purposes of these Procedures, the term Complaint shall apply to all types of Complaints.

Ethics Deputy Director means the person appointed by the Commission as the Deputy Director of the Office of Ethics, Compliance and Oversight.

Ethics Director means the person identified in Chapter 602, Part 6 as the Director of the Office of Ethics, Compliance and Oversight.

Executive Session means those meetings which are authorized by and conducted in accordance with Fla. Stat. § 112.324 (shade meetings); these meetings shall be recorded, pursuant to Code § 602.931(c).

Ex Parte Communications means any oral or written communication to a decision-making official relative to a matter before the decision-making body that occurs outside of an Executive Session or advertised public meeting pursuant to Fla. Stat. § 286.011, as set forth in Rule 15. Ex Parte Communications shall not include any communications with staff of the Office of Ethics, Compliance and Oversight or the Office of General Counsel liaison to the Commission.

Hearing Officer means such person as may be appointed by the Hearing Panel pursuant to Rule 12(f) to conduct proceedings and issue reports and recommendations on matters referred by the Hearing Panel relative to a Complaint. To serve as Hearing Officer, the candidate must be and have been a member of The Florida Bar in good standing for the preceding five years. A member of the Commission may serve as a Hearing Officer if otherwise qualified, but cannot have participated in or attended any Executive Session at which the Complaint for which he or she is appointed to serve as Hearing Officer was discussed.

Hearing Panel means a division of the Commission vested with the authority to receive and hear Complaints after a finding of Probable Cause by the Commission, to recommend a finding of violation of the Code to the full Commission, dismiss Complaints, and conduct such other proceedings as necessary or ancillary to its duties under the Code and these Procedures. The Hearing Panel shall be comprised of at least three members of the Commission who did not participate in or attend any Executive Session at which the Complaint for which they are appointed to serve on the Hearing Panel was discussed. Decisions within the authority vested in the Hearing Panel under these Procedures are not reviewable by the full Commission.

Hotline tip means any information related to an alleged violation of the Code.

Inspector General means the City of Jacksonville Inspector General's Office, including the Inspector General and members of the Inspector General's staff.

Investigator means the Ethics Director, a member of the Office of Ethics, Compliance and Oversight, the Council Auditor, the Office of General Counsel liaison to the Commission, the Inspector General, one or more members of the Commission or any other appropriate person or municipal agency who is authorized by these Procedures or the Code to conduct an investigation into a Complaint.

Legal Sufficiency refers to Complaints that are deemed legally sufficient if the Complainant sufficiently alleges facts which, if true, would constitute a violation of the Code.

Probable Cause means that the facts and circumstances are sufficiently strong to support a reasonable belief that the Respondent had committed a violation of the Code.

Respondent means the individual who is the subject of the Complaint.

Self-Initiated Complaint means a Complaint instituted by the Ethics Commission in accordance with Code § 602.921 and Rule 8.

Special Ethics Counsel means the individual appointed by the Complaints Committee to conduct appropriate investigation, gather and present evidence before the Commission (or any division thereof) with respect to a

Complaint, and otherwise advise the Complaints Committee in connection with the prosecution of a Complaint. Any individual as set forth in Rule 11 may serve as Special Ethics Counsel.

Sworn Complaint means a Complaint initiated by the receipt of a Complaint which is signed by a Complainant under oath and otherwise compliant with Rule 5(b).

- (d) **Amendment to Procedures.** These Procedures may be amended at any regular meeting by a majority vote of the Commission, provided that the amendment has been submitted in writing (1) at the previous regular meeting or (2) to the Ethics Director and Office of General Counsel liaison to the Commission at least 10 days prior to the Ethics Commission meeting at which the Procedures will be amended. For amendments submitted under Rule 1(d)(2), the Office of Ethics, Compliance and Oversight shall transmit the proposed amendments to all members of the Commission before the Commission meeting at which the Procedures will be amended. Amendments to the Procedures govern all future proceedings of the Commission, including those proceedings on pending cases.

Rule 2 – Time Periods and Statute of Limitations.

- (a) **Computation of Time.** In computing any period of time prescribed or allowed by these Procedures: exclude the day of the event that triggers the period; count every day, including intermediate Saturdays, Sundays, and legal holidays; and include the last day of the period, but if the last day is a Saturday, Sunday, or holiday for which the City of Jacksonville is closed, the period continues to run until close of business on the next day that is not a Saturday, Sunday, or holiday for which the City of Jacksonville is closed.
- (b) **Statute of Limitations.** No action may be taken on a Complaint filed more than two years after the violation is alleged to have occurred unless a person, by fraud or other device, prevents discovery of the violation. (Section 602.939). Notwithstanding anything else in these Procedures, a Complaint alleging prevention of discovery of a violation must allege specific facts supporting that conclusion. A Complaint that is filed more than two years after the violation is alleged to have occurred and does not allege specific facts to support a finding that fraud or other device prevented discovery of the alleged violation shall be considered legally insufficient and may be returned by the Ethics Director pursuant to Rule 6(a).

- (c) **Extending or Shortening Time.** Other than Rule 2(b), the periods of time in these Procedures are not jurisdictional and the Complaints Committee, Hearing Panel, or the relevant division's Chairs may (1) extend periods of time for good cause, (2) shorten periods of time with the consent of the person subject to such period of time, and (3) shorten periods of time without the consent of the person subject to such period of time when the Complaints Committee, Hearing Panel, or the relevant division's Chair decides the passage of time could reasonably be expected to render moot the ultimate disposition of the matter by the Commission, Hearing Panel, or Complaints Committee, so long as the relevant authority decides the shortened period of time provides reasonable time under the circumstances.

Rule 3 – Filing and Serving Documents; Email Transmissions.

Documents under these Procedures shall be filed with the City of Jacksonville's Office of Ethics, Compliance and Oversight, and served, when service is required, by email, mail, hand delivery, or any combination thereof, except where specifically provided otherwise herein.

Rule 4 – Presiding Officer of Hearing Panel.

For purposes of proceedings under these Procedures before the Hearing Panel, the presiding officer shall be the Chair of the Commission or, in the event the Chair is unavailable, the Vice Chair of the Commission. The presiding officer may appoint another Commission member to serve as presiding officer for any reason in his or her discretion.

Rule 5 – Procedures Upon Receipt of a Complaint of Violation of the Code.

- (a) **Safeguarding Confidential Materials.** Upon receipt of a Complaint, the Office of Ethics, Compliance and Oversight shall print on the face thereof the date on which the Complaint was received in the Office of Ethics, Compliance and Oversight. Each Complaint received shall be assigned a control number which shall be entered on the Complaint itself and on a folder marked confidential in which the Complaint shall be filed so long as it remains Confidential. Any document related to the Complaint shall be filed in the Complaint file.
- (b) **Technical and Clerical Review for a Sworn Complaint.** Upon receipt of a Sworn Complaint, the Ethics Director shall review the Complaint to ensure that the proper Sworn Complaint form has been used, that all the information required has been provided, that only one Respondent has been named in each Sworn Complaint form submitted, and that the Sworn Complaint has been properly

signed by the Complainant under oath. One or more persons may sign a Sworn Complaint under oath; however, when the Sworn Complaint is to be filed under oath in a representative capacity on behalf of an incorporated association or group, the Sworn Complaint shall include sufficient information to indicate the authority of the person signing the Sworn Complaint to file such a Sworn Complaint on behalf of the association or group. If the Complaint is filed on behalf of an unincorporated group or association, the person(s) signing the Complaint shall be considered to be the Complainant(s) rather than the group or association. If the Sworn Complaint lacks any of the foregoing or is otherwise incomplete, a copy of the Sworn Complaint shall be returned to the Complainant identifying the defect.

- (c) **Assistance.** The Ethics Director or the Ethics Deputy Director shall provide assistance or information to persons seeking to file a Complaint, but shall not solicit or discourage the filing of a Complaint.
- (d) **Transmittal of Sworn Complaint to Respondent.** Except as provided otherwise herein, a copy of the original Sworn Complaint shall be transmitted to the Respondent by hand delivery or by certified mail, return receipt requested, by the Office of Ethics, Compliance and Oversight within ten days of its receipt. Subsequent sworn amendments to the Sworn Complaint shall be transmitted to the Respondent within five days of their receipt. If the Respondent submits a written request to the Office of Ethics, Compliance and Oversight for transmittal by any other means, the Office of Ethics, Compliance and Oversight may, at the Ethics Director's discretion, use the requested means, use hand delivery, or use certified mail. The Ethics Director shall transmit the Sworn Complaint with a cover letter that includes (without limitation) information on access to the Commission's Procedures, ways to contact the Commission, and information on how to submit documents or settlement proposals. The Ethics Director may elect, with the permission of the Chair of the Complaints Committee, to delay service of the Sworn Complaint in any matter where service of the Sworn Complaint on the Respondent would interfere with an investigation by another state or municipal agency or for other good cause. In such event, the Ethics Director shall, at the next scheduled Executive Session of the Complaints Committee, inform the Complaints Committee of the decision to delay service. The Complaints Committee may review the decision to delay service and decide, by majority vote, whether to affirm or reverse the delay of service.
- (e) **Submissions to the Commission.** The Respondent and/or his or her counsel may, in their discretion and at any time during any stage of the Commission's proceedings, make written submissions to the Commission, which may include

proposals to resolve Complaints pursuant to Rule 17, by filing those submissions with the Office of Ethics, Compliance and Oversight.

- (f) **Complaints Within 15 Days of Election Returned.** Any Complaint against a candidate in a general, special, or primary election that is received within the fifteen days immediately preceding the date of that election, will be returned by the Office of Ethics, Compliance and Oversight to the person filing the Complaint, with an explanation of why the Complaint is being returned without any action being taken by the Commission. A Complaint returned pursuant to this provision and subsequently refiled after the election shall be deemed to have been filed on the date the Complaint was first submitted to the Office of Ethics, Compliance and Oversight.
- (g) **Probable Cause Determination.** Complaints that are not otherwise disposed of, shall then proceed to subsequent investigation pursuant to these Procedures and, if applicable, consideration by the Complaints Committee and Commission to determine whether Probable Cause exists that a violation of the Code occurred, in accordance with Rule 11.

Rule 6 – Review for Sufficiency of Allegations of Violations of the Code and Order of Preliminary Investigation For Complaints.

- (a) **Review for Legal Sufficiency and/or Jurisdiction.** After the Complaint has been received, the Complaint shall be reviewed by the Ethics Director in order to determine whether the Commission has jurisdiction over the Complaint; that is, whether the Complaint is one concerning a violation of the Code that occurred within the statute of limitations (Section 602.939). If the facts in the Complaint (1) fail to allege a violation of the Code, (2) allege a violation of state ethics laws or dual jurisdiction under state and local ethics laws, or (3) a violation of the Code that occurred wholly outside the statute of limitations, the Ethics Director may, with notice to the Complaints Committee and the approval of its Chair, return the Complaint to the Complainant with notice pursuant to Rule 6(b). Complaints need not be as precise as would be required by the rules of civil procedure in a court of law and shall be deemed sufficient for purposes of Rule 6(a) if the Complainant sufficiently alleges facts which, liberally construed and if true, would constitute a violation of the Code. A Complaint shall not be insufficient because it is based upon evidence which would be hearsay evidence in a court of law. In order to make this determination, the Ethics Director may request additional information from the Complainant, consult with the Office of General Counsel liaison to the Commission, and obtain information from public records or otherwise.

- (b) **Notice of Return.** If a Complaint is returned pursuant to Rule 6(a), the Ethics Director shall provide written notice informing the Complainant of the reason for the return (whether Rule 6(a)(1), 6(a)(2), or 6(a)(3)). If a Complaint is returned pursuant to Rule 6(a)(2)), the notice of return shall include instructions on how to file a Complaint with the Florida Commission on Ethics. All notices pursuant to Rule 6(b) shall contain the following language in all capital letters and 14-point font: YOU MAY SEEK REVIEW OF THE DECISION TO RETURN YOUR COMPLAINT PURSUANT TO RULE 6(c) OF THE COMPLAINT PROCEDURES OF THE JACKSONVILLE ETHICS COMMISSION, AVAILABLE AT [Ethics Director to insert current website address for these Procedures]. THE PROCEDURES IMPOSE IMPORTANT DEADLINES AND OTHER REQUIREMENTS THAT YOU MUST CHECK IMMEDIATELY TO AVOID WAIVER OF REVIEW.
- (c) **Review of Rule 6(a) Return.** If a Complaint is returned pursuant to Rule 6(a), the Complainant may—by written request filed with the Office of Ethics, Compliance and Oversight within thirty days of the Ethics Director’s transmittal of the notice of return—seek review by the Complaints Committee. The written request may include additional argument and evidence. In such event, the decision to return the Complaint shall be reviewed by the Complaints Committee at an Executive Session, at which the Complaints Committee shall decide, by majority vote, whether to affirm or reverse the decision to return the Complaint. The Complaints Committee shall review the Ethics Director’s decision without deference (as if deciding the matter for the first time). If no written request for review pursuant to this Rule 6(c) is received by Office of Ethics, Compliance and Oversight within thirty days of the Ethics Director’s transmittal of the notice of return, the Ethics Director’s return shall constitute final action of the Commission and the Complaint and all documents related thereto shall become a public record and constitute a public report.
- (d) **Preliminary Investigation.** If the Ethics Director finds that the Complaint is sufficient to invoke the jurisdiction of the Commission, the Ethics Director shall, after consultation with and permission of the Chair of the Complaints Committee or, if he or she is unavailable, the Vice-Chair, (1) commence a preliminary investigation of the Complaint, (2) refer it to any other agency whose jurisdiction or purview is appropriate, or (3) prepare it for Complaints Committee consideration. The Chair of the Complaints Committee may schedule an Executive Session of the Complaints Committee, as appropriate. In the event of a referral to another agency, pursuant to Code § 602.938, the Complaints Committee may dismiss or stay any consideration of the matter until the conclusion of the other agency’s actions on the matter, and shall otherwise avoid

interfering with any ongoing criminal investigation or prosecution or any investigation or proceeding of the Florida Commission on Ethics.

- (e) **Executive Sessions.** If an Executive Session is scheduled, the Complaint shall be brought before the Complaints Committee in Executive Session with the recommendations of the Ethics Director, including (without limitation) recommendations for appointments of the Investigator and Special Ethics Counsel. The Complaints Committee may find the Complaint to be sufficient and order an investigation; may find the Complaint to be insufficient, dismiss it, and notify the Complainant that no investigation will be made; or may take such other action as may be appropriate. In any case where a Complaint is found legally insufficient and dismissed by the Complaints Committee, a summary of the reasons for dismissing the Complaint together with the Complaint itself and all documents related thereto shall become a public record and constitute a public report.
- (f) **Personnel Actions.** When an Employee of the City or one of its agencies is alleged to have violated the Code and, based on substantially the same set of facts, is subject to an ongoing disciplinary action by the City or one of its agencies, pursuant to Code § 602.938, the Complaints Committee shall stay consideration of a Complaint until the conclusion of the personnel proceeding. Nothing herein shall abridge any rights such an employee may have to collective bargaining or Civil Service Rules.

Rule 7 – Withdrawal of Complaints.

After a Complaint has been determined to be sufficient to invoke the jurisdiction of the Commission, the Commission may permit the Complainant(s) to withdraw the Complaint. Prior to a finding of Probable Cause, this authority is vested in the Complaints Committee. After a finding a Probable Cause, this authority is vested in the Hearing Panel. Withdrawal shall be requested in writing and shall be signed by the Complainant(s) and sworn before a notary public, stating the facts and circumstances constituting good cause for withdrawal of the Complaint. The Ethics Director shall prepare a recommendation regarding disposition of the request, which shall be given to the relevant division of the Commission together with the request. "Good cause" shall be determined based upon the legal sufficiency or insufficiency of the Complaint to allege a violation of the Code, the stage in disposition of the Complaint at the time the request was received, whether the Complaint should proceed in the judgment of the relevant division of the Commission despite the Complainant's wishes, the reasons given by the Complainant(s) for wishing to withdraw the Complaint, and any other considerations important to the Commission. If withdrawal is permitted, the relevant

division of the Commission shall order the Complaint dismissed and shall proceed as if the Complaint had been found insufficient under Rule 6(e). Whether or not the Commission allows withdrawal of the Complaint, the Commission may also proceed with the Complaint on their own initiation, subject to self-initiation Procedures.

Rule 8 – Self-Initiation of Complaints by the Commission.

The following process shall be followed for the Commission to self-initiate a Complaint against a city Employee or Official, or any other person subject to the Code.

- (a) **Executive Session.** Pursuant to Fla. Stat. § 112.324, any discussions by a Commission member about initiating an investigation against any person subject to the Code shall be initiated in either an Executive Session of the Complaints Committee or of the Commission as a whole. The Commission member desiring to engage in such discussions shall request, through the Office of Ethics, Compliance and Oversight, that such a meeting be scheduled or that the discussion be added to the agenda for the next scheduled meeting.
- (b) **Executive Session of the Complaints Committee.** The Complaints Committee shall handle the initial discussions and investigations of any Complaint matters in an Executive Session. After deliberation(s), the Complaints Committee shall make a motion and a written recommendation to the entire Commission that: (1) a proposed Complaint is determined to be legally insufficient or (2) a Complaint is determined to be legally sufficient and that the Commission should self-initiate a Sworn Complaint.
- (c) **Assistance to the Complaints Committee.** The initial recommendation of the Complaints Committee shall be done with the assistance of the Ethics Director and the Office of General Counsel liaison to the Commission.
- (d) **Notice of Complaints Committee Recommendation to Respondent.** After the Complaints Committee's recommendation vote, a copy of such written recommendation containing a statement of the allegation(s) shall be provided to the Respondent at least ten days prior to the meeting of the Executive Session of the Commission when the Commission will consider whether to self-initiate a Complaint.
- (e) **Transmittal of Complaint to Executive Session of the Commission.** The recommendation of the Complaints Committee shall be considered by the Commission as a whole, at which time the Commission shall either: (1) vote to

self-initiate a Complaint alleging a violation of the Code, which such vote shall require a minimum of six members of the Commission voting in the affirmative of such action or (2) otherwise dispose of a Complaint. In the event a Self-Initiated Complaint is approved by the Commission, a Sworn Complaint form, as is filed by citizens for Sworn Complaints, shall be filed and signed by the Chair of the Commission or, if the Chair votes against self-initiating, by the Vice Chair, Complaints Committee Chair, or senior member of the Commission who voted in favor of self-initiating. The Self-Initiated Complaint then shall be referred to the Complaints Committee for such further proceedings as any other Sworn Complaint.

- (f) **Respondent's Right to Attend Executive Session of the Commission.** The Respondent and/or his or her counsel shall be permitted to attend the Executive Session of the Commission where consideration as to whether to self-initiate a Complaint will be determined. The Respondent and/or his or her counsel may, in their discretion, make a written and/or oral statement to the Commission prior to the Commission's vote on whether to self-initiate a Complaint. The Commission may excuse the Respondent and his/her counsel at any time before and after the Respondent has been heard.
- (g) **Transmittal of Complaint to Respondent.** Except as provided otherwise herein, a copy of the Sworn Complaint shall be transmitted to the Respondent by hand delivery or by certified mail, return receipt requested, by the Office of Ethics, Compliance and Oversight within ten days of the Commission's Executive Session meeting where the Commission approves commencement of a Self-Initiated Complaint. If the Respondent submits a written request to the Office of Ethics, Compliance and Oversight for transmittal by any other means, the Ethics Director may, at his or her discretion, use the requested means, use hand delivery, or use certified mail.

Rule 9 – Initiation of Investigations Based on Hotline Tips or Complaints

- (a) **Receipt and Review of Hotline Tips or Complaints.** The Office of Ethics, Compliance and Oversight shall review Hotline tips or Complaints and report them to the Complaints Committee. Hotline tips shall be treated as anonymous if the Complainant does not identify himself or herself and does not provide any identifying information. In accordance with Fla. Stat. § 112.324(2)(e), identifying information provided by a Complainant will become public record when the Complaint becomes a public record pursuant to these Procedures and applicable law. Hotline tips may relate to various issues within the City, and the Office of Ethics, Compliance and Oversight may coordinate contact with the appropriate

City department. The Ethics Director may promulgate additional operational procedures to regulate the Hotline and processing of Hotline tips.

- (b) **Presentation to Complaints Committee.** When the Ethics Director presents a Hotline tip or Complaint to the Complaints Committee for review, he or she shall provide a recommendation. After review of the Complaints Committee, Hotline tips may be further investigated and Complaints shall be processed in accordance with Rule 6 or, if applicable, Rule 8.
- (c) **Hotline Tip or Other Complaint Procedure.** Unless disposed otherwise in accordance with these Procedures, all Hotline tips and Complaints shall be reviewed, considered and determined by the Complaints Committee for further investigation, action or disposal as follows: (1) if it's not a violation of the Code, it shall be disposed of by the Complaints Committee; (2) if it's an alleged violation of another jurisdiction's purview, it may be referred to the appropriate agency by the Complaints Committee, if applicable and where appropriate; (3) if it's an alleged violation of the Code, it may be further investigated pursuant to Rule 10; or (4) otherwise dismissed by the Complaints Committee pursuant to Rule 17.

Rule 10 – Investigations

- (a) **Investigations.** At the discretion of the Chair of the Complaints Committee, investigations of any matters not referred to an outside agency may be conducted by the Office of Ethics, Compliance and Oversight, by the Council Auditor, by the Office of General Counsel liaison to the Commission, by the Inspector General, by one or more members of the Complaints Committee, or by any other appropriate person or municipal agency as provided for in the Code. In the event a member of the Commission serves as the Investigator, such member shall not have served on the Complaints Committee at the time of the Probable Cause finding for the particular Complaint for which the Investigator is appointed or on the Hearing Panel for that Complaint.
- (b) **Scope of Investigation.** Investigations shall be limited to the allegations of the Complaint or the Hotline tip, but shall include an investigation of all facts and persons related to the Complaint or tip at issue.
- (c) **Evidence Unrelated to the Complaint.** If, during the course of an investigation, the Investigator discovers evidence of a wrongful act not materially related to the Complaint or tip at issue or facts giving the Investigator reason to suspect a different potential violation of the Code, the Investigator shall submit such evidence and/or facts to the Complaints Committee in a separate Investigator's

report. The Investigator shall not further investigate such wrongful act or potential violation(s) without further direction from the Complaints Committee. Upon receipt of a separate Investigator's report containing such evidence or facts, the Complaints Committee shall: (1) as soon as practicable forward evidence of the commission of a crime or other wrongful act to the appropriate disciplinary or law enforcement official and/or (2) treat potential violations of the Code in the same manner as a Hotline tip. If such official or if the Investigator wishes to file a Sworn Complaint with the Commission, he or she may do so and said Sworn Complaint shall be received and considered by the Commission in the same manner as any other Sworn Complaint. Investigator's reports pursuant to Rule 10(c) shall be maintained as part of the Confidential file with the information treated as a Hotline tip, and shall be transmitted to the Respondent together with the information required by Rule 8(d).

- (d) **Investigator Contacts with Potential Witnesses.** The Investigator shall inform the person being interviewed of the Confidential nature of the investigation and of the Complaint, unless the Respondent has waived confidentiality in writing.
- (e) **Investigator to be Impartial.** An Investigator shall strive to be impartial and unbiased in the conduct of the preliminary investigation. It is the duty of the Investigator to collect all evidence materially related to the allegations of the Complaint, whether such evidence tends to prove or disprove the allegations. If an Investigator feels that for any reason he or she cannot be impartial or unbiased during the investigation then such Investigator shall so notify the Ethics Director or Chair of the Complaints Committee and shall immediately discontinue working on the investigation. If the Complaints Committee feels that the Investigator cannot be unbiased or impartial at any point in time during the preliminary investigation, the Complaints Committee shall terminate any further investigation by the Investigator. The Complaints Committee may also terminate any further investigation by the Investigator if at any time there is the appearance of bias or partiality. No Complainant may serve as an Investigator while his or her Complaint is active before the Commission. The Investigator serves at the pleasure of the Complaints Committee, which may relieve or replace an Investigator for any reason at any time.
- (f) **Investigator's Report.** Upon the completion of either a preliminary investigation or investigation, the Investigator shall report to the Complaints Committee in an Executive Session.
- (g) **Investigatory File.** The Ethics Director shall maintain a Confidential investigatory file in the Office of Ethics, Compliance and Oversight with the

assistance of the Investigator, if the Investigator is someone other than the Ethics Director.

- (h) **Special Ethics Counsel.** The Complaints Committee shall appoint a Special Ethics Counsel to present the matter before all divisions of the Commission. The Special Ethics Counsel shall be the Ethics Director, an attorney member of the Office of Ethics, Compliance and Oversight, a member of the Office of General Counsel, or a member of The Florida Bar appointed by the Complaints Committee. The Special Ethics Counsel represents the Commission in its prosecutorial function. The Office of General Counsel liaison to the Commission may serve as Special Ethics Counsel only if the General Counsel assigns another lawyer to advise the Hearing Panel during the public hearing.

Rule 11 – Procedure Leading to Probable Cause

- (a) **Commission to Vote.** Unless a Complaint is otherwise resolved by the Complaints Committee, the Commission shall conduct an Executive Session for a final vote on whether there is Probable Cause to move forward on an alleged violation pursuant to a Complaint. The Respondent shall have a right to be heard at the Executive Session before the vote of the Commission is taken. At the Executive Session, Respondent may be represented, accompanied and/or advised by counsel.

- (b) **Probable Cause Determination.**

- (1) **Notification of Completion of Investigation.** When the Investigator's report is completed, the Office of Ethics, Compliance and Oversight shall notify the Respondent that the report is completed and shall send to the Respondent a copy of the investigation report. The investigatory file and Complaint file shall be open for inspection by the Respondent and the Respondent's counsel, and copies may be obtained at no more than cost.

- (2) **Time to Review Report.** Within fourteen days from the date of transmittal of the Investigator's report, the Respondent may file with the Office of Ethics, Compliance and Oversight a written response to the Investigator's report, which may include a proposal to settle or otherwise resolve the matter pursuant to Rule 17.

- (3) **Special Ethics Counsel's Recommendation.** The Special Ethics Counsel shall review the Investigator's report and shall make a written recommendation to the Complaints Committee for the disposition of the

Complaint. If the Special Ethics Counsel recommends that a public hearing be held, the recommendation shall include a statement of what charges shall be at issue at the hearing. A copy of the recommendation shall be furnished to the Respondent. Within fourteen days from the date of transmittal of the Special Ethics Counsel's recommendation, the Respondent may file with the Office of Ethics, Compliance and Oversight a written response to the recommendation.

(4) **Review Hearing.** The Complaints Committee shall meet in Executive Session to review the Investigator's report, Special Ethics Counsel's recommendation, and any responses. At this review hearing, the Complaints Committee may (A) continue its determination to allow further investigation; (B) issue a written order dismissing the Complaint if it finds no Probable Cause to believe that a violation of the Code has occurred, concluding the matter before the Commission; (C) refer the Complaint to the full Commission (with or without a recommendation) to determine Probable Cause; or (D) take such other action as it deems necessary to resolve the Complaint, consistent with due process of law.

(5) **Probable Cause Hearing.** If the Complaints Committee refers the Complaint to the full Commission to determine Probable Cause, the Commission shall consider the Complaint in Executive Session. The Respondent, the Complainant(s), their respective counsel, and the Special Ethics Counsel shall be permitted to attend the Probable Cause hearing before the Commission. Notice of the hearing shall be sent to the Respondent, Complainant(s), and Special Ethics Counsel at least fourteen days before the hearing.

(6) **Scope of Probable Cause Determination.** The Probable Cause determination is made by simple majority vote of the full Commission at the conclusion of the preliminary investigation of the Complaint and the conclusion of all proceedings before the Complaints Committee. The Respondent and the Special Ethics Counsel shall be permitted to make brief oral arguments to the Commission before a finding of Probable Cause.

(7) **Probable Cause Hearing Outcomes.** At its meeting to determine Probable Cause, the Commission may: (A) continue its determination to allow further investigation; (B) issue a written order dismissing the Complaint if it finds no Probable Cause to believe that a violation of the Code has occurred, concluding the matter before the Commission; (C) refer the Complaint for a final, public hearing before the Hearing Panel pursuant to Rule 11(c); or (D) take such other action as it deems necessary to resolve the Complaint, consistent with due process of law.

(8) **Consideration for Probable Cause Determination.** The Commission's determination shall be based upon the Investigator's report, the Special Ethics Counsel's recommendation, the Complaint, other evidence or statements received from any participant at least seven days before the Probable Cause Hearing, and staff recommendations, as well as any oral arguments made at the hearing. No testimony or other evidence will be accepted at the hearing. In making its determination, the Commission may consider:

(A) The sufficiency of the evidence against the Respondent, as contained in the record;

(B) The admissions and other stipulations of the Respondent, if any;

(C) The nature and circumstances of the Respondent's actions;

(D) The expense of further proceedings; and

(E) Such other factors as it deems material to its decision.

(c) **Finding of Probable Cause.** If the Commission votes in the affirmative that there is Probable Cause to proceed, the Commission shall determine what charges shall be at issue for the hearing and the matter shall then proceed in accordance with these Procedures to a Public Hearing before the Hearing Panel.

Rule 12 – Public Hearing Procedures

(a) Counsel at the Public Hearing

(1) **Respondent.** Respondent may appear on his or her own behalf or may be represented by a lawyer. Subsequent to initial transmittal of the Complaint, all notices and communications to a Respondent represented by a lawyer shall be made through the Respondent's lawyer.

(2) **Complainant.** To the limited extent the Complainant is entitled to participate or observe Commission proceedings, the Complainant may be represented by legal counsel. All notices and communications to a Complainant represented by a lawyer shall be made through Complainant's lawyer.

(b) **Motions to Dismiss for Lack of Jurisdiction.** Within a reasonable time before a public hearing is to be held, Respondent may file with the Office of Ethics, Compliance and Oversight a written motion to dismiss the Complaint for lack of

jurisdiction, which motion shall state with particularity the grounds therefore. The Respondent shall simultaneously transmit a copy of any such motion to the Special Ethics Counsel. The presiding division shall meet to consider and resolve the motion to dismiss. If the presiding division finds that the Commission has jurisdiction over matters alleged in the Complaint, it shall deny Respondent's motion with respect to those allegations and shall continue its proceedings. If the presiding division finds that the Commission has no jurisdiction over matters alleged in the Complaint, it shall issue a written decision ordering the dismissal of the Complaint with respect to those allegations. The Special Ethics Counsel and Respondent may attend and provide oral argument at any meeting at which a division of the Commission will vote to resolve a motion to dismiss under Rule 12(b). A motion under Rule 12(b) does not operate to stay any proceedings before the Commission, any division, or a Hearing Officer.

- (c) **Notification of Manner of Disposition.** Upon the Hearing Panel's ordering a public hearing of a Complaint, the Office of Ethics, Compliance and Oversight shall transmit the Hearing Panel's scheduling order, which shall include the deadline for filing a motion to dismiss, to the Special Ethics Counsel, Complainant, and Respondent.
- (d) **Parties to Public Hearings.** The person against whom the Commission has found Probable Cause shall be the Respondent. Respondent shall be the only party unless consolidation of Complaints is granted. The Special Ethics Counsel shall be a full participant in the proceeding and shall present all the evidence relevant to the cause that was produced by the preliminary investigation and such additional evidence as may be obtained through further investigation.
- (e) **Public Hearing Procedures.**

(1) **Presentation of the case.** The Special Ethics Counsel shall present his or her case first. Respondent or his or her counsel may then present his or her case. Each member of the Hearing Panel may ask questions of any person presenting a case and of any witness, including the Respondent. Rebuttal evidence may be permitted in the discretion of the Hearing Panel. Either the Special Ethics Counsel or the Respondent may ask, for good cause shown, that the hearing be recessed for further proceedings in the event that such are indicated, and such recess may be granted in the discretion of the Presiding Officer.

(2) **Opening and closing statements.** Opening and closing statements may be presented by the Special Ethics Counsel and the Respondent or his or her

counsel. The Special Ethics Counsel shall proceed first, followed by the Respondent. The Special Ethics Counsel may make a rebuttal closing statement.

(3) **Evidence.** Stipulations may be received and are encouraged as to uncontested issues. Oral evidence may be taken only on oath or affirmation. The Respondent and the Special Ethics Counsel shall have the right to present relevant evidence, to cross-examine witnesses within the scope of their direct testimony, and to impeach any witness on non-collateral matters regardless of which participant first called the witness to testify. Any relevant evidence may be admitted, and the hearing shall not be conducted according to technical rules relating to evidence or witnesses. Hearsay evidence may be used to supplement or explain other evidence, but only to the extent the Presiding Officer determines the hearsay to be reliable. The rules as to attorney-client or other privileges shall be effective to the same extent that they appear in the Florida Evidence Code. Irrelevant or cumulative evidence may be excluded at the discretion of the Presiding Officer. Affidavits shall generally not be admissible, but may be admitted for such weight as is reasonable if the affiant refuses or is unavailable to testify as defined in the Florida Evidence Code. Any relevant evidence regarding an admission made by the Respondent outside of the public hearing, if such evidence is given by a person with personal knowledge of the statement, is not hearsay and shall be admitted. The rule of sequestration of witnesses may be invoked by the Presiding Officer in his or her discretion, on his or her own motion or at the request of any participant.

(4) **Recording of the proceedings.** The proceedings at a public hearing shall be recorded by electronic means in the same manner that all public meetings of the Commission are recorded. No transcript shall ordinarily be prepared unless requested and paid for in advance by the Respondent. Nothing in these Procedures shall be construed to prevent the Respondent from providing a court reporter for a public hearing at his or her own expense.

(5) **Scheduling Order.** At the discretion of the Presiding Officer, the scheduling order may include allocated time for each participant, as well as other matters.

(f) Referral to Hearing Officer.

(1) The Hearing Panel may, in its discretion and by majority vote, appoint a Hearing Officer and refer to such Hearing Officer any evidentiary or non-evidentiary matter relative to a Complaint. The Hearing Officer may conduct such proceedings as he or she deems appropriate and shall follow all Procedures that

would apply if the Hearing Panel handled the referred matter, including (without limitation) Rule 14, except that a Hearing Officer does not have authority to consider resolutions pursuant to Rule 17.

(2) In proceedings before a Hearing Officer, the Hearing Officer acts as Presiding Officer and Hearing Panel, and the Hearing Officer shall submit a report and recommendation to the Hearing Panel on each dispositive matter within the Hearing Officer's referral. If a Complaint is referred to a Hearing Officer to handle the Public Hearing and recommend a final disposition of the Complaint, the Hearing Officer shall submit his or her report to the Hearing Panel within thirty days after the conclusion of the hearing or within such extended period of time as may be allowed by the Presiding Officer of the Hearing Panel. The Hearing Officer's report regarding recommendation of final disposition shall include: (A) findings of fact as to each violation of the Code of which the Commission found Probable Cause; (B) recommendations as to whether the Respondent should be found in violation of the Code, justifying disciplinary measures; (C) recommendations as to the disciplinary measures and/or civil fines to be imposed by the Hearing Panel; (D) a statement of any past disciplinary measures as to the Respondent that are on record with the Office of Ethics, Compliance and Oversight or that otherwise become known to the Hearing Officer through evidence during the course of the proceedings; and (E) a statement of costs incurred and recommendations as to the manner in which such costs should be taxed, if authorized by the Code.

(3) The Presiding Officer of the Hearing Panel shall review non-dispositive reports and recommendations from Hearing Officers. The full Commission shall review dispositive reports and recommendations from Hearing Officers. The Commission shall not reject or modify findings of fact made by a Hearing Officer unless a review of the entire record demonstrates that the findings were not based on competent, substantial evidence or that the proceedings on which the findings were based did not comply with the essential requirements of law. The Commission shall review legal conclusions and recommendations of discipline without deference (as if deciding the matter for the first time). In the discretion of the Presiding Officer of the Hearing Panel, the Commission may allow presentation of argument, written or oral. No additional evidence may be submitted after the conclusion of the Public Hearing before the Hearing Officer. Upon receipt of a Hearing Officer's report, the Presiding Officer of the Hearing Panel shall schedule a public hearing before the Commission to consider whether to adopt, modify, or reject, in whole or in part, the Hearing Officer's report and recommendations as the Public Report of the Commission. In the notice scheduling that public hearing, the Presiding Officer of the Hearing Panel shall

indicate what additional argument the Commission will consider (if any) and set deadlines for written submissions (if allowed).

(4) Where a Complaint is decided by the Hearing Panel without referral to a Hearing Officer, the Hearing Panel's (A) non-dispositive decisions and (B) decision finding no violation of the Code, are not reviewable by the full Commission except as allowed by Rule 17(b). If the Hearing Panel rules that an existing Code provision has been violated based on Clear and Convincing Evidence, the Hearing Panel shall prepare a report and recommendation to the full Commission the same way that a Hearing Officer would under Rule 12(f)(2). The Commission shall review the Hearing Panel's report the same way it would a Hearing Officer's report under Rule 12(f)(3).

(g) **Transmittal of Public Report.** Following the conclusion of the hearing, a public report shall be drafted and agreed upon by a majority of the Hearing Panel or Commission (as appropriate). Any member not in the majority may draft and file a dissent, or may simply note that he or she dissents. The public report shall be signed by the Presiding Officer, shall be transmitted to the Respondent, Special Ethics Counsel, and Complainant, and shall be made available to the public. Both the Respondent and the Special Ethics Counsel may, at the discretion and within such time designated by the Presiding Officer, present written proposed public reports to assist the Commission in its deliberations and preparation of the public report.

Rule 13 – Confidentiality

(a) **Proceedings Confidential.** Except as otherwise provided in these Procedures or by law, the Complaint and Commission activities, proceedings, and documents relating to the Complaint shall be confidential until either:

- (1) Confidentiality is waived in writing by the Respondent; or
- (2) The Complaints Committee orders the Complaint dismissed; or
- (3) The Complaints Committee makes a finding of Probable Cause.

When (1), (2), or (3) occurs, all materials relating to the Complaint shall become public records available to the public as provided in Chapter 119, Florida Statutes, except to the extent the materials are otherwise exempted from disclosure by law or court order.

(b) **Communication to Parties.** The Confidentiality provided by this rule shall not prohibit the Commission or the Office of Ethics, Compliance and Oversight from

advising the Respondent, Special Ethics Counsel, or Complainant about the status of the Complaint proceeding.

Rule 14 – Disqualification of Commission Members.

- (a) **Disqualification in General.** Commission members shall be disqualified from sitting as a member of the Commission at either the Probable Cause hearing or the final public hearing for bias, prejudice, or conflict of interest. Disqualification may be raised by the Complainant, Respondent, Special Ethics Counsel or by any member or advisor of the Commission.
- (b) **Time limitation.** Unless good cause is shown, all motions for disqualification shall be filed with the Office of Ethics, Compliance and Oversight at least five days prior to the hearing at which the member is expected to participate. The motion shall be accompanied by a sworn affidavit stating the particular facts and reasons for disqualification.
- (c) **Standard.** The motion shall be ruled on by the Commission member whose disqualification is sought (after consultation with the Office of General Counsel liaison to the Commission) and, unless the motion is denied as untimely, the ruling shall be based on whether the motion and affidavit establish that (1) the Commission member is in fact not fair or impartial in the case or (2) a Florida Statute, Code provision, or other applicable law requires the Commission member's disqualification. In ruling on the motion to disqualify, the Commission member may consider the truth of the facts alleged in support of the motion.
- (d) **Automatic Disqualification.** Any member of the Commission shall recuse him or herself on his or her own motion on all matters relating to a Complaint pending against the person who appointed him or her to the Commission, or against any particular member of a collegial body who appointed him or her, or against any relative by blood or marriage as defined in Fla. Stat. § 112.3135(1)(d) or against any persons with whom the member does business within the meaning of Fla. Stat. § 112.313(3), or with whom the member has an employment or contractual relationship within the meaning of Fla. Stat. § 112.313(7).

Rule 15 – Ex Parte Communications.

- (a) **Ex Parte Communications Disfavored.** A Commission member who is not acting as Investigator or Special Ethics Counsel shall not initiate nor consider any Ex Parte Communication relative to the merits of a pending Complaint that would be required to be disclosed pursuant to Rule 15(b).

- (b) **Ex Parte Disclosure.** A Commission member shall disclose Ex Parte Communications received from any of the following: (1) A public employee or official engaged in prosecution (including the Special Ethics Counsel) or advocacy in connection with the matter; or (2) A party to the proceeding or any person who, directly or indirectly, would have a substantial interest in the proposed action of the Commission, or his or her counsel; or (3) A Complainant or any other individual who has personal knowledge of the facts underlying the proceeding, or his or her counsel; or (4) An elected official.
- (c) **Procedure on Receipt of an Ex Parte Communication.** A Commission member who receives such an Ex Parte Communication shall place on the record of the matter all written communications received, or a memorandum stating the substance of all oral communications received, and shall also advise all parties that such matters have been placed on the record. Any participant, including the Ethics Director, desiring to rebut the Ex Parte Communication shall be allowed to do so, if a request for the opportunity for rebuttal is made within ten days after notice of the communication.

Rule 16 – Formal Actions.

In order to issue public censures or recommend disciplinary action, the Commission must have ruled that an existing Code provision has been violated based on Clear and Convincing Evidence.

Rule 17 – Dismissal of Violation; Resolution.

- (a) The Complaints Committee (prior to a finding of Probable Cause) or the Hearing Panel (after the Commission finds Probable Cause)—but not a Hearing Officer—may, at their discretion and at any stage within their respective processes:
- (1) Dismiss a Complaint upon determining that the public interest would not be served by proceeding further; or
 - (2) Dismiss a Complaint and issue a letter of instruction to the Respondent when it appears that the alleged violation was inadvertent, unintentional or insubstantial; or
 - (3) Dismiss a Complaint in accordance with a request from the State Attorney, U.S. Attorney or other state or municipal agency; or

- (4) Enter into a settlement or resolution of the issues which may include an apology, a stipulated fine, or other action. Such settlements and the reasons for entering into one, shall be made in writing and be a public record; or
 - (5) Dismiss or suspend a Complaint if the more appropriate jurisdiction to investigate and process the Complaint is the Florida Commission on Ethics.
- (b) In the presiding division's sole discretion, upon its own motion or the request of any participant, the presiding division may refer a decision to dismiss a Complaint under any of these Procedures to the full Commission for disposition rather than dismiss the Complaint within the division. When such a request is made by a participant and directed to the Complaints Committee, it shall have the same deadline as the Respondent's response to the Special Ethics Counsel's recommendation under Rule 11(b)(3). When such a request is made by a participant and directed to the Hearing Panel, it shall be made prior to the Hearing Panel's vote to dismiss the Complaint.



2021

**Proposed Budget By
Mayor Eric Genrich**



October 19, 2020

Dear Common Council Members and City Taxpayers:

I am proposing the 2021 City budget in the midst of a pandemic and recession, facing these twin challenges head-on with a plan for city residents that invests in public safety and other essential city services in a way that resists the urge to balance the books with one-time spending or cuts to services that people rely upon and deserve.

In spite of immediate headwinds that are facing communities across the country, the people of Green Bay should be confident in the fundamental strength of our community and economy. With an unemployment rate of 5.6%, a rate more than 2 points lower than the national average, and a net new construction growth rate of 1.6%, Green Bay is the envy of many metropolitan regions around the country. Additionally, we have seen particularly robust growth in the valuation of property within our Tax Increment Districts, to the tune of a 28% increase, which is an important success story to tell. Growth in this revenue does not immediately benefit our city's general fund, but it does allow us to make strategic investments and generate economic activity and new housing in priority neighborhoods across the community.

Speaking of priorities, this budget calls for the restoration of 3 public safety positions: 2 police officers and 1 firefighter. Prior to my election, the previous Common Council reduced the number of funded police officers from 194 to 180. In my first budget I increased that number to 185. For the 2021 budget, I am proposing an additional increase in funded officers from 185 to 187. I am also proposing the restoration of one firefighter position which was held open in the current budget year.

In order to maintain the commitment that I have made to provide core city services and keep our citizens safe, I am requesting a 3% increase in the city's mill rate. Roughly half of this requested increase is to account for the projected loss of revenue associated with COVID-19. Specifically, hotel room tax and interest income losses account for nearly \$850,000 in reduced revenue projections in 2021.

Some will be opposed to the proposed budget, as it calls for a modest increase in property taxes, and I understand that perspective, but I strongly believe it is needed to fend off significant cuts in services that would be detrimental to the quality of life in our city.

As I have said time and again, Green Bay is an exceptional city, in a great state, in an indispensable nation. 2020 has been difficult for everyone, and 2021 isn't likely to be a walk-in-the-park, but our future as a community is bright because Green Bay's residents are resilient. We will emerge stronger on the other side of this pandemic, having learned a great deal about our capabilities as individuals and as a community.

In closing, it is important to note that I am beginning, not ending, the budget process with the introduction of this proposal. This document is now in the hands of our Common Council, whose members are independently elected and retain the power to craft a budget that is responsive to the needs of city residents from their vantage points. I look forward to this robust but civil discussion, which is bound to be enlightening for us all.

A handwritten signature in black ink, appearing to read "E. Genrich", written in a cursive style.

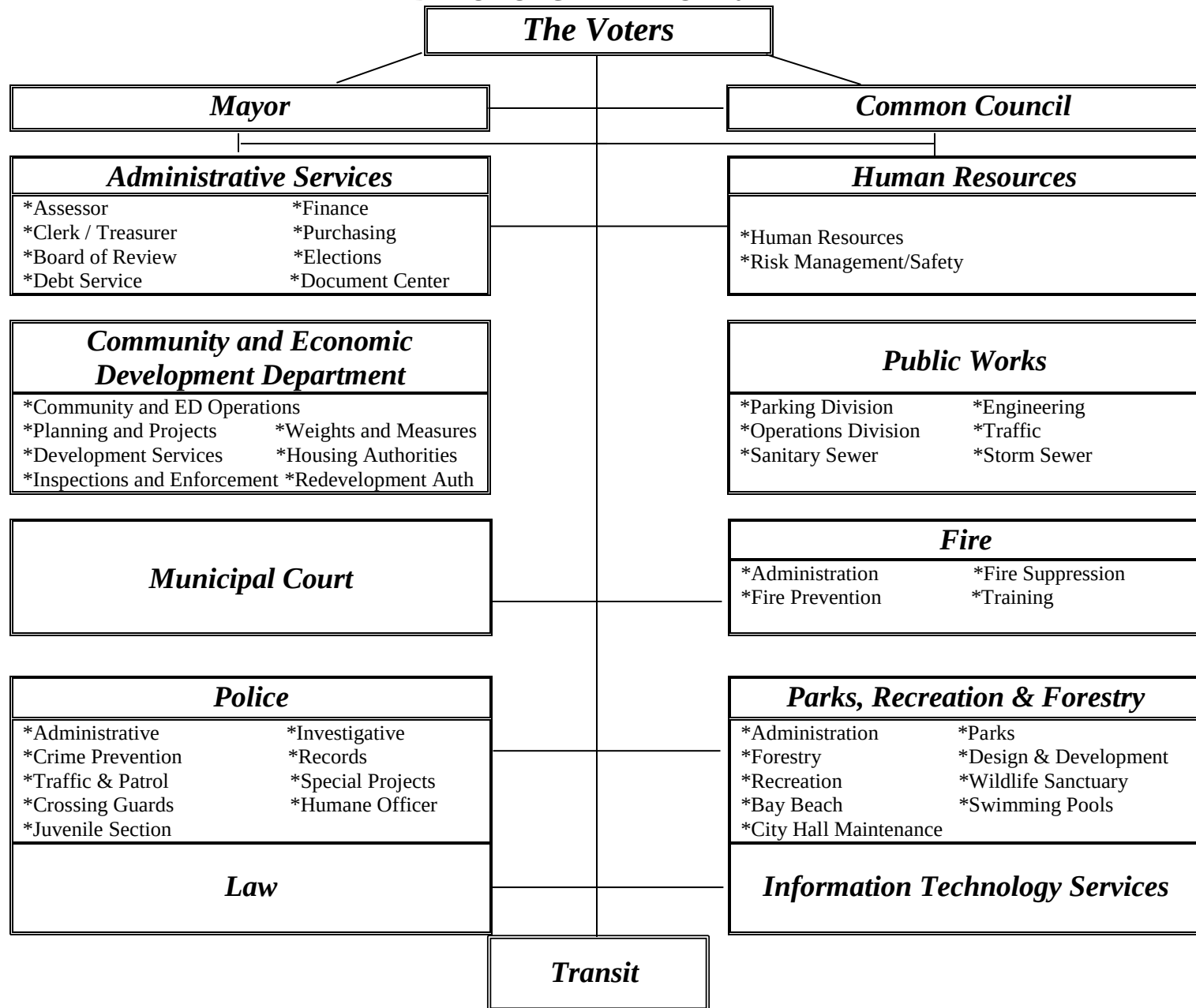
Eric Genrich, Mayor
City of Green Bay, Wisconsin

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**CITY OF GREEN BAY
TABLE OF ORGANIZATION 2021**



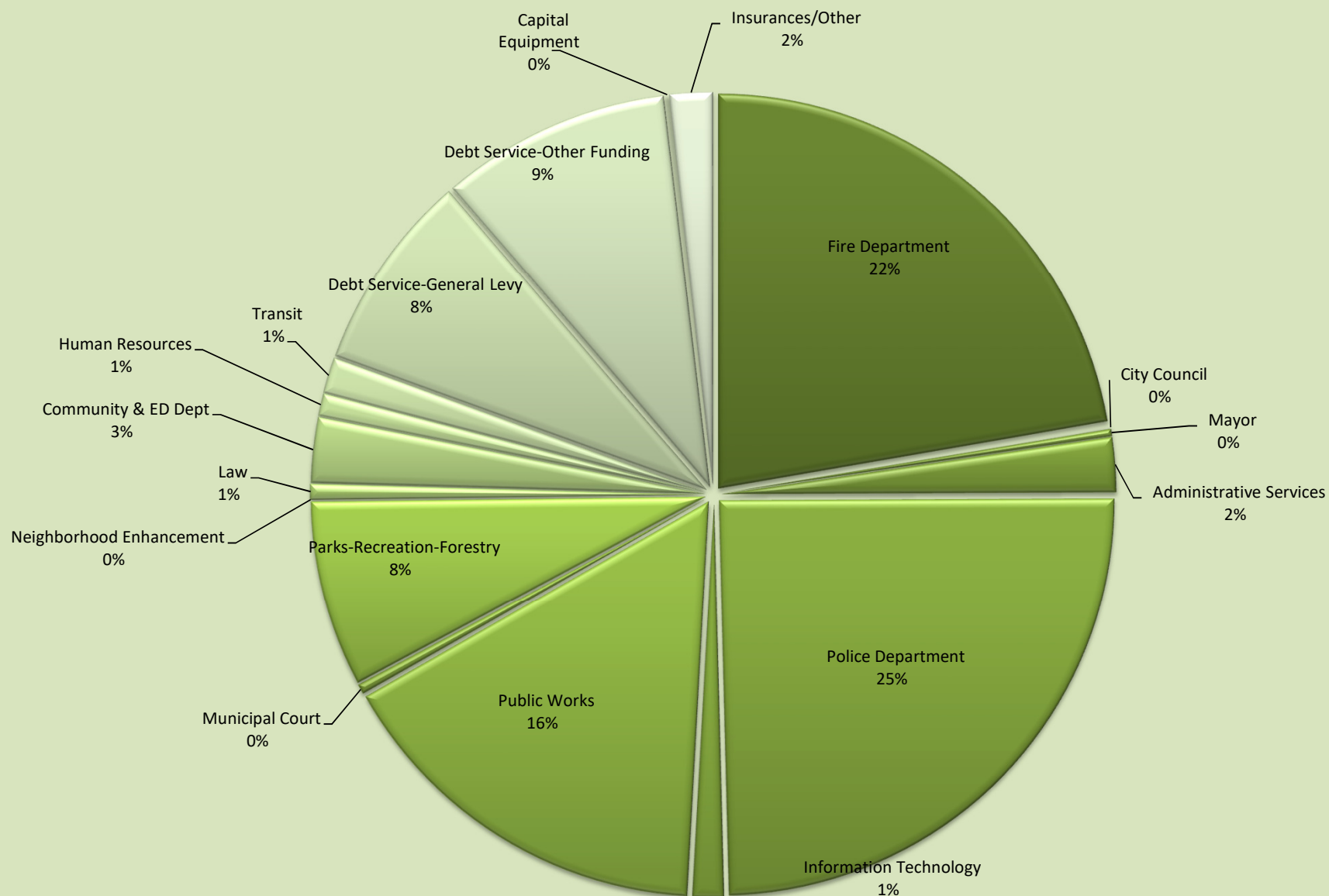
CITY OF GREEN BAY
2020 - 2021 BUDGET
KEY ITEM COMPARISONS

	2020	2021	% Change
Total Expenditures	110,015,518	112,461,476	2.22%
General Fund Expenditures	86,259,124	87,607,671	1.56%
Total Revenues	110,015,518	112,461,476	2.22%
Non-Levy Revenues	54,170,643	54,778,514	1.12%
Tax Levy (w/o TID)	55,844,875	57,682,962	3.29%
Tax Levy (TID IN)	59,388,804	62,241,494	4.80%
Equalized Valuation	6,966,932,800	7,399,206,300	6.20%
Assessed Valuation	6,277,067,000	6,384,758,337	1.72%
Equalized City Tax Rate	8.52	8.41	-1.32%
Assessed City Tax Rate	9.46	9.75	3.04%

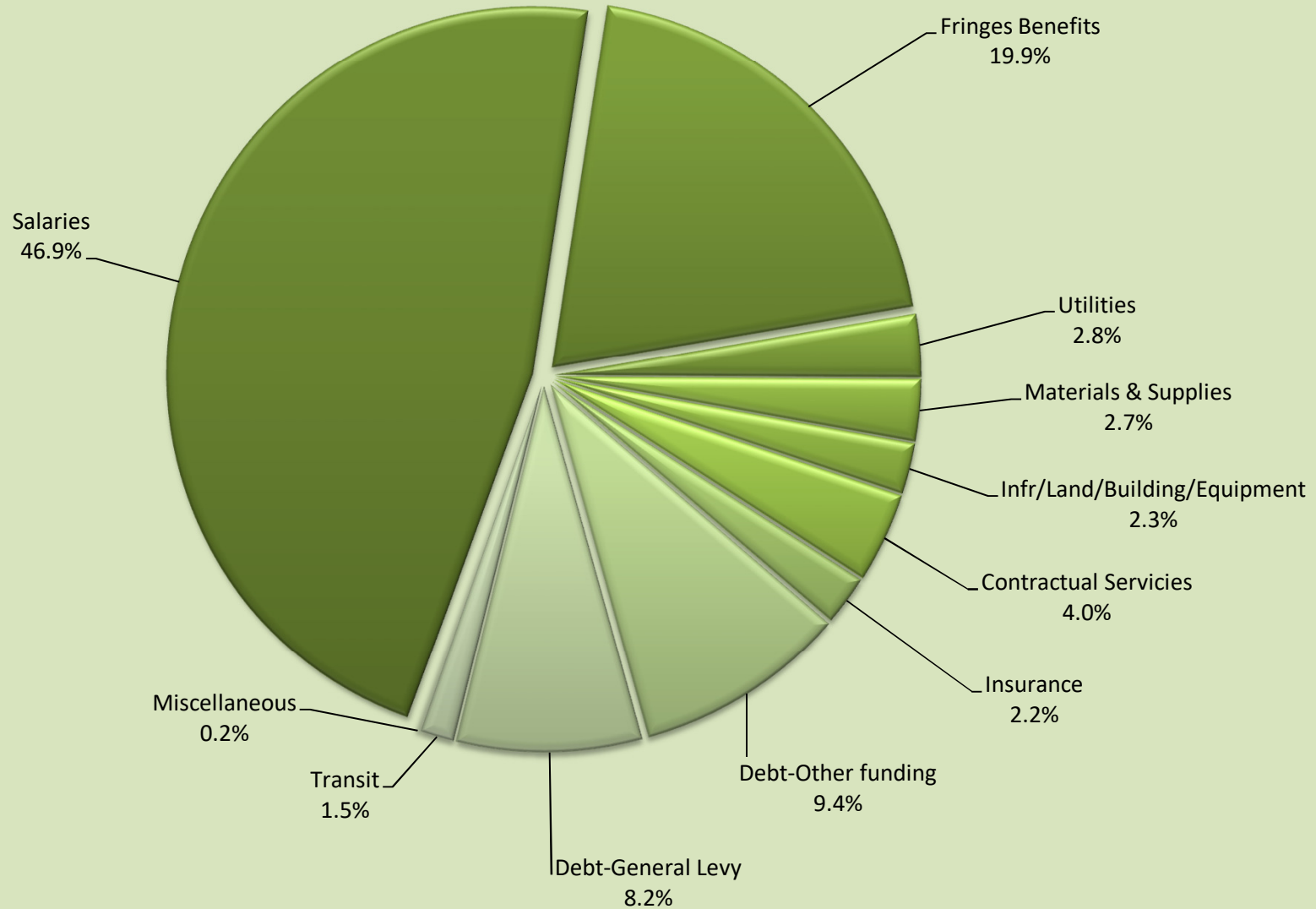
**CITY OF GREEN BAY
EXPENDITURES BY DEPARTMENT**

DEPARTMENT	2021 BUDGET	% OF TOTAL BUDGET
City Council	\$ 147,924	0.1%
Mayor	331,549	0.3%
Elections	178,065	0.2%
Administrative Services	2,343,453	2.1%
Information Technology	1,438,421	1.3%
Municipal Court	457,384	0.4%
Police Department	27,742,722	24.7%
Fire Department	25,032,119	22.3%
Public Works	17,870,202	15.9%
Parks-Recreation-Forestry	8,578,331	7.6%
Community & ED Dept	3,014,465	2.7%
Law	720,073	0.6%
Human Resources	1,044,669	0.9%
Miscellaneous	(1,291,706)	-1.1%
Sub-Total General Fund	87,607,671	77.9%
Transit	1,653,819	1.5%
Debt Service-General Levy	9,189,869	8.2%
Debt Service-Other Funding	10,587,647	9.4%
Capital Equipment	144,500	0.1%
Workers Compensation	1,287,020	1.1%
General Liability	890,950	0.8%
Health Insurance Escrow	1,100,000	1.0%
Total	\$ 112,461,476	100.0%

2021 Budgeted Expenditures by Department



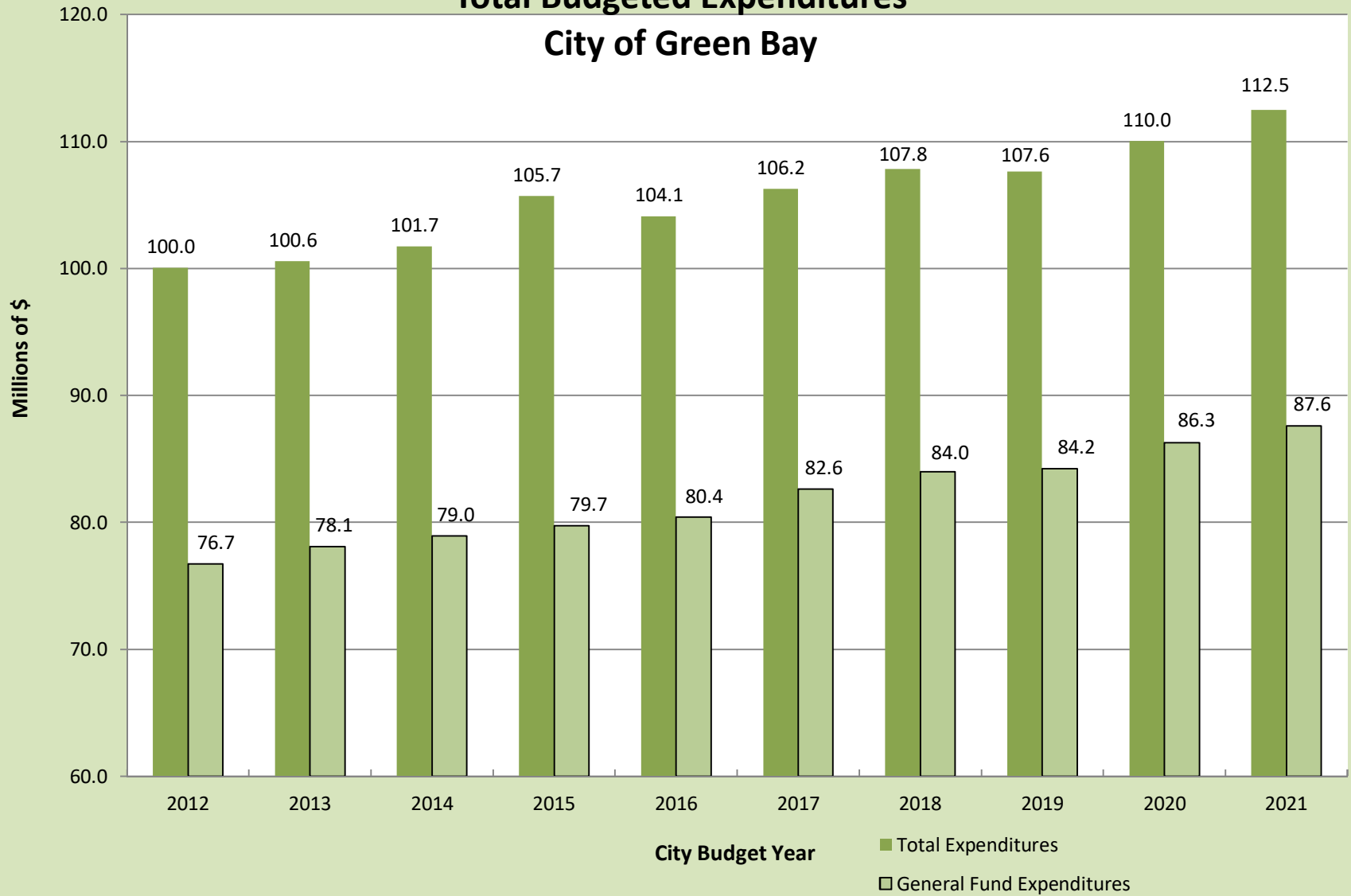
City of Green Bay 2021 Budgeted Expenditures



CITY OF GREEN BAY HISTORICAL BUDGET EXPENDITURES

Department	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2020 to 2021 \$ Change	% Chg from 2020
City Council	\$ 198,130	\$ 149,219	\$ 145,591	\$ 149,440	\$ 147,924	\$ (1,516)	-1.0%
Mayor	268,300	275,767	313,225	328,048	331,549	3,501	1.1%
Elections	143,730	276,324	190,426	334,320	178,065	(156,255)	-46.7%
Administrative Services	2,133,355	2,235,392	2,208,992	2,304,999	2,343,453	38,454	1.7%
Information Technology	907,134	924,896	951,296	1,124,385	1,438,421	314,036	27.9%
Municipal Court	484,684	494,066	493,158	510,085	457,384	(52,701)	-10.3%
Police Department	25,478,586	26,624,417	26,343,910	27,375,621	27,742,722	367,101	1.3%
Fire Department	22,712,484	23,374,114	23,883,893	24,516,014	25,032,119	516,105	2.1%
Public Works	18,487,086	17,685,249	17,761,202	17,881,898	17,870,202	(11,696)	-0.1%
Parks-Recreation-Forestry	8,730,653	8,990,366	9,025,884	8,419,050	8,578,331	159,281	1.9%
Community & ED Dept	2,698,550	2,727,842	2,715,449	2,871,663	3,014,465	142,802	5.0%
Law	586,342	632,289	657,830	694,406	720,073	25,667	3.7%
Human Resources	954,232	970,417	953,123	1,014,976	1,044,669	29,693	2.9%
Miscellaneous	(1,171,010)	(1,330,986)	(1,397,061)	(1,265,781)	(1,291,706)	(25,925)	2.0%
Sub-Total General Fund	82,612,256	84,029,372	84,246,918	86,259,124	87,607,671	1,348,547	1.6%
Transit	1,601,200	1,553,596	1,607,428	1,683,230	1,653,819	(29,411)	-1.7%
Debt Service-General Levy	9,224,100	9,174,100	9,241,519	9,000,000	9,189,869	189,869	2.1%
Debt Service-Other Funding	9,489,800	9,741,442	9,293,762	9,493,000	10,587,647	1,094,647	11.5%
Capital Equipment	823,490	727,962	169,000	450,000	144,500	(305,500)	-67.9%
Workers Compensation	1,140,860	1,140,860	1,339,430	1,358,170	1,287,020	(71,150)	-5.2%
General Liability	655,340	703,692	788,429	833,367	890,950	57,583	6.9%
Health Insurance Escrow	700,000	700,000	900,000	900,000	1,100,000	200,000	22.2%
Total	\$ 106,247,046	\$ 107,806,140	\$ 107,623,736	\$ 110,015,518	\$ 112,461,476	\$ 2,445,958	2.2%

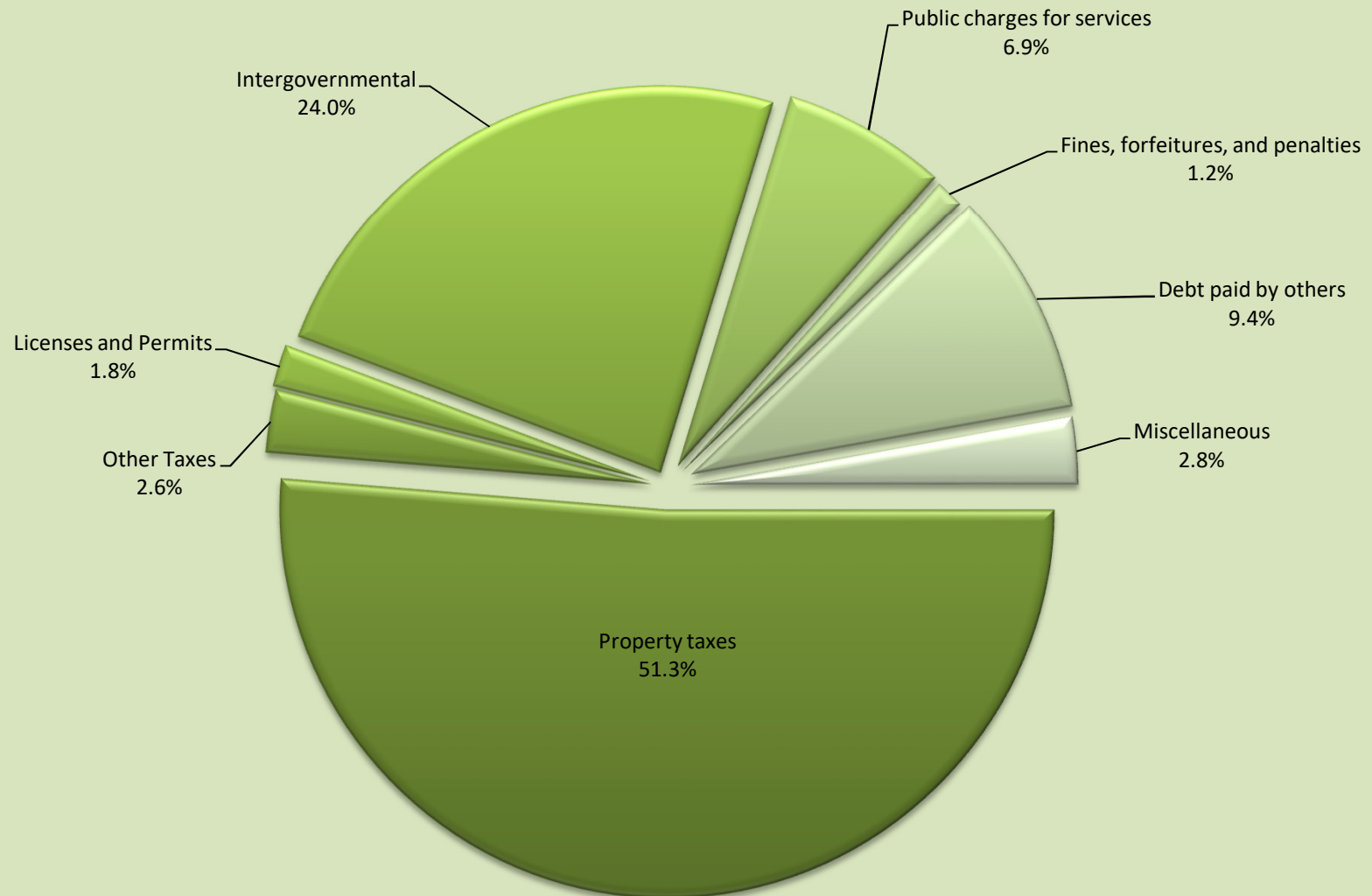
Total Budgeted Expenditures City of Green Bay



**CITY OF GREEN BAY
REVENUES**

SOURCE	2020 BUDGET	2021 BUDGET	% OF TOTAL REVENUES	
Taxes	\$ 55,795,347	\$ 57,682,962	1,887,616	3.4%
Other Taxes	3,016,106	\$ 2,960,906	(55,200)	-1.8%
Licenses and Permits	2,320,950	\$ 1,999,857	(321,093)	-13.8%
Intergovernmental	27,306,263	\$ 26,985,587	(320,676)	-1.2%
Public charges for services	7,520,352	\$ 7,730,009	209,657	2.8%
Fines, forfeitures, and penalties	1,375,000	\$ 1,350,000	(25,000)	-1.8%
Debt paid by others	9,123,000	\$ 10,587,647	1,464,647	16.1%
Miscellaneous	3,558,500	\$ 3,164,508	(393,992)	-11.1%
TOTAL	\$ 110,015,518	\$ 112,461,477	2,445,959	2.2%

City of Green Bay 2021 Budgeted Revenues



CITY OF GREEN BAY PROPERTY VALUATION

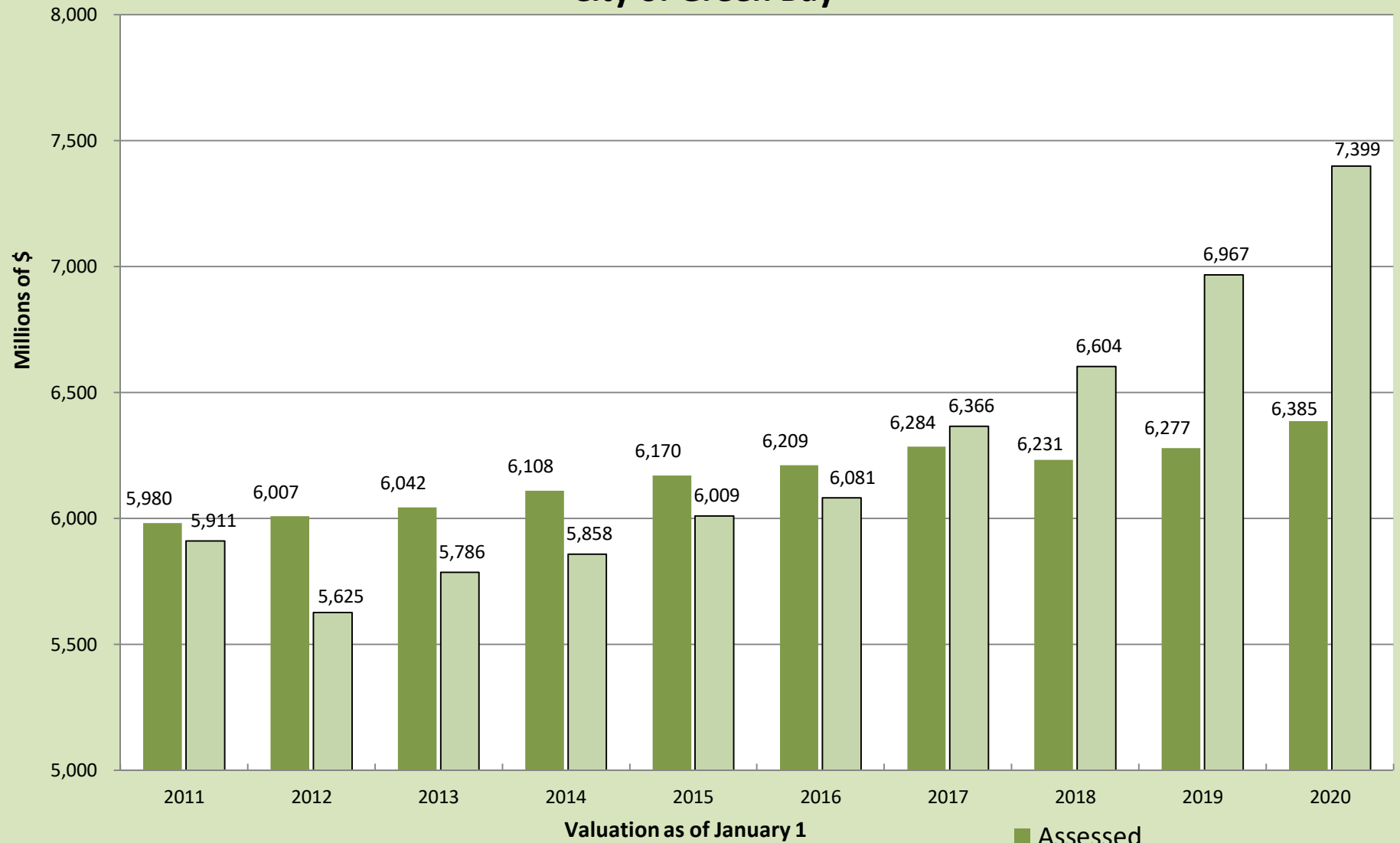
YEAR	ASSESSED		EQUALIZED w/TID		Assessed/ Equalized
	VALUE	CHANGE	VALUE	CHANGE	
2000	3,973,944,400	2.3%	4,434,213,600	6.1%	89.7%
2001	4,045,987,000	1.8%	4,704,298,900	6.1%	86.0%
2002	4,132,355,632	2.1%	4,964,950,400	5.5%	83.2%
2003	4,223,856,700	2.2%	5,341,643,300	7.6%	79.1%
2004*	5,593,932,900	32.4%	5,645,467,400	5.7%	99.1%
2005	5,674,134,200	1.4%	5,925,533,200	5.0%	95.8%
2006	5,759,227,500	1.5%	6,144,755,300	3.7%	93.7%
2007	5,813,611,600	0.9%	6,283,453,300	2.3%	92.5%
2008	5,873,975,900	1.0%	6,365,769,700	1.3%	92.5%
2009	5,936,017,500	1.1%	6,234,597,300	-2.1%	95.2%
2010	5,982,240,200	0.8%	6,019,338,000	-3.5%	99.4%
2011	5,980,445,700	0.0%	5,910,603,600	-1.8%	101.3%
2012	6,007,455,600	1.2%	5,625,397,900	-6.5%	106.8%
2013	6,042,083,300	1.8%	5,786,473,700	-3.9%	104.2%
2014	6,108,068,600	1.1%	5,857,893,700	1.2%	104.4%
2015	6,169,722,900	1.0%	6,009,465,500	2.6%	102.6%
2016	6,209,417,200	1.7%	6,080,589,000	3.8%	102.1%
2017	6,283,910,700	1.2%	6,365,614,900	4.7%	98.7%
2018***	6,231,148,700	-0.8%	6,603,759,000	3.7%	94.4%
2019	6,277,067,000	0.7%	6,966,932,800	5.5%	90.1%
2020**	6,384,758,337	1.7%	7,399,206,300	6.2%	86.2%

* Green Bay completed a city-wide reassessment

**An estimate has been used for manufacturing property since we have not received this information from Wisconsin Department of Revenue as of this publication.

**State change to discontinue locally assessed machinery, tools, and patterns.

Property Valuation City of Green Bay



*2018 down due to change in locally assessed personal property

■ Assessed

□ Equalized

City Tax Rate City of Green Bay



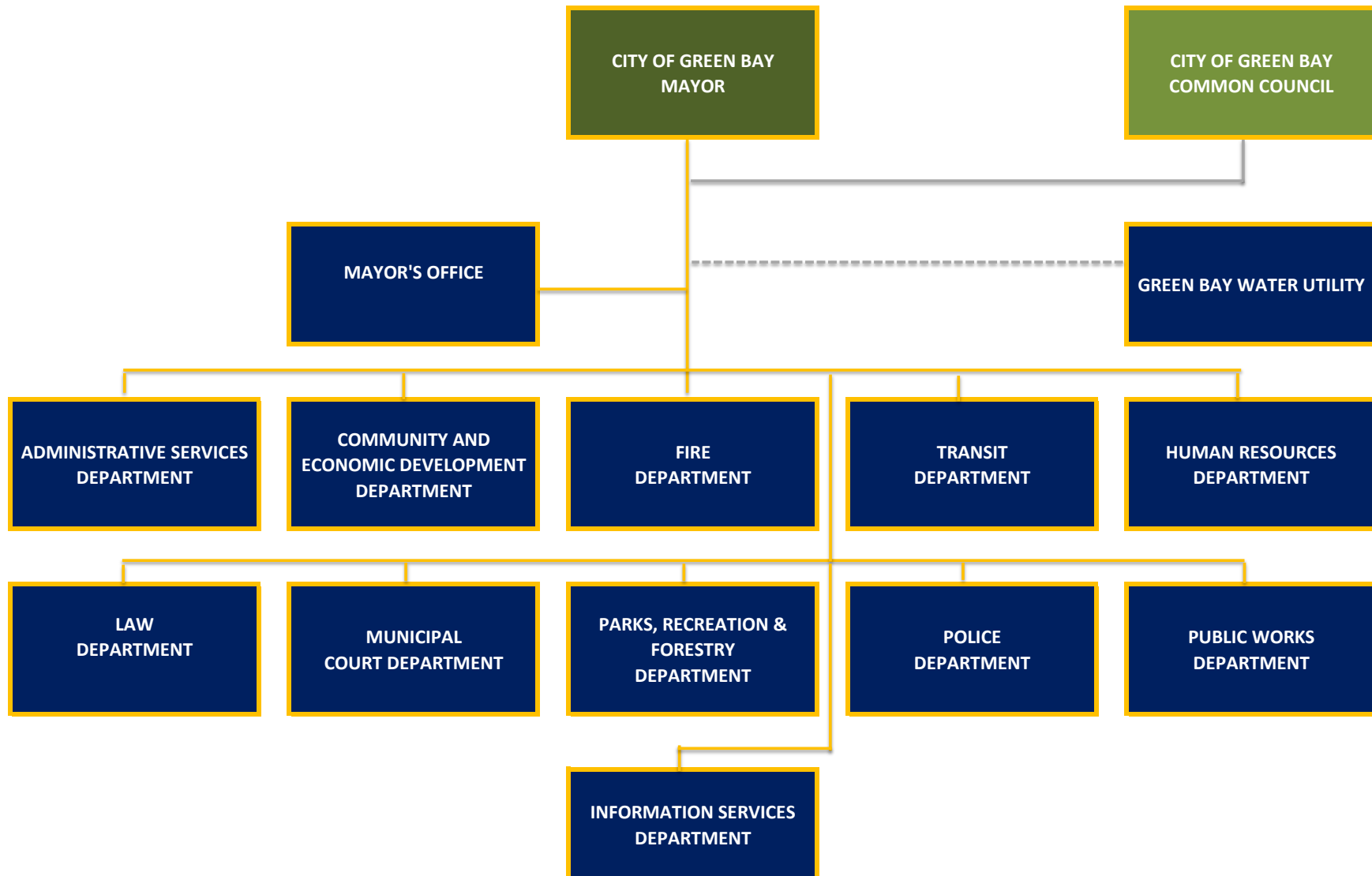
**SCHEDULE OF BONDS AND NOTES ISSUED, RETIRED AND OUTSTANDING
AS OF DECEMBER 31, 2020**

Bonds	Year of Issue	Authorized and Issued	Retired as of 12/31/2020 Amount	Outstanding 12/31/2020
Corporate	2010B BAB	15,320,000	15,320,000	-
Corporate	2011A	4,750,000	1,970,000	2,780,000
Refunding	2012B	8,090,000	4,720,000	3,370,000
Refunding	2012C	8,295,000	6,170,000	2,125,000
Refunding	2012D	35,095,000	18,535,000	16,560,000
Corporate	2012E	4,395,000	1,065,000	3,330,000
Refunding	2013A	10,985,000	7,055,000	3,930,000
Corporate	2013B	11,145,000	5,855,000	5,290,000
Corporate	2014A	4,925,000	1,420,000	3,505,000
Corporate	2014B	6,320,000	2,225,000	4,095,000
Refunding	2014D	3,680,000	185,000	3,495,000
Refunding	2014E	2,605,000	2,315,000	290,000
Refunding	2015A	6,750,000	2,660,000	4,090,000
Corporate	2015B	9,525,000	1,245,000	8,280,000
Corporate	2015C	7,410,000	1,370,000	6,040,000
Corporate	2016A	14,945,000	2,155,000	12,790,000
Corporate	2016B	5,275,000	935,000	4,340,000
Corporate	2017A	14,745,000	1,550,000	13,195,000
Corporate	2018A	14,605,000	385,000	14,220,000
Refunding	2019A	8,680,000	2,825,000	5,855,000
Corporate	2019B	15,495,000	265,000	15,230,000
Corporate-Exempt	2020A	15,550,000	-	15,550,000
Corporate-Taxable	2020B	2,250,000	-	2,250,000
Corporate-Exempt Refunding	2020D	7,615,000	-	7,615,000
Corporate-Taxable Refunding	2020E	2,075,000	-	2,075,000
Total Bonds		240,525,000	80,225,000	160,300,000
Notes				
Corporate-Exempt	2013C	1,350,000	915,000	435,000
Corporate-Taxable	2013D	925,000	625,000	300,000
Corporate Taxable	2014C	1,180,000	700,000	480,000
Corporate Taxable	2017B	2,415,000	635,000	1,780,000
Corporate	2018B	2,785,000	490,000	2,295,000
Corporate-Exempt	2019C	2,540,000	120,000	2,420,000
Corporate-Exempt	2020C	5,520,000	-	5,520,000
Total Notes		16,715,000	3,485,000	13,230,000
Sept 2018 issue-TID 5	2018	2,000,000	2,000,000.00	-
Sept 2019 issue - NEH	2019	1,000,000	1,000,000.00	-
Total Notes - State Trust Fund		4,000,000	4,000,000	-
General Obligation (GO) Debt		261,240,000	87,710,000	173,530,000
Corporate-HUD S108 Taxable	2015	4,700,000	783,000	3,917,000
Subtotal General Obligation Debt plus HUD 108		265,940,000	88,493,000	177,447,000
Revenue Bonds				
KI Convention Center-refinanced	2016	12,120,000	4,165,000	7,955,000
Parking Division Garage	2010	4,050,000	4,050,000	-
KI Convention Center-expansion	2013	24,815,000	20,000	24,795,000
Total Revenue Bonds		40,985,000	8,235,000	32,750,000
Grand Totals - All Debt		306,925,000	96,728,000	210,197,000

COMMON COUNCIL



CITIZENS OF GREEN BAY





City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
01 COUNCIL							
50001 REGULAR SALARIES	118,970.04	118,644.00	118,644.00	92,606.51	118,644.00	118,644.00	.0%
51201 HEALTH INSURANCE	13,087.92	13,613.00	13,613.00	10,998.57	13,613.00	13,607.00	.0%
51202 DENTAL INSURANCE	3,537.10	3,681.00	3,681.00	3,038.26	3,681.00	3,681.00	.0%
51210 SOCIAL SECURITY	6,837.05	6,891.00	6,891.00	5,351.20	6,891.00	6,891.00	.0%
51211 MEDICARE	1,598.01	1,615.00	1,615.00	1,250.83	1,615.00	1,615.00	.0%
51301 WRS - EMPLOYER S	1,299.98	1,336.00	1,336.00	725.72	875.00	1,336.00	.0%
52001 TRAINING & TRAVE	.00	2,500.00	2,500.00	280.00	280.00	1,000.00	-60.0%
54001 MATERIAL & SUPPL	112.64	450.00	450.00	.00	.00	450.00	.0%
57098 DEPT INSURANCE C	670.00	710.00	710.00	710.00	710.00	700.00	-1.4%
01 COUNCIL	146,112.74	149,440.00	149,440.00	114,961.09	146,309.00	147,924.00	-1.0%

SALARY SUMMARY RATES

Department: **COMMON COUNCIL**

POSITION	NUMBER OF POSITIONS	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
COMMON COUNCL	12	N/A	N/A	\$9,887

COLUMN TOTALS

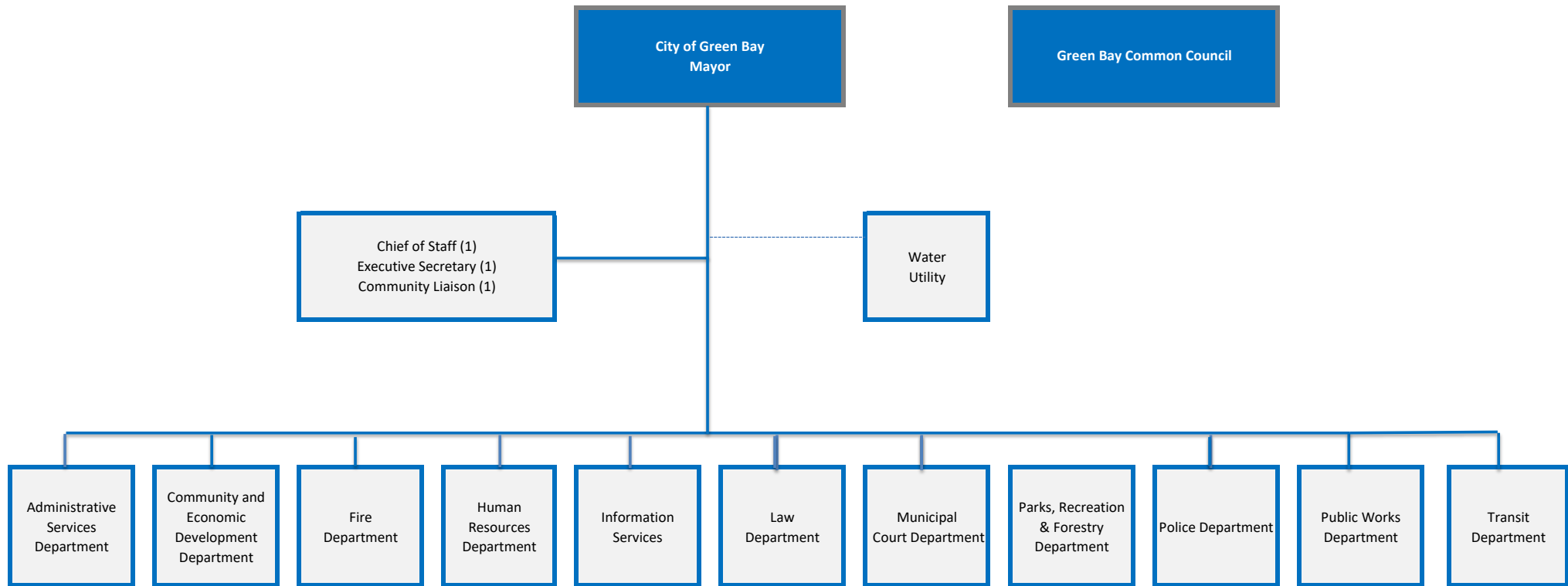
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MAYOR'S OFFICE



MAYOR'S OFFICE

Rev. 9.30.2020





City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
02 MAYOR							
002 MAYOR							
50001 REGULAR SALARIES	225,324.24	265,343.00	265,343.00	190,930.76	250,000.00	274,479.00	3.4%
50005 COMP TIME PAID O	1,346.14	.00	.00	542.77	.00	.00	.0%
51101 VACATION PAY	7,672.38	.00	.00	4,036.52	.00	.00	.0%
51102 HOLIDAY PAY	3,137.27	.00	.00	1,217.31	.00	.00	.0%
51103 PERSONAL DAYS	1,735.50	.00	.00	1,879.99	.00	.00	.0%
51108 SICK PAY	7,095.13	.00	.00	821.95	.00	.00	.0%
51201 HEALTH INSURANCE	12,765.50	12,874.00	12,874.00	8,630.92	10,100.00	6,112.00	-52.5%
51202 DENTAL INSURANCE	3,244.31	3,169.00	3,169.00	2,515.10	3,169.00	2,804.00	-11.5%
51203 LIFE INSURANCE	393.70	432.00	432.00	326.14	432.00	450.00	4.2%
51210 SOCIAL SECURITY	14,680.66	16,319.00	16,319.00	11,845.30	16,000.00	16,941.00	3.8%
51211 MEDICARE	3,433.79	3,818.00	3,818.00	2,770.24	3,700.00	3,964.00	3.8%
51301 WRS - EMPLOYER S	15,399.72	17,913.00	17,913.00	13,383.57	17,000.00	18,529.00	3.4%
51401 CAR ALLOWANCE	261.43	360.00	360.00	308.57	360.00	360.00	.0%
52001 TRAINING & TRAVE	6,022.10	5,000.00	5,000.00	1,309.99	2,500.00	5,000.00	.0%
53003 MARKETING EXPENS	515.00	500.00	500.00	420.79	500.00	500.00	.0%
54001 MATERIAL & SUPPL	.00	.00	.00	13.09	13.09	.00	.0%
54002 OFFICE SUPPLIES	.00	.00	.00	365.16	365.16	.00	.0%
56302 CELL PHONES	1,294.58	840.00	840.00	937.76	840.00	840.00	.0%
57098 DEPT INSURANCE C	1,240.00	1,480.00	1,480.00	1,480.00	1,480.00	1,570.00	6.1%
002 MAYOR	305,561.45	328,048.00	328,048.00	243,735.93	306,459.25	331,549.00	1.1%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 3
bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
003 POLICE & FIRE COMMISSION							
52007 RECRUITING	18,413.30	.00	.00	.00	.00	.00	.0%
003 POLICE & FIRE COMM	18,413.30	.00	.00	.00	.00	.00	.0%
02 MAYOR	323,974.75	328,048.00	328,048.00	243,735.93	306,459.25	331,549.00	1.1%

SALARY SUMMARY RATES

Department: **MAYOR**

POSITION	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
MAYOR	1.00	2,080	\$46.74	\$95,849
CHIEF OF STAFF	1.00	2,080	\$37.88	\$77,479
EXECUTIVE SECRETARY	1.00	2,080	\$24.78	\$50,787
COMMUNITY LIASON	1.00	2,080	\$24.78	\$50,364

COLUMN TOTALS

4.00

ADMINISTRATIVE SERVICES

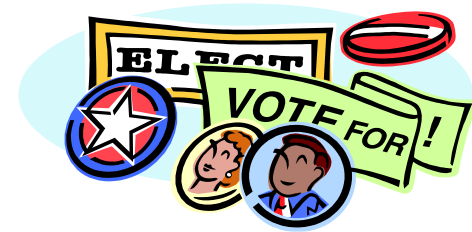
Finance



Assessor's Office



Clerk's Office



Purchasing



Document Center



ADMINISTRATIVE SERVICES DEPARTMENT

ADMINISTRATIVE SERVICES

Finance Director
(1)

Finance

Assistant Finance Director (1)

Sr. Accountant (1)

Financial Analyst (1.65)

Account Clerk II (1)

Payroll

Payroll Manager (1)

Payroll Specialist (1)

City Clerk's Office

City Clerk (1)

Deputy City Clerk (1)

Administrative Clerk II (1)

Administrative Clerk (2)

Wecome Center Aide (1 PT)

Seasonal Workers/Poll Workers
Voting Machine Mechanics/Voter
Navigators

Assessor's Office

City Assessor (1)

Appraiser II (4)

Contracted Staff

Purchasing

Purchasing Manager (1)

Buyer (1.25)

Purchasing Assistant (1)

Document Center Lead (1)

Document Center Operator (.6)

Fulltime Employees 19
Parttime Employees 4
Parttime Employee 1 (No Benefits)



City of Green Bay 2021 Budget Comments

Department: Administrative Services

Mission: The mission of the Administrative Services Department is to provide centralized financial and budgetary management, accounting, and payroll for the City. This department also is responsible for the administration of elections, maintenance and issuance of various licenses, archive public records, property assessment, purchasing and printing to all City departments.

Activities:

Finance: This division is responsible for accurately reporting the financial position for the City of Green Bay to assure all transactions adhere to the City's policies and procedures, generally accepted accounting principles, and rules established by authoritative governing bodies. Other responsibilities handled under this division include processing payroll for around 1,000 employees under various labor contracts, issuance of accounts payable checks on a weekly basis, treasury function including managing the City's investment portfolio, annual audit and budget coordination, tax roll preparation, debt management, and the preparation of the comprehensive annual financial report.

Clerk: Administers elections and manages over 53,500 registered voter records, facilitates the annual Board of Review, issues a wide variety of licenses, archives public records, bills and maintains special assessment receivables, processes and signs plats and certifies survey maps, issues letters of specials and acts as an ombudsman to the public.

Assessor: The Assessor's office is responsible for discovering and listing all residential and commercial real and personal property within its jurisdiction. The City has approximately 36,000 real estate and personal property tax parcels valued just over \$7 billion dollars that are handled by five staff members using contractual services on an as needed basis. The State of Wisconsin Department of Revenue is responsible for assessing manufacturing real and personal property in the City of Green Bay.

Purchasing / Print Shop: The Purchasing division effectively serves City departments and other agencies in procuring goods and services while assuring a fair and competitive opportunity to all qualified vendors. Central to this responsibility is stewardship to City taxpayer dollars by using sound, prudent, equitable and consistent procurement practices following City purchasing policies and

procedures. The print/mail room, located in City Hall, processes all the daily incoming and outgoing mail in accordance with US Postal Service regulations and offers printing services for all City departments through automated workflows and digital black & white or color production.

2020 Accomplishments:

Finance

- The finance division received the GFOA certificate for the City's 2018 Comprehensive Annual Financial Report for the 37th consecutive year. This document provides financial and background information pertinent to the City in conformance with generally accepted accounting principles and is a key source of information for the City's rating agency, bond holders, taxpayers and the general public. The City's 2019 Comprehensive Annual Financial Report has been submitted and we are awaiting notification from GFOA on the award.
- For the first time in many years the City of Green Bay collected their own taxes for the real estate (first installment) and personal property tax.
- Completed an RFP for Audit Services in combination with Green Bay Metro and Green Bay Water Utility.
- The treasury function managed a portfolio with gross transactions affecting the City's bank account of over \$658 million averaging \$55 million dollars per month for 12 month period.
- Managed and implemented economic development projects from a financial perspective including Railyard, Shipyard, Adams Lot, Gorman Development, One Aster, and Legends district.
- Worked through numerous COVID related grants from accounting and tracking eligible expenses, drawing the dollars, and reporting.

Clerk/Treasurer

- Maintained the City of Green Bay's portion of the WisVote system. WisVote is the Wisconsin Elections Commission's database that keeps track of all registered voters in the State of Wisconsin. This year we had four elections with three of them taking place during the COVID-19 pandemic which caused numerous deviations from our original plans. We had many polling locations back out or didn't work for social distancing and had many of our seasoned poll workers back out of working causing us to hire many new poll workers for August and November. In April, at the start of the pandemic we went down to two polling locations and moved in-person voting to transit to have a glass barrier between staff and voters. We had 17 polling locations in August and 16 polling locations in November with in-person voting at the Clerk's Office behind a barrier for both. Purchased a faster speed tabulator, with grant funds, for the increase in absentee ballots for the November election.
- Issued new and maintained renewals of liquor licenses, operator licenses (bartenders/servers), cigarette licenses, animal licenses, alarm permits, direct seller permits, solicitor permits, pawnbrokers, secondhand dealers, public vehicle licenses, public vehicle operator licenses, tree & brush trimmer, underground sprinkler systems, sidewalk builders, and more.
- Worked with the Finance Department to collect full or first installment tax payments.

Assessor

- Below is a summary of building permits and sales reviewed by year as well as the number of real property parcels in the City along with the assessed value and ratio to equalized value. 2020 values do not include manufacturing.

Assessor's Office Statistics	2018	2019	2020
Number of building permits reviewed	3,165	3,229	2,004
Estimated building cost	\$255,530,506	\$286,172,421	\$310,852,160
Number of sales reviewed	3,620	3,654	3,445
Number of real property parcels	33,577	33,397	33,395
Number of personal property accounts	2,310	2,183	2,216
Assessed Value of Property	\$5,763,855,600	\$5,825,657,200	\$5,870,014,200
Assessed to Equalized Ratio	0.9436	.9010	.860 <i>EST</i>

- Completed the review of a number of potential development projects to determine an assessed value for TIF or development agreement purposes.
- Completed Board of Review at the earliest possible date with no adjustments to the tax base. Several manufacturing cases are still currently under litigation.
- Used the computer assisted mass appraisal system to determine 2020 values.
- Sent staff to several continuing education classes, and an online seminar.
- Assisted in the development of an RFI document regarding the need for a market revaluation.
- Began strategic planning of staff responsibilities for market revaluation.

Purchasing

- Revised RFQ, RFB, and RFP packets to more modern look and to simplify instructions for potential bidders.
- Developed standard contract templates and standard terms and conditions for all vendors to abide by.
- Implemented the use of DocuSign electronic signatures to speed up contract signatures.
- Solicited bids for new Self Contained Breathing Apparatus for Green Bay Metro Fire Department valued at \$834,706.
- Worked with Community and Economic Development to establish a 3 year contract for the Asbestos abatement and Demolition of properties acquired for the department. Estimated contract value of \$559,091.
- Solicited proposals for new concession vendors at Bay Beach. Multiple vendors awarded for a total contracts value of \$616,000.

- Offers support to our internal customers with their understanding and training of the Tyler MUNIS Financial System. We have developed documentation for best practices for Requisition Entry, Approvals, Purchase Order Conversions and the P-card System.
- Purchasing also administers 125 on-going contracts affecting all City departments. Examples include Financial Services, Materials and Supplies, Employee Benefits and Insurance, Maintenance for Equipment and IT Software.

Below is a summary of work completed by the Purchasing Division:

Purchasing Statistics	2019 TOTAL	2020 YTD (9/1)
Number of solicitations	203	135
Value of Purchases	\$18,655,331	\$7,452,258
Revenues/Savings generated	\$274,954	\$105,743
P-card Transaction Count	14,756	12,724
P-card Spend	\$6,409,364	\$4,062,396
P-card Average Transaction	\$434.36	\$319.27

Document Center

- The City's Document Center is commonly known as the Print Shop and Mail Room, and operates to benefit all City departments and some external clients such as Neighborhood Associations. Non-City clients are charged back for services.
- We have recently implemented an internal audit system to insure that payment of chargebacks for internal and external Printing & Mailing services are accounted for and paid promptly.

Below is a comparison summary of the work completed by the Document Center:

Document Center Statistics	2019 TOTAL	2020 YTD (9/1)
Copier Count	2,391,870	515,625
Number of Print Jobs	953	390
Mail Count (Outbound)	103,803	113,346

2021 Goals:

- Continue working to add existing licenses to the new licensing system.
- Continue to provide open, accurate, and fair elections in the City of Green Bay by keeping up-to-date on election law.

- Continue to improve the tax collection process making it quick and efficient. A new web-based version of the software will be implemented.
- Upgrade our ERP software to a newer version.

Major Increase/Decreases in 2021 Budget:

- A decrease shown in the Department of Administration is due to only two elections in 2021. In 2020 we administered four elections.
- Decrease to travel and training budget due to conferences and training moving to virtual or being cancelled due to COVID-19.



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
10 ADMINISTRATIVE SERVICES							
50001 REGULAR SALARIES	1,126,696.07	1,403,563.00	1,403,563.00	961,076.60	1,348,485.00	1,442,888.00	2.8%
50003 SEASONAL SALARIE	110,121.98	283,438.00	283,438.00	122,313.92	283,438.00	160,018.00	-43.5%
50005 COMP TIME PAID O	6,000.46	.00	.00	7,024.60	.00	.00	.0%
50501 OVERTIME	1,570.84	8,890.00	8,890.00	4,302.63	8,890.00	7,600.00	-14.5%
51101 VACATION PAY	87,993.34	.00	.00	33,928.56	.00	.00	.0%
51102 HOLIDAY PAY	43,089.80	.00	.00	22,522.84	.00	.00	.0%
51103 PERSONAL DAYS	15,226.21	.00	.00	13,812.15	.00	.00	.0%
51105 FUNERAL LEAVE	1,411.62	.00	.00	1,489.94	.00	.00	.0%
51106 JURY DUTY/WITNES	464.55	.00	.00	.00	.00	.00	.0%
51108 SICK PAY	59,247.70	.00	.00	30,054.85	.00	.00	.0%
51201 HEALTH INSURANCE	260,487.27	270,678.00	270,678.00	208,782.93	271,659.00	250,690.00	-7.4%
51202 DENTAL INSURANCE	21,278.38	22,036.00	22,036.00	17,535.56	22,123.00	21,095.00	-4.3%
51203 LIFE INSURANCE	2,160.92	2,273.00	2,273.00	1,730.99	2,273.00	2,343.00	3.1%
51210 SOCIAL SECURITY	79,857.32	84,699.00	84,699.00	64,776.31	84,699.00	87,253.00	3.0%
51211 MEDICARE	18,850.68	19,926.00	19,926.00	15,180.60	19,926.00	20,525.00	3.0%
51301 WRS - EMPLOYER S	87,346.93	95,350.00	95,350.00	72,547.65	95,350.00	97,917.00	2.7%
51401 CAR ALLOWANCE	3,869.16	4,920.00	4,920.00	2,015.76	5,070.00	5,180.00	5.3%
52001 TRAINING & TRAVE	12,499.21	17,540.00	17,540.00	3,732.78	6,274.00	12,100.00	-31.0%
52003 DUES & BONDS	4,736.28	5,107.00	5,107.00	4,198.00	4,881.00	5,131.00	.5%
52011 MEAL ALLOWANCE -	1,906.00	4,848.00	4,848.00	994.00	994.00	2,800.00	-42.2%
53001 CONTRACTUAL SERV	149,772.66	134,570.00	184,570.00	144,390.23	148,429.23	119,122.00	-35.5%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
53002 COPY MACHINE	5,975.95	17,150.00	17,150.00	3,210.06	6,650.00	9,900.00	-42.3%
53004 ADVERTISING	61,239.60	64,700.00	64,700.00	33,594.21	50,000.00	54,350.00	-16.0%
53017 FINANCE SERVICES	.00	50.00	50.00	.00	50.00	50.00	.0%
53018 GENERAL AUDIT	32,150.00	32,750.00	32,750.00	26,950.00	26,950.00	40,000.00	22.1%
54002 OFFICE SUPPLIES	38,521.82	35,150.00	35,150.00	20,092.31	31,770.00	37,200.00	5.8%
54004 BOOKS MAPS SUBSC	2,135.78	2,090.00	2,090.00	1,630.11	1,813.00	2,261.00	8.2%
54005 POSTAGE	77,716.26	75,000.00	75,000.00	80,195.84	90,000.00	70,000.00	-6.7%
55101 EQUIPMENT REPAIR	876.00	2,300.00	2,300.00	.00	1,300.00	1,600.00	-30.4%
55120 EQUIPMENT RENTAL	12,204.93	19,180.00	19,180.00	14,778.43	19,180.00	24,770.00	29.1%
55150 NEW EQUIPMENT	.00	.00	.00	.00	.00	1,200.00	.0%
56302 CELL PHONES	840.00	840.00	840.00	700.00	840.00	1,460.00	73.8%
57098 DEPT INSURANCE C	12,344.77	12,271.00	12,271.00	12,184.76	12,242.00	14,065.00	14.6%
59003 TAX ADJUSTMENTS	35,774.01	20,000.00	20,000.00	42,948.30	42,948.30	30,000.00	50.0%
59013 CASH OVER & SHOR	71.58	.00	.00	226.59	227.03	.00	.0%
10 ADMINISTRATIVE SERV	2,374,438.08	2,639,319.00	2,689,319.00	1,968,921.51	2,586,461.56	2,521,518.00	-6.2%

SALARY SUMMARY RATES

Department: **ADMINISTRATIVE SERVICES**

POSITION	FTE	PT/ SEASON	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
<u>Comptroller's Office</u>					
FINANCE DIRECTOR	1.00		2,080	\$62.70	\$128,312
ASSISTANT FINANCE DIRECTOR	1.00		2,080	\$45.80	\$93,879
SENIOR ACCOUNTANT	1.00		2,080	\$32.81	\$67,070
PAYROLL MANAGER	1.00		2,080	\$37.88	\$77,539
PAYROLL SPECIALIST	1.00		2,080	\$27.06	\$55,374
ACCOUNT CLERK II	1.00		2,080	\$23.00	\$47,005
FINANCIAL ANALYST	1.00		2,080	\$25.43	\$51,728
FINANCIAL ANALYST	0.65		1,352	\$25.43	\$33,793
<u>Purchasing Office</u>					
PUCHASING MANAGER	1.00		2,080	\$37.74	\$77,692
PURCHASING ASSISTANT	1.00		2,080	\$25.43	\$51,988
BUYER	0.63		1,300	\$30.28	\$38,731
BUYER	0.63		1,300	\$30.28	\$38,731
<u>Printing</u>					
DOCUMENT CENTER LEAD	0.94		1,950	\$22.70	\$43,569
DOCUMENT CENTER OPERATOR	0.47		975	\$20.57	\$19,913
DOCUMENT CENTER OPERATOR	0.10		200	\$20.57	\$4,089
<u>Assessor's Office</u>					
CITY ASSESSOR	1.00		2,080	\$48.49	\$99,240
APPRAISER II	1.00		2,080	\$30.87	\$63,662
APPRAISER II	1.00		2,080	\$30.57	\$62,573
APPRAISER II	1.00		2,080	\$28.64	\$58,729
APPRAISER II	1.00		2,080	\$28.64	\$58,380
CONTRACTED STAFF	(a)				

POSITION	FTE	PT/ SEASON	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
<u><i>Clerk's Office</i></u>					
CITY CLERK	1.00		2,080	\$41.34	\$84,621
DEPUTY CITY CLERK	1.00		2,080	\$27.18	\$55,940
ADMINISTRATIVE CLERK II	1.00		2,080	\$22.39	\$46,036
ADMINISTRATIVE CLERK	1.00		2,080	\$20.97	\$43,169
ADMINISTRATIVE CLERK	1.00		2,080	\$19.92	\$41,125
WELCOME CENTER AIDE	0.44		910	\$8.42	\$7,609
VOTING MACHINE MECHANICS (SEASONAL)		4			
TEMPORARY HELP (SEASONAL)		4			
POLLWORKERS		350			
BENEFITTED EMPLOYEES	22.84				
NON-BENEFITTED EMPLOYEES		358			

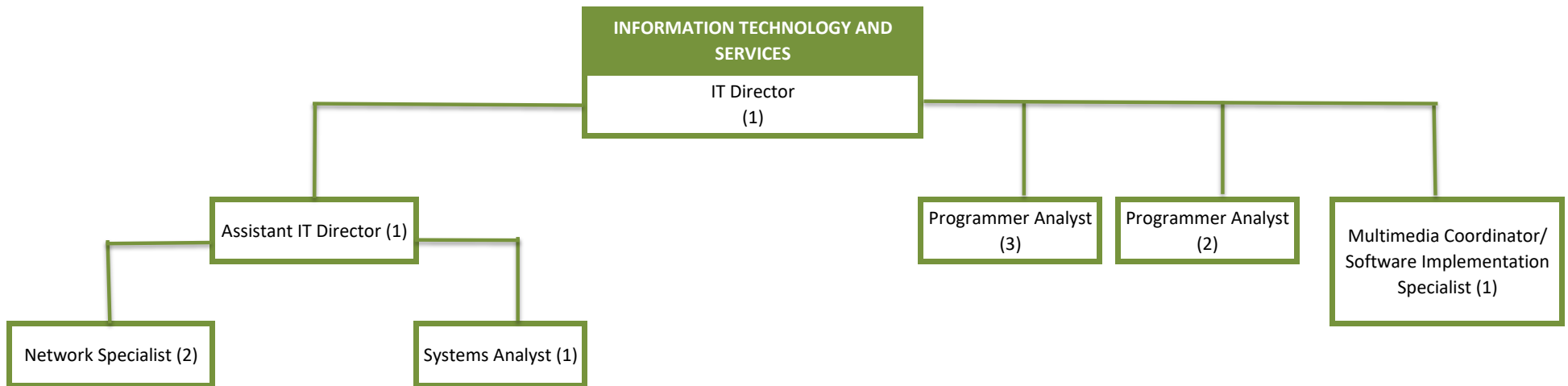
(a) CONTRACTED STAFF

INFORMATION TECHNOLOGY AND SERVICES



INFORMATION TECHNOLOGY AND SERVICES

Rev 9.30.2020



Full-time Employees 11

(2 Programmer Analyst and 1.75 Network Specialist positions funded by Police)



City of Green Bay 2021 Budget Comments

Department: Information Technology and Services

Mission: The Information Technology Department serves to provide all City departments with reliable, timely and accurate computer applications, hardware and services by using, implementing and/or maximizing current technology that is both cost effective and responsive to departmental needs.

Activities:

Information Technology: The mission of Information Technology is to provide cost efficient and economical information, computer automation, networking, internet and telephonic services to all city departments. The division provides purchasing, planning, testing and implementation support for over 800 personal and mobile computers, office automation software, and centralized client-servers. This includes support for 108 servers, 68 switches, 25 routers, 60 wireless access points, data backup and restoration services and 27 miles of fiber networking service for all city locations as well as connections to the Internet and Brown County. The city's digital information is also replicated to servers at the disaster recovery site which maintains 24x7x365 readiness.

2020 Accomplishments:

Information Technology Division Networking staff:

- Complete installation of combined datacenter with disaster recovery site.
- Establish and maintain a digital safe at work/home environment. Including building security, committee/council room upgrades and installing numerous laptop or remote connections.
- Begin installation and implementation of Microsoft 365.
- Completed redundant internet connection from west side with partnership including WISCnet and Brown County.
- Replaced data cabling on first floor of city hall.
- Upgraded network domain controllers.
- Plan, configure and install ArcServe backup recovery system.
- Continue to monitor and implement cybersecurity best practices.
- Install wireless access points for coverage at Bay Beach Amusement Park.

- Assist all public safety departments with implementation of new county Computer Aided Dispatch (CAD) system including all hardware and software installation and update of city custom software applications.
- Continued implementation of MDT replacements for police vehicles.
- Completed fiber connection and cabling for Wildlife Sanctuary expansion.
- Plan, install and implement MITEL phone system.
- Plan, install and implement ARUBA WiFi system.
- Maintain and upgrade the video and audio systems in council chambers and all committee rooms to create a safe at work/home atmosphere.
- Install over 175 laptops to create a safe at home work atmosphere.
- Research body cameras, standalone and networked camera solutions.
- Below is a summary of equipment managed and maintained by this department.

Information Technology Statistics	2014	2015	2016	2017*	2018	2019	2020
Number of Servers	52	62	68	98	102	103	108
Number of Switches	48	48	50	60	62	64	68
Number of Routers	23	23	23	25	25	25	25
Number of Wireless Access Points	38	48	49	49	54	53	60
Miles of Networking Fiber	25	25	26	26	27	27	27
Number of Computers/laptops Replaced	100	120	117	123	120	5	205
* Beginning in 2017 Police Department Included							

Information Technology Division Programming Staff:

- Continue migration of Cardinal Tracking data into Passport Parking software application.
- Continue programming city-wide RoboCity software applications that continue to allow multiple department access/creation/update of city-wide manual processes.
- Implement software application for citywide licensing with Liquor License applicants and continued migration of all license types.
- Create reports for most departments to support operations including, fixed assets, invoicing, land assets, permitting, inspection, fire vehicle call creation/transmit/dispatch/arrival/closure, payroll, and EDI digital file submission.
- Continued enhancement of request for services, inspection and permitting application to support erosion control inspections, water lateral connections and reporting (ECLIPS).
- Continued custom development of police custom records management system (GERP).
- Created Capital Improvement Plan (CIP) software application replacing excel spreadsheets.
- Created email inbox software application to increase efficiency during April 2020 election.
- Complete Capital Improvement Plan software application
- Complete Room Tax software application.

Enterprise GIS

- Continue development with Environmental Systems Research Institute (ESRI) to develop a first of its kind live software application security plan for Lambeau Field consisting of tracking police personnel, traffic flow management and weather conditions. In 2020 this program was extended to SWAT operations including drone technology.
- Create COVID dashboard for public consumption
- Maintain/Upgrade/Install ArcGIS Enterprise 10.8.1 and ArcGIS for Portal, ArcGIS GeoEvent extension and BigDataStore.
- Continue development of custom query crime mapping web application consisting of locating current construction permit areas and surveillance of construction storage equipment to prevent theft. This web application was provided to local OSHA officials to improve their inspection capabilities.
- Replicate data from county servers to maintain city-wide GIS applications absent of direct connection to county servers with increased performance and efficiencies.
- Build out dashboard for the county CAD dispatch software.

Multimedia Communication Specialist / Green Bay Public Television

- Train new staff on CivicClerk and CivicEngage
- Train existing staff on new CivicClerk Beta program
- Create Police website on CivicEngage
- Create social media communication campaigns regarding 2020 Election and Poll Workers
- Create illustrative publications for the City
- Attended and documented various city functions throughout the year
- Run public meetings on Zoom and properly record
- Train staff on how to use Zoom and the recording equipment
- Create weekly videos on Facebook

2021 Goals:

- Continue research and implementation of Microsoft O365 Government Cloud including Change Management, Teams adoption, Azure Government Services, SharePoint Services, Mobile Device Management, Exchange Online and other Business Applications.
- Install replacement Fire Department mobile data terminals.
- Continue implementation of CivicEngage and CivicClerk including feature upgrades including Boards and Committees and CivicClerk 8.0.
- Continuing education and training in Microsoft operating systems and database server management, .NET and other programming, scripting languages and cybersecurity.
- Continuous upgrades of Enterprise Vault, Sophos, MS Exchange, Citrix, FirePower and file servers.
- Continue installing new data cabling and IP speakers to support MITEL Revolution broadcasting while ceiling tiles are being replaced.

- Upgrade ArcGIS 10.8.1 for Enterprise with GeoEvent Server to continue development of Police Command software application and other mobile mapping software applications.
- Continue dashboard development of the CAD dispatch software.
- Continued enhancement of request for services to include more distinct request types with detailed work status levels to ensure timely work completion.
- Continued enhancement of custom developed ECLIPS complaint and permitting software.
- Continue further development of city-wide licensing application to support all city licenses and permits.
- Continued software development of address or parcel lookup of all related databases on city website with information including assessment data, parcel picture history, police calls, permits and statuses, complaints, request for services etc...
- Continue further programming of UltraNexus unit for Green Bay Public Television.



City of Green Bay

10/19/2020 13:39
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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
12 INFORMATION TECH AND SERVICES							
50001 REGULAR SALARIES	467,174.54	554,674.00	554,674.00	395,292.55	554,674.00	575,762.00	3.8%
50005 COMP TIME PAID O	3,543.99	.00	.00	2,729.88	.00	.00	.0%
50501 OVERTIME	1,890.91	.00	.00	3,134.56	.00	.00	.0%
51101 VACATION PAY	24,609.17	.00	.00	12,086.75	.00	.00	.0%
51102 HOLIDAY PAY	15,753.69	.00	.00	9,192.44	.00	.00	.0%
51103 PERSONAL DAYS	5,831.95	.00	.00	5,210.04	.00	.00	.0%
51105 FUNERAL LEAVE	288.40	.00	.00	1,023.71	.00	.00	.0%
51108 SICK PAY	10,141.39	.00	.00	6,369.64	.00	.00	.0%
51201 HEALTH INSURANCE	79,298.89	82,723.00	82,723.00	62,348.15	82,723.00	83,586.00	1.0%
51202 DENTAL INSURANCE	6,151.63	6,359.00	6,359.00	5,200.06	6,359.00	6,262.00	-1.5%
51203 LIFE INSURANCE	880.01	927.00	927.00	722.22	927.00	961.00	3.7%
51210 SOCIAL SECURITY	31,133.06	33,693.00	33,693.00	25,829.81	33,693.00	34,994.00	3.9%
51211 MEDICARE	7,281.17	7,882.00	7,882.00	6,040.74	7,882.00	8,186.00	3.9%
51301 WRS - EMPLOYER S	34,654.00	37,442.00	37,442.00	29,365.34	37,442.00	38,867.00	3.8%
51401 CAR ALLOWANCE	398.68	360.00	360.00	308.57	360.00	360.00	.0%
52001 TRAINING & TRAVE	5,259.16	9,000.00	9,000.00	420.00	4,500.00	6,000.00	-33.3%
53001 CONTRACTUAL SERV	64,936.58	100,360.00	100,360.00	37,992.07	100,360.00	100,360.00	.0%
53002 COPY MACHINE	38.85	.00	.00	27.00	36.00	.00	.0%
53020 SOFTWARE MAINTEN	256,867.57	275,380.00	275,380.00	243,107.26	275,380.00	567,180.00	106.0%
54002 OFFICE SUPPLIES	4,389.57	4,850.00	4,850.00	2,915.36	4,850.00	4,850.00	.0%
54004 BOOKS MAPS SUBSC	.00	100.00	100.00	.00	100.00	100.00	.0%



City of Green Bay

10/19/2020 13:39
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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 2021 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
54010 GAS OIL LUBE	1,235.85	400.00	400.00	577.38	650.00	400.00	.0%
55101 EQUIPMENT REPAIR	6,310.28	5,000.00	5,000.00	971.94	5,000.00	5,000.00	.0%
56301 TELEPHONE	361.10	.00	.00	.00	.00	.00	.0%
56302 CELL PHONES	2,586.44	2,220.00	2,220.00	2,315.08	2,220.00	2,220.00	.0%
57098 DEPT INSURANCE C	2,887.62	3,015.00	3,015.00	3,117.62	3,117.62	3,333.00	10.5%
12 INFORMATION TECH AN	1,033,904.50	1,124,385.00	1,124,385.00	856,298.17	1,120,273.62	1,438,421.00	27.9%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

421 PUBLIC SAF/GOV IT EQUIPMNT LEVY	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
10 ADMINISTRATIVE SERVICES							
120 INFORMATION TECH AND SERVICES							
53020 SOFTWARE MAINTEN	.00	300,000.00	300,000.00	15,876.00	300,000.00	.00	-100.0%
55140 EQUIPMENT REPLAC	867,179.03	150,000.00	150,000.00	425,136.64	167,244.65	144,500.00	-3.7%
55150 NEW EQUIPMENT	5,290.00	.00	.00	.00	.00	.00	.0%
58310 BOND ISSUE COSTS	25.63	.00	.00	1,055.72	.00	.00	.0%
120 INFORMATION TECH A	872,494.66	450,000.00	450,000.00	442,068.36	467,244.65	144,500.00	-67.9%
10 ADMINISTRATIVE SERV	872,494.66	450,000.00	450,000.00	442,068.36	467,244.65	144,500.00	-67.9%
TOTAL 421 PUBLIC SAF/GOV IT	872,494.66	450,000.00	450,000.00	442,068.36	467,244.65	144,500.00	-67.9%



City of Green Bay

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CITY OF GREEN BAY NEXT YEAR BUDGET DETAIL REPORT

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bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

ACCOUNTS FOR:

421 PUBLIC SAF/GOV IT EQUIPMNT LEVY

	VENDOR	QUANTITY	UNIT COST	2021 DEPT/MAYOR
421120 55140 - EQUIPMENT REPLACEMENT				144,500.00 *
Annual Laptop Rotation-Citywide - 10 Qty		1.00	12,500.00	12,500.00
Annual Monitor Rotation-Citywide - 50 Qty		1.00	10,000.00	10,000.00
Annual PC Rotation-Citywide		1.00	84,000.00	84,000.00
Annual PC Rotation-Police		1.00	28,000.00	28,000.00
MDT Rotation - Fire - 25 Qty - was \$100K moved to CIP		1.00	.00	.00
Annual laptop - Police rotation - 8 qty		1.00	10,000.00	10,000.00
TOTAL 120 INFORMATION TECH AND SERVICES				144,500.00
TOTAL 421 PUBLIC SAF/GOV IT EQUIPMNT LEVY				144,500.00
GRAND TOTAL				144,500.00

** END OF REPORT - Generated by Pamela Manley **

SALARY SUMMARY RATES

Department: INFORMATION TECHNOLOGY AND SERVICES

POSITION	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
IT DIRECTOR	1.00	2,080	\$54.69	\$109,974
ASSISTANT IT DIRECTOR	1.00	2,080	\$39.15	\$78,703
NETWORK SPECIALIST	1.25	2,080	\$33.95	\$72,182
PROGRAMMER ANALYST	3.00	2,080	\$37.88	\$77,539
MULTIMEDIA COORDINATOR	1.00	2,080	\$30.81	\$64,241

COLUMN TOTALS

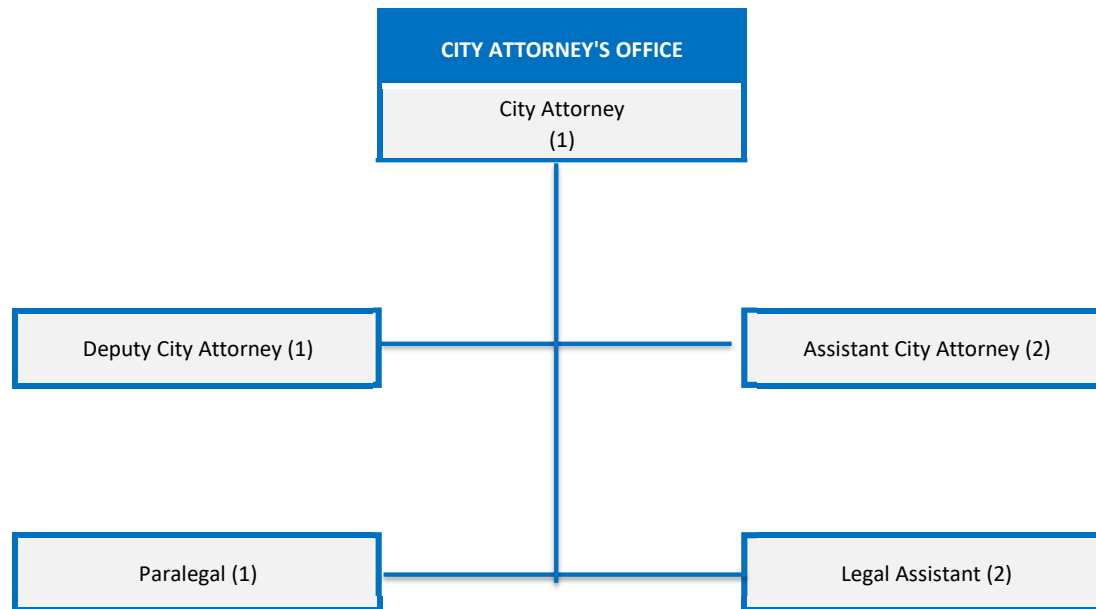
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LAW



LAW DEPARTMENT

Rev 9.30.2020



Fulltime Employees 7



City of Green Bay 2021 Budget Comments

Department: Law

Mission: It is the mission of the Law Department to provide high quality municipal legal services to the City of Green Bay, facilitate the City's operations, and protect the City's interests. The Law Department strives to maintain fairness and integrity while representing the City, including the Mayor, Common Council, Boards and Commissions, and all City departments. The Law Department strives to provide dependable legal advice, find practical and innovative solutions to problems, and promote accountability in accordance with the letter and spirit of the law. The Law Department also focuses on ensuring laws are applied consistently and in a community-oriented manner to improve the quality of life in the City of Green Bay.

Activities: The Law Department provides legal services to all departments within the City. The primary activities of the Law Department include all of the following:

General Municipal Representation. The Law Department provides general municipal representation to all City Departments. This includes drafting ordinances, resolutions, and contracts, legal documents, conducting research, and drafting legal memorandums and opinions. Attorneys regularly attend Common Council and committee meetings, and provide legal guidance to the members. Additionally, attorneys remain current on trends and updates in numerous legal areas, including development, land use, employment and labor law, licensing, inspections, ethics, Indian law, and environmental law. Attorneys routinely research questions received from City officials, department heads, and City staff.

Litigation. The Law Department represents the City in all legal matters. For matters which the department does not have the capacity to handle in house or which are assigned by our insurance carrier, the City Attorney engages outside counsel and actively monitors all cases to ensure the City interests are properly protected and are handled in a cost-efficient manner. Lawsuits range from enforcement actions and property damage claims to high profile civil rights litigation. From August 2019 to July 2020, the Law Department has represented and/or overseen the City's representation in 30 active litigation or administrative law matters in federal and state court, 17 of which were carried over from prior years. Of these, 14 cases have been resolved and/or dismissed.

Claims & Liability Insurance. The Law Department administers the claims process for decision by the Claims Committee following investigation and evaluation of all liability claims brought against the City. In addition, the Law Department works closely with our insurance carrier to ensure the City's claims are resolved in the most cost-efficient manner and evaluates our evolving coverage needs. From August 2019 to July 2020, the Claims Committee processed and acted upon 69 new liability claims received naming the City as a responsible party, and continues to monitor older claims until the expiration of their statute of limitations. Furthermore, by funding a dedicated position to bring the claims administration process in-house, the City was able to also administer auto-physical damage claims including recovering damages that previously went unpaid.

Prosecutions. The Law Department is responsible for the prosecution of violations of City ordinances, and is dedicated to principles of fair and impartial justice administered with respect and equality. From August 2019 through July 2020, the Law Department conducted pre-trial conferences on 1,330 citations, represented the City in 435 contested parking tickets, prepared for and conducted 23 trials in municipal and circuit court, and attended numerous motions hearings. These proceedings include charges of Operating While Intoxicated, traffic violations, parking violations, inspection violations, thefts, and numerous other miscellaneous violations.

Records Requests. The Law Department responds to requests to inspect public records on behalf of numerous City departments, ensuring that compliance with the law is maintained, consistency among requests is achieved, and confidential and exempt data is not inadvertently disclosed. From August 2019 to July 2020, the Law Department received and responded to a large increase in public records requests, producing over 9,321 records from 135 substantial record requests—an increase of four hundred and fifty percent in records produced from 2019.

2020 Accomplishments: A sampling of the Law Department's accomplishments in 2020 is provided as follows:

- Transferred 41 properties for Housing Authority into individual trusts to meet requirements for the U.S. Department of Housing and Urban Development.
- Continued centralization of all insurance matters, including establishing a Legal Assistant dedicated to all insurance and claims related matters.
- Focused on cross-training staff in department functions to ensure continuity of services during times of absences.
- Assisted the Clerk's Office in maintaining compliance with state law in administering the 2020 elections.
- Assisted in reworking revolving loan fund accounts to allow business owners and the City to continue their partnership.
- Pursued collections and entered appearances in bankruptcy cases to protect the City's interest in debts owed to the City.
- Nuisance abatement meetings were conducted in conjunction with the Police Department on 28 addresses.

- Drafted numerous ordinances and resolutions of varying complexity for the City, including the responsible bidder ordinance, an ordinance establishing parklets, an ordinance expanding temporary use of license and unlicensed premises, and a click and collect ordinance.
- Prosecuted 1,330 municipal ordinance violations on behalf of the City from August 2019 to July 2020.
- Negotiated and drafted agreement for the sale of GERP software to the County, allowing for regional use of the software, and creating a revenue stream for the City.
- Negotiated and drafted multiple inter-governmental agreements with area governments.
- Drafted countless agreements for the City, including purchase agreements, hold harmless and indemnification agreements, transfer agreements, development agreements, settlement agreements, easements, leases, and licenses, among others.
- Worked on transitioning to paperless activities as retention allows.
- Coordinated substantial discovery in litigation at a cost-savings to the City.

2021 Goals:

- Continue cross-training staff in department functions to ensure continuity of services during times of absences.
- Implement observations and results of litigation and claims review audits to improve operations.
- Continue to transition department files to electronic document management system for the purpose of increasing department efficiency and productivity, including in the areas of filing and record keeping.
- Integrate prosecution operations into the Law Department's document management software to further the cohesiveness of department records.
- Continue maximizing cost-efficient training opportunities to ensure staff remains up-to-date on current trends in the legal community.
- Conduct training for City employees pertaining to areas of liability, best practices, and/or legal requirements.



City of Green Bay

10/19/2020 13:39
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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 7
bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
14 LAW							
50001 REGULAR SALARIES	365,135.26	474,530.00	474,530.00	336,507.90	470,000.00	486,933.00	2.6%
50005 COMP TIME PAID O	2,137.55	.00	.00	2,223.24	.00	.00	.0%
51101 VACATION PAY	26,616.77	.00	.00	4,662.85	.00	.00	.0%
51102 HOLIDAY PAY	14,365.45	.00	.00	8,003.34	.00	.00	.0%
51103 PERSONAL DAYS	5,008.18	.00	.00	3,316.56	.00	.00	.0%
51108 SICK PAY	17,475.20	.00	.00	11,719.42	.00	.00	.0%
51201 HEALTH INSURANCE	80,686.65	91,358.00	91,358.00	77,528.60	91,358.00	92,226.00	1.0%
51202 DENTAL INSURANCE	5,178.45	5,940.00	5,940.00	5,251.93	5,940.00	6,236.00	5.0%
51203 LIFE INSURANCE	692.52	754.00	754.00	588.68	754.00	776.00	2.9%
51210 SOCIAL SECURITY	24,430.83	28,591.00	28,591.00	20,507.24	28,591.00	29,411.00	2.9%
51211 MEDICARE	5,713.67	6,688.00	6,688.00	4,796.04	6,688.00	6,881.00	2.9%
51301 WRS - EMPLOYER S	28,034.04	32,035.00	32,035.00	24,734.19	32,035.00	32,870.00	2.6%
51401 CAR ALLOWANCE	362.14	360.00	360.00	308.57	360.00	360.00	.0%
52001 TRAINING & TRAVE	5,258.42	6,525.00	6,525.00	1,348.50	1,875.00	4,125.00	-36.8%
53002 COPY MACHINE	925.02	1,600.00	1,600.00	759.00	1,020.00	1,600.00	.0%
53021 LEGAL EXPENSES	76,673.43	25,000.00	25,000.00	20,615.86	100,000.00	37,500.00	50.0%
54002 OFFICE SUPPLIES	29,706.09	6,420.00	6,420.00	1,744.33	2,776.02	6,420.00	.0%
54004 BOOKS MAPS SUBSC	5,279.09	10,725.00	10,725.00	5,920.20	11,090.60	10,725.00	.0%
54005 POSTAGE	6.85	.00	.00	.00	.00	.00	.0%
56302 CELL PHONES	1,104.94	1,200.00	1,200.00	899.78	1,080.00	1,200.00	.0%
57098 DEPT INSURANCE C	2,520.00	2,680.00	2,680.00	2,680.00	2,680.00	2,810.00	4.9%
14 LAW	697,310.55	694,406.00	694,406.00	534,116.23	756,247.62	720,073.00	3.7%

SALARY SUMMARY RATES

Department: **LAW**

POSITION	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
CITY ATTORNEY	1.00	2,080	\$61.83	\$126,558
DEPUTY CITY ATTORNEY	1.00	2,080	\$45.80	\$93,734
ASSISTANT CITY ATTORNEY	1.00	2,080	\$38.73	\$79,735
ASSISTANT CITY ATTORNEY	1.00	2,080	\$36.75	\$75,091
PARALEGAL	1.00	2,080	\$27.91	\$57,390
LEGAL ASSISTANT	0.94	1,950	\$27.84	\$54,425
LEGAL ASSISTANT (a)	0.75	1,560	\$22.39	\$33,744

COLUMN TOTALS	6.69
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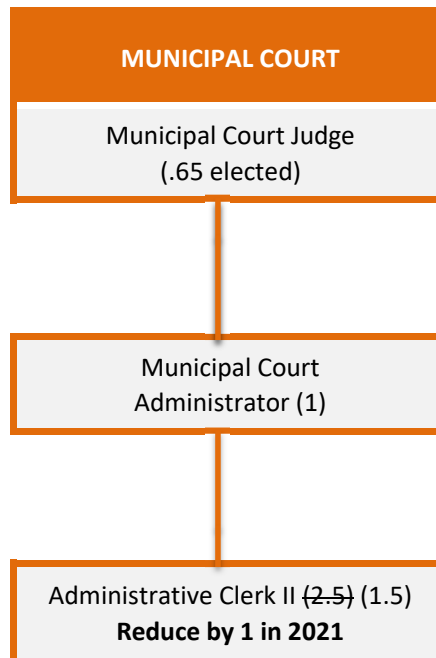
(a) Position funded by the General Liability Fund 703

MUNICIPAL COURT



MUNICIPAL COURT

Rev 9.30.2020



Fulltime Employees 3.15



City of Green Bay
2021 Budget Comments

Department: MUNICIPAL COURT

Mission: To provide a forum for justice regarding all City ordinance matters.

Activities: The administration of justice, collection of forfeitures.

2020 Accomplishments:

- Implemented office procedures to enable work to continue during the COVID-19 Pandemic
- Re-distributed workload to account for 1 full time position decrease

2021 Goals:

- Continue review of processes to find further efficiencies

Major Increase/Decreases in 2020 Budget:

- Decrease in Salaries - \$39,866
- Decrease in Benefits - \$13,233

Personnel Changes: 1 full time position reduction



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
16 MUNICIPAL COURT							
50001 REGULAR SALARIES	212,234.63	263,689.00	263,689.00	146,467.07	218,379.00	223,823.00	-15.1%
50003 SEASONAL SALARIE	3,600.00	4,000.00	4,000.00	2,925.00	4,000.00	4,000.00	.0%
50501 OVERTIME	.00	500.00	500.00	.00	500.00	500.00	.0%
51101 VACATION PAY	12,098.84	.00	.00	4,859.09	.00	.00	.0%
51102 HOLIDAY PAY	5,001.04	.00	.00	1,936.66	.00	.00	.0%
51103 PERSONAL DAYS	1,743.73	.00	.00	1,392.00	.00	.00	.0%
51105 FUNERAL LEAVE	769.20	.00	.00	.00	.00	.00	.0%
51108 SICK PAY	4,364.81	.00	.00	13,055.30	.00	.00	.0%
51201 HEALTH INSURANCE	53,137.66	58,199.00	58,199.00	42,630.60	51,159.00	51,159.00	-12.1%
51202 DENTAL INSURANCE	4,056.98	4,372.00	4,372.00	3,257.80	3,910.00	3,910.00	-10.6%
51203 LIFE INSURANCE	404.26	454.00	454.00	293.13	379.00	389.00	-14.3%
51210 SOCIAL SECURITY	14,045.13	15,875.00	15,875.00	9,901.04	13,126.00	13,464.00	-15.2%
51211 MEDICARE	3,284.71	3,714.00	3,714.00	2,315.45	3,071.00	3,150.00	-15.2%
51301 WRS - EMPLOYER S	15,143.28	17,835.00	17,835.00	11,320.43	14,776.00	15,144.00	-15.1%
52001 TRAINING & TRAVE	407.80	1,150.00	1,150.00	308.80	310.00	1,150.00	.0%
52003 DUES & BONDS	100.00	105.00	105.00	.00	105.00	105.00	.0%
53001 CONTRACTUAL SERV	17,975.71	18,224.00	18,224.00	17,385.15	18,224.00	18,574.00	1.9%
53002 COPY MACHINE	206.09	500.00	500.00	362.00	500.00	500.00	.0%
53006 WITNESS FEES	6.40	250.00	250.00	.00	250.00	250.00	.0%
53007 BOARD OF PRISONE	87,600.00	95,000.00	95,000.00	30,760.00	65,000.00	95,000.00	.0%
54001 MATERIAL & SUPPL	1,118.13	2,520.00	2,520.00	1,314.68	2,000.00	2,500.00	-.8%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
54002 OFFICE SUPPLIES	1,347.27	2,900.00	2,900.00	2,167.05	2,900.00	2,900.00	.0%
54004 BOOKS MAPS SUBSC	1,391.00	1,396.00	1,396.00	1,336.00	1,396.00	1,396.00	.0%
55101 EQUIPMENT REPAIR	147.83	500.00	500.00	449.99	450.00	500.00	.0%
55201 BUILDING REPAIRS	12,282.50	5,600.00	5,600.00	5,631.71	5,600.00	5,600.00	.0%
56101 ELECTRICITY	8,097.83	8,500.00	8,500.00	6,041.75	8,500.00	8,500.00	.0%
56201 NATURAL GAS	2,074.59	2,475.00	2,475.00	1,508.86	2,475.00	2,475.00	.0%
56402 WATER	192.35	315.00	315.00	141.55	315.00	315.00	.0%
56403 SEWER	136.14	200.00	200.00	102.44	200.00	200.00	.0%
56404 STORM SEWER UTIL	202.76	230.00	230.00	188.59	230.00	230.00	.0%
57098 DEPT INSURANCE C	1,441.22	1,582.00	1,582.00	1,571.22	1,582.00	1,650.00	4.3%
16 MUNICIPAL COURT	464,611.89	510,085.00	510,085.00	309,623.36	419,337.00	457,384.00	-10.3%

SALARY SUMMARY RATES

Department: **MUNICIPAL COURT**

POSITION	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
MUNICIPAL COURT JUDGE	0.65	1,352	\$61.53	\$81,858
MUNICIPAL COURT ADMINISTRATOR	1.00	2,080	\$35.24	\$72,231
ADMINISTRATIVE CLERK II	1.00	2,080	\$22.39	\$46,231
ADMINISTRATIVE CLERK II	0.50	1,040	\$23.00	\$23,503

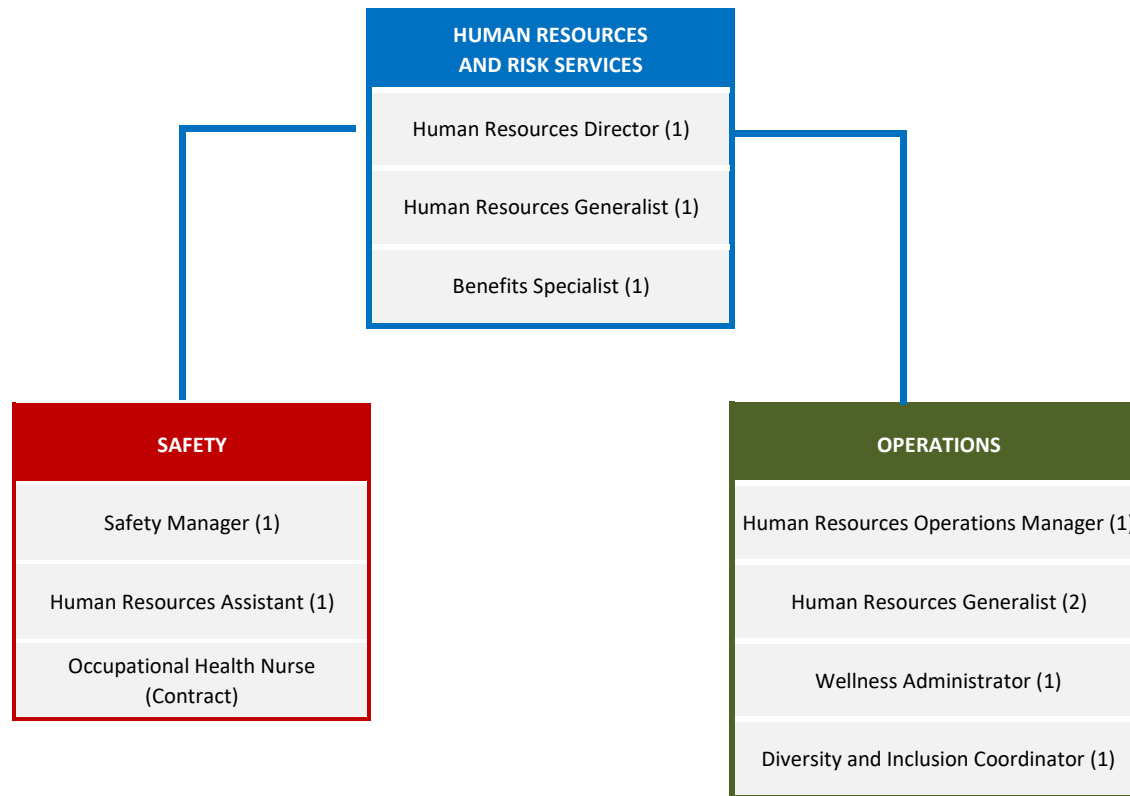
COLUMN TOTALS	3.15			
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HUMAN RESOURCES



HUMAN RESOURCES DEPARTMENT

Rev 9/30/2020



Fulltime Employees 10
Contract Employees 1



City of Green Bay 2021 Budget Comments

Department: Human Resources

Mission: The mission of the City of Green Bay Human Resources Department is a dedication to the highest quality of customer service delivery together with a sense of understanding, friendliness, and pride in our community.

We are committed to providing our employees a stable work environment with equal opportunity for learning and personal growth. Creativity and innovation are encouraged to improve the effectiveness of the City. Above all, employees will be provided the same concern, respect and caring attitude within the organization that they are expected to share externally with our citizens and customers. We are committed to protect City employees and the City's physical assets from damage or loss by providing cost effective services and safety programs, aligned with the City's priorities for safety and health.

Activities: Human Resources has responsibility for Labor Relations; Benefit Administration; Recruitment and Selection; Investigations and Disciplinary Actions; Fitness for Duty evaluations; Affirmative Action, Classification and Compensation; Training and Development; Worker's Compensation; and Risk Management.

2020 Accomplishments:

- Implemented 2% wage increase for general municipal and seasonal employees with the exception of Police, Fire, and Transit employees who retain the right to bargain.
- Negotiated a 4 year contract settlement with the Fire Union, Local 141, International Association of Fire Fighters, AFL-CIO.
- Negotiated a one year contract settlement with the City of Green Bay International Brotherhood of Electrical Workers.
- Removed and repealed Chapter 26, Bridgetenders Benefits as a result of Brown County assuming authority for this function.
- Created and adopted the Dress for Your Day Dress Policy.
- Created and adopted Chapter 23, Family First Coronavirus Relief Act Policy for City employees.
- Created and adopted the City of Green Bay Emergency Preparedness Plan for COVID-19.
- Created and adopted the City of Green Bay Reopening Guide for City Hall for COVID-19.
- Reviewed with employees and management the results of the 2019 Culture of our Health employee engagement survey. Advised management of specific employee concerns and recommendations to improve the engagement of our employees.
- Amended the Drug and Alcohol Policy and implemented the Department of Transportation clearinghouse for all employees that hold a commercial driver's license (CDL).

- Added health and dental benefits to the positions at the Oak Learning Center at the Wildlife Sanctuary.
- Approve 3 year contract for crossing guard services through All City Management Services for a cost savings of \$85,000 over 3 years.
- Conducted a market analysis for health, dental, vision, life and disability benefits through our insurance broker—M3.
- Conducted senior leadership strategic planning sessions.
- Completed an audit of Human Resources policies and practices through our insurer, Cities and Villages Mutual Insurance Company (CVMIC).
- Provided ADA, FMLA, and Workers Comp training for supervisors through our insurer, Cities and Villages Mutual Insurance Company.
- Implemented an on-line onboarding program for all regular full and part-time employees.
- Conducted recruitments and facilitated interview processes to fill 97 vacancies.
- 466 employees actively participated in the City's Health 1265 wellness program. This program provides employees on the health insurance plan an opportunity to reduce their health insurance premium contributions by earning 1265 points with participation in various wellness activities, challenges and educational programs.
- 35 employees participated in Naturally Slim (a 1year, online lifestyle change program made available to eligible employees with several health risks). Program received positive feedback and resulted in the participants losing a collective 293 pounds.
- Opened the City Hall fitness center. Center is equipped with numerous pieces of donated workout equipment and over 40 employees received an orientation to use the center.
- Completed additional upgrades as identified by the 2017 ADA assessment.
- Audited polling locations to find additional space to allow the appropriate social distancing for poll workers and voters.
- Completed upgrade of AED's at various City locations.
- Increase safety knowledge and training with supervisors including City Safety Committee.
- Explored insurance marketplace and verified that CVMIC remains the most cost-effective insurance option.
- Processed and monitored workers compensation claims for City departments.
- Provided hearing tests for eligible employees.
- Provided CPR training for new employees.

Major Increase/Decreases in 2021 Budget: None.

2021 Goals

- Bargain Police Officers Agreements.
- Bargain Green Bay Metro contract with the Bus Mechanics.
- Promote employee professional development and employee engagement in supervisory training including more on-site trainings.
- Create and adopt a remote work policy for employees and provide training for working remotely and supervising remote employees.
- Implement online performance evaluations.
- Conduct employee engagement survey as a follow up to the Culture of our Health survey conducted in 2019.
- Prioritize and address issues raised by employees who respond to the Culture of our Health survey. Work with department heads/management personnel to establish plans and goals to improve employee engagement.
- Develop and implement in-house quarterly supervisor training for all management personnel.

- Develop a strategic, comprehensive diversity plan and review City and Department policies to ensure the City is promoting and providing equality, diversity, and inclusion in the workplace.
- Establish participation in the City's Employee Resource Groups to provide support, personal and career development, and improve the work environment for City employees.
- Continue to work on completing items outlined in the Human Resources Compliance Audit.
- Continue to work on completing items outlined in Green Bay's ADA transition plan.
- Explore employee options for improved preventative musculoskeletal care and treatment.
- Increase awareness of City SPOT Awards.
- Conduct a safety training audit for Parks, Recreation, and Forestry.
- Continue to work on implementing recommendations outlined in the Risk Assessment for City Hall.
- Continue to grow the Health 1265 program while encouraging employees to actively engage in their health and well-being.
- Update the City Hall emergency response plan and create a standardized procedure to prepare for a variety of incidents.
- In conjunction with insurance partners, implement new occupational safety training plan for various departments.



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
18 HUMAN RESOURCES							
50001 REGULAR SALARIES	419,835.95	582,323.00	582,323.00	372,004.67	547,039.00	615,720.00	5.7%
50005 COMP TIME PAID O	2,018.20	.00	.00	1,038.12	.00	.00	.0%
50501 OVERTIME	67.36	.00	.00	.00	.00	.00	.0%
51101 VACATION PAY	29,616.01	.00	.00	14,770.00	.00	.00	.0%
51102 HOLIDAY PAY	16,971.84	.00	.00	8,817.20	.00	.00	.0%
51103 PERSONAL DAYS	5,733.87	.00	.00	5,011.07	.00	.00	.0%
51105 FUNERAL LEAVE	206.88	.00	.00	.00	.00	.00	.0%
51108 SICK PAY	7,966.05	.00	.00	10,299.94	.00	.00	.0%
51201 HEALTH INSURANCE	94,905.31	116,618.00	116,618.00	91,685.83	108,188.00	126,219.00	8.2%
51202 DENTAL INSURANCE	7,418.15	8,841.00	8,841.00	6,855.66	8,140.00	9,587.00	8.4%
51203 LIFE INSURANCE	788.47	957.00	957.00	687.98	903.00	917.00	-4.2%
51210 SOCIAL SECURITY	27,861.28	35,062.00	35,062.00	23,996.43	32,996.00	37,108.00	5.8%
51211 MEDICARE	6,515.80	8,203.00	8,203.00	5,611.83	7,719.00	8,683.00	5.9%
51301 WRS - EMPLOYER S	31,464.95	39,312.00	39,312.00	27,806.16	36,930.00	41,565.00	5.7%
51401 CAR ALLOWANCE	724.28	720.00	720.00	617.14	720.00	720.00	.0%
51501 SEC 125-FLEX BEN	10,242.50	10,500.00	10,500.00	8,152.25	10,500.00	.00	-100.0%
51502 EMPLOYEE ASSISTA	23,802.84	27,570.00	27,570.00	15,576.96	26,500.00	26,000.00	-5.7%
51599 OTHER MISC FRING	163.08	.00	.00	.00	.00	.00	.0%
52001 TRAINING & TRAVE	8,004.66	10,000.00	10,000.00	543.41	3,000.00	6,300.00	-37.0%
52002 MANAGEMENT TRAIN	814.23	750.00	750.00	-50.00	750.00	500.00	-33.3%
52003 DUES & BONDS	2,506.00	2,000.00	2,000.00	1,365.00	2,000.00	2,000.00	.0%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
52006 EMPLOYEE MED EXP	4,164.15	6,500.00	6,500.00	3,646.35	5,000.00	6,000.00	-7.7%
52007 RECRUITING	4,673.48	9,500.00	9,500.00	4,178.57	7,000.00	8,000.00	-15.8%
53001 CONTRACTUAL SERV	6,116.74	22,500.00	22,500.00	5,653.34	20,000.00	22,500.00	.0%
53002 COPY MACHINE	1,673.76	3,700.00	3,700.00	1,305.00	2,200.00	2,700.00	-27.0%
53003 MARKETING EXPENS	.00	1,000.00	1,000.00	.00	.00	1,000.00	.0%
53041 OCC MED	92,537.50	100,000.00	100,000.00	64,650.00	95,000.00	100,000.00	.0%
54001 MATERIAL & SUPPL	5,650.57	6,000.00	6,000.00	3,031.53	5,000.00	6,000.00	.0%
54002 OFFICE SUPPLIES	2,986.55	4,110.00	4,110.00	2,015.83	3,100.00	4,110.00	.0%
54004 BOOKS MAPS SUBSC	858.99	1,000.00	1,000.00	548.00	1,000.00	1,000.00	.0%
54053 EMPLOYEE ORIENTA	148.55	700.00	700.00	.00	.00	700.00	.0%
54071 P-CARD EXPENSE	.00	.00	.00	233.22	.00	.00	.0%
55101 EQUIPMENT REPAIR	10,194.03	12,000.00	12,000.00	5,089.91	7,000.00	12,000.00	.0%
56302 CELL PHONES	1,577.04	1,890.00	1,890.00	1,332.17	1,890.00	1,890.00	.0%
57098 DEPT INSURANCE C	3,160.00	3,220.00	3,220.00	3,210.00	3,220.00	3,450.00	7.1%
18 HUMAN RESOURCES	831,369.07	1,014,976.00	1,014,976.00	689,683.57	935,795.00	1,044,669.00	2.9%

SALARY SUMMARY RATES

Department: **HUMAN RESOURCES**

POSITION	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
HR DIRECTOR	1.00	2,080	\$56.18	\$113,515
HR OPERATIONS MGR	1.00	2,080	\$40.53	\$82,958
RISK MANAGER	1.00	2,080	\$38.73	\$78,716
HR GENERALIST II	1.00	2,080	\$32.29	\$66,084
HR GENERALIST II	1.00	2,080	\$29.55	\$59,533
HR GENERALIST I	1.00	2,080	\$27.18	\$55,110
BENEFITS SPECIALIST	1.00	2,080	\$27.91	\$57,044
DIVERSITY AND INCLUSION COORDINATOR	1.00	2,080	\$30.37	\$61,539
HR ASSISTANT	1.00	2,080	\$20.03	\$41,221
WELLNESS ADMINISTRATOR	1.00	2,080	\$34.89	\$71,404
OCCUPATIONAL NURSE	(a)			

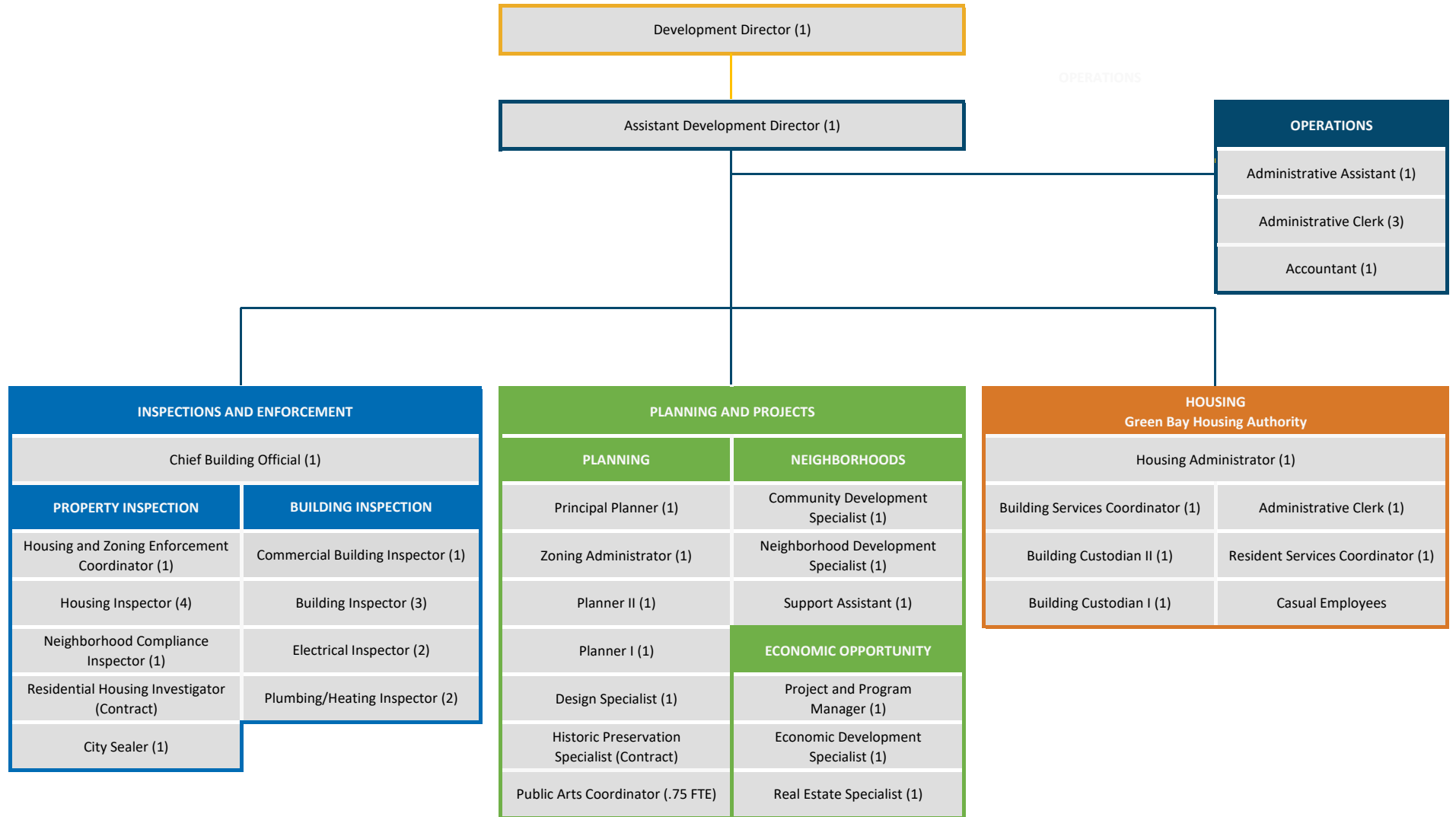
COLUMN TOTALS	10.00
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(a) Occupational Nurse is contracted out.

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT



COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT



Full-time employees 40.75
Contract Employees 2



City of Green Bay 2021 Budget Comments

Department: Community and Economic Development

Mission: We make our community more safe, accessible, productive, and innovative.

Activities: Through strategic initiatives in which we convene and connect people, adopt and enforce policies, create and manage programs, and improve and enhance properties, we link and leverage our natural, built, human, and social assets in order to generate valuable products, services, and experiences within the City.

The Department is organized into four (4) divisions that perform the following functions:

The Planning and Projects Division performs the following functions:

- create, implement, and update city plans, including the City Comprehensive, neighborhood, district, corridor, area development, and Tax Increment District (TID) plans
- analyze, process, and approve requests for City action; review and approve plats, zoning changes, and site plans
- strategically recruit, retain, and cultivate potential investors, especially creative developers, innovative startups, second-stage firms, and unique retailers
- protect the City's historic sites through preservation work with the Landmarks Commission
- inform, publish, and teach about the City, including marketing materials, maps, and important information for external audiences
- attain, allocate, and administer funds including Community Development Block Grant (CDBG), HOME, Neighborhood Enhancement, revolving loan, and façade and demolition grant funds
- purchase, sell, and develop Redevelopment Authority (RDA) and City real estate, including collaboration with NeighborWorks, Habitat for Humanity, and other partners on residential redevelopment projects
- draft and execute Development Agreements with Tax Incremental Financing (TIF) assistance

- collaborate with academic, non-profit, private, and public stakeholders on projects, especially Broadway, Downtown, Olde Main, and Military Avenue Business Improvement Districts (BID)
- support the creation and development of neighborhood associations and activities, including the Neighborhood Leadership Council

The Inspection Division performs the following functions:

- review and approve building plans and permits, including expanded plan review (which is normally done by the State)
- leverage technology to improve effectiveness and efficiency of permitting and inspecting processes
- inspect and enforce building, housing, and zoning codes
- inspect and approve weights and measures for the City and 4 surrounding communities

The Green Bay Housing Authority performs the following functions:

- manage federal funds
- administer Green Bay Housing Authority programs, including Mason Manor and scattered sites
- collaborate with other divisions on community housing initiatives

An Operations Division provides administrative and clerical support to the other three (3) divisions

The Department also supports several Commissions and Committees, including

- Plan Commission
- Redevelopment Authority
- Economic Development Authority
- Board of Appeals
- Landmarks Commission
- Green Bay Neighborhood Leadership Council
- Green Bay Housing Authority
- Green Bay Public Arts Commission
- Green Bay-Town of Scott Joint Plan Commission
- Annexation Commission

2020 Accomplishments:

- connect valuable people
 - conducted thirty-four (34) business retention visits
 - promoted the City at conferences and conventions, including the NEW North Summit (regional), Manufacturing First (statewide), UW-Madison Real Estate Outlook (statewide), International Economic Development Conference (IEDC) (national)
 - attended eight (8) BID meetings and thirty-eight (38) BID board and committee meetings
 - organized and hosted semi-monthly Green Bay Neighborhood Leadership Council meetings
 - worked with Advance and the Greater Green Bay Chamber staff on regional economic strategic planning; served on the Business Development Task Force and Public Policy Council
 - worked with the Greater Green Bay Chamber in developing and financing a small business COVID 19 grant program; had two (2) grantees in the Broadway District
 - created a Small Business Pandemic Relief - Revolving Loan Fund Program (SBPR-RLF) and awarded six (6) SBPR-RLF loans
 - attended over thirty (30) public events
 - worked with Downtown Green Bay Inc. in creating and designing a Downtown Dining Room program
 - worked with BIDs on marketing programs like Small Business Saturday
 - coordinated with Town of Scott-Joint Plan Commission, Brown County, Oneida Nation and other government jurisdictions on joint planning and development items such as the Pulliam Plant/C Reiss redevelopment and Hazard Mitigation Plan development
 - implemented City Hall virtual “Open Counter” for the public to seek information when developing property or permit questions
- adopted effective policies
 - completed Community Development Block Grant (CDBG) and HOME *Annual Action Plans*
 - approved housing study prepared by MSA Professional Services Inc.
 - conducted a commercial and industrial market study in coordination with Pfefferle Companies, Inc.
 - adopted Allocation Amendments for
 - TID Seven (7), Ashland Avenue and Lombardi Avenue Corridors
 - TID Eight (8), Henry and Morrow Streets
 - TID Twelve (12), I-43 Commercial Development
 - adopted a Project Plan amendment for TID Nine (9) State Highway 54/57 Business Park
 - adopted Affordable Housing Extension Resolutions for
 - TID Seven (7), Ashland Avenue and Lombardi Avenue Corridors
 - TID Eight (8), Henry and Morrow Streets

- TID Twelve (12), I-43 Commercial Development
 - created a scope of work and schedule for updating the *Green Bay Smart Growth 2022 Comprehensive Plan*
 - created a landlord notification system to allow landlords to receive real time inspection information via e-mail
 - continued work on neighborhood plans for most challenged neighborhoods
 - began work with MABA to update Military Avenue planning document
 - shifted state mandated public hearing related to land use application from the Common Council to the Plan Commission to increase public involvement and decrease project review timelines
 - instituted a “Zoning Action Notification” signage and website program to provide greater transparency and public announcement of planning actions
- enhanced public programs
 - approved one (1) loan from the CDBG Revolving Loan Fund (RLF) or Economic Development RLF
 - secured \$800,000 in EPA funds to create a new Revolving Loan Fund (RLF) program for brownfield remediation/redevelopment
 - secured \$500,000 in WEDC Brownfields grant funding for developer of the Railyard property
 - provided commercial façade grant funds to five (5) businesses
 - updated the commercial façade grant program’s policies and procedures to reduce costs for business owners
 - provided (10) rehab loans to qualified homeowners for housing rehabilitation
 - managed Neighborhood Enhancement Funds (NEF):
 - acquired three (3) properties for future house builds
 - executed four (4) housing development agreements for new house construction under the New Homes in Your Neighborhood Program
 - allocated \$25,000 for two (2) rental-to-ownership home conversions
 - allocated \$61,300 to fourteen (14) projects in the Shipyard Curb Appeal Program
 - digitized and uploaded fifteen (15) flat file drawers of historical files to ECLIPS
 - removed staples and prepped 132 inspection file cabinet drawers for future scanning saving the City over \$30,000
 - disposed of four (4) parcels for new home builds with Habitat for Humanity
 - acquired 601 St. George Street in partnership with the Parks Department for trail expansion
 - executed a planning option for a multi-unit affordable housing project on East Walnut Street
 - issued RFPs for Home Improvement Loan Program and HUD CDBG Cares allocations
 - worked with and provided funding to agencies helping the homeless in Green Bay during COVID
 - provided three (3) grants to artists/organizations for developing original public art projects and programming
 - maintained an artist database containing over one hundred fifty (150) artist contacts
 - started a sidewalk poetry program which generated forty (40) submissions
 - formed an artistic bus shelter project resulting in ten (10) bus shelters wrapped with original artwork
 - in collaboration with MABA, approved three (3) utility boxes to be wrapped with original artwork

- created a City Hall art gallery for the sixth (6th) floor and the Mayor's office
- assisted in the development of City Swag Shop to promote community pride
- established FoPA - Friends of Public Art -fundraising group for public art
- improved City properties
 - continued implementation of the Shipyard project
 - coordinated outreach and public engagement efforts to include Curb Appeal Program
 - approved plans and completed work on mass filling and grading
 - approved conceptual site plans from which construction drawings will be developed
 - utilized EPA technical assistance grant funds to prepare a neighborhood revitalization strategy with residents and stakeholders for the Shipyard area and South Broadway corridor
 - provided guidance for Boys and Girls Club youth to create a mural at 801 S. Broadway
 - approved Term Sheets for major development projects with:
 - Merge @ the Shipyard development for two (2) four (4)-story buildings, one (1) mixed-use retail/restaurant with one hundred twenty-nine (129) residential units and a second four (4)-story building with ninety-six (96) residential units
 - Gorman @ Associated Bank Lot development for a four (4)-story mixed-use structure with seventy-six (76) residential units and a ground floor grocery store and ten (10) two (2)-story townhomes
 - approved zoning changes and site plans for major development projects, including:
 - created a Planned Unit Development (PUD) for the expansion of the American Foods plant at 544 Acme Street
 - amended the existing Planned Unit Development (PUD) Green Bay Packaging for their plant expansion – 1601 North Quincy Street
 - rezoned a portion of the 2900 Block of Sitka Street for the development of 22 single-family, semi-detached dwellings with the balance of the property being zoned to Conservancy
 - approved a Conditional Use Permit (CUP) for a live-work studio at 2475 Oakwood Drive
 - rezoned 1860 West Mason Street for a Popeye's restaurant
 - amended Planned Unit Development on North Van Buren Street to increase supply of townhome units
 - amended Planned Unit Developments to provide additional transitional facility beds and homeless shelter capacity at S Clay and S Webster
 - approved Planned Unit Development to allow business expansion at 2001 Holmgren Way
 - continued guidance and assistance with the development and buildout of private investment and public infrastructure related to the Rail Yard on North Broadway
 - amended Municipal Code related to temporary uses and game day parking/camping
 - vacated roadways at Lawrence and Acme to assist expansion of American Foods and improve traffic circulation on University Avenue

- approved or in process of reviewing land division instruments (plats/CSMs) for the creation of 60+ lots
- approved site plans for development projects, including:
 - Two hundred twenty-five (225)-unit apartment building – 419 Donald Driver Way
 - Community Treatment Center – 3150 Gershwin Drive
 - Bay Title New Office Building – 345 South Monroe Avenue
 - Popeye's Restaurant – 1860 West Mason Street
 - New Townhomes – 221 North Van Buren Street
 - Thirty-two (32)-unit apartment development – 2200 Nicolet Drive
 - Bay Title and Abstract, Inc.—345 South Monroe Avenue
- administered and enforced building code
 - through September, processed permits for 2,179 projects
 - closed the last 163 open projects from 2013 to March 1, 2018
 - closed at least ninety-five percent (95%) of open projects from years March 2, 2018 through March 31, 2019
 - updated seven (7) chapters of the Municipal Code for future Council approval
- enforced housing and zoning code
 - through September, responded to 1,899 total complaints, closed 1,583 cases
 - responded to forty-three (43) rat-related complaints, closed thirty-nine (39) cases
 - continued inspection and approval of weights and measures for the City and surrounding communities
 - successfully maintained customer service and project deadlines during COVID-19
- utilized over \$52,000 in EPA Brownfields Assessment Grant funding to assess contamination and plan for remediation/redevelopment at five (5) sites in the downtown and Shipyard areas
- secured \$60,000 in EPA technical assistance grant funding to prepare a reuse plan for brownfield properties in the South Broadway corridor, including RDA-owned properties like the former Badger Sheet Metal site
- worked to facilitate the relocation of the Fox River Trail from the street to the waterfront on South Adams Street

2021 Goals:

- connect valuable people
 - conduct at least forty (40) business retention visits
 - develop, sponsor, and host two (2) public events for local businesses
 - promote the City at two (2) regional, two (2) statewide, and two (2) national conferences or conventions
 - host four (4) BID meetings and attend twenty-four (24) BID board and committee meetings
 - host two (2) I-43 Business Center meetings
 - organize and host semi-monthly Green Bay Neighborhood Leadership Council meetings
 - continue working with Advance and the Greater Green Bay Chamber on regional economic strategic planning

- attend at least one hundred (100) public events
- adopt effective policies
 - continue work within the department to standardize and publish inspection policies and procedures
 - continue work with other departments to standardize and publish permitting policies and procedures
 - continue work on updating the *Green Bay Smart Growth 2022 Comprehensive Plan*
 - continue implementation of the *Velp Avenue Area-Wide Plan*, *Legends District Master Plan*, *Downtown AuthentiCity Plan*, the *University Avenue Corridor Brownfield Redevelopment Plan*, and *Military Avenue Market Analysis and Corridor Design Plan*
 - adopt Termination Resolutions for
 - TID Seven (7), Ashland Avenue and Lombardi Avenue Corridors
 - TID Eight (8), Henry and Morrow Streets
 - TID Nine (9), State Highway 54/57 Business Park
 - TID Twelve (12), I-43 Commercial Development
- enhance public programs
 - approve two (2) loans from the CDBG Revolving Loan Fund (RLF) or Economic Development RLF
 - form one (1) new neighborhood association and/ or bring one (1) out of inactive status
 - increase revenues from inspection and approval of weights and measures
 - secure a grant through the Certified Local Government program to update the City's Historic Intensive Survey and select a firm to complete this work
- improve City properties
 - draft and approve at least four (4) Development Agreements for major development projects
 - complete and approve design documents for the Shipyard
 - execute agreements for the construction of four (4) single-family residential structures in existing neighborhoods
 - execute agreements for three (3) housing development projects on RDA-owned properties
 - work to create additional housing units with an emphasis on affordable housing
 - partner with Green Bay homelessness providers and the Greater Green Bay Community Foundation on a plan to end homelessness in Green Bay
 - sell the Schauer and Schumacher property for commercial and/or residential development
 - continued review and approval of building permits, plats, zoning changes, and site plans
 - continued inspection and enforcement of zoning and building codes
 - facilitate development of former Associated Bank parking lot on Monroe Avenue, former Body Shop parcels on Main and Monroe, former warehouse property on Adams Street
 - approve two (2) Historic Preservation Revolving Loan Fund loans
- enhance public art programming
 - update digital public art map and increase interactive opportunities for the public

- coordinate and execute Danz Park artistic seating project
- work with developers on new projects with percentage for the arts requirements
- assist in Green Bay's first Make Music Day event - a world-wide free celebration of music

Major Increases/Decreases in 2021 Budget:

- reduced Contractual Service expense to reflect 2020 actual
- reduced Neighborhood Association expense and moved from 101099 Miscellaneous budget
- increased Reinspection Fee revenue to reflect 2020 actual

Personnel Changes:

- none



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
25 COMMUNITY AND ECONOMIC DEVELOP							
50001 REGULAR SALARIES	1,551,899.95	1,976,951.00	1,976,951.00	1,261,648.90	1,976,951.00	2,037,265.00	3.1%
50003 SEASONAL SALARIE	.00	14,000.00	14,000.00	10,641.74	14,000.00	14,000.00	.0%
50005 COMP TIME PAID O	21,738.97	.00	.00	5,814.21	.00	.00	.0%
50099 DEPARTMENT TURNO	.00	-40,000.00	-40,000.00	.00	-40,000.00	-34,000.00	-15.0%
50501 OVERTIME	6,843.36	2,000.00	2,000.00	402.12	2,000.00	2,000.00	.0%
51101 VACATION PAY	113,785.85	.00	.00	72,702.18	.00	.00	.0%
51102 HOLIDAY PAY	59,525.35	.00	.00	30,488.49	.00	.00	.0%
51103 PERSONAL DAYS	21,171.16	.00	.00	14,423.20	.00	.00	.0%
51105 FUNERAL LEAVE	3,328.31	.00	.00	1,255.16	.00	.00	.0%
51106 JURY DUTY/WITNES	-34.28	.00	.00	.00	.00	.00	.0%
51108 SICK PAY	45,121.97	.00	.00	74,950.15	.00	.00	.0%
51201 HEALTH INSURANCE	332,147.38	372,575.00	372,575.00	289,247.90	372,575.00	386,842.00	3.8%
51202 DENTAL INSURANCE	26,372.74	29,304.00	29,304.00	22,641.87	29,304.00	30,674.00	4.7%
51203 LIFE INSURANCE	3,011.40	3,293.00	3,293.00	2,428.11	3,293.00	3,059.00	-7.1%
51210 SOCIAL SECURITY	108,133.47	119,359.00	119,359.00	87,434.73	119,359.00	123,887.00	3.8%
51211 MEDICARE	25,455.47	27,923.00	27,923.00	20,563.73	27,923.00	28,985.00	3.8%
51212 WORKER'S COMPENS	593.34	6,380.00	6,380.00	854.21	6,380.00	5,977.00	-6.3%
51301 WRS - EMPLOYER S	118,208.06	133,591.00	133,591.00	97,779.32	133,591.00	136,721.00	2.3%
51401 CAR ALLOWANCE	1,448.56	1,940.00	1,940.00	1,174.28	1,940.00	1,940.00	.0%
51402 CLOTHING ALLOWAN	2,405.42	3,000.00	3,000.00	101.65	3,250.00	4,000.00	33.3%
52001 TRAINING & TRAVE	11,160.92	20,045.00	20,045.00	3,480.40	6,560.00	12,700.00	-36.6%



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
52003 DUES & BONDS	3,532.07	5,575.00	5,575.00	3,782.00	4,765.00	4,575.00	-17.9%
53001 CONTRACTUAL SERV	46,752.65	56,000.00	56,000.00	33,719.05	40,541.00	54,000.00	-3.6%
53002 COPY MACHINE	10,039.86	8,000.00	8,000.00	7,611.21	9,300.00	10,000.00	25.0%
53003 MARKETING EXPENS	24,077.91	30,000.00	30,000.00	16,005.76	25,000.00	30,000.00	.0%
53013 STATE PERMIT STA	3,370.40	3,400.00	3,400.00	3,370.56	3,400.00	3,400.00	.0%
54001 MATERIAL & SUPPL	4,775.04	4,850.00	4,850.00	1,495.26	4,200.00	4,350.00	-10.3%
54002 OFFICE SUPPLIES	9,251.92	12,000.00	12,000.00	8,418.66	10,800.00	10,000.00	-16.7%
54004 BOOKS MAPS SUBSC	-103.00	2,000.00	2,000.00	1,583.15	2,000.00	2,000.00	.0%
54010 GAS OIL LUBE	11,901.31	13,800.00	13,800.00	5,833.66	11,200.00	14,800.00	7.2%
55101 EQUIPMENT REPAIR	1,908.85	2,250.00	2,250.00	610.00	2,250.00	2,250.00	.0%
55111 VEHICLE REPAIRS	28,011.10	16,000.00	16,000.00	10,779.55	17,500.00	16,000.00	.0%
56302 CELL PHONES	18,841.53	19,760.00	19,760.00	16,299.90	19,760.00	20,660.00	4.6%
57098 DEPT INSURANCE C	21,682.97	27,667.00	27,667.00	29,385.90	29,385.90	23,949.00	-13.4%
59008 NEIGHBORHD ASSOC	.00	.00	.00	.00	.00	5,000.00	.0%
59013 CASH OVER & SHOR	-5.00	.00	.00	.00	.00	.00	.0%
59014 BAD DEBT EXPENSE	1,550.00	.00	.00	-1,000.00	.00	.00	.0%
59940 TRANS OUT-CAPITA	.00	.00	.00	.00	.00	59,431.00	.0%
25 COMMUNITY AND ECONO	2,637,905.01	2,871,663.00	2,871,663.00	2,135,927.01	2,837,227.90	3,014,465.00	5.0%

SALARY SUMMARY RATES

Department: **COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT**

POSITION	FTE	PT/ SEASON	BUDGETED HOURS	12/31/2021 AVG RATE	2021 BUDGET IMPACT
DEVELOPMENT DIRECTOR	1.00		2,080	\$57.66	\$116,580
ASSISTANT DEVELOPMENT DIRECTOR	(b) 1.00		2,080	\$49.92	\$102,085
<u>Operations</u>					
ADMINISTRATIVE ASSISTANT	1.00		2,080	\$31.97	\$64,510
ADMINISTRATIVE CLERK	1.00		2,080	\$20.44	\$42,210
ADMINISTRATIVE CLERK	1.00		2,080	\$20.44	\$41,998
ADMINISTRATIVE CLERK	(f) 1.00		2,080	\$21.39	\$43,783
ACCOUNTANT	(f) 1.00		2,080	\$32.29	\$66,084
<u>Inspections and Enforcement</u>					
CHIEF BUILDING OFFICIAL	1.00		2,080	\$47.96	\$98,737
HOUSING AND ZONING ENFORCEMENT COORDINATOR	1.00		2,080	\$35.60	\$72,895
HOUSING INSPECTOR	3.00		2,080	\$33.78	\$70,462
HOUSING INSPECTOR	1.00		2,080	\$27.91	\$56,526
NEIGHBORHOOD COMPLIANCE INSPECTOR	1.00		2,080	\$23.00	\$46,621
RESIDENTIAL HOUSING INVESTIGATOR	(g) 1.00	1.00			
CITY SEALER	1.00		2,080	\$29.98	\$61,597
COMMERCIAL BUILDING INSPECTOR	1.00		2,080	\$37.51	\$77,187
BUILDING INSPECTOR	1.00		2,080	\$36.05	\$73,784
BUILDING INSPECTOR	1.00		2,080	\$35.94	\$73,556
BUILDING INSPECTOR	1.00		2,080	\$33.67	\$69,320
ELECTRICAL INSPECTOR	2.00		2,080	\$35.94	\$73,556
PLUMBING/HEATNG INSPECTOR	1.00		2,080	\$36.05	\$73,784
PLUMBING/HEATNG INSPECTOR	1.00		2,080	\$35.94	\$73,556

POSITION		FTE	PT/ SEASON	BUDGETED HOURS	12/31/2021 AVG RATE	2021 BUDGET IMPACT
<u>Planning & Projects</u>						
PRINCIPAL PLANNER		1.00		1,733	\$37.74	\$77,613
ZONING ADMINISTRATOR		1.00		2,080	\$37.88	\$77,539
PLANNER II		1.00		2,080	\$32.81	\$67,274
PLANNER I		1.00		2,080	\$27.91	\$57,275
DESIGN SPECIALIST		1.00		2,080	\$28.35	\$58,109
HISTORIC PRESERVATION SPECIALIST	(g)		0.50	1,040	\$20.00	\$20,800
PUBLIC ARTS COORDINATOR	(f)	0.75		1,560	\$24.78	\$38,328
COMMUNITY DEVELOPMENT SPECIALIST	(f)	1.00		2,080	\$32.29	\$66,084
NEIGHBORHOOD DEVELOPMENT SPECIALIST	(f)	1.00		2,080	\$25.70	\$53,069
SUPPORT ASSISTANT	(o)	1.00		2,080	\$21.14	\$42,855
PROJECT & PROGRAM MANAGER		1.00		2,080	\$33.87	\$69,317
ECONOMIC DEVELOPMENT SPECIALIST		1.00		2,080	\$32.61	\$66,847
REAL ESTATE SPECIALIST		1.00		2,080	\$27.18	\$56,122
<u>Housing</u>						
HOUSING ADMINISTRATOR	(f)	1.00		2,080	\$35.29	\$70,997
BUILDING SERVICES COORDINATOR	(f)	1.00		2,080	\$25.43	\$52,300
CUSTODIAN II	(f)	1.00		2,080	\$23.17	\$47,418
CUSTODIAN I	(f)	1.00		2,080	\$20.44	\$41,840
ADMINISTRATIVE CLERK	(f)	1.00		2,080	\$21.39	\$43,783
RESIDENT SERVICES COORDINATOR	(f)	1.00		2,080	\$27.06	\$55,374
BENEFIT ELIGIBLE EMPLOYEES		40.75				
NON-BENEFIT ELIGIBLE EMPLOYEES			1.50			

(b) 10% funded by GBHA

(f) Positions are Federally funded

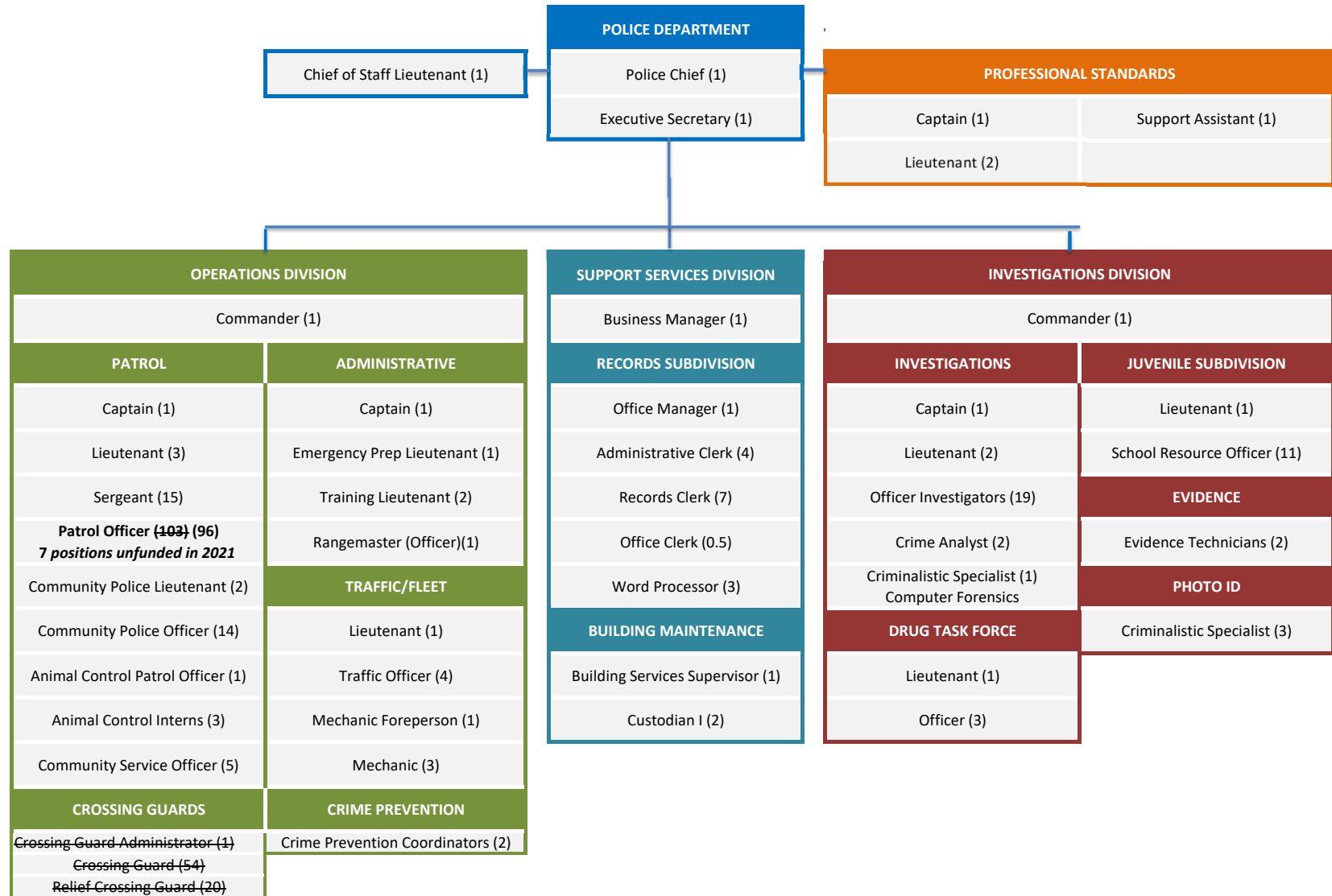
(g) Contract position

(o) LTE position is funded by private funds

POLICE DEPARTMENT



POLICE DEPARTMENT



Sworn Employees ~~194~~ 187
 Non Sworn Employees 33.5
 Parttime, Seasonal and Interns 8

*** 2 Programmer Analysts and 1.75 Network Specialist positions on IT Table of Organization but funded in PD Budget
 *** Crossing Guard Program contracted out in 2021



City of Green Bay 2021

Budget Comments

Department:

Police

Mission:

“We, the members of the Green Bay Police Department, are dedicated to providing service through a partnership with the community that builds trust, reduces crime, creates a safe environment, and enhances the quality of life in our neighborhood.”

Activities:

Marine Patrol, Nuisance Abatement program, SWAT, Community Service Officers, Traffic Enforcement Unit, Animal Protection Unit, Humane Interns and GERP enhancements. Training Team, Gang Task Force, Dive Team, Mounted Patrol Unit, Mental Health Officers and Community Crisis Intervention Team, (CCIT). Community Policing Programs to include: Building Bridges, Citizens Police Academy, Unity Walk, Badges Giving Baskets and Youth and Police Explorer Program. Community meetings on the role of instilling hope, reducing fear, eliminating racism, building relationships and engaging the community to build trust.

2020 Accomplishments:

- Intelligence led/Data Driven policing strategies based on Crime Statistics.
- Community Engagement to build trust, earn respect and establish police community legitimacy

- Continue community meetings to ensure open dialogue with the community
- Continued partnership with the Green Bay Police Foundation and other community partners
- Juvenile/Youth Programs in a virtual environment due to COVID 19
- Reduction in the number of Emergency Mental Health Commitments and the duration of police custody time.
- Implementation of Technology such as Readyop to be more efficient in mass communication
- Traffic Unit Expansion and developing the “Slow Down Green Bay” traffic initiative
- Increased visibility and transparency with the new www.gbpolice.org website
- Thorough review of department policies and procedures due to current events
- Monitored 1st amendment assemblies and protests to ensure peace and order were maintained
- Implementation of the Office of Emergency Preparedness for potential flooding, pandemic and 1st amendment assemblies
- Budget, scheduling and procedural adaptations due to COVID 19 Virus environment
- Transition of the CSI program to a Community Service Officer program

2021 Goals:

- Crime reduction and deference to maintain the declining crime rate
- Increase the number of Behavioral Health Officers and health clinicians
- Implement an updated Table of Organization to have a clear Chain of Command, define roles and responsibilities and increase efficiency
- Expand community engagement/problem solving strategies through community policing principals
- Increase community partnerships with residents and businesses to continue to build trust, earn respect and increase transparency
- Improve and promote employee wellness
- Continue to Coordinate, Plan, and Train personnel on how to respond to in mass casualty events
- Reevaluate training opportunities for employees based on need and experience.
- Assist Neighborhood Associations and Watches in growing membership and acquiring any necessary resources
- Enhance Police Explorers program
- Continued efforts to improve efficiency through technological advances
- Research and implement body cameras

- Increase business outreach to train their staff in MCI events

Major Increases/Decreases in 2021 Budget:

- Equipment purchases to include getting our squad fleet on a four year replacement schedule
- Gas, Oil and Lubricants decrease due to recent prices and use of HYBRID SUVs
- Increase Software Maintenance due to annual financial increases and number of maintenance agreements

Personnel Changes:

- Table of Organization levels for Sworn remain the same at 194 and Non-Sworn at 37.5
- Addition of 5 Sergeant positions in the Patrol Division to get the number of Sergeants up to 15 on shifts.
- 2 unfilled Non-Sworn positions (Records Clerks) (35.5 funded)
- 7 unfilled Sworn Positions (187 funded)
- Crossing Guard Program to be outsourced
- Re-allocation of all but 3 Lieutenants from patrol shifts to various administrative positions.



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
30 POLICE							
50001 REGULAR SALARIES	12,815,640.07	15,787,424.00	15,787,424.00	10,170,591.18	15,787,424.00	16,640,264.00	5.4%
50003 SEASONAL SALARIE	353,447.24	372,000.00	372,000.00	107,732.73	115,000.00	.00	-100.0%
50005 COMP TIME PAID O	483,309.68	.00	.00	202,864.45	.00	.00	.0%
50099 DEPARTMENT TURNO	.00	-136,000.00	-136,000.00	.00	-136,000.00	-257,000.00	89.0%
50501 OVERTIME	1,056,622.33	1,100,000.00	1,102,837.52	643,110.41	1,100,000.00	900,000.00	-18.4%
50505 TIME ON THE BOOK	203,098.83	.00	.00	134,286.75	.00	.00	.0%
50506 PACKER OVERTIME	563,471.90	397,900.00	397,900.00	72,110.21	150,000.00	397,900.00	.0%
51101 VACATION PAY	1,272,517.21	.00	.00	845,262.84	.00	.00	.0%
51102 HOLIDAY PAY	598,382.01	555,550.00	555,550.00	377,568.62	555,550.00	567,000.00	2.1%
51103 PERSONAL DAYS	216,312.26	.00	.00	187,124.75	.00	.00	.0%
51105 FUNERAL LEAVE	49,737.81	.00	.00	31,819.39	.00	.00	.0%
51108 SICK PAY	508,879.66	.00	.00	388,304.03	.00	.00	.0%
51110 UNEMPLOYMENT COM	2,269.24	.00	.00	35,035.76	.00	.00	.0%
51201 HEALTH INSURANCE	2,502,010.92	2,848,137.00	2,848,137.00	2,100,963.33	2,548,137.00	2,587,376.00	-9.2%
51202 DENTAL INSURANCE	209,000.71	233,596.00	233,596.00	175,340.98	209,541.00	216,591.00	-7.3%
51203 LIFE INSURANCE	25,202.86	27,825.00	27,825.00	19,788.32	24,600.00	25,716.00	-7.6%
51210 SOCIAL SECURITY	1,090,189.06	1,113,979.00	1,114,154.94	790,876.43	1,113,979.00	1,090,697.00	-2.1%
51211 MEDICARE	256,792.85	261,622.00	261,663.18	185,889.19	261,622.00	256,200.00	-2.1%
51212 WORKER'S COMPENS	584,582.70	479,447.00	479,527.84	418,376.07	479,447.00	537,396.00	12.1%
51301 WRS - EMPLOYER S	1,840,886.18	2,054,771.00	2,055,106.40	1,460,620.51	2,054,771.00	2,022,668.00	-1.6%
51399 62.13 PENSION	3,996.58	5,176.00	5,176.00	2,156.45	2,156.45	.00	-100.0%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
51402 CLOTHING ALLOWAN	140,494.44	129,000.00	129,000.00	116,376.18	129,000.00	129,000.00	.0%
51404 PERSONAL SUPPLIE	17,068.87	15,000.00	15,000.00	11,129.58	15,000.00	15,000.00	.0%
51507 EMPLOYEE WELLNES	71,660.00	67,000.00	67,000.00	69,120.00	69,120.00	70,000.00	4.5%
52001 TRAINING & TRAVE	45,315.52	42,900.00	42,900.00	18,327.90	21,000.00	45,400.00	5.8%
52003 DUES & BONDS	3,552.00	2,900.00	2,900.00	2,304.17	2,900.00	2,900.00	.0%
52005 RECORDS CHECKS	11,634.81	18,500.00	18,500.00	4,724.48	8,500.00	18,500.00	.0%
52007 RECRUITING	.00	20,000.00	20,000.00	9,415.50	12,000.00	20,000.00	.0%
52008 LAUNDRY	3,362.20	3,600.00	3,600.00	2,681.95	3,600.00	3,600.00	.0%
52010 EDUCATION REIMBU	.00	7,000.00	7,000.00	1,200.00	2,400.00	4,000.00	-42.9%
53001 CONTRACTUAL SERV	144,648.19	32,400.00	32,400.00	55,202.30	60,000.00	463,400.00	1330.2%
53002 COPY MACHINE	20,121.61	21,600.00	21,600.00	14,825.37	21,600.00	21,600.00	.0%
53004 ADVERTISING	31.90	500.00	500.00	38.62	200.00	500.00	.0%
53008 MAINTENANCE OF A	54,999.96	80,000.00	80,000.00	53,333.36	80,000.00	80,000.00	.0%
53020 SOFTWARE MAINTEN	.00	.00	.00	156,191.33	240,000.00	255,270.00	.0%
53035 CRIME PREVENTION	9,376.40	11,000.00	11,000.00	1,661.67	5,000.00	11,000.00	.0%
54001 MATERIAL & SUPPL	20,488.91	18,000.00	18,000.00	10,094.00	15,000.00	18,000.00	.0%
54002 OFFICE SUPPLIES	9,761.48	12,000.00	12,000.00	3,968.66	8,000.00	12,000.00	.0%
54004 BOOKS MAPS SUBSC	.00	1,400.00	1,400.00	502.81	1,400.00	1,400.00	.0%
54005 POSTAGE	3,831.87	4,000.00	4,000.00	2,243.72	4,000.00	4,000.00	.0%
54010 GAS OIL LUBE	290,046.64	330,000.00	330,000.00	164,813.31	330,000.00	290,000.00	-12.1%
54018 TOOLS & SHOP SUP	495.71	800.00	800.00	1,185.31	1,200.00	800.00	.0%
54030 SCHOOL PATROL &	.00	600.00	600.00	.00	200.00	600.00	.0%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
54031 GUNS & AMMUNITIO	84,441.34	95,500.00	95,500.00	23,083.96	95,500.00	85,500.00	-10.5%
54032 POLICE PHOTOSTAT	20,983.69	25,000.00	25,000.00	17,313.08	25,000.00	25,000.00	.0%
54033 PHOTO ID	14,213.86	13,000.00	13,000.00	18,096.03	20,000.00	13,000.00	.0%
54034 PLAIN CLOTHES IN	9,526.21	16,000.00	16,000.00	11,477.64	16,000.00	16,000.00	.0%
54035 PARKING ENFORCEM	.00	2,000.00	2,000.00	.00	.00	.00	-100.0%
54036 EMERGENCY RESPON	6,360.00	8,900.00	8,900.00	7,645.69	8,900.00	8,900.00	.0%
54037 K-9 UNIT	11,062.61	15,000.00	15,000.00	11,096.09	13,500.00	12,500.00	-16.7%
54051 MEDICAL SUPPLIES	63,378.83	57,050.00	63,007.09	30,508.25	60,981.82	60,450.00	-4.1%
54070 COMMUNICATIONS S	27,045.52	40,000.00	40,000.00	22,788.92	38,000.00	40,000.00	.0%
55101 EQUIPMENT REPAIR	245,923.93	170,000.00	170,000.00	176,657.60	200,500.00	170,000.00	.0%
55105 RADIO MAINT CONT	230,073.76	280,770.00	280,770.00	14,974.51	24,000.00	24,000.00	-91.5%
55140 EQUIPMENT REPLAC	76,368.32	147,100.00	147,100.00	85,652.61	148,000.00	166,500.00	13.2%
55201 BUILDING REPAIRS	73,433.30	68,700.00	68,700.00	29,639.69	68,700.00	68,700.00	.0%
56101 ELECTRICITY	70,645.78	75,400.00	75,400.00	53,581.15	75,400.00	75,400.00	.0%
56201 NATURAL GAS	18,313.94	18,900.00	18,900.00	11,288.95	18,900.00	18,900.00	.0%
56301 TELEPHONE	10,987.52	16,300.00	16,300.00	8,298.00	16,300.00	16,300.00	.0%
56302 CELL PHONES	85,473.13	105,000.00	105,000.00	103,975.88	105,000.00	105,000.00	.0%
56303 DATA CARDS	.00	.00	.00	15,265.68	.00	28,500.00	.0%
56402 WATER	3,690.46	3,600.00	3,600.00	2,975.00	4,000.00	4,200.00	16.7%
56403 SEWER	5,751.02	5,100.00	5,100.00	4,771.85	5,800.00	6,300.00	23.5%
56404 STORM SEWER UTIL	1,181.91	1,380.00	1,380.00	1,161.92	1,450.00	1,600.00	15.9%
57098 DEPT INSURANCE C	359,027.33	291,294.00	291,379.10	430,427.25	291,294.00	344,194.00	18.1%
30 POLICE	26,901,123.07	27,375,621.00	27,385,134.07	20,129,842.37	26,533,573.27	27,742,722.00	1.3%

SALARY SUMMARY RATES

Department: POLICE DEPARTMENT

POSITION	HEAD COUNT	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
<u>Office of the Chief</u>					
POLICE CHIEF	1.00	1.00	2,080	\$64.15	\$131,289
LIEUTENANT	1.00	1.00	2,080	\$46.41	\$89,236
EXECUTIVE SECRETARY	1.00	1.00	2,080	\$26.79	\$54,107
<u>Professional Standards Division</u>					
POLICE CAPTAIN	1.00	1.00	2,080	\$49.95	\$102,240
POLICE LIEUTENANT	2.00	2.00	1,965	\$46.41	\$89,236
SUPPORT ASSISTANT	1.00	1.00	2,080	\$22.48	\$46,017
<u>Operations Division</u>					
POLICE COMMANDER	1.00	1.00	2,080	\$51.85	\$106,043
<u>Patrol</u>					
POLICE CAPTAIN	1.00	1.00	2,080	\$45.80	\$93,698
POLICE LIEUTENANT	3.00	3.00	1,965	\$46.41	\$90,812
POLICE SERGEANT	15.00	15.00	1,965	\$43.14	\$83,842
PATROL OFFICER	2.00	2.00	1,965	\$29.64	\$56,993
PATROL OFFICER	2.00	2.00	1,965	\$30.50	\$57,936
PATROL OFFICER	15.00	15.00	1,965	\$33.18	\$62,464
PATROL OFFICER	36.00	36.00	1,965	\$36.46	\$70,481
PATROL OFFICER	4.00	4.00	1,965	\$37.24	\$72,183
PATROL OFFICER	13.00	13.00	1,965	\$37.31	\$73,075
PATROL OFFICER	11.00	11.00	1,965	\$39.05	\$75,363
PATROL OFFICER	13.00	13.00	1,965	\$41.80	\$82,666
COMMUNITY POLICE LIEUTENANT	2.00	2.00	1,965	\$46.41	\$90,812
COMMUNITY POLICE OFFICER	6.00	6.00	1,965	\$41.80	\$80,768
COMMUNITY POLICE OFFICER	3.00	3.00	1,965	\$39.05	\$75,304
COMMUNITY POLICE OFFICER	5.00	5.00	1,965	\$37.31	\$72,940
POLICE OFFICER	1.00	1.00	1,965	\$39.05	\$75,094
ANIMAL CONTROL INTERN	3.00	1.13	780	\$11.60	\$8,985
COMMUNITY SERVICE INTERN	5.00	3.75	1,560	\$12.43	\$19,254
SYSTEMS ANALYST	1.00	1.00	2,080	\$35.24	\$74,848
PROGRAMMER ANALYST	2.00	2.00	2,080	\$37.88	\$77,539
NETWORK SPECIALIST	1.00	0.75	1,560	\$33.87	\$54,036

POSITION	HEAD COUNT	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
<u>Administrative</u>					
POLICE CAPTAIN	1.00	1.00	1,965	\$45.34	\$93,159
EMERGENCY PREP LIEUTENANT	1.00	1.00	1,965	\$46.41	\$89,236
TRAINING LIEUTENANT	2.00	2.00	1,965	\$46.41	\$90,287
RANGEMASTER (OFFICER)	1.00	1.00	1,965	\$41.80	\$80,383
<u>Traffic/Fleet Subdivision</u>					
POLICE LIEUTENANT	1.00	1.00	1,965	\$46.41	\$91,862
POLICE OFFICER	1.00	1.00	1,965	\$39.05	\$75,737
POLICE OFFICER	3.00	3.00	1,965	\$41.80	\$81,026
MECHANIC FOREPERSON	1.00	1.00	2,080	\$31.97	\$64,576
MECHANIC	2.00	2.00	2,080	\$29.38	\$59,434
MECHANIC	1.00	1.00	2,080	\$27.91	\$57,044
<u>Crime Prevention Subdivision</u>					
CRIME PREVENTION COORDINATOR	2.00	2.00	2,080	\$27.91	\$57,123
<u>Support Services Division</u>					
BUSINESS MANAGER	1.00	1.00	2,080	\$41.75	\$85,442
<u>Records Divisions</u>					
OFFICE MANAGER	1.00	1.00	2,080	\$31.97	\$65,226
ADMINISTRATIVE CLERK	2.00	0.94	1,950	\$21.39	\$43,783
ADMINISTRATIVE CLERK	2.00	0.94	1,950	\$20.97	\$42,878
RECORDS CLERK	6.00	6.00	2,080	\$21.39	\$43,783
RECORDS CLERK	1.00	1.00	2,080	\$19.39	\$40,041
OFFICE CLERK	1.00	0.63	1,300	\$20.01	\$25,591
WORD PROCESSOR	1.00	1.00	2,080	\$20.60	\$42,173
WORD PROCESSOR	2.00	2.00	2,080	\$20.20	\$41,341
<u>Building Maintenance Subdivision</u>					
BUILDING SERVICES SUPERVISOR	1.00	1.00	2,080	\$29.97	\$61,344
BUILDING CUSTODIAN I	1.00	1.00	2,080	\$20.44	\$41,840
BUILDING CUSTODIAN I	1.00	1.00	2,080	\$18.44	\$37,927

POSITION	HEAD COUNT	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
<u>Investigations Division</u>					
POLICE COMMANDER	1.00	1.00	2,080	\$53.09	\$108,655
<u>Investigations</u>					
CAPTAIN	1.00	1.00	2,080	\$45.80	\$93,698
POLICE LIEUTENANT	2.00	2.00	1,965	\$46.41	\$90,549
POLICE OFFICER	13.00	13.00	1,965	\$41.80	\$81,635
POLICE OFFICER	2.00	2.00	1,965	\$39.05	\$75,982
POLICE OFFICER	1.00	1.00	1,965	\$37.31	\$75,829
POLICE OFFICER	3.00	3.00	1,965	\$30.50	\$57,936
CRIME ANALYST	1.00	1.00	2,080	\$35.24	\$72,118
CRIME ANALYST	1.00	1.00	2,080	\$32.81	\$66,866
CRIMINALISTIC SPECIALIST	1.00	1.00	2,080	\$31.97	\$64,510
<u>Drug Task Force</u>					
POLICE LIEUTENANT	1.00	1.00	1,965	\$46.41	\$91,337
POLICE OFFICER	1.00	1.00	1,965	\$41.80	\$81,668
POLICE OFFICER	1.00	1.00	1,965	\$39.05	\$76,379
POLICE OFFICER	1.00	1.00	1,965	\$37.31	\$73,027
<u>Juvenile Subdivision</u>					
POLICE LIEUTENANT	1.00	1.00	1,965	\$46.41	\$89,236
POLICE OFFICER	6.00	6.00	1,965	\$41.80	\$80,383
POLICE OFFICER	3.00	3.00	1,965	\$39.05	\$75,094
POLICE OFFICER	1.00	1.00	1,965	\$37.31	\$71,742
POLICE OFFICER	1.00	1.00	1,965	\$37.24	\$71,253
<u>Evidence Subdivision</u>					
EVIDENCE TECHNICIAN	1.00	1.00	2,080	\$24.68	\$50,525
EVIDENCE TECHNICIAN	1.00	1.00	2,080	\$22.39	\$46,084
<u>Photo ID Subdivision</u>					
CRIMINALISTIC SPECIALIST	1.00	1.00	2,080	\$32.61	\$66,749
CRIMINALISTIC SPECIALIST	2.00	2.00	2,080	\$29.55	\$60,522
TOTAL HEAD COUNT	235.00				
COLUMN TOTALS		229.13			

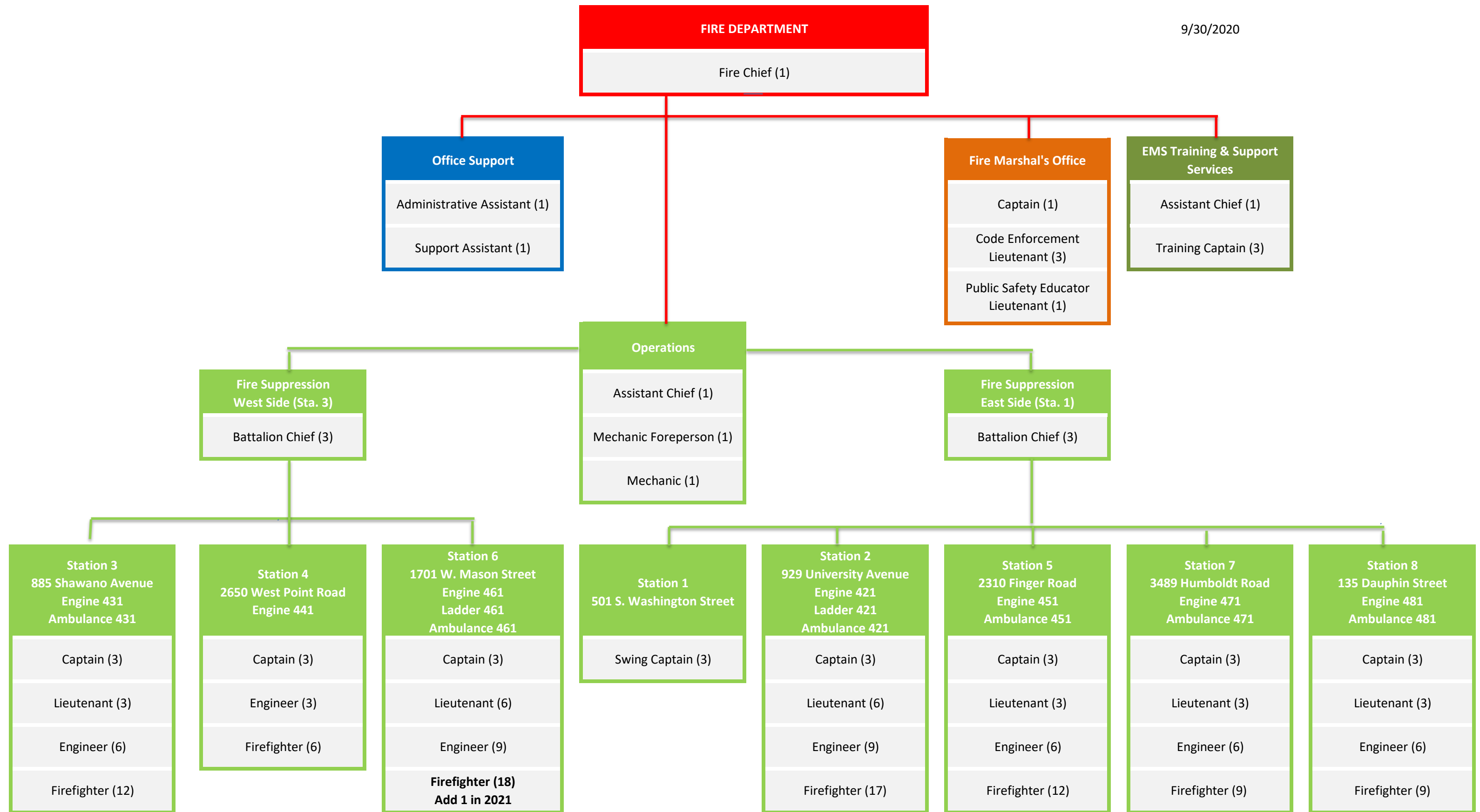
* 7 Officer Positions not funded

FIRE DEPARTMENT



FIRE DEPARTMENT

9/30/2020



Fire Personnel 195- 193
Fulltime Support Staff 4



City of Green Bay 2021 Budget Comments

Department: Fire Department

Mission: The mission of the Green Bay Metro Fire Department is to protect and educate our community, show compassion to all, and continue the honored tradition and dedication of the fire service.

Activities: Continue the time honored tradition of delivering the best professional service in the most efficient and economical manner for the citizens of Green Bay and Allouez. This service delivery will include public education, fire prevention, training, fire investigation and administration on the non-emergency side of our responsibilities. On the emergency side, emergency medical services, fire suppression, hazardous materials, water rescue and technical rescue services will be delivered at the highest possible level.

2020 Accomplishments

- 🏠 Served as the Interim Fire Chief for the Village of Bellevue Fire Department during discussions regarding merging with the GBMFD.
- 🏠 Placed in service self-contained breathing apparatus and air compressors replacing outdated and out of code apparatus.
- 🏠 Completed the purchase of a high water vehicle, 2 john boats and additional mustang suits to increase our capability during urban flooding in the city.
- 🏠 Developed and instituted an urban flooding Mutual Aid Box Alarm System assistance card.
- 🏠 Assisted Brown County Health and Human Services during the Covid-19 Pandemic by providing staff in their incident command structure at the Emergency Operations Center.
- 🏠 Procured and stockpiled personal protective equipment for all first responders in the city.

- 🗑️ Obtained electrostatic disinfectant sprayers for all stations.
- 🗑️ Purchased a bed bug heater for ambulance treatment areas and stations when exposed.
- 🗑️ Established a new training center with the American Safety Health Institute for medical training and recertification thereby reducing costs in overtime.
- 🗑️ Placed in service a new ambulance at Station 7.
- 🗑️ Reviewed and redesigned the specifications for fire engines in the fleet. The redesign will be smaller, more agile and will reduce the cost of apparatus in the future.
- 🗑️ Update security protocols and equipment for public safety at special events throughout the city.
- 🗑️ Developed and implemented new procedures, policies and practices for safe fire and emergency medical services during times of civil unrest.
- 🗑️ Assisted Brown County Dispatch Center in data entry and programming of the new CAD system to be implemented in November 2020.
- 🗑️ Implemented new Vector Solutions software for training, asset management and scheduling.
- 🗑️ Completed the Incident Safety Officer for Hazardous Materials Team members in compliance with NFPA 1072.
- 🗑️ Successfully completed the annual boom deployment exercise and training mandated by the Federal Environmental Protection Agency as an Oil Spill Response Organization to protect our waterways.

2021 GOALS:

- 🗑️ Complete a merger between the Village of Bellevue Fire Department and GBMFD.
- 🗑️ Train and implement the new Brown County Computer Aided Dispatch system for all personnel.
- 🗑️ Work with the Information Technology Department to purchase and install new mobile data terminals in the emergency fleet of apparatus.
- 🗑️ Take delivery, train and place in service the new Hazardous Materials Response Apparatus.
- 🗑️ Purchase and place in service new portable radios and base stations.

- 📋 Purchase and place in service a new station alerting system that will replace technology and equipment from the 1960's.
- 📋 Purchase and replace all cardiac monitors in the fleet.
- 📋 Complete and 8-week recruit academy for new employees.
- 📋 Complete the Lieutenant and Engineer Rank Academy for the appropriate personnel.
- 📋 Assist the Information Technology Department with the implementation of Microsoft 365 suite.



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
40 FIRE							
50001 REGULAR SALARIES	14,922,568.38	15,230,889.00	15,230,889.00	11,590,538.79	15,230,889.00	15,536,571.00	2.0%
50099 DEPARTMENT TURNO	.00	-310,000.00	-310,000.00	.00	-310,000.00	-242,000.00	-21.9%
50501 OVERTIME	688,878.24	778,270.00	783,056.87	1,003,076.20	779,678.70	825,000.00	5.4%
50506 PACKER OVERTIME	193,192.74	105,805.00	105,805.00	19,296.10	105,805.00	105,805.00	.0%
51101 VACATION PAY	33,569.72	.00	.00	22,086.15	.00	.00	.0%
51102 HOLIDAY PAY	1,162,145.56	1,182,359.00	1,182,359.00	582,395.22	1,182,359.00	1,200,648.00	1.5%
51103 PERSONAL DAYS	3,522.26	.00	.00	1,370.67	.00	.00	.0%
51108 SICK PAY	.00	.00	.00	18,431.34	.00	.00	.0%
51110 UNEMPLOYMENT COM	2,443.23	.00	.00	.00	.00	.00	.0%
51201 HEALTH INSURANCE	2,594,575.13	2,648,811.00	2,648,811.00	2,187,058.64	2,619,466.00	2,654,410.00	.2%
51202 DENTAL INSURANCE	204,490.36	204,957.00	204,957.00	171,959.62	204,957.00	209,390.00	2.2%
51203 LIFE INSURANCE	24,745.56	25,180.00	25,180.00	19,480.00	25,180.00	24,519.00	-2.6%
51210 SOCIAL SECURITY	12,707.56	13,737.00	13,737.00	10,209.48	13,737.00	14,140.00	2.9%
51211 MEDICARE	235,826.01	241,994.00	241,994.00	182,825.96	241,994.00	247,266.00	2.2%
51212 WORKER'S COMPENS	63,290.16	166,291.00	166,291.00	101,336.21	166,291.00	127,110.00	-23.6%
51301 WRS - EMPLOYER S	2,583,915.90	2,800,772.00	2,800,772.00	2,154,106.38	2,800,772.00	2,878,264.00	2.8%
51398 66.191 PENSION	12,213.12	12,220.00	12,220.00	10,177.60	12,220.00	12,220.00	.0%
51399 62.13 PENSION	10,892.44	5,980.00	5,980.00	3,706.50	5,980.00	5,980.00	.0%
51401 CAR ALLOWANCE	362.14	360.00	360.00	308.57	360.00	360.00	.0%
51402 CLOTHING ALLOWAN	89,587.29	113,950.00	113,950.00	6,479.13	113,950.00	96,940.00	-14.9%
51404 PERSONAL SUPPLIE	32,309.27	32,400.00	32,400.00	11,135.91	32,400.00	40,400.00	24.7%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 18
bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
51508 LODD DEPENDENT H	20,082.24	19,510.00	19,510.00	20,870.04	20,870.04	15,980.00	-18.1%
52001 TRAINING & TRAVE	18,672.25	41,000.00	41,000.00	16,028.31	20,500.00	27,800.00	-32.2%
52003 DUES & BONDS	1,420.00	1,430.00	1,430.00	1,145.00	1,430.00	1,430.00	.0%
52004 DRILL INSTRUCTIO	3,547.57	17,700.00	17,700.00	7,275.45	17,700.00	13,200.00	-25.4%
52006 EMPLOYEE MED EXP	38,466.13	44,000.00	44,000.00	2,173.10	44,000.00	44,000.00	.0%
52007 RECRUITING	.00	4,500.00	4,500.00	1,320.00	4,500.00	2,000.00	-55.6%
52008 LAUNDRY	1,938.73	3,000.00	3,000.00	1,584.71	3,000.00	3,000.00	.0%
52010 EDUCATION REIMBU	5,178.45	16,000.00	16,000.00	3,920.82	16,000.00	16,000.00	.0%
53001 CONTRACTUAL SERV	210,572.45	232,260.00	232,260.00	185,894.60	232,260.00	261,739.00	12.7%
53002 COPY MACHINE	2,579.25	3,000.00	3,000.00	1,818.00	3,000.00	3,000.00	.0%
54001 MATERIAL & SUPPL	.00	20,000.00	20,000.00	9,585.41	18,000.00	25,000.00	25.0%
54002 OFFICE SUPPLIES	17,354.57	13,000.00	13,000.00	10,728.81	13,000.00	13,000.00	.0%
54003 HOUSEKEEPING SUP	25,889.37	17,000.00	17,000.00	14,990.31	17,000.00	22,000.00	29.4%
54004 BOOKS MAPS SUBSC	2,139.54	3,865.00	3,865.00	1,788.95	3,865.00	3,865.00	.0%
54010 GAS OIL LUBE	115,791.77	120,500.00	120,500.00	60,285.20	120,500.00	120,500.00	.0%
54018 TOOLS & SHOP SUP	6,837.59	9,150.00	9,150.00	4,098.07	9,150.00	9,150.00	.0%
54042 OXYGEN MED SUPPL	16,335.13	15,000.00	15,000.00	15,246.95	15,000.00	15,000.00	.0%
54050 FIRE PREVENTION	.00	7,500.00	7,500.00	3,399.11	7,500.00	7,500.00	.0%
54051 MEDICAL SUPPLIES	139,541.64	156,000.00	156,000.00	105,135.17	156,000.00	156,000.00	.0%
55101 EQUIPMENT REPAIR	176,369.97	158,000.00	158,000.00	123,200.08	158,000.00	158,000.00	.0%
55102 FURNITURE REPAIR	.00	500.00	500.00	.00	500.00	500.00	.0%
55105 RADIO MAINT CONT	17,620.91	18,000.00	18,000.00	5,353.35	18,000.00	18,000.00	.0%



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
55108 FIREFIGHTING EQU	20,381.23	39,300.00	39,300.00	11,090.79	39,300.00	39,300.00	.0%
55150 NEW EQUIPMENT	.00	.00	.00	12,521.60	.00	.00	.0%
55201 BUILDING REPAIRS	.00	.00	.00	.00	.00	.00	.0%
56101 ELECTRICITY	69,871.36	57,000.00	57,000.00	52,449.18	57,000.00	57,000.00	.0%
56201 NATURAL GAS	36,833.49	36,000.00	36,000.00	21,435.53	36,000.00	36,000.00	.0%
56302 CELL PHONES	30,040.53	24,000.00	24,000.00	27,035.59	24,000.00	44,160.00	84.0%
56402 WATER	7,219.36	7,010.00	7,010.00	5,750.03	7,010.00	7,010.00	.0%
56403 SEWER	8,588.90	5,700.00	5,700.00	7,193.48	5,700.00	5,700.00	.0%
56404 STORM SEWER UTIL	4,272.00	3,565.00	3,565.00	4,038.41	3,565.00	3,565.00	.0%
57098 DEPT INSURANCE C	155,039.04	168,549.00	168,549.00	162,218.82	168,549.00	165,697.00	-1.7%
40 FIRE	24,023,818.54	24,516,014.00	24,520,800.87	18,995,553.34	24,466,937.74	25,032,119.00	2.1%

SALARY SUMMARY RATES

Department: FIRE DEPARTMENT

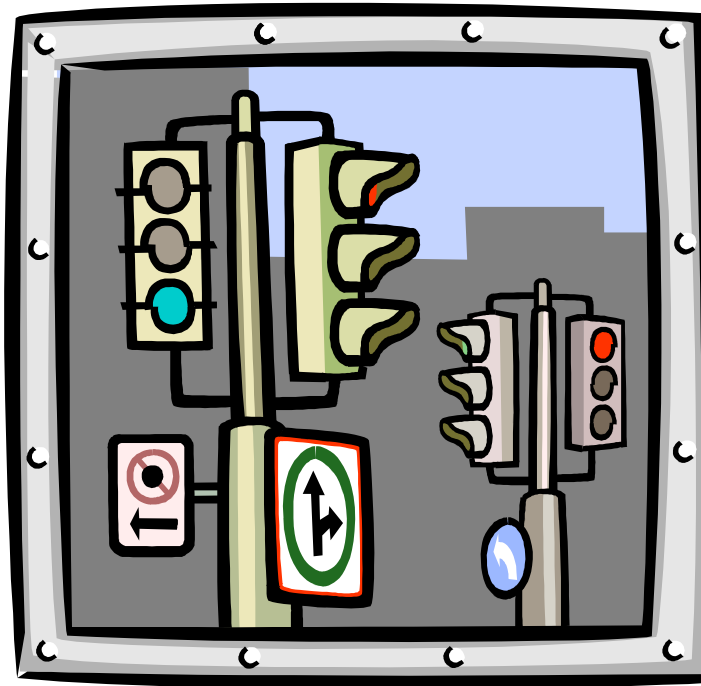
POSITION	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET AVG IMPACT
<u>Administrative</u>				
FIRE CHIEF	1.00	2,080	\$64.15	\$131,289
ASSISTANT FIRE CHIEF	1.00	2,080	\$53.33	\$111,089
ASSISTANT FIRE CHIEF	1.00	2,080	\$50.08	\$104,514
ADMINISTRATIVE ASSISSANT	1.00	2,080	\$31.15	\$62,893
SUPPORT ASSISTANT	1.00	2,080	\$22.71	\$46,723
<u>Support</u>				
FIRE CAPTAIN	4.00	1,963	\$43.35	\$88,464
FIRE LIEUTENANT	4.00	1,963	\$40.53	\$85,745
MECHANIC FOREPERSON	1.00	2,080	\$31.97	\$64,510
MECHANIC	1.00	2,080	\$29.97	\$61,341
<u>Suppression</u>				
BATTALION CHIEF	6.00	2,912	\$32.62	\$96,722
FIRE CAPTAIN (LINE)	24.00	2,756	\$30.88	\$86,971
FIRE LIEUTENANT (LINE)	1.00	2,756	\$30.88	\$81,122
FIRE LIEUTENANT (LINE)	23.00	2,756	\$28.87	\$81,911
FIRE ENGINEER	21.00	2,756	\$28.87	\$81,447
FIRE ENGINEER	24.00	2,756	\$26.98	\$76,407
FIREFIGHTER	6.00	2,756	\$26.98	\$77,358
FIREFIGHTER	45.00	2,756	\$25.75	\$73,297
FIREFIGHTER	21.00	2,756	\$25.07	\$71,021
FIREFIGHTER	5.00	2,756	\$23.33	\$66,491
FIREFIGHTER (a)	6.00	2,756	\$21.59	\$52,200

COLUMN TOTALS

197.00

(a) New hires budgeted with a 3/1/21 start date

DEPARTMENT OF PUBLIC WORKS



DEPARTMENT OF PUBLIC WORKS

PUBLIC WORKS DIRECTOR (1)

DPW SUPPORT OPERATIONS

Administrative Supervisor (1)

Account Clerk III (1)

Account Clerk II (1)

Administrative Clerk (3)

DPW FINANCIAL OPERATIONS

Financial Supervisor (1)

Time Clerk (1)

PROJECT DEVELOPMENT & CONSTRUCTION SERVICES

Assistant Public Works Director (1)

Assistant City Engineer (1)

Civil Engineer (3)

Construction Inspection Mgr (1)

Engineering Technician (4)

Engineering Aide (5)

SPECIAL PROJECTS

Assistant City Engineer (1)

Civil Engineer II (1)

Engineering Technician (1)

TRAFFIC SECTION

Civil Engineer III (1)

Right of Way Specialist (1)

Engineering Technician (1)

UTILITY & SEWER OPERATIONS

Utility Manager (1)

Public Works Superintendent (1)

SEWER SECTION

Sewer Worker Foreperson (1)

Sewer Technical Worker (1)

Sewer Maintenance Worker (14)

UTILITY DEVELOPMENT SECTION

Civil Engineer (2)

Erosion Control Specialist (2)

GIS Analyst (1)

Engineering Technician (2)

Engineering Aide (1)

Fat, Oil, Grease (FOG) Inspector (1)

Resiliency Coordinator (1)

DPW OPERATIONS

Operations Director (1)

ELECTRICAL DIVISION

Electrician Foreperson (1)

Electrician (5)

Communications Technician (1)

STREET SECTION

Public Works Superintendent (1)

Public Works Supervisor (3)

Sr. Carpenter (1)

Signs Worker Foreperson (1)

Signs Operator (2)

Signs Laborer (2)

Operator II (13)

Operator I (21)

Truck Driver (16)

Laborer (9)

MOTOR EQUIPMENT SECTION

Fleet Manager (1)

Mechanic Foreperson (2)

Mechanic (11)

Parts Clerk (2)

Building Maintenance Technician (3)

PARKING SECTION

Public Works Superintendent (1)

Parking Maintenance Technician (8)

Parking Building Technician (3)

Parking Enforcement Officer (5)

SANITATION SECTION

Public Works Superintendent (1)

Truck Driver (23)

Laborer (7)



City of Green Bay 2021 Budget Comments

Department: Department of Public Works

Mission: The Department of Public Works' mission is to provide efficient municipal services and to maintain and construct public works facilities in a cost effective manner for the citizens of Green Bay.

Activities:

Engineering: This division is responsible for designing, inspection and supervising the construction of various public works projects.

Operations: This division maintains all streets and alleys, snow plowing and ice control; collects and transports solid waste and recycling; and maintains and repairs all vehicles and equipment of the Department of Public Works.

Traffic Division: This Division installs and maintains traffic signals, streetlights, traffic signs and pavement markings within the City.

Parking Division: This division is responsible for the operation and maintenance of all city-owned parking lots, ramps and on-street parking meters, and enforcement of parking regulations.

Public Works Administration: This division is responsible for the administrative functions of the Department of Public Works.

Utility Division: This division maintains all storm and sanitary sewer systems, and bridges; assists in dealing with storm water management and erosion control issues; along with answering sanitary and storm water related billing questions.

2020 Accomplishments:

- Continued to provide necessary human services to taxpayers and ratepayers in the face of COVID-19 with no drop in service levels and no outbreaks in sickness amongst staff.
- Increased public education efforts regarding placement of yard waste and leaves in the street.
- Increase the combined resurfacing/reconstruction pavement program to levels exceeding the last 10 year average by more than 40%, and almost 20% more than was completed in 2019.
- Completed design and construction of sanitary and storm sewer, water main and pavement improvements on Howard Street – Ashland – S. Chestnut, Hillcrest Drive – Haven Place to West Mason Street, Doty Street – Monroe Avenue to Baird Street, and Gray Street – Mather Street to Velp Avenue.
- Completed two separate mini-storm sewer installation contracts.
- Completed our regularly scheduled maintenance and rehabilitation program construction for pavements and sewers.
- Completed projects for Parks Department, including the City Hall facility upgrades, Colburn Park Concession Stand and Deck Lighting; Edison Park Pickleball Courts and paving and ADA sidewalk improvements in multiple City park facilities.
- Started construction of WisDOT project to replace traffic Street signals on W. Mason corridor and LED signal head replacement project.
- Completed design and construction of sanitary sewer extension, storm sewer, water, and pavement improvements on Grandview Road and Finger Road to serve I-43 Industrial Park customers in TID 12.
- Increased efficiency in capital improvement planning by overlaying pavement and sewer/water utility needs.
- Implemented recommendations from Green Bay Safe Walk & Bike Plan in to infrastructure rehabilitation projects.
- Continued managing and maintaining River Ramp
- Continued increased efficiency in capital improvement planning by overlaying pavement and sewer/water utility needs
- Completed structural repairs in Main Street Ramp
- Re-graded and seeded two retired landfills for erosion control
- On-boarded one new Superintendent (Sanitation)
- Construct Storm Lift Station 110 (Shipyard) to aid in reducing localized high water issues in the 500 & 600 blocks S. Broadway, Clinton & S. Maple as well as Oneida Street and W Mason intersection.
- Continued utilization of SmartCover technology to develop a means of monitoring and tracking East River water elevations at the E Mason Street bridge to supplement SCADA Technology

2021 Goals:

- Continue improvement of DPW safety culture through active training and employee involvement, to reduce the number of crash and injury incidents

- Continue to acclimate new staff and help integrate them fully into the team.
- Continue parking ramp maintenance work
- Continue bridge maintenance and repair work
- Continue to utilize our new GIS specialist position to assist in improvements to the efficiency in infrastructure project selection and prioritization
- Continue parking ramp maintenance work
- Continuing to work with Park, Recreation, and Forestry Department to improve and renovate Metro Boat Launch facilities.
- Update DPW's web and Facebook pages to improve public education efforts and enhance customer service.
- Complete retired landfill re-vegetation projects
- Continue to educate the public on proper solid waste and recycling rules and procedures
- Integrate mobile technology into field operations to hopefully better track requests for service and optimize response by Operations Division.
- Continue to extend life of existing pavements with improvements in Operations Division crack sealing and pavement patching programs
- Continue upgrading sewer lift station data communication, control systems and back-up generator connections to improve reliability during changing climate conditions
- Continue evaluation of alternative solutions to aid in reducing localized high water issues in the 1900 block of Main Street and the 2000 block of E Mason Street with possible implementation.
- Developing a manhole and inlet inspection system with the aid of CleverScan technology
- Tracking in somewhat real time of flooding events within our GIS system to aid in deploying assets.

Major Increases/Decreases in 2021 Budget:

Overall, the levy-supported budget for the Department remains consistent with 2020 budget. A brief description of items having a significant budget impact by Division is provided below.

Engineering

- \$20,000 decrease in Regular Salaries resulting from staff turnover
- \$6,000 decrease in Training & Travel, to reflect the current transition to virtual conferencing

Operations

- \$60,000 increase in Monitor Landfill to reflect current monitoring and maintenance requirements of WDNR on our closed landfills

- \$30,000 decrease in Worker's Compensation, reflecting lower claims due to increased training and awareness resulting from continued emphasis on work place safety
- \$35,000 decrease in Sanitation Disposal Fees due to improvement in recycling markets, cutting the costs to dispose of recyclable material that we used to generate revenue on.
- \$30,000 increase in Materials and Supplies, largely due to salt for winter operations
- \$115,000 decrease in Fuel, Oil, and Lubricants
- \$25,000 increase in Equipment Repair to reflect additional repairs to existing equipment that should have been replaced under previous budgets

Traffic

- \$20,000 increase in Overtime, to reflect actual expenditures caused by demand on electricians
- \$37,000 decrease in Health Insurance
- \$6,000 increase in Paint supplies
- \$135,000 increase in Street Light Electricity to correct adjustment made in 2020 budget based on partial year electricity usage



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
50 DEPT OF PUBLIC WORKS							
500 ENGINEERING							
50001 REGULAR SALARIES	643,598.83	896,890.00	896,890.00	586,210.42	896,890.00	877,167.00	-2.2%
50003 SEASONAL SALARIE	.00	.00	.00	213.00	.00	.00	.0%
50005 COMP TIME PAID O	10,105.49	.00	.00	2,856.24	.00	.00	.0%
50099 DEPARTMENT TURNO	.00	-19,000.00	-19,000.00	.00	-19,000.00	-19,000.00	.0%
50501 OVERTIME	2,125.18	2,000.00	2,000.00	3,288.26	2,000.00	2,000.00	.0%
51101 VACATION PAY	70,420.21	.00	.00	43,169.49	.00	.00	.0%
51102 HOLIDAY PAY	33,287.17	.00	.00	16,842.87	.00	.00	.0%
51103 PERSONAL DAYS	11,768.41	.00	.00	7,522.97	.00	.00	.0%
51105 FUNERAL LEAVE	960.32	.00	.00	1,872.62	.00	.00	.0%
51108 SICK PAY	47,550.69	.00	.00	17,258.96	.00	.00	.0%
51201 HEALTH INSURANCE	138,518.79	169,851.00	169,851.00	136,291.16	169,851.00	161,848.00	-4.7%
51202 DENTAL INSURANCE	9,958.29	11,355.00	11,355.00	9,353.32	11,355.00	10,988.00	-3.2%
51203 LIFE INSURANCE	1,301.32	1,416.00	1,416.00	1,044.74	1,416.00	1,427.00	.8%
51210 SOCIAL SECURITY	47,884.04	54,042.00	54,042.00	39,733.78	54,042.00	53,015.00	-1.9%
51211 MEDICARE	11,198.97	12,668.00	12,668.00	9,295.41	12,668.00	12,390.00	-2.2%
51301 WRS - EMPLOYER S	52,788.47	60,667.00	60,667.00	44,720.01	60,667.00	59,333.00	-2.2%
51401 CAR ALLOWANCE	724.28	720.00	720.00	617.14	720.00	720.00	.0%
51402 CLOTHING ALLOWAN	1,500.00	1,800.00	1,800.00	1,616.71	1,800.00	1,800.00	.0%
51404 PERSONAL SUPPLIE	1,479.96	1,500.00	1,500.00	992.07	1,500.00	1,500.00	.0%
52001 TRAINING & TRAVE	6,652.50	12,800.00	12,800.00	1,815.00	6,400.00	6,850.00	-46.5%



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NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
52003 DUES & BONDS	4,154.00	4,410.00	4,410.00	4,145.00	4,410.00	4,740.00	7.5%
53002 COPY MACHINE	4,325.16	4,500.00	4,500.00	3,180.00	4,500.00	4,500.00	.0%
53014 LICENSES & PERMI	3,067.19	5,000.00	5,000.00	3,160.57	5,000.00	5,500.00	10.0%
54001 MATERIAL & SUPPL	8,127.29	9,000.00	9,000.00	9,672.73	9,000.00	9,000.00	.0%
54002 OFFICE SUPPLIES	5,879.83	8,000.00	8,000.00	3,567.01	8,000.00	8,000.00	.0%
54004 BOOKS MAPS SUBSC	4,209.08	4,000.00	4,000.00	243.57	4,000.00	3,000.00	-25.0%
54071 P-CARD EXPENSE	.00	.00	.00	765.72	.00	.00	.0%
55101 EQUIPMENT REPAIR	1,193.50	2,000.00	2,000.00	758.90	2,000.00	2,000.00	.0%
55130 CITY EQUIPMENT U	13,000.00	.00	.00	.00	.00	.00	.0%
55140 EQUIPMENT REPLAC	.00	.00	.00	.00	.00	1,500.00	.0%
55150 NEW EQUIPMENT	.00	.00	.00	.00	.00	2,000.00	.0%
57098 DEPT INSURANCE C	5,201.66	5,530.00	5,530.00	5,571.66	5,530.00	5,320.00	-3.8%
59940 TRANS OUT-CAPITA	.00	13,000.00	13,000.00	.00	13,000.00	.00	-100.0%
500 ENGINEERING	1,140,980.63	1,262,149.00	1,262,149.00	955,779.33	1,255,749.00	1,215,598.00	-3.7%



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
503 DPW OPERATIONS							
50001 REGULAR SALARIES	4,887,031.56	5,823,024.00	5,787,824.00	3,233,486.40	5,787,824.00	5,797,644.00	.2%
50003 SEASONAL SALARIE	2,912.92	69,000.00	69,000.00	30,531.11	69,000.00	45,000.00	-34.8%
50005 COMP TIME PAID O	144,374.49	.00	.00	57,754.70	.00	.00	.0%
50099 DEPARTMENT TURNO	.00	-117,000.00	-117,000.00	.00	-117,000.00	-96,000.00	-17.9%
50501 OVERTIME	546,508.62	300,004.00	300,004.00	109,855.21	300,004.00	400,000.00	33.3%
51101 VACATION PAY	404,338.66	.00	.00	223,735.32	.00	.00	.0%
51102 HOLIDAY PAY	193,220.88	.00	.00	101,261.86	.00	.00	.0%
51103 PERSONAL DAYS	66,138.30	.00	.00	41,038.36	.00	.00	.0%
51105 FUNERAL LEAVE	13,551.11	.00	.00	8,995.51	.00	.00	.0%
51106 JURY DUTY/WITNES	35.48	.00	.00	.00	.00	.00	.0%
51108 SICK PAY	177,148.10	.00	.00	200,391.76	.00	.00	.0%
51110 UNEMPLOYMENT COM	38,643.86	.00	.00	29,538.82	.00	.00	.0%
51201 HEALTH INSURANCE	1,395,249.90	1,420,930.00	1,420,930.00	1,012,157.34	1,420,930.00	1,416,957.00	-.3%
51202 DENTAL INSURANCE	113,167.26	112,903.00	112,903.00	82,016.07	112,903.00	114,487.00	1.4%
51203 LIFE INSURANCE	9,570.58	9,828.00	9,828.00	6,558.09	9,828.00	9,132.00	-7.1%
51210 SOCIAL SECURITY	379,332.08	366,552.00	366,552.00	234,738.28	366,552.00	371,073.00	1.2%
51211 MEDICARE	89,414.36	85,772.00	85,772.00	55,340.73	85,772.00	86,833.00	1.2%
51212 WORKER'S COMPENS	185,781.12	286,894.00	286,894.00	70,966.38	286,894.00	255,879.00	-10.8%
51301 WRS - EMPLOYER S	412,020.71	413,378.00	413,378.00	265,662.33	413,378.00	415,254.00	.5%
51401 CAR ALLOWANCE	386.71	360.00	360.00	300.00	360.00	360.00	.0%
51402 CLOTHING ALLOWAN	15,469.94	16,600.00	16,600.00	14,397.99	16,600.00	16,200.00	-2.4%



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NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
51403 SAFETY GLASSES	5,901.38	7,000.00	7,000.00	3,903.70	7,000.00	7,000.00	.0%
52001 TRAINING & TRAVE	8,009.33	8,325.00	8,325.00	406.00	4,175.00	4,785.00	-42.5%
52009 RANDOM DRUG & AL	1,839.60	2,000.00	2,000.00	1,640.40	2,000.00	3,100.00	55.0%
53001 CONTRACTUAL SERV	20,386.32	41,950.00	41,950.00	23,157.52	41,950.00	41,050.00	-2.1%
53002 COPY MACHINE	3,721.63	4,500.00	4,500.00	2,328.00	4,500.00	4,200.00	-6.7%
53010 PRIVATE EQUIPMEN	216,956.39	225,000.00	225,000.00	113,368.02	225,000.00	217,000.00	-3.6%
53011 MONITOR LANDFILL	129,923.00	60,000.00	60,000.00	88,908.94	110,000.00	119,000.00	98.3%
53012 HAZARDOUS CHEM F	2,245.74	4,500.00	4,500.00	2,727.84	4,500.00	5,000.00	11.1%
53040 SANITATION DISPO	1,416,544.45	1,455,000.00	1,455,000.00	968,595.00	1,455,000.00	1,420,000.00	-2.4%
54001 MATERIAL & SUPPL	637,508.48	557,700.00	557,700.00	294,988.60	557,700.00	587,200.00	5.3%
54002 OFFICE SUPPLIES	4,609.49	4,870.00	4,870.00	5,869.60	4,870.00	5,000.00	2.7%
54003 HOUSEKEEPING SUP	12,066.57	13,000.00	13,000.00	7,101.66	13,000.00	17,000.00	30.8%
54006 SAFETY & WELLNES	1,939.75	2,000.00	2,000.00	20.30	2,000.00	2,000.00	.0%
54007 PUBLIC EDUCATION	1,000.00	1,500.00	1,500.00	.00	1,500.00	1,500.00	.0%
54010 GAS OIL LUBE	.00	600,000.00	600,000.00	325,583.61	600,000.00	485,100.00	-19.2%
54018 TOOLS & SHOP SUP	69,275.24	77,000.00	77,000.00	54,615.38	77,000.00	70,500.00	-8.4%
54060 SOIL SAND GRAVEL	26,833.12	13,000.00	13,000.00	6,872.60	13,000.00	14,000.00	7.7%
54061 BLACKTOP MATERIA	80,355.57	.00	.00	.00	.00	.00	.0%
54063 BARRICADES & CUL	1,100.47	15,000.00	15,000.00	561.26	15,000.00	10,000.00	-33.3%
54064 JOINT SEALING MA	73,535.87	.00	.00	.00	.00	.00	.0%
54067 PLASTIC BAGS	.00	2,000.00	2,000.00	.00	2,000.00	.00	-100.0%
54068 RECYLING PROGRAM	5,238.18	4,000.00	4,000.00	.00	4,000.00	6,000.00	50.0%



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NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
54069 SANDBAGS	.00	1,000.00	7,678.00	6,724.52	7,300.00	1,000.00	-87.0%
54071 P-CARD EXPENSE	.00	.00	.00	25,359.31	.00	.00	.0%
55101 EQUIPMENT REPAIR	.00	825,000.00	825,000.00	655,232.84	825,000.00	850,000.00	3.0%
55120 EQUIPMENT RENTAL	2,000.00	.00	.00	.00	.00	.00	.0%
55130 CITY EQUIPMENT U	1,044,140.00	.00	.00	.00	.00	.00	.0%
55140 EQUIPMENT REPLAC	.00	.00	.00	.00	.00	7,400.00	.0%
55150 NEW EQUIPMENT	.00	.00	.00	.00	.00	20,000.00	.0%
55201 BUILDING REPAIRS	98,950.38	75,000.00	75,000.00	74,759.27	75,000.00	80,000.00	6.7%
56101 ELECTRICITY	130,674.21	119,000.00	119,000.00	102,006.36	119,000.00	107,000.00	-10.1%
56201 NATURAL GAS	82,396.25	70,200.00	70,200.00	45,453.12	70,200.00	62,500.00	-11.0%
56302 CELL PHONES	32,224.14	35,200.00	35,200.00	30,493.40	35,200.00	36,400.00	3.4%
56402 WATER	16,324.77	16,000.00	16,000.00	14,530.38	16,000.00	22,300.00	39.4%
56403 SEWER	22,017.61	22,000.00	22,000.00	18,562.60	22,000.00	26,000.00	18.2%
56404 STORM SEWER UTIL	12,019.19	13,800.00	13,800.00	11,247.47	13,800.00	14,900.00	8.0%
57098 DEPT INSURANCE C	141,183.49	183,184.00	183,184.00	151,299.83	183,184.00	156,093.00	-14.8%
59011 CHRISTMAS DECORA	.00	1,000.00	1,000.00	.00	1,000.00	1,000.00	.0%
59012 STREET DECORATIO	.00	1,000.00	1,000.00	51.76	1,000.00	1,000.00	.0%
59014 BAD DEBT EXPENSE	7,774.53	.00	.00	-979.36	.00	.00	.0%
59940 TRANS OUT-CAPITA	.00	.00	35,200.00	16,400.00	35,200.00	.00	-100.0%
503 DPW OPERATIONS	13,382,991.79	13,248,974.00	13,255,652.00	8,830,516.19	13,301,124.00	13,237,847.00	-.1%



City of Green Bay

10/19/2020 14:17
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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
504 TRAFFIC							
50001 REGULAR SALARIES	705,016.93	886,631.00	886,631.00	512,695.15	886,631.00	882,214.00	- .5%
50003 SEASONAL SALARIE	20.88	46,000.00	46,000.00	36,790.95	46,000.00	46,000.00	.0%
50005 COMP TIME PAID O	10,256.08	.00	.00	2,942.99	.00	.00	.0%
50099 DEPARTMENT TURNO	.00	-18,000.00	-18,000.00	.00	18,000.00	-15,000.00	-16.7%
50501 OVERTIME	52,325.61	40,000.00	40,000.00	13,141.72	40,000.00	60,000.00	50.0%
51101 VACATION PAY	83,961.52	.00	.00	36,002.63	.00	.00	.0%
51102 HOLIDAY PAY	27,313.25	.00	.00	13,975.39	.00	.00	.0%
51103 PERSONAL DAYS	9,286.26	.00	.00	5,504.46	.00	.00	.0%
51105 FUNERAL LEAVE	212.08	.00	.00	1,901.88	.00	.00	.0%
51108 SICK PAY	45,589.67	.00	.00	19,189.81	.00	.00	.0%
51201 HEALTH INSURANCE	186,300.76	210,054.00	210,054.00	124,924.92	210,054.00	172,883.00	-17.7%
51202 DENTAL INSURANCE	14,179.74	15,806.00	15,806.00	9,291.76	15,806.00	13,132.00	-16.9%
51203 LIFE INSURANCE	1,371.56	1,507.00	1,507.00	960.23	1,507.00	1,406.00	-6.7%
51210 SOCIAL SECURITY	50,054.70	55,513.00	55,513.00	36,255.97	55,513.00	56,731.00	2.2%
51211 MEDICARE	13,214.33	12,988.00	12,988.00	9,012.59	12,988.00	13,274.00	2.2%
51301 WRS - EMPLOYER S	58,517.15	62,556.00	62,556.00	40,556.06	62,556.00	63,607.00	1.7%
51402 CLOTHING ALLOWAN	5,166.78	4,575.00	4,575.00	4,076.76	4,575.00	4,575.00	.0%
51403 SAFETY GLASSES	809.95	900.00	900.00	.00	900.00	900.00	.0%
52001 TRAINING & TRAVE	3,077.90	8,140.00	8,140.00	885.00	4,070.00	3,975.00	-51.2%
52003 DUES & BONDS	.00	220.00	220.00	.00	220.00	400.00	81.8%
54001 MATERIAL & SUPPL	18,708.79	20,000.00	20,000.00	11,945.94	20,000.00	19,000.00	-5.0%



City of Green Bay

10/19/2020 14:17
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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 53
bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
54002 OFFICE SUPPLIES	2,544.88	2,375.00	2,375.00	1,190.75	2,375.00	2,300.00	-3.2%
54018 TOOLS & SHOP SUP	21,696.04	25,000.00	25,000.00	17,039.80	25,000.00	23,000.00	-8.0%
54062 PAINT	79,996.56	59,300.00	59,300.00	84,178.03	59,300.00	65,400.00	10.3%
54071 P-CARD EXPENSE	.00	.00	.00	8,402.63	.00	.00	.0%
55101 EQUIPMENT REPAIR	1,492.83	2,600.00	2,600.00	1,207.00	2,600.00	2,700.00	3.8%
55107 STREET LIGHT MAI	38,814.70	80,000.00	80,000.00	32,078.84	120,920.78	80,000.00	.0%
55140 EQUIPMENT REPLAC	.00	.00	.00	.00	.00	2,500.00	.0%
55141 SIGNAL REPLACEME	66,539.33	90,000.00	90,000.00	54,016.27	111,585.56	90,000.00	.0%
55150 NEW EQUIPMENT	.00	.00	.00	.00	.00	6,500.00	.0%
55151 NEW SIGNS	72,741.57	75,000.00	75,000.00	47,157.66	75,000.00	75,000.00	.0%
55201 BUILDING REPAIRS	1,093.24	5,000.00	5,000.00	887.69	5,000.00	7,000.00	40.0%
56101 ELECTRICITY	4,036.28	4,100.00	4,100.00	2,894.47	4,100.00	4,100.00	.0%
56102 SIGNAL ELECTRICI	73,943.30	67,300.00	67,300.00	52,991.36	67,300.00	72,300.00	7.4%
56103 STREET LIGHT ELE	1,667,246.91	1,515,500.00	1,515,500.00	1,222,869.10	1,517,706.09	1,650,500.00	8.9%
56201 NATURAL GAS	2,341.07	2,520.00	2,520.00	1,248.18	2,520.00	2,300.00	-8.7%
56302 CELL PHONES	4,369.07	4,300.00	4,300.00	3,555.82	4,300.00	4,300.00	.0%
57098 DEPT INSURANCE C	5,300.00	5,890.00	5,890.00	5,890.00	5,890.00	5,760.00	-2.2%
59014 BAD DEBT EXPENSE	74.60	.00	.00	.00	.00	.00	.0%
59940 TRANS OUT-CAPITA	.00	85,000.00	85,000.00	13,400.00	85,000.00	.00	-100.0%
504 TRAFFIC	3,327,614.32	3,370,775.00	3,370,775.00	2,429,061.81	3,467,417.43	3,416,757.00	1.4%
50 DEPT OF PUBLIC WORK	17,851,586.74	17,881,898.00	17,888,576.00	12,215,357.33	18,024,290.43	17,870,202.00	-.1%



City of Green Bay

10/19/2020 21:12
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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P
bgnyrpts 1

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

50 DEPT OF PUBLIC WORKS	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
500 ENGINEERING							
55201 BUILDING REPAIRS	67,096.50	.00	.00	.00	.00	.00	.0%
500 ENGINEERING	67,096.50	.00	.00	.00	.00	.00	.0%
503 DPW OPERATIONS							
54010 GAS OIL LUBE	602,962.42	.00	.00	.00	.00	.00	.0%
55101 EQUIPMENT REPAIR	988,667.98	.00	.00	.00	.00	.00	.0%
55140 EQUIPMENT REPLAC	196,417.77	.00	.00	1,176,595.93	.00	.00	.0%
55150 NEW EQUIPMENT	.00	.00	35,200.00	45,423.41	35,200.00	.00	-100.0%
58310 BOND ISSUE COSTS	.00	.00	.00	4,097.76	.00	.00	.0%
503 DPW OPERATIONS	1,788,048.17	.00	35,200.00	1,226,117.10	35,200.00	.00	-100.0%
504 TRAFFIC							
55140 EQUIPMENT REPLAC	-124.50	.00	.00	.00	.00	.00	.0%
55150 NEW EQUIPMENT	.00	.00	.00	8,663.06	.00	.00	.0%
504 TRAFFIC	-124.50	.00	.00	8,663.06	.00	.00	.0%
TOTAL 50 DEPT OF PUBLIC WORK	1,855,020.17	.00	35,200.00	1,234,780.16	35,200.00	.00	-100.0%
GRAND TOTAL	1,855,020.17	.00	35,200.00	1,234,780.16	35,200.00	.00	-100.0%

** END OF REPORT - Generated by Pamela Manley **

SALARY SUMMARY RATES

Department: PUBLIC WORKS

POSITION	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
PUBLIC WORKS DIRECTOR	1.00	2,080	\$68.21	\$139,598
ASSISTANT PUBLIC WORKS DIRECTOR	1.00	2,080	\$55.50	\$113,597
OPERATIONS DIRECTOR (a)	1.00	2,080	\$49.46	\$101,235
<u>Administration Division</u>				
ADMINISTRATIVE SUPERVISOR	1.00	2,080	\$32.81	\$67,071
FINANCIAL SUPERVISOR	1.00	2,080	\$32.81	\$66,934
TIME CLERK	1.00	2,080	\$23.60	\$48,684
<u>Public Works Section</u>				
ADMINISTRATIVE CLERK	1.00	2,080	\$21.39	\$43,783
ADMINISTRATIVE CLERK	1.00	2,080	\$19.92	\$40,418
ADMINISTRATIVE CLERK	1.00	2,080	\$18.87	\$38,630
<u>Parking Section</u>				
ACCOUNT CLERK III	1.00	2,080	\$25.43	\$51,988
ACCOUNT CLERK II	1.00	2,080	\$23.00	\$47,005
<u>Engineering Division</u>				
ASST CITY ENGINEER	1.00	2,080	\$42.66	\$87,731
ASST CITY ENGINEER	1.00	2,080	\$41.54	\$85,135
CIVIL ENGINEER II	1.00	2,080	\$38.65	\$79,115
CIVIL ENGINEER I	1.00	2,080	\$29.38	\$60,490
CIVIL ENGINEER I	1.00	2,080	\$28.64	\$58,964
CIVIL ENGINEER I	1.00	2,080	\$26.43	\$54,343
CONSTRUCTION INSPECTION MANAGER	1.00	2,080	\$38.84	\$79,507
ENGINEERING TECH	1.00	1,950	\$35.59	\$68,295
ENGINEERING TECH	1.00	1,950	\$34.31	\$65,880
ENGINEERING TECH	1.00	1,950	\$33.16	\$63,891
ENGINEERING TECH	1.00	1,950	\$31.97	\$61,210
ENGINEERING TECH	1.00	1,950	\$29.55	\$55,871

POSITION	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
ENGINEERING AIDE II	2.00	1,950	\$26.56	\$50,970
ENGINEERING AIDE II	1.00	1,950	\$23.00	\$43,799
ENGINEERING AIDE I	1.00	1,950	\$22.26	\$42,430
ENGINEERING AIDE I	1.00	1,950	\$20.58	\$39,348
ENGINEERING AIDE (SEASONAL)	(d) 10.00			

Operations Division

Motor Equipment Section

FLEET MANAGER	1.00	2,080	\$38.73	\$79,665
MECHANIC FOREPERSON	1.00	2,080	\$30.37	\$61,212
MECHANIC FOREPERSON	1.00	2,080	\$29.55	\$60,215
MECHANIC	1.00	2,080	\$29.67	\$60,736
MECHANIC	5.00	2,080	\$29.38	\$59,410
MECHANIC	2.00	2,080	\$27.91	\$56,728
MECHANIC	3.00	2,080	\$26.43	\$53,996
PARTS CLERK	1.00	2,080	\$27.60	\$56,497
PARTS CLERK	1.00	2,080	\$27.06	\$55,374
BUILDING MAINTENANCE TECH	1.00	2,080	\$25.91	\$53,031
BUILDING MAINTENANCE TECH	1.00	2,080	\$25.41	\$52,409
BUILDING MAINTENANCE TECH	1.00	2,080	\$23.00	\$46,377

Sanitation Section

PUBLIC WORKS SUPERINTENDENT	1.00	2,080	\$37.74	\$78,644
TRUCK DRIVER	12.00	2,080	\$26.26	\$53,744
TRUCK DRIVER	5.00	2,080	\$26.15	\$53,515
TRUCK DRIVER	2.00	2,080	\$26.03	\$53,265
TRUCK DRIVER	2.00	2,080	\$25.91	\$53,031
TRUCK DRIVER	1.00	2,080	\$25.65	\$52,968
TRUCK DRIVER	1.00	2,080	\$23.60	\$48,588
LABORER	1.00	2,080	\$25.91	\$53,031
LABORER	2.00	2,080	\$23.60	\$48,469
LABORER	2.00	2,080	\$23.00	\$46,377
LABORER	2.00	2,080	\$22.39	\$45,987

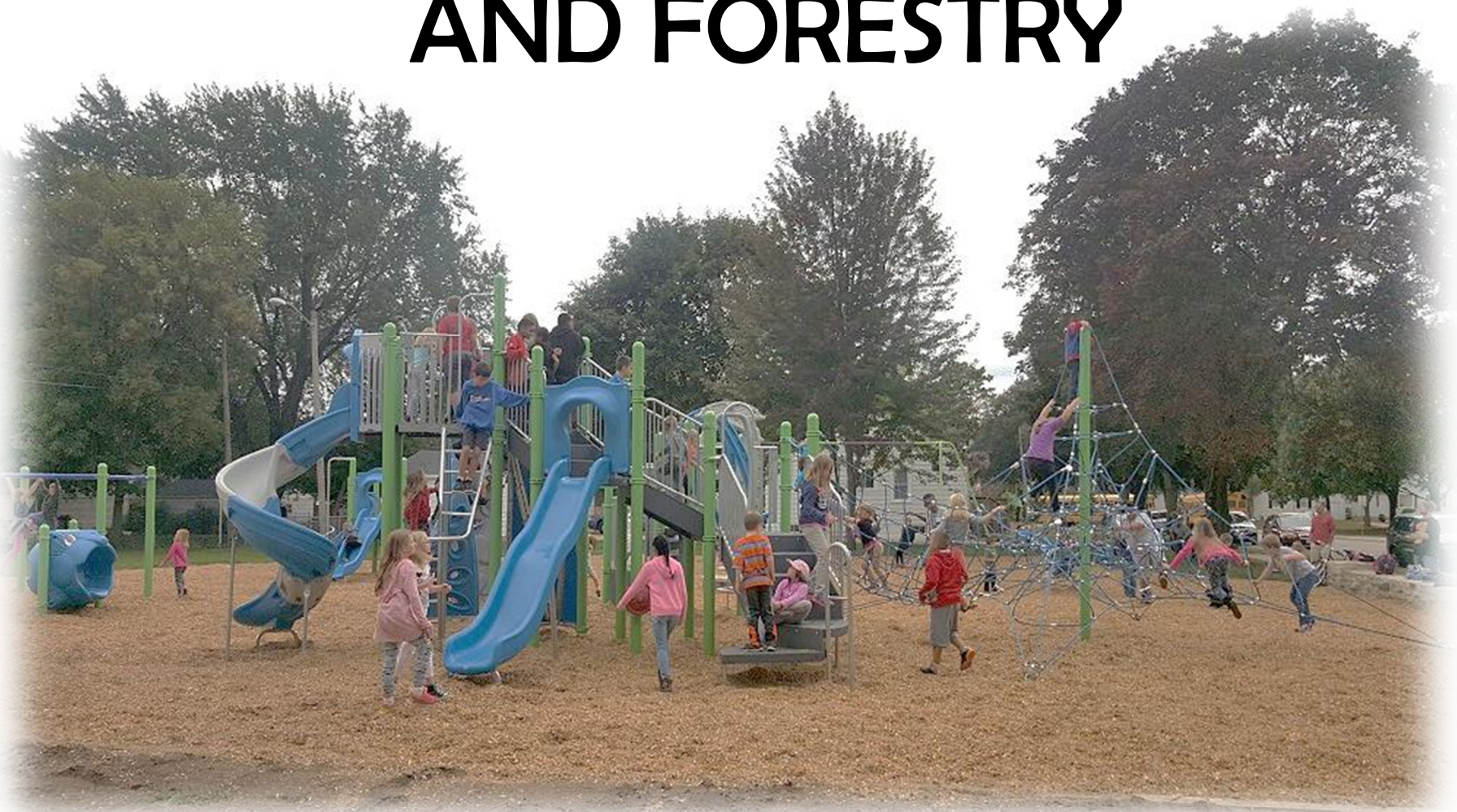
POSITION	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
<u>Street Section</u>				
PUBLIC WORKS SUPERINTENDENT	1.00	2,080	\$34.77	\$73,136
PUBLIC WORKS SUPERVISOR	2.00	2,080	\$34.54	\$71,232
PUBLIC WORKS SUPERVISOR	1.00	2,080	\$30.23	\$63,642
SR. CARPENTER	1.00	2,080	\$29.97	\$61,341
SIGNS WORKER FOREPERSON	1.00	2,080	\$27.06	\$55,633
SIGNS OPERATOR	1.00	2,080	\$27.60	\$56,497
SIGNS OPERATOR	1.00	2,080	\$25.43	\$51,572
SIGNS LABORER	1.00	2,080	\$26.15	\$53,515
SIGNS LABORER	1.00	2,080	\$23.60	\$48,541
OPERATOR II	7.00	2,080	\$27.86	\$57,019
OPERATOR II	3.00	2,080	\$27.60	\$56,497
OPERATOR II	2.00	2,080	\$27.06	\$55,644
OPERATOR II	1.00	2,080	\$24.11	\$49,570
OPERATOR I	7.00	2,080	\$26.26	\$53,744
OPERATOR I	1.00	2,080	\$26.15	\$53,515
OPERATOR I	1.00	2,080	\$23.60	\$48,445
OPERATOR I	1.00	2,080	\$26.03	\$53,265
OPERATOR I	1.00	2,080	\$26.00	\$53,661
OPERATOR I	6.00	2,080	\$25.91	\$53,032
OPERATOR I	1.00	2,080	\$24.44	\$50,122
OPERATOR I	2.00	2,080	\$23.00	\$46,621
OPERATOR I	1.00	2,080	\$22.39	\$46,134
TRUCK DRIVER	3.00	2,080	\$26.26	\$53,744
TRUCK DRIVER	4.00	2,080	\$25.91	\$53,031
TRUCK DRIVER	7.00	2,080	\$23.00	\$46,689
TRUCK DRIVER	2.00	2,080	\$22.39	\$46,158
LABORER	1.00	2,080	\$26.15	\$53,515
LABORER	5.00	2,080	\$25.91	\$53,031
LABORER	1.00	2,080	\$23.60	\$48,444
LABORER	2.00	2,080	\$23.00	\$46,621

POSITION	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
<u>Utility Division</u>				
<u>Engineering Section</u>				
UTILITY MANAGER	1.00	2,080	\$51.58	\$105,566
CIVIL ENGINEER I	1.00	2,080	\$31.08	\$63,624
CIVIL ENGINEER I	1.00	2,080	\$25.70	\$53,014
EROSION CONTROL SPECIALIST	1.00	2,080	\$31.15	\$63,328
EROSION CONTROL SPECIALIST	1.00	2,080	\$29.55	\$60,769
GIS ANALYST	1.00	2,080	\$33.72	\$69,234
ENGINEERING TECH	1.00	1,950	\$35.59	\$68,294
ENGINEERING TECH	1.00	1,950	\$28.77	\$54,602
ENGINEERING AIDE I	1.00	1,950	\$21.18	\$39,798
FAT, OIL, GREASE (FOG) INSPECTOR	1.00	2,080	\$30.37	\$61,539
RESILIENCY COORDINATOR (c)	1.00	2,080	\$32.81	\$66,526
<u>Sewer Section</u>				
PUBLIC WORKS SUPERINTENDENT	1.00	2,080	\$35.75	\$75,318
SEWER WORKER FOREPERSON	1.00	2,080	\$30.37	\$62,058
SEWER TECHNICAL WORKER	1.00	2,080	\$29.67	\$60,736
SEWER MAINTENANCE WORKER	2.00	2,080	\$27.60	\$56,498
SEWER MAINTENANCE WORKER	4.00	2,080	\$27.33	\$56,054
SEWER MAINTENANCE WORKER	5.00	2,080	\$27.06	\$55,656
SEWER MAINTENANCE WORKER	2.00	2,080	\$26.79	\$54,840
SEWER MAINTENANCE WORKER	1.00	2,080	\$25.43	\$52,042
<u>Traffic Division</u>				
<u>Engineering Section</u>				
CIVIL ENGINEER III	1.00	2,080	\$41.62	\$85,181
RIGHT-OF-WAY SPECIALIST	1.00	2,080	\$36.08	\$73,847
ENGINEERING TECH	1.00	1,950	\$35.59	\$68,293

POSITION		FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
<u>Electrical Division</u>					
ELECTRICIAN FOREPERSON		1.00	2,080	\$36.01	\$74,320
ELECTRICIAN	(b)	1.00	2,080	\$35.66	\$72,992
ELECTRICIAN	(b)	2.00	2,080	\$31.15	\$63,820
ELECTRICIAN	(b)	2.00	2,080	\$30.37	\$62,382
COMMUNICATIONS TECHNICIAN		1.00	2,080	\$31.15	\$63,266
<u>Parking System Division</u>					
PUBLIC WORKS SUPERINTENDENT		1.00	2,080	\$36.75	\$75,878
PARKING MAINTENANCE TECHNICIAN		1.00	2,080	\$25.84	\$53,060
PARKING MAINTENANCE TECHNICIAN		1.00	2,080	\$25.62	\$52,621
PARKING MAINTENANCE TECHNICIAN		2.00	2,080	\$25.19	\$51,727
PARKING MAINTENANCE TECHNICIAN		1.00	2,080	\$24.44	\$50,201
PARKING MAINTENANCE TECHNICIAN		1.00	2,080	\$24.20	\$49,052
PARKING MAINTENANCE TECHNICIAN		2.00	2,080	\$23.00	\$46,699
PARKING BUILDING TECHNICIAN		1.00	2,080	\$21.14	\$43,382
PARKING BUILDING TECHNICIAN		3.00	2,080	\$20.03	\$40,956
PARKING ENFORCEMENT OFFICER		2.00	2,080	\$20.35	\$41,828
PARKING ENFORCEMENT OFFICER		1.00	2,080	\$20.28	\$41,683
PARKING ENFORCEMENT OFFICER		1.00	2,080	\$17.97	\$37,198
PARKING ENFORCEMENT OFFICER		1.00	2,080	\$17.48	\$36,079
SEASONAL EMPLOYEE (MAINTENANCE)	(d)	3.00			
COLUMN TOTALS		216.00			

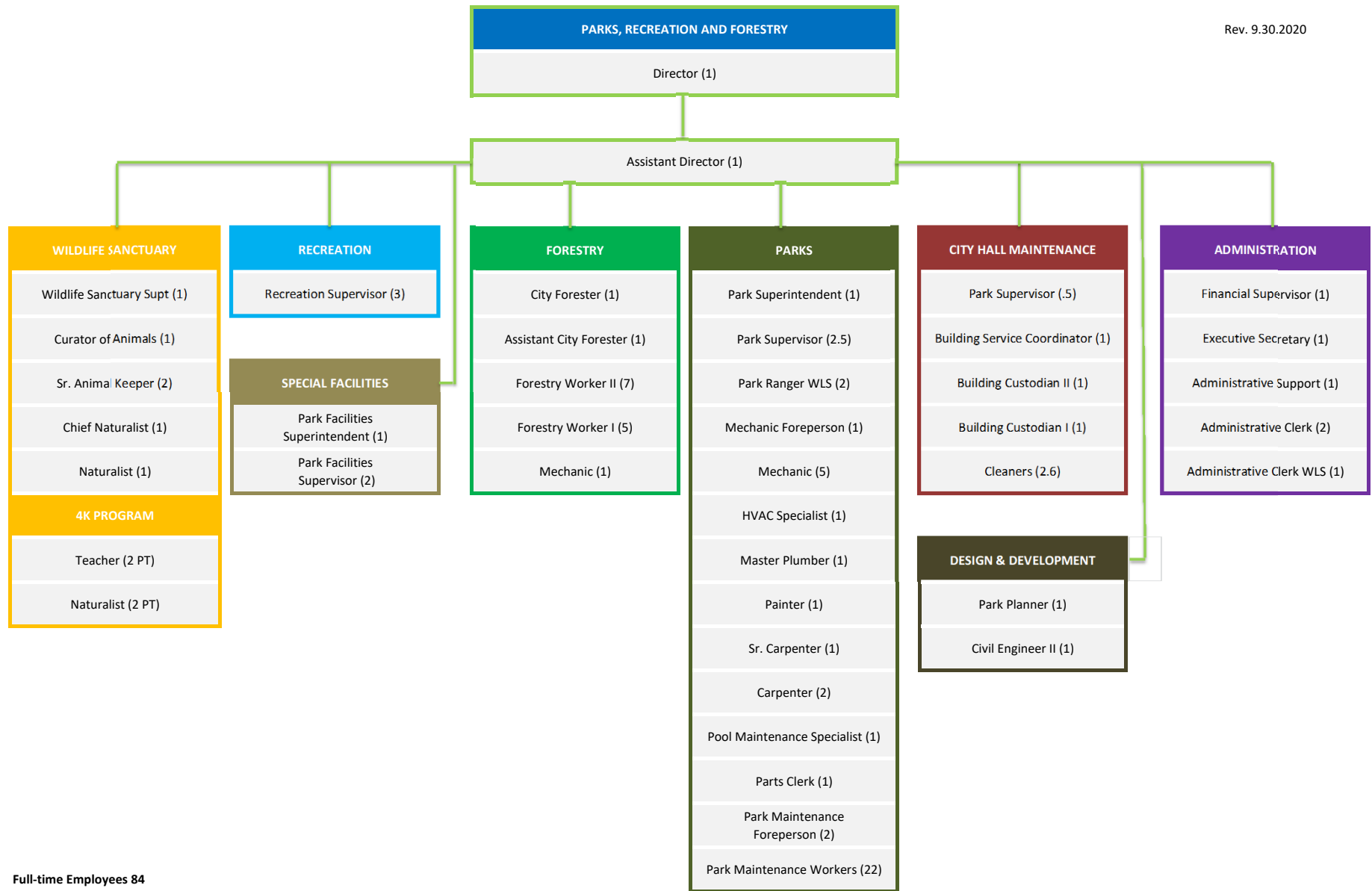
- (a) 40% of position funded by Parking System Division
(b) Vacancies filled at the apprentice level
(c) Partially funded by grant
(d) Seasonal employees = 13

PARKS, RECREATION AND FORESTRY



PARKS, RECREATION & FORESTRY

Rev. 9.30.2020



Full-time Employees 84
Part-time Employees 10 (5.9FTE)



City of Green Bay
2021 Budget Comments

Department: Parks, Recreation, & Forestry

Mission: We endeavor to enrich the quality of life of all people by creatively providing and enhancing leisure opportunities.

Activities: Provide a comprehensive community leisure services program through eight divisions comprised of Parks, Recreation, Forestry, Bay Beach, Wildlife Sanctuary, Pools, Administration, and City Hall.

2020 Accomplishments:

Parks/Design Development

- Upgraded the HVAC system at the Park Shop.
- Completed the Whitney Park lighting project.
- Installed scoreboards at the Beaver Dam fields.
- Constructed and installed a new warm up area in left field at the Joanne Stadium Complex.
- Implemented a strategic sanitization and opening plan for all Parks and Shelters to combat the pandemic.
- Completed the renovation of the Colburn Park pool, bathhouse and a new concession stand.
- Replaced the playground equipment and ADA accessible walk at East River Van Beaver Park.
- Worked with the Optimist Club of Green Bay to build a concession stand with restrooms at East River Optimist Park.
- Re-sided and painted the shelter at Seymour Park.
- Acquired 601 St. George Street for the extension of the East Side Trail.
- Completed the engineering and storm water management design for Colburn Park ballfield development phase 1 which includes building 2 new ballfields, storm water management and an expanded parking lot.
- Upgraded the solar array with new panels at Leicht Park with excess stadium tax dollars that were acquired by Eland Electric.
- Created a master plan for Danz Park.
- Installed 6 new permanent pickleball courts and resurfaced 2 existing tennis courts with 4 temporary pickleball courts at Edison Park.

- Continued the planning phase for the Beach, Boardwalk, Pier, and Bathhouse projects. Currently the project has been phased to construct the pier, boardwalk, and storm water management in the first phase, with the beach and bath house coming in the second.
- Completed the parking lot engineering and storm water management plan for the Arnie Wolff sports complex.
- Worked with DPW to engineer and construct the sidewalk loop and storm water management at Navarino Park.
- Installed the Green Bay Parks Century Grove consisting of 100 trees at Danz Park to commemorate the Parks Dept. 100 years of service to the community.

Recreation/Pools

- Staff researched and networked with colleagues across the state/country on how to navigate the COVID-19 pandemic.
- Opened the newly renovated Colburn Pool. Safely and successfully operated the pool with limited capacity and new cleaning protocols.
- Offered a modified FIT in the Parks program to provide adult fitness options in our parks.
- Offered a Youth Dance Boot Camp class in September and October to provide children a safe outdoor program.
- Provided Summer Playground Program at 16 sites. Throughout the summer 12,535 participated.
- Adult Softball had 38 teams.
- A new full day recreational summer camp was held at the Wildlife Sanctuary for 2 weeks with 15 participants.
- Worked closely with youth baseball, softball, and soccer organizations on safe play for the summer/fall.
- Took part in a regional/Midwest study with the Convention and Visitor's Bureau to determine whether or not a recreational complex is needed in the region.
- Provided a new-Fall Playground Program at 2 park sites from September – October.
- Provided a new Fall Youth Tennis Lesson 6 week program.
- Provided limited capacity shelter rentals.
- Park trails became very well attended during the pandemic.

Forestry

- Treated 2800 Ash trees to continue to control Emerald Ash Borer.
- Initiated a GLRI Great Lakes Restoration Initiative to plant 900 trees and 750 have been planted to date.
- Continuing the GIS Arc View parkland mapping software to help with the inventory of trees in the Parks.
- Removed 900 trees, removed 850 stumps, and planted 900 trees.
- Continued to increase public awareness of EAB with Specialist staff in the treatment areas.

Bay Beach Amusement Park/Triangle Hill

- Installed 3 private nursing rooms for breast feeding mothers, with an overwhelming amount of gratitude from the public.
- Despite the pandemic, Bay Beach completed a season lasting 72 days.

- Created a COVID preparedness plan that included a number of policy and procedural changes to keep guests and staff safe. This plan was used as a template for the entire Park Department as more programs opened.
- Facilities Manager and Maintenance Supervisor attended safety conference in January earning level 2 Technician certification.
- Replaced the operating system for the Zippin Pippin. The new system allows for quicker troubleshooting, fewer emergency stops, and a smoother ride stop, saving on wear and tear to the trains.
- Hired the coaster manufacturer to tighten all of the bolts on the Zippin Pippin rollercoaster.
- Created operating documents for all rides and equipment providing consistency and better training.
- Updated all ride and parking lot signage throughout the park.
- The Friends of Bay Beach funded the purchase of a Turbo Chef oven, increasing what can be offered and decreasing prep time.
- Bay Beach has been ranked as one of the Top Amusement Parks in the country by Trip Advisor. It is the only park on the list not owned by Disney, Six Flags, or Cedar Fair.
- Completed a bond restructure plan for the beach project which will save \$900,000 in interest payments throughout the duration of the loan.
- Reconstructed the east bound train gravel, ties, and tracks after spring flooding.
- Created 4 controlled operating lanes at Triangle Hill making for a better and safer tubing experience.

Wildlife Sanctuary

- Completed the construction of kitchen in the banquet hall addition to the nature center.
- Hired a consultant to design a new bird aviary at the Bay Beach Wildlife Sanctuary.
- Installed fiber-optic high speed internet line to all main buildings of Wildlife Sanctuary.
- Installed a new roof at the Observation Building.
- Completed a rebuild of the floating boardwalk on the lagoon behind Nature Center.
- Successfully re-instated the Wildlife Sanctuary Deer management program.
- Added several species of animals to our public exhibits.
- Provided quality educational programming (schools/community groups/general public) utilizing new virtual methods during pandemic.
- Addition of new programs throughout the Wildlife Sanctuary Education section.
- Hired an additional Senior Animal Keeper and a new Wildlife Sanctuary Superintendent.
- Completed the first phase of WLS wide security upgrade.
- Conducted many high profile wildlife releases including several bald eagles and a red-tailed hawk injured from an arrow.
- Installed new screening at our Critter Counter, now with beautiful locking sliding glass doors.
- Sanctuary wide landscaping upgrades including multiple plantings around our main buildings.
- Finishing the renovations to the grand arch to our Woodland Building.
- Increased user interactions with our exhibits by adding QR codes to many areas/signs.

Administration

- Installed an upgrade to the reservation and POS system to a cloud based program, reducing the impact on the server and allowing our customer's better access to our reservation portal.
- Assisted the Clerk's Office with 3 major elections.
- Increased our social media presence and marketing programming.

City Hall

- Completed the modernization of the elevators.
- Initiated a study of the electrical system to determine necessary upgrades.
- Initiated a study of HVAC system to determine necessary upgrades.
- Implemented a strategic sanitization plan for all of City Hall to combat the pandemic.
- Replaced 90 rods located in one of the two boilers.

2021 Goals

- Treat 2400 Ash trees to continue to control Emerald Ash Borer.
- Complete the NEW Water Initiative on a Great Lakes Restoration Initiative tree planting grant for 2020/2021.
- Continue to expand the GIS Arc View parkland mapping software to help with the inventory of trees in the parks.
- Remove 1100 trees, remove 1000 stumps, and plant 700 trees.
- Complete a City tree policy.
- Continue to offer recreation programs to meet the needs of the community.
- Work collaboratively with outside organizations to offer programs, special events and facility rentals.
- Increase program participation by expanding our marketing and advertising through various social media outlets.
- Update department policies, procedures, manuals and staff trainings.
- Replace playgrounds at Colburn, Gagnon, Baird and Olde Preble Neighborhood Park.
- Replace electrical service at City Hall.
- Repair slides and slide structures at Joanne's Aquatic Center.
- Install pickle ball courts at Murphy Park or Perkins Park.
- Implement Rec-Trac upgrade.
- Research and implement a new POS system at the pools and Bay Beach Amusement Park.
- Refurbish the South End bathrooms at Bay Beach Amusement Park.
- Install phase 1 of the shoreline improvements including a pier, stormwater management and boardwalk at Bay Beach Amusement Park.
- Install phase 1 of the ballfield, storm water management and parking lot expansion at Colburn Park.
- Install a section of the East River Trail and the proposed East River canoe/kayak launch.
- Install a parking lot expansion and storm water management at the Arnie Wolff Sports Complex.

- Replace the Falling Star ride located at Bay Beach Amusement Park.
- Redesign the Wildlife Sanctuary Observation Building Lobby to educate the community on wildlife rehabilitation through donations.
- Install expanded parking at the Nature Center at the Bay Beach Wildlife Sanctuary.
- Replace the Wildlife Sanctuary duck aviary and replace the paving in the bird exhibit area.
- Partner with the Optimist Club of Green Bay Inc. to complete the installation of a concession stand with restrooms and possibly a storage shed at Finger Road Ballfield Complex.
- Improve ADA accessibility to all buildings and exhibits.

Major Increases/Decreases in 2021 Budget:

Major Expense increases were in regular and seasonal salaries and benefits, health insurance/dental insurance, and material and supplies.

Revenue:

Revenue decreased by \$51,565 in facility rentals, community donations and reduction in participating in programs through Park and Recreation due to anticipated pandemic limitations.



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
60 PARKS, REC AND FORESTRY							
50001 REGULAR SALARIES	3,675,365.39	3,893,455.00	3,893,455.00	2,563,864.71	3,783,304.00	3,976,234.00	2.1%
50002 PART-TIME SALARI	-396.89	.00	.00	.00	.00	.00	.0%
50003 SEASONAL SALARIE	942,701.43	1,010,833.00	1,010,833.00	438,738.02	489,666.53	1,005,914.00	-.5%
50005 COMP TIME PAID O	60,528.21	.00	.00	11,729.53	.00	.00	.0%
50099 DEPARTMENT TURNO	.00	-73,000.00	-73,000.00	.00	-73,000.00	-61,000.00	-16.4%
50501 OVERTIME	26,737.81	25,984.00	25,984.00	6,803.52	4,359.00	23,484.00	-9.6%
51101 VACATION PAY	265,985.77	.00	.00	158,277.29	.00	.00	.0%
51102 HOLIDAY PAY	145,079.40	.00	.00	65,045.53	.00	.00	.0%
51103 PERSONAL DAYS	50,645.72	.00	.00	39,159.64	.00	.00	.0%
51105 FUNERAL LEAVE	10,424.37	.00	.00	7,353.85	.00	.00	.0%
51108 SICK PAY	150,755.98	.00	.00	117,627.34	.00	.00	.0%
51110 UNEMPLOYMENT COM	1,891.43	.00	.00	14,491.16	22,000.00	1,800.00	.0%
51201 HEALTH INSURANCE	894,809.53	826,147.00	826,147.00	669,322.86	824,935.00	840,043.00	1.7%
51202 DENTAL INSURANCE	69,159.69	62,965.00	62,965.00	52,962.56	65,861.00	66,491.00	5.6%
51203 LIFE INSURANCE	7,161.72	6,423.00	6,423.00	4,890.18	6,217.00	6,564.00	2.2%
51210 SOCIAL SECURITY	262,336.00	243,943.00	243,943.00	177,404.54	223,413.00	249,403.00	2.2%
51211 MEDICARE	75,245.25	65,021.00	65,021.00	47,904.97	58,703.34	66,398.00	2.1%
51212 WORKER'S COMPENS	37,144.74	146,266.00	146,266.00	31,988.82	30,000.00	113,599.00	-22.3%
51301 WRS - EMPLOYER S	288,716.51	264,348.00	264,348.00	200,451.92	252,739.00	269,725.00	2.0%
51401 CAR ALLOWANCE	2,149.37	3,621.00	3,621.00	5,801.30	5,956.00	3,621.00	.0%
51402 CLOTHING ALLOWAN	12,757.65	14,006.00	14,006.00	11,432.00	12,990.00	16,009.00	14.3%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
51403 SAFETY GLASSES	1,785.25	1,700.00	1,700.00	728.00	1,700.00	1,700.00	.0%
51404 PERSONAL SUPPLIE	2,355.00	3,096.00	3,096.00	3,092.52	3,236.00	3,096.00	.0%
52001 TRAINING & TRAVE	6,065.58	7,715.00	7,715.00	2,022.00	3,000.00	5,727.80	-25.8%
52003 DUES & BONDS	1,479.00	2,320.00	2,320.00	478.72	800.00	2,520.00	8.6%
52005 RECORDS CHECKS	1,386.00	1,000.00	1,000.00	539.00	600.00	1,000.00	.0%
52006 EMPLOYEE MED EXP	734.30	1,300.00	1,300.00	453.00	700.00	1,300.00	.0%
52008 LAUNDRY	2,771.05	3,374.00	3,374.00	2,473.81	3,374.00	3,374.00	.0%
53001 CONTRACTUAL SERV	170,176.53	178,625.00	178,625.00	80,838.09	136,827.00	201,169.00	12.6%
53002 COPY MACHINE	2,495.43	3,480.00	3,480.00	2,567.62	4,076.00	3,480.00	.0%
53004 ADVERTISING	4,122.42	4,860.00	4,860.00	479.93	500.00	4,860.00	.0%
53014 LICENSES & PERMI	5,411.03	7,680.00	7,680.00	1,804.83	3,568.20	7,680.00	.0%
53038 CREDIT CARD FEES	2,448.90	12,000.00	12,000.00	1,474.75	2,500.00	12,000.00	.0%
54001 MATERIAL & SUPPL	235,511.31	244,142.00	244,142.00	151,621.72	217,133.00	256,036.00	4.9%
54002 OFFICE SUPPLIES	4,128.40	5,900.00	5,900.00	5,608.41	7,500.00	5,150.00	-12.7%
54003 HOUSEKEEPING SUP	12,976.49	15,000.00	15,000.00	6,932.31	15,000.00	23,000.00	53.3%
54004 BOOKS MAPS SUBSC	824.04	564.00	564.00	572.14	520.00	664.00	17.7%
54010 GAS OIL LUBE	.00	132,300.00	132,300.00	75,399.34	105,000.00	132,300.00	.0%
54011 GAS & PROPANE	.00	14,500.00	14,500.00	5,455.47	8,000.00	14,500.00	.0%
54018 TOOLS & SHOP SUP	474.68	500.00	500.00	84.95	500.00	500.00	.0%
54060 SOIL SAND GRAVEL	53,608.33	22,082.00	22,082.00	15,439.10	23,300.00	22,082.00	.0%
54062 PAINT	32,024.10	31,150.00	31,150.00	15,998.73	31,150.00	37,500.00	20.4%
54071 P-CARD EXPENSE	.00	.00	.00	3,140.03	.00	.00	.0%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
54072 CONCESSIONS	37,850.99	38,343.00	38,343.00	9,431.11	9,202.05	38,343.00	.0%
54073 HORTICULTURAL MA	17,684.09	9,144.00	9,144.00	4,681.10	11,000.00	9,144.00	.0%
54074 CHEMICALS CONTRA	104,587.23	58,730.00	58,730.00	19,761.79	30,557.20	63,730.00	8.5%
55101 EQUIPMENT REPAIR	20,893.66	223,850.00	223,850.00	209,450.42	223,600.00	223,850.00	.0%
55103 PLAYGROUND EQUIP	39,388.30	51,300.00	51,300.00	27,537.00	51,300.00	51,300.00	.0%
55120 EQUIPMENT RENTAL	12,849.38	15,610.00	15,610.00	6,157.42	17,210.00	16,478.00	5.6%
55201 BUILDING REPAIRS	91,929.79	107,200.00	107,200.00	63,245.29	96,200.00	148,200.00	38.2%
55301 PAVEMENT/SIDEWAL	2,861.12	4,000.00	4,000.00	831.94	4,000.00	9,000.00	125.0%
56101 ELECTRICITY	304,709.70	361,000.00	361,000.00	213,465.84	282,917.00	336,000.00	-6.9%
56201 NATURAL GAS	66,883.58	75,420.00	75,420.00	36,483.56	52,663.66	66,420.00	-11.9%
56202 PROPANE	21,479.65	18,000.00	18,000.00	9,552.28	18,000.00	18,000.00	.0%
56302 CELL PHONES	12,996.66	10,891.00	10,891.00	11,293.88	14,320.00	12,874.48	18.2%
56402 WATER	71,617.08	88,100.00	88,100.00	18,888.50	38,100.00	88,100.00	.0%
56403 SEWER	22,184.41	23,900.00	23,900.00	9,529.01	20,650.00	23,900.00	.0%
56404 STORM SEWER UTIL	62,056.26	71,358.00	71,358.00	33,560.68	64,710.00	71,358.00	.0%
57098 DEPT INSURANCE C	71,138.25	78,784.00	78,784.00	74,424.22	78,784.00	83,590.00	6.1%
59010 WPRA TICKET PROG	12,549.25	.00	.00	.00	.00	.00	.0%
59013 CASH OVER & SHOR	-64.17	120.00	120.00	-2.52	11.35	120.00	.0%
59920 TRANS OUT-SPECIA	319,750.00	.00	.00	.00	.00	.00	.0%
60 PARKS, REC AND FORE	8,813,322.15	8,419,050.00	8,419,050.00	5,750,745.73	7,289,353.33	8,578,331.28	1.9%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

426 PRF EQUIPMENT REPLACEMENT	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
60 PARKS, REC AND FORESTRY							
600 PARK REC ADMINISTRATION							
53001 CONTRACTUAL SERV	.00	.00	.00	7,150.00	.00	.00	.0%
54001 MATERIAL & SUPPL	6,054.57	.00	.00	.00	.00	.00	.0%
600 PARK REC ADMINISTR	6,054.57	.00	.00	7,150.00	.00	.00	.0%
630 PARKS							
55140 EQUIPMENT REPLAC	223,306.88	.00	.00	157,300.02	7,836.00	.00	.0%
55150 NEW EQUIPMENT	6,581.67	.00	.00	70,357.82	.00	.00	.0%
58310 BOND ISSUE COSTS	1,787.69	.00	.00	1,874.79	.00	.00	.0%
630 PARKS	231,676.24	.00	.00	229,532.63	7,836.00	.00	.0%
670 FORESTRY							
55140 EQUIPMENT REPLAC	145,369.00	.00	.00	153,517.00	38,527.00	.00	.0%
55150 NEW EQUIPMENT	6,295.00	.00	.00	.00	.00	.00	.0%
58310 BOND ISSUE COSTS	1,268.68	.00	.00	.00	.00	.00	.0%
670 FORESTRY	152,932.68	.00	.00	153,517.00	38,527.00	.00	.0%
690 WILDLIFE SANCTUARY							
55140 EQUIPMENT REPLAC	60,452.00	.00	.00	.00	.00	.00	.0%
55150 NEW EQUIPMENT	17,346.73	.00	.00	12,935.00	.00	.00	.0%
690 WILDLIFE SANCTUARY	77,798.73	.00	.00	12,935.00	.00	.00	.0%
60 PARKS, REC AND FORE	468,462.22	.00	.00	403,134.63	46,363.00	.00	.0%
TOTAL 426 PRF EQUIPMENT REPL	468,462.22	.00	.00	403,134.63	46,363.00	.00	.0%

SALARY SUMMARY RATES

Department: PARKS, RECREATION & FORESTRY

POSITION		FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
PARKS, RECREATION & FORESTRY DIRECTOR	(c)	1.00	2,080	\$54.69	\$112,333
ASSISTANT DIRECTOR		1.00	2,080	\$47.49	\$95,688
<u>Office</u>					
FINANCIAL SUPERVISOR		1.00	2,080	\$32.81	\$67,071
EXECUTIVE SECRETARY		1.00	2,080	\$25.43	\$51,990
ADMINISTRATIVE SUPPORT		1.00	2,080	\$26.13	\$52,678
ADMINISTRATIVE CLERK		3.00	2,080	\$21.39	\$43,783
<u>Parks</u>					
PARK SUPERINTENDENT		1.00	2,080	\$38.08	\$77,122
PARK SUPERVISOR		0.50	2,080	\$35.59	\$36,421
PARK SUPERVISOR		1.00	2,080	\$32.81	\$67,751
PARK SUPERVISOR		1.00	2,080	\$34.54	\$69,732
PARK RANGER WLS		1.00	2,080	\$27.33	\$56,238
PARK RANGER WLS		1.00	2,080	\$25.43	\$51,988
MECHANIC		1.00	2,080	\$29.67	\$60,781
MECHANIC		2.00	2,080	\$29.38	\$59,441
MECHANIC		1.00	2,080	\$27.91	\$57,204
MECHANIC		2.00	2,080	\$27.18	\$55,985
HVAC SPECIALIST		1.00	2,080	\$29.38	\$59,670
MASTER PLUMBER		1.00	2,080	\$32.94	\$67,417
PAINTER		1.00	2,080	\$27.33	\$56,281
SR. CARPENTER		1.00	2,080	\$30.28	\$61,970
CARPENTER		1.00	2,080	\$27.86	\$57,019
CARPENTER		1.00	2,080	\$25.43	\$51,676
POOL MAINTENANCE SPECIALIST		1.00	2,080	\$27.60	\$56,497
PARTS CLERK		1.00	2,080	\$27.33	\$55,935
PARK MAINTENANCE FOREPERSON		1.00	2,080	\$27.60	\$56,497
PARK MAINTENANCE FOREPERSON		1.00	2,080	\$26.79	\$54,994
PARK MAINTENANCE WORKER		6.00	2,080	\$26.05	\$53,307

POSITION	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
PARK MAINTENANCE WORKER	1.00	2,080	\$25.96	\$53,135
PARK MAINTENANCE WORKER	1.00	2,080	\$25.89	\$52,989
PARK MAINTENANCE WORKER	4.00	2,080	\$25.80	\$52,802
PARK MAINTENANCE WORKER	2.00	2,080	\$25.54	\$52,700
PARK MAINTENANCE WORKER	2.00	2,080	\$24.20	\$49,280
PARK MAINTENANCE WORKER	1.00	2,080	\$23.00	\$46,279
PARK MAINTENANCE WORKER	3.00	2,080	\$22.39	\$45,336
PARK MAINTENANCE WORKER	2.00	2,080	\$21.78	\$44,562
<u>City Hall Maintenance</u>				
PARK SUPERVISOR	0.50	2,080	\$35.59	\$36,421
BUILDING SERVICES COORDINATOR	1.00	2,080	\$27.06	\$55,444
CUSTODIAN II	1.00	2,080	\$23.17	\$47,868
CUSTODIAN I	1.00	2,080	\$20.44	\$42,290
CLEANER - PARTTIME	1.29	884	\$15.41	\$13,792
CLEANER - PARTTIME	0.43	884	\$15.35	\$13,738
CLEANER - PARTTIME	0.43	884	\$15.29	\$13,685
CLEANER - PARTTIME	0.43	884	\$15.22	\$13,624
<u>Park Design & Development</u>				
PARK PLANNER	1.00	2,080	\$36.75	\$74,378
CIVIL ENGINEER II	1.00	2,080	\$35.77	\$73,203
<u>Wildlife Sanctuary</u>				
WILDLIFE SANCTUARY SUPERINTENDENT	1.00	2,080	\$34.35	\$70,631
CURATOR OF ANIMALS	1.00	2,080	\$31.15	\$62,893
SENIOR ANIMAL KEEPER	1.00	2,080	\$27.91	\$57,044
SENIOR ANIMAL KEEPER	1.00	2,080	\$26.43	\$53,361
CHIEF NATURALIST	1.00	2,080	\$31.15	\$62,893
NATURALIST	1.00	2,080	\$29.38	\$59,316
4K TEACHER (b)	1.66	1,720	\$24.12	\$41,486
4K NATURALIST (b)	1.66	1,760	\$18.90	\$28,314
ANIMAL KEEPER * (4) (a)				
HORTICULTURIST * (1) (a)				
VISITOR SPECIALIST * (5) (a)				
SEASONAL/SUMMER MAINTENANCE (a)				

POSITION		FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET IMPACT
<u>Forestry</u>					
CITY FORESTER	(f)	1.00	2,080	\$38.64	\$80,651
ASSISTANT CITY FORESTER	(f)	1.00	2,080	\$34.54	\$71,290
FORESTRY WORKER II	(f)	6.00	2,080	\$27.60	\$58,054
FORESTRY WORKER II	(f)	1.00	2,080	\$27.33	\$57,838
FORESTRY WORKER I	(f)	1.00	2,080	\$26.05	\$53,307
FORESTRY WORKER I	(f)	1.00	2,080	\$25.80	\$52,803
FORESTRY WORKER I	(f)	1.00	2,080	\$25.30	\$52,200
FORESTRY WORKER I	(f)	1.00	2,080	\$24.92	\$51,006
FORESTRY WORKER I	(f)	1.00	2,080	\$23.00	\$46,765
MECHANIC	(f)	1.00	2,080	\$29.67	\$60,783
<u>Recreation</u>					
RECREATION SUPERVISOR		1.00	2,080	\$35.59	\$72,842
RECREATION SUPERVISOR		2.00	2,080	\$35.24	\$72,119
<u>Special Facilities</u>					
PARK FACILITIES SUPERINTENDENT	(c)	1.00	2,080	\$38.64	\$79,093
PARK FACILITIES SUPERVISOR	(c)	1.00	2,080	\$35.24	\$72,119
PARK FACILITIES SUPERVISOR	(c)	1.00	2,080	\$31.96	\$64,813
COLUMN TOTALS		89.9			

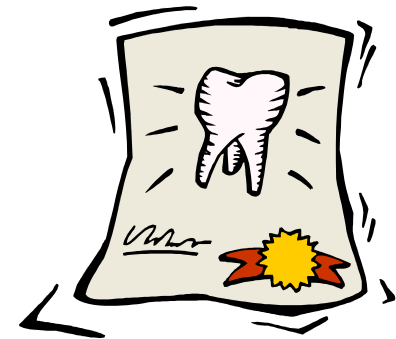
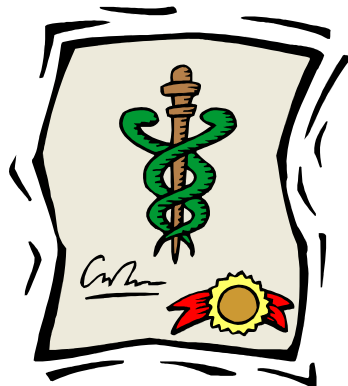
(a) Number of positions vary according to need and amount budgeted.

(b) Contractual employee reimbursed by GBAP Schools.

(c) Also funded by Bay Beach

(f) 88% of Forestry expenses paid by Storm Water

MISCELLANEOUS





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NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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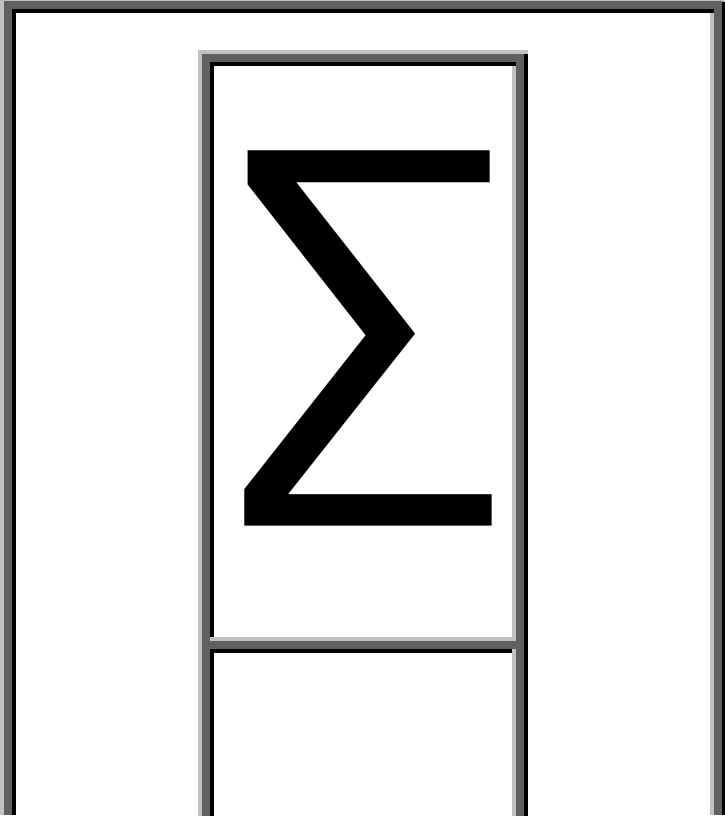
PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
99 MISCELLANEOUS							
50099 DEPARTMENT TURNO	.00	-72,000.00	-72,000.00	.00	-72,000.00	-61,000.00	-15.3%
51110 UNEMPLOYMENT COM	.48	.00	.00	206.06	206.06	.00	.0%
51204 LEVY SUPPORTED H	179,621.02	120,480.00	120,480.00	.00	120,480.00	65,520.00	-45.6%
51212 WORKER'S COMPENS	1,333.59	3,227.00	3,227.00	2,151.21	3,227.00	3,360.00	4.1%
52003 DUES & BONDS	25,020.76	24,700.00	24,700.00	24,737.95	24,738.00	25,000.00	1.2%
53001 CONTRACTUAL SERV	51,648.99	58,700.00	58,700.00	19,390.09	58,700.00	56,720.00	-3.4%
54092 COMMUNITY SUPPOR	18,754.84	15,000.00	11,444.02	2,814.53	15,000.00	15,000.00	31.1%
56101 ELECTRICITY	1,653.20	2,200.00	2,200.00	1,230.85	2,200.00	2,200.00	.0%
56301 TELEPHONE	75,222.72	70,000.00	70,000.00	48,016.49	70,000.00	65,000.00	-7.1%
57090 ALLOC GEN LIAB I	-583,133.43	-803,410.00	-803,410.00	-650,805.34	-803,410.00	-789,580.00	-1.7%
57091 ALLOC WORK COMP	-872,725.65	-1,088,506.00	-1,088,506.00	-627,758.88	-1,088,506.00	-1,043,321.00	-4.2%
57098 DEPT INSURANCE C	13,873.14	243,828.00	243,828.00	-8,390.70	243,828.00	219,395.00	-10.0%
59001 CONTINGENCY	.00	150,000.00	93,322.00	.00	45,000.00	150,000.00	60.7%
59008 NEIGHBORHD ASSOC	11,473.25	10,000.00	10,000.00	400.00	1,000.00	.00	-100.0%
59013 CASH OVER & SHOR	2,272.40	.00	.00	.00	.00	.00	.0%
59014 BAD DEBT EXPENSE	-16,551.40	.00	.00	-5,245.12	.00	.00	.0%
99 MISCELLANEOUS	-1,091,536.09	-1,265,781.00	-1,326,014.98	-1,193,252.86	-1,379,536.94	-1,291,706.00	-2.6%

GENERAL FUND TOTALS



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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

50001 REGULAR SALARIES	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
TOTAL 50001 REGULAR SALARIES	42,136,491.84	48,158,030.00	48,122,830.00	32,413,921.61	47,857,134.00	49,485,608.00	2.8%
TOTAL 50002 PART-TIME SALARI	-396.89	.00	.00	.00	.00	.00	.0%
TOTAL 50003 SEASONAL SALARIE	1,412,804.45	1,799,271.00	1,799,271.00	749,886.47	1,021,104.53	1,274,932.00	-29.1%
TOTAL 50005 COMP TIME PAID O	745,359.26	.00	.00	297,520.73	.00	.00	.0%
TOTAL 50099 DEPARTMENT TURNO	.00	-785,000.00	-785,000.00	.00	-749,000.00	-785,000.00	.0%
TOTAL 50501 OVERTIME	2,383,570.26	2,257,648.00	2,265,272.39	1,787,114.63	2,237,431.70	2,220,584.00	-2.0%
TOTAL 50505 TIME ON THE BOOK	203,098.83	.00	.00	134,286.75	.00	.00	.0%
TOTAL 50506 PACKER OVERTIME	756,664.64	503,705.00	503,705.00	91,406.31	255,805.00	503,705.00	.0%
TOTAL 51101 VACATION PAY	2,433,185.45	.00	.00	1,475,579.67	.00	.00	.0%
TOTAL 51102 HOLIDAY PAY	2,317,272.71	1,737,909.00	1,737,909.00	1,239,267.77	1,737,909.00	1,767,648.00	1.7%
TOTAL 51103 PERSONAL DAYS	414,123.81	.00	.00	326,765.86	.00	.00	.0%
TOTAL 51105 FUNERAL LEAVE	80,890.10	.00	.00	55,712.06	.00	.00	.0%
TOTAL 51106 JURY DUTY/WITNES	465.75	.00	.00	.00	.00	.00	.0%
TOTAL 51108 SICK PAY	1,081,336.35	.00	.00	908,474.49	.00	.00	.0%
TOTAL 51110 UNEMPLOYMENT COM	45,248.24	.00	.00	79,271.80	22,206.06	1,800.00	.0%
TOTAL 51201 HEALTH INSURANCE	8,637,981.61	9,142,568.00	9,142,568.00	7,022,571.75	8,794,748.00	8,843,958.00	-3.3%
TOTAL 51202 DENTAL INSURANCE	697,193.79	725,284.00	725,284.00	567,220.55	703,049.00	715,328.00	-1.4%
TOTAL 51203 LIFE INSURANCE	77,684.88	81,269.00	81,269.00	59,498.81	77,709.00	77,659.00	-4.4%
TOTAL 51204 LEVY SUPPORTED H	179,621.02	120,480.00	120,480.00	.00	120,480.00	65,520.00	-45.6%
TOTAL 51210 SOCIAL SECURITY	2,149,482.24	2,188,255.00	2,188,430.94	1,538,860.54	2,162,591.00	2,185,008.00	-.2%
TOTAL 51211 MEDICARE	753,825.07	759,834.00	759,875.18	548,798.31	752,271.34	764,350.00	.6%
TOTAL 51212 WORKER'S COMPENS	872,725.65	1,088,505.00	1,088,585.84	625,672.90	972,239.00	1,043,321.00	-4.2%



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

51301 WRS - EMPLOYER SHARE	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
TOTAL 51301 WRS - EMPLOYER S	5,568,395.88	6,031,306.00	6,031,641.40	4,443,779.59	6,012,882.00	6,091,800.00	1.0%
TOTAL 51398 66.191 PENSION	12,213.12	12,220.00	12,220.00	10,177.60	12,220.00	12,220.00	.0%
TOTAL 51399 62.13 PENSION	14,889.02	11,156.00	11,156.00	5,862.95	8,136.45	5,980.00	-46.4%
TOTAL 51401 CAR ALLOWANCE	10,686.75	13,721.00	13,721.00	11,759.90	16,206.00	13,981.00	1.9%
TOTAL 51402 CLOTHING ALLOWAN	267,381.52	282,931.00	282,931.00	154,480.42	282,165.00	268,524.00	-5.1%
TOTAL 51403 SAFETY GLASSES	8,496.58	9,600.00	9,600.00	4,631.70	9,600.00	9,600.00	.0%
TOTAL 51404 PERSONAL SUPPLIE	53,213.10	51,996.00	51,996.00	26,350.08	52,136.00	59,996.00	15.4%
TOTAL 51501 SEC 125-FLEX BEN	10,242.50	10,500.00	10,500.00	8,152.25	10,500.00	.00	-100.0%
TOTAL 51502 EMPLOYEE ASSISTA	23,802.84	27,570.00	27,570.00	17,774.40	26,500.00	26,000.00	-5.7%
TOTAL 51507 EMPLOYEE WELLNES	71,660.00	67,000.00	67,000.00	69,120.00	69,120.00	70,000.00	4.5%
TOTAL 51508 LODD DEPENDENT H	20,082.24	19,510.00	19,510.00	20,870.04	20,870.04	15,980.00	-18.1%
TOTAL 51599 OTHER MISC FRING	163.08	.00	.00	.00	.00	.00	.0%
TOTAL 52001 TRAINING & TRAVE	136,405.35	192,640.00	192,640.00	50,958.09	84,444.00	142,912.80	-25.8%
TOTAL 52002 MANAGEMENT TRAIN	814.23	750.00	750.00	-50.00	750.00	500.00	-33.3%
TOTAL 52003 DUES & BONDS	46,500.11	48,767.00	48,767.00	42,205.84	46,249.00	48,801.00	.1%
TOTAL 52004 DRILL INSTRUCTIO	3,547.57	17,700.00	17,700.00	7,275.45	17,700.00	13,200.00	-25.4%
TOTAL 52005 RECORDS CHECKS	13,020.81	19,500.00	19,500.00	5,263.48	9,100.00	19,500.00	.0%
TOTAL 52006 EMPLOYEE MED EXP	43,364.58	51,800.00	51,800.00	6,272.45	49,700.00	51,300.00	-1.0%
TOTAL 52007 RECRUITING	23,086.78	34,000.00	34,000.00	15,946.02	23,500.00	30,000.00	-11.8%
TOTAL 52008 LAUNDRY	8,071.98	9,974.00	9,974.00	6,740.47	9,974.00	9,974.00	.0%
TOTAL 52009 RANDOM DRUG & AL	1,839.60	2,000.00	2,000.00	1,640.40	2,000.00	3,100.00	55.0%
TOTAL 52010 EDUCATION REIMBU	5,178.45	23,000.00	23,000.00	5,120.82	18,400.00	20,000.00	-13.0%



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

52011 MEAL ALLOWANCE - POLL WORKER	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
TOTAL 52011 MEAL ALLOWANCE -	1,906.00	4,848.00	4,848.00	994.00	994.00	2,800.00	-42.2%
TOTAL 53001 CONTRACTUAL SERV	882,986.82	875,589.00	925,589.00	603,839.11	857,291.23	1,338,634.00	44.6%
TOTAL 53002 COPY MACHINE	52,102.61	68,030.00	68,030.00	37,993.26	57,382.00	61,480.00	-9.6%
TOTAL 53003 MARKETING EXPENS	24,592.91	31,500.00	31,500.00	16,426.55	25,500.00	31,500.00	.0%
TOTAL 53004 ADVERTISING	65,393.92	70,060.00	70,060.00	36,079.81	50,700.00	59,710.00	-14.8%
TOTAL 53006 WITNESS FEES	6.40	250.00	250.00	.00	250.00	250.00	.0%
TOTAL 53007 BOARD OF PRISONE	87,600.00	95,000.00	95,000.00	30,760.00	65,000.00	95,000.00	.0%
TOTAL 53008 MAINTENANCE OF A	54,999.96	80,000.00	80,000.00	53,333.36	80,000.00	80,000.00	.0%
TOTAL 53010 PRIVATE EQUIPMEN	216,956.39	225,000.00	225,000.00	113,368.02	225,000.00	217,000.00	-3.6%
TOTAL 53011 MONITOR LANDFILL	129,923.00	60,000.00	60,000.00	88,915.44	110,000.00	119,000.00	98.3%
TOTAL 53012 HAZARDOUS CHEM F	2,245.74	4,500.00	4,500.00	2,727.84	4,500.00	5,000.00	11.1%
TOTAL 53013 STATE PERMIT STA	3,370.40	3,400.00	3,400.00	3,370.56	3,400.00	3,400.00	.0%
TOTAL 53014 LICENSES & PERMI	8,478.22	12,680.00	12,680.00	4,965.40	8,568.20	13,180.00	3.9%
TOTAL 53017 FINANCE SERVICES	.00	50.00	50.00	.00	50.00	50.00	.0%
TOTAL 53018 GENERAL AUDIT	32,150.00	32,750.00	32,750.00	26,950.00	26,950.00	40,000.00	22.1%
TOTAL 53020 SOFTWARE MAINTEN	256,867.57	275,380.00	275,380.00	631,355.26	515,380.00	822,450.00	198.7%
TOTAL 53021 LEGAL EXPENSES	76,673.43	25,000.00	25,000.00	20,615.86	100,000.00	37,500.00	50.0%
TOTAL 53035 CRIME PREVENTION	9,376.40	11,000.00	11,000.00	1,661.67	5,000.00	11,000.00	.0%
TOTAL 53038 CREDIT CARD FEES	2,448.90	12,000.00	12,000.00	1,474.75	2,500.00	12,000.00	.0%
TOTAL 53040 SANITATION DISPO	1,416,544.45	1,455,000.00	1,455,000.00	968,595.00	1,455,000.00	1,420,000.00	-2.4%
TOTAL 53041 OCC MED	92,537.50	100,000.00	100,000.00	64,650.00	95,000.00	100,000.00	.0%
TOTAL 54001 MATERIAL & SUPPL	932,001.16	882,662.00	882,662.00	493,762.96	848,046.09	927,536.00	5.1%



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

54002 OFFICE SUPPLIES	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
TOTAL 54002 OFFICE SUPPLIES	130,481.87	111,575.00	111,575.00	68,730.21	100,306.18	110,930.00	- .6%
TOTAL 54003 HOUSEKEEPING SUP	50,932.43	45,000.00	45,000.00	29,024.28	45,000.00	62,000.00	37.8%
TOTAL 54004 BOOKS MAPS SUBSC	16,734.52	27,140.00	27,140.00	14,124.93	27,184.60	26,411.00	-2.7%
TOTAL 54005 POSTAGE	81,554.98	79,000.00	79,000.00	82,443.86	94,000.00	74,000.00	-6.3%
TOTAL 54006 SAFETY & WELLNES	1,939.75	2,000.00	2,000.00	20.30	2,000.00	2,000.00	.0%
TOTAL 54007 PUBLIC EDUCATION	1,000.00	1,500.00	1,500.00	.00	1,500.00	1,500.00	.0%
TOTAL 54010 GAS OIL LUBE	418,975.57	1,197,000.00	1,197,000.00	632,492.50	1,167,350.00	1,043,100.00	-12.9%
TOTAL 54011 GAS & PROPANE	.00	14,500.00	14,500.00	5,455.47	8,000.00	14,500.00	.0%
TOTAL 54018 TOOLS & SHOP SUP	98,779.26	112,450.00	112,450.00	77,023.51	112,850.00	103,950.00	-7.6%
TOTAL 54030 SCHOOL PATROL &	.00	600.00	600.00	.00	200.00	600.00	.0%
TOTAL 54031 GUNS & AMMUNITIO	84,441.34	95,500.00	95,500.00	23,083.96	95,500.00	85,500.00	-10.5%
TOTAL 54032 POLICE PHOTOSTAT	20,983.69	25,000.00	25,000.00	17,313.08	25,000.00	25,000.00	.0%
TOTAL 54033 PHOTO ID	14,213.86	13,000.00	13,000.00	18,096.03	20,000.00	13,000.00	.0%
TOTAL 54034 PLAIN CLOTHES IN	9,526.21	16,000.00	16,000.00	11,477.64	16,000.00	16,000.00	.0%
TOTAL 54035 PARKING ENFORCEM	.00	2,000.00	2,000.00	.00	.00	.00	-100.0%
TOTAL 54036 EMERGENCY RESPON	6,360.00	8,900.00	8,900.00	7,645.69	8,900.00	8,900.00	.0%
TOTAL 54037 K-9 UNIT	11,062.61	15,000.00	15,000.00	11,096.09	13,500.00	12,500.00	-16.7%
TOTAL 54042 OXYGEN MED SUPPL	16,335.13	15,000.00	15,000.00	15,531.52	15,000.00	15,000.00	.0%
TOTAL 54050 FIRE PREVENTION	.00	7,500.00	7,500.00	3,399.11	7,500.00	7,500.00	.0%
TOTAL 54051 MEDICAL SUPPLIES	202,920.47	213,050.00	219,007.09	144,606.90	216,981.82	216,450.00	-1.2%
TOTAL 54053 EMPLOYEE ORIENTA	148.55	700.00	700.00	.00	.00	700.00	.0%
TOTAL 54060 SOIL SAND GRAVEL	80,441.45	35,082.00	35,082.00	22,311.70	36,300.00	36,082.00	2.9%



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

54061 BLACKTOP MATERIALS	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
TOTAL 54061 BLACKTOP MATERIA	80,355.57	.00	.00	.00	.00	.00	.0%
TOTAL 54062 PAINT	112,020.66	90,450.00	90,450.00	100,176.76	90,450.00	102,900.00	13.8%
TOTAL 54063 BARRICADES & CUL	1,100.47	15,000.00	15,000.00	561.26	15,000.00	10,000.00	-33.3%
TOTAL 54064 JOINT SEALING MA	73,535.87	.00	.00	.00	.00	.00	.0%
TOTAL 54067 PLASTIC BAGS	.00	2,000.00	2,000.00	.00	2,000.00	.00	-100.0%
TOTAL 54068 RECYLING PROGRAM	5,238.18	4,000.00	4,000.00	.00	4,000.00	6,000.00	50.0%
TOTAL 54069 SANDBAGS	.00	1,000.00	7,678.00	6,724.52	7,300.00	1,000.00	-87.0%
TOTAL 54070 COMMUNICATIONS S	27,045.52	40,000.00	40,000.00	22,788.92	38,000.00	40,000.00	.0%
TOTAL 54071 P-CARD EXPENSE	.00	.00	.00	85,190.06	.00	.00	.0%
TOTAL 54072 CONCESSIONS	37,850.99	38,343.00	38,343.00	9,431.11	9,202.05	38,343.00	.0%
TOTAL 54073 HORTICULTURAL MA	17,684.09	9,144.00	9,144.00	4,681.10	11,000.00	9,144.00	.0%
TOTAL 54074 CHEMICALS CONTRA	104,587.23	58,730.00	58,730.00	19,761.79	30,557.20	63,730.00	8.5%
TOTAL 54092 COMMUNITY SUPPOR	18,754.84	15,000.00	11,444.02	2,814.53	15,000.00	15,000.00	31.1%
TOTAL 55101 EQUIPMENT REPAIR	465,310.88	1,403,500.00	1,403,500.00	1,183,868.68	1,427,700.00	1,427,900.00	1.7%
TOTAL 55102 FURNITURE REPAIR	.00	500.00	500.00	.00	500.00	500.00	.0%
TOTAL 55103 PLAYGROUND EQUIP	39,388.30	51,300.00	51,300.00	27,537.00	51,300.00	51,300.00	.0%
TOTAL 55105 RADIO MAINT CONT	247,694.67	298,770.00	298,770.00	20,327.86	42,000.00	42,000.00	-85.9%
TOTAL 55107 STREET LIGHT MAI	38,814.70	80,000.00	80,000.00	32,078.84	120,920.78	80,000.00	.0%
TOTAL 55108 FIREFIGHTING EQU	20,381.23	39,300.00	39,300.00	11,090.79	39,300.00	39,300.00	.0%
TOTAL 55111 VEHICLE REPAIRS	28,011.10	16,000.00	16,000.00	10,779.55	17,500.00	16,000.00	.0%
TOTAL 55120 EQUIPMENT RENTAL	27,054.31	34,790.00	34,790.00	21,033.25	36,390.00	41,248.00	18.6%
TOTAL 55130 CITY EQUIPMENT U	1,057,140.00	.00	.00	.00	.00	.00	.0%



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PROJECTION: 20211 2021 BUDGET PROJECTION

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ACCOUNTS FOR:

55140 EQUIPMENT REPLACEMENT	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
TOTAL 55140 EQUIPMENT REPLAC	76,368.32	147,100.00	147,100.00	85,652.61	148,000.00	177,900.00	20.9%
TOTAL 55141 SIGNAL REPLACEME	66,539.33	90,000.00	90,000.00	54,016.27	111,585.56	90,000.00	.0%
TOTAL 55150 NEW EQUIPMENT	.00	.00	.00	12,521.60	.00	29,700.00	.0%
TOTAL 55151 NEW SIGNS	72,741.57	75,000.00	75,000.00	47,157.66	75,000.00	75,000.00	.0%
TOTAL 55201 BUILDING REPAIRS	277,689.21	261,500.00	261,500.00	174,618.81	250,500.00	309,500.00	18.4%
TOTAL 55301 PAVEMENT/SIDEWAL	2,861.12	4,000.00	4,000.00	831.94	4,000.00	9,000.00	125.0%
TOTAL 56101 ELECTRICITY	589,688.36	627,200.00	627,200.00	431,669.60	549,117.00	590,200.00	-5.9%
TOTAL 56102 SIGNAL ELECTRICI	73,943.30	67,300.00	67,300.00	52,991.36	67,300.00	72,300.00	7.4%
TOTAL 56103 STREET LIGHT ELE	1,667,246.91	1,515,500.00	1,515,500.00	1,222,869.10	1,517,706.09	1,650,500.00	8.9%
TOTAL 56201 NATURAL GAS	208,842.92	205,515.00	205,515.00	117,418.20	182,758.66	188,595.00	-8.2%
TOTAL 56202 PROPANE	21,479.65	18,000.00	18,000.00	9,552.28	18,000.00	18,000.00	.0%
TOTAL 56301 TELEPHONE	86,571.34	86,300.00	86,300.00	58,887.03	86,300.00	81,300.00	-5.8%
TOTAL 56302 CELL PHONES	191,348.06	206,141.00	206,141.00	198,839.26	209,450.00	231,004.48	12.1%
TOTAL 56303 DATA CARDS	.00	.00	.00	15,265.68	.00	28,500.00	.0%
TOTAL 56402 WATER	99,044.02	115,025.00	115,025.00	42,682.73	65,425.00	121,925.00	6.0%
TOTAL 56403 SEWER	58,678.08	56,900.00	56,900.00	40,504.87	54,350.00	62,100.00	9.1%
TOTAL 56404 STORM SEWER UTIL	79,732.12	90,333.00	90,333.00	52,024.36	83,755.00	91,653.00	1.5%
TOTAL 57090 ALLOC GEN LIAB I	-583,133.43	-803,410.00	-803,410.00	-650,805.34	-803,410.00	-789,580.00	-1.7%
TOTAL 57091 ALLOC WORK COMP	-872,725.65	-1,088,506.00	-1,088,506.00	-627,758.88	-1,088,506.00	-1,043,321.00	-4.2%
TOTAL 57098 DEPT INSURANCE C	796,709.49	1,029,684.00	1,029,769.10	875,780.58	1,031,476.52	1,031,576.00	.2%
TOTAL 59001 CONTINGENCY	.00	150,000.00	93,322.00	.00	45,000.00	150,000.00	60.7%
TOTAL 59003 TAX ADJUSTMENTS	35,774.01	20,000.00	20,000.00	42,948.30	42,948.30	30,000.00	50.0%



City of Green Bay

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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

59008 NEIGHBORHD ASSOC	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
TOTAL 59008 NEIGHBORHD ASSOC	11,473.25	10,000.00	10,000.00	400.00	1,000.00	5,000.00	-50.0%
TOTAL 59010 WPRA TICKET PROG	12,549.25	.00	.00	.00	.00	.00	.0%
TOTAL 59011 CHRISTMAS DECORA	.00	1,000.00	1,000.00	.00	1,000.00	1,000.00	.0%
TOTAL 59012 STREET DECORATIO	.00	1,000.00	1,000.00	51.76	1,000.00	1,000.00	.0%
TOTAL 59013 CASH OVER & SHOR	2,274.81	120.00	120.00	224.07	238.38	120.00	.0%
TOTAL 59014 BAD DEBT EXPENSE	-7,152.27	.00	.00	-7,224.48	.00	.00	.0%
TOTAL 59920 TRANS OUT-SPECIA	319,750.00	.00	.00	.00	.00	.00	.0%
TOTAL 59940 TRANS OUT-CAPITA	.00	98,000.00	133,200.00	29,800.00	133,200.00	59,431.00	-55.4%
GRAND TOTAL	85,007,941.00	86,259,124.00	86,269,867.96	63,061,643.98	84,042,728.78	87,607,671.28	1.6%

** END OF REPORT - Generated by Pamela Manley **

SANITARY SEWER BUDGET

**DEPARTMENT OF
PUBLIC WORKS**



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

201 SANITARY SEWER	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
50 DEPT OF PUBLIC WORKS							
520 SANITARY SEWER							
50001 REGULAR SALARIES	797,689.08	1,435,721.00	1,435,721.00	777,093.67	1,435,721.00	1,468,271.00	2.3%
50003 SEASONAL SALARIE	.00	.00	.00	103.36	.00	.00	.0%
50005 COMP TIME PAID O	26,856.92	.00	.00	7,229.60	.00	.00	.0%
50501 OVERTIME	47,426.49	54,000.00	54,000.00	20,230.98	54,000.00	54,000.00	.0%
51101 VACATION PAY	58,907.95	.00	.00	48,914.53	.00	.00	.0%
51102 HOLIDAY PAY	36,958.50	.00	.00	20,304.12	.00	.00	.0%
51103 PERSONAL DAYS	12,573.18	.00	.00	10,065.67	.00	.00	.0%
51105 FUNERAL LEAVE	3,256.70	.00	.00	2,026.82	.00	.00	.0%
51108 SICK PAY	35,161.77	.00	.00	44,336.78	.00	.00	.0%
51109 SICKPAY PAYOUT-R	30,275.99	.00	.00	.00	.00	.00	.0%
51201 HEALTH INSURANCE	207,228.47	353,016.00	353,016.00	212,213.13	353,016.00	311,233.00	-11.8%
51202 DENTAL INSURANCE	16,141.68	27,136.00	27,136.00	17,367.62	27,136.00	26,358.00	-2.9%
51203 LIFE INSURANCE	1,587.11	2,416.00	2,416.00	1,508.95	2,416.00	2,357.00	-2.4%
51204 LEVY SUPPORTED H	4,294.42	2,990.00	2,990.00	.00	2,990.00	1,860.00	-37.8%
51210 SOCIAL SECURITY	61,028.09	89,011.00	89,011.00	54,770.58	89,011.00	91,496.00	2.8%
51211 MEDICARE	14,272.49	20,824.00	20,824.00	12,810.63	20,824.00	21,406.00	2.8%
51212 WORKER'S COMPENS	107,678.59	16,728.00	16,728.00	2,012.55	16,728.00	45,288.00	170.7%
51301 WRS - EMPLOYER S	66,309.21	100,563.00	100,563.00	62,253.72	100,563.00	102,761.00	2.2%
51402 CLOTHING ALLOWAN	2,138.63	3,000.00	3,000.00	2,226.17	3,000.00	3,000.00	.0%
51403 SAFETY GLASSES	645.50	1,500.00	1,500.00	121.75	1,500.00	1,500.00	.0%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

201 SANITARY SEWER	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
51404 PERSONAL SUPPLIE	2,555.11	5,000.00	5,000.00	1,166.44	2,000.00	5,000.00	.0%
52001 TRAINING & TRAVE	3,635.38	8,850.00	8,850.00	3,161.15	3,200.00	12,225.00	38.1%
53001 CONTRACTUAL SERV	-10,993.16	50,000.00	50,000.00	650.00	15,000.00	150,000.00	200.0%
53002 COPY MACHINE	3,568.26	3,000.00	3,000.00	2,503.00	3,000.00	3,000.00	.0%
53014 LICENSES & PERMI	11,898.22	33,000.00	33,000.00	19,393.15	33,000.00	33,000.00	.0%
53017 FINANCE SERVICES	882,958.91	925,000.00	925,000.00	770,830.00	925,000.00	962,000.00	4.0%
53020 SOFTWARE MAINTEN	51,110.00	34,176.00	34,176.00	.00	34,176.00	34,176.00	.0%
53021 LEGAL EXPENSES	.00	3,000.00	3,000.00	.00	3,000.00	4,000.00	33.3%
53100 SEWER TREATMENT	16,176,011.70	18,271,000.00	18,271,000.00	12,272,017.67	15,000,000.00	18,271,000.00	.0%
53101 SEWER TREATMENT	1,501,734.36	2,203,770.00	2,203,770.00	1,126,109.10	2,203,770.00	2,500,000.00	13.4%
53110 SEWER SAMPLING C	152,713.61	360,000.00	360,000.00	250,000.00	200,000.00	360,000.00	.0%
53112 SEWER SERVICE RA	.00	2,000,000.00	2,000,000.00	.00	2,000,000.00	2,000,000.00	.0%
53113 SEWER SERVICE AG	22,297.99	26,400.00	26,400.00	15,651.22	20,000.00	29,040.00	10.0%
54001 MATERIAL & SUPPL	57,892.00	75,000.00	75,000.00	27,465.38	98,050.00	125,000.00	66.7%
54007 PUBLIC EDUCATION	2,570.57	5,000.00	5,000.00	.00	5,000.00	5,000.00	.0%
54010 GAS OIL LUBE	41,231.88	85,000.00	85,000.00	30,167.11	85,000.00	85,000.00	.0%
55101 EQUIPMENT REPAIR	68,525.71	85,000.00	85,000.00	30,177.06	85,000.00	85,000.00	.0%
55130 CITY EQUIPMENT U	.00	10,000.00	10,000.00	.00	10,000.00	10,000.00	.0%
55150 NEW EQUIPMENT	.00	.00	.00	2,859.00	.00	.00	.0%
55358 PUMP STATION REP	44,190.03	100,000.00	100,000.00	16,261.90	30,000.00	100,000.00	.0%
56101 ELECTRICITY	18,620.20	28,350.00	28,350.00	14,096.53	20,000.00	28,350.00	.0%
56201 NATURAL GAS	203.35	250.00	250.00	117.37	250.00	250.00	.0%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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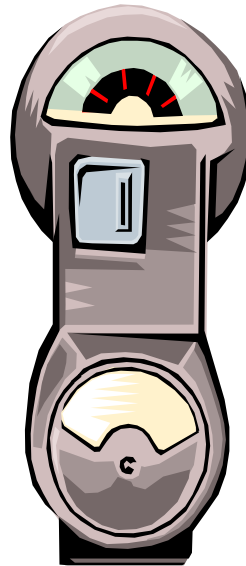
PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

201 SANITARY SEWER	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
56301 TELEPHONE	.00	4,000.00	4,000.00	59.48	4,000.00	4,000.00	.0%
56302 CELL PHONES	3,415.45	6,000.00	6,000.00	3,911.00	5,000.00	6,000.00	.0%
56402 WATER	2,566.78	8,500.00	8,500.00	1,612.94	2,500.00	8,500.00	.0%
56403 SEWER	184.30	400.00	400.00	.00	400.00	400.00	.0%
56404 STORM SEWER UTIL	234.85	500.00	500.00	.00	500.00	500.00	.0%
57098 DEPT INSURANCE C	11,199.39	17,085.00	17,085.00	15,420.29	17,085.00	19,020.00	11.3%
59014 BAD DEBT EXPENSE	5,598.10	.00	.00	-4,324.45	.00	.00	.0%
59930 TRANS OUT-DEBT S	1,672,742.25	1,758,005.00	1,758,005.00	1,656,659.73	1,758,005.00	1,717,694.00	-2.3%
59940 TRANS OUT-CAPITA	2,839,290.00	2,799,320.00	2,799,320.00	2,799,320.00	2,799,320.00	2,489,010.00	-2.3%
520 SANITARY SEWER	25,096,386.01	31,012,511.00	31,012,511.00	20,350,875.70	27,469,161.00	31,176,695.00	.5%
50 DEPT OF PUBLIC WORK	25,096,386.01	31,012,511.00	31,012,511.00	20,350,875.70	27,469,161.00	31,176,695.00	.5%
TOTAL 201 SANITARY SEWER	25,096,386.01	31,012,511.00	31,012,511.00	20,350,875.70	27,469,161.00	31,176,695.00	.5%

PARKING SYSTEM DIVISION



**DEPARTMENT OF
PUBLIC WORKS**



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

202 DPW PARKING SYSTEMS DIVISION	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
50 DEPT OF PUBLIC WORKS							
50001 REGULAR SALARIES	754,803.61	954,345.00	954,345.00	562,154.83	790,680.85	966,212.00	1.2%
50003 SEASONAL SALARIE	7,347.69	26,000.00	26,000.00	5,343.54	5,343.54	17,000.00	-34.6%
50005 COMP TIME PAID O	7,891.17	.00	.00	3,728.61	3,728.61	.00	.0%
50501 OVERTIME	4,469.99	5,000.00	5,000.00	652.15	4,500.00	5,000.00	.0%
51101 VACATION PAY	59,749.25	.00	.00	42,948.92	.00	.00	.0%
51102 HOLIDAY PAY	31,630.60	.00	.00	17,253.28	.00	.00	.0%
51103 PERSONAL DAYS	9,901.26	.00	.00	9,321.67	.00	.00	.0%
51105 FUNERAL LEAVE	3,568.40	.00	.00	551.10	.00	.00	.0%
51108 SICK PAY	27,385.64	.00	.00	22,096.76	.00	.00	.0%
51109 SICKPAY PAYOUT-R	2,853.37	.00	.00	18,786.15	.00	.00	.0%
51201 HEALTH INSURANCE	206,205.44	211,611.00	211,611.00	182,316.04	209,000.00	239,885.00	13.4%
51202 DENTAL INSURANCE	15,326.02	15,432.00	15,432.00	13,896.89	15,800.00	18,514.00	20.0%
51203 LIFE INSURANCE	1,506.30	1,603.00	1,603.00	1,129.07	1,610.00	1,566.00	-2.3%
51204 LEVY SUPPORTED H	4,273.22	4,160.00	4,160.00	.00	4,160.00	1,540.00	-63.0%
51210 SOCIAL SECURITY	53,192.79	57,612.00	57,612.00	38,915.63	51,000.00	58,032.00	.7%
51211 MEDICARE	12,613.71	13,480.00	13,480.00	9,178.76	13,480.00	13,580.00	.7%
51212 WORKER'S COMPENS	7,166.55	40,848.00	40,848.00	6,539.82	40,797.00	13,709.00	-66.4%
51301 WRS - EMPLOYER S	59,078.36	64,768.00	64,768.00	44,233.02	59,000.00	65,566.00	1.2%
51401 CAR ALLOWANCE	362.14	360.00	360.00	308.57	360.00	360.00	.0%
51402 CLOTHING ALLOWAN	5,404.81	7,500.00	7,500.00	2,589.55	3,000.00	7,000.00	-6.7%
51403 SAFETY GLASSES	404.25	900.00	900.00	191.75	900.00	900.00	.0%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

202 DPW PARKING SYSTEMS DIVISION	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
52001 TRAINING & TRAVE	1,779.05	5,895.00	5,895.00	.00	.00	2,975.00	-49.5%
52003 DUES & BONDS	595.00	700.00	700.00	695.00	700.00	720.00	2.9%
53001 CONTRACTUAL SERV	10,989.00	1,500.00	1,500.00	12,645.00	.00	1,700.00	13.3%
53020 SOFTWARE MAINTEN	38,643.00	29,618.00	29,618.00	.00	29,620.00	38,200.00	29.0%
53021 LEGAL EXPENSES	.00	1,500.00	1,500.00	.00	.00	1,500.00	.0%
53022 PERSONNEL RISK M	876.08	1,100.00	1,100.00	322.86	1,000.00	1,100.00	.0%
53025 SECURITY SERVICE	100,011.94	97,000.00	97,000.00	58,873.15	73,200.00	97,000.00	.0%
53029 PRINTING SERVICE	1,800.30	2,000.00	2,000.00	172.25	500.00	2,000.00	.0%
53030 SNOWPLOWING SERV	43,018.57	41,400.00	41,400.00	19,539.25	40,000.00	40,000.00	-3.4%
53038 CREDIT CARD FEES	143,496.47	53,800.00	53,800.00	209,067.09	239,000.00	240,000.00	346.1%
54002 OFFICE SUPPLIES	5,017.57	6,100.00	6,100.00	4,152.83	4,000.00	5,100.00	-16.4%
54005 POSTAGE	6,392.03	13,000.00	13,000.00	1,423.20	1,700.00	1,800.00	-86.2%
54006 SAFETY & WELLNES	.00	1,000.00	1,000.00	.00	1,000.00	1,000.00	.0%
54007 PUBLIC EDUCATION	.00	1,000.00	1,000.00	.00	.00	1,000.00	.0%
54010 GAS OIL LUBE	21,071.62	22,000.00	22,000.00	12,105.20	14,000.00	23,200.00	5.5%
54035 PARKING ENFORCEM	13,339.34	10,000.00	10,000.00	10,891.98	12,500.00	10,000.00	.0%
54071 P-CARD EXPENSE	.00	.00	.00	29.00	.00	.00	.0%
55101 EQUIPMENT REPAIR	47.98	1,500.00	1,500.00	.00	.00	1,500.00	.0%
55110 ELEVATOR REPAIRS	35,754.86	38,500.00	38,500.00	10,350.00	35,000.00	30,000.00	-22.1%
55111 VEHICLE REPAIRS	56,346.87	62,500.00	62,500.00	31,800.42	37,000.00	58,000.00	-7.2%
55112 METER MAINTENANC	3,795.73	11,800.00	11,800.00	8,225.16	9,900.00	21,000.00	78.0%
55113 REVENUE CONTROL	26,304.51	55,300.00	55,300.00	37,548.40	43,000.00	55,000.00	-.5%



City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

202 DPW PARKING SYSTEMS DIVISION	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
55114 PARKING FACILITY	57,321.80	57,000.00	57,000.00	25,762.47	35,000.00	58,500.00	2.6%
55203 PROPERTY RENTAL	11,677.20	19,000.00	19,000.00	14,250.00	19,000.00	19,000.00	.0%
56101 ELECTRICITY	123,776.29	129,000.00	129,000.00	79,152.70	96,000.00	111,000.00	-14.0%
56201 NATURAL GAS	4,022.83	7,400.00	7,400.00	2,505.86	3,200.00	4,000.00	-45.9%
56202 PROPANE	.00	400.00	400.00	.00	.00	200.00	-50.0%
56302 CELL PHONES	8,985.01	11,000.00	11,000.00	10,009.17	12,000.00	11,900.00	8.2%
56402 WATER	3,625.68	3,900.00	3,900.00	3,109.91	3,900.00	3,900.00	.0%
56403 SEWER	2,181.25	2,100.00	2,100.00	1,807.99	2,200.00	2,650.00	26.2%
56404 STORM SEWER UTIL	8,761.07	9,700.00	9,700.00	8,189.63	9,800.00	12,100.00	24.7%
57098 DEPT INSURANCE C	40,224.35	45,790.00	45,790.00	46,789.18	45,790.00	52,126.00	13.8%
59013 CASH OVER & SHOR	-35.05	.00	.00	-2,409.00	.00	.00	.0%
59019 PROPERTY TAXES E	5,741.75	5,800.00	5,800.00	.00	5,800.00	6,000.00	3.4%
59930 TRANS OUT-DEBT S	687,532.96	776,000.00	776,000.00	713,040.28	740,000.00	311,762.00	-59.8%
59940 TRANS OUT-CAPITA	381,964.00	627,626.00	627,626.00	.00	.00	96,803.00	-84.6%
50 DEPT OF PUBLIC WORK	3,120,193.63	3,555,548.00	3,555,548.00	2,302,185.09	2,718,170.00	2,731,600.00	-23.2%
TOTAL 202 DPW PARKING SYSTEM	3,120,193.63	3,555,548.00	3,555,548.00	2,302,185.09	2,718,170.00	2,731,600.00	-23.2%

STORM WATER UTILITY

**DEPARTMENT OF
PUBLIC WORKS**





City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

205 STORM WATER UTILITY	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
50 DEPT OF PUBLIC WORKS							
525 STORM SEWER UTILITY							
50001 REGULAR SALARIES	1,265,810.88	1,344,840.00	1,344,840.00	915,190.89	1,344,840.00	1,449,296.00	7.8%
50003 SEASONAL SALARIE	.00	.00	.00	195.84	.00	.00	.0%
50005 COMP TIME PAID O	14,410.14	.00	.00	7,157.15	.00	.00	.0%
50501 OVERTIME	62,096.04	39,996.00	39,996.00	12,839.32	39,996.00	39,996.00	.0%
51101 VACATION PAY	59,263.13	.00	.00	36,829.35	.00	.00	.0%
51102 HOLIDAY PAY	33,565.29	.00	.00	17,943.51	.00	.00	.0%
51103 PERSONAL DAYS	10,870.04	.00	.00	8,647.26	.00	.00	.0%
51105 FUNERAL LEAVE	2,878.45	.00	.00	2,530.10	.00	.00	.0%
51108 SICK PAY	24,661.94	.00	.00	31,359.47	.00	.00	.0%
51201 HEALTH INSURANCE	315,792.95	307,597.00	307,597.00	227,579.62	307,597.00	298,045.00	-3.1%
51202 DENTAL INSURANCE	27,352.07	26,960.00	26,960.00	21,172.22	26,960.00	27,868.00	3.4%
51203 LIFE INSURANCE	2,371.07	2,280.00	2,280.00	1,719.13	2,280.00	2,206.00	-3.2%
51204 LEVY SUPPORTED H	6,544.21	3,690.00	3,690.00	.00	3,690.00	2,680.00	-27.4%
51210 SOCIAL SECURITY	87,131.39	82,988.00	82,988.00	61,103.99	82,988.00	89,557.00	7.9%
51211 MEDICARE	20,377.05	19,427.00	19,427.00	14,293.56	19,427.00	20,967.00	7.9%
51212 WORKER'S COMPENS	107,678.58	16,728.00	16,728.00	2,012.54	16,728.00	45,288.00	170.7%
51301 WRS - EMPLOYER S	96,533.54	93,508.00	93,508.00	69,782.32	93,508.00	100,558.00	7.5%
51402 CLOTHING ALLOWAN	1,500.00	3,000.00	3,000.00	1,532.46	3,000.00	3,000.00	.0%
51403 SAFETY GLASSES	202.75	1,500.00	1,500.00	383.50	750.00	1,500.00	.0%
51404 PERSONAL SUPPLIE	2,665.08	5,000.00	5,000.00	1,166.38	3,000.00	5,000.00	.0%



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

205 STORM WATER UTILITY	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
52001 TRAINING & TRAVE	5,135.37	5,900.00	5,900.00	1,500.00	2,000.00	9,275.00	57.2%
52003 DUES & BONDS	4,450.00	6,000.00	6,000.00	4,605.00	6,000.00	6,000.00	.0%
53001 CONTRACTUAL SERV	1,013.14	100,000.00	100,000.00	69,302.90	206,162.01	200,000.00	100.0%
53002 COPY MACHINE	3,568.26	3,000.00	3,000.00	2,503.00	3,000.00	3,000.00	.0%
53014 LICENSES & PERMI	33,156.26	47,000.00	47,000.00	35,350.54	47,000.00	48,000.00	2.1%
53017 FINANCE SERVICES	317,118.43	350,000.00	350,000.00	291,670.00	350,000.00	350,000.00	.0%
53020 SOFTWARE MAINTEN	33,893.00	36,673.00	36,673.00	.00	36,673.00	36,673.00	.0%
53021 LEGAL EXPENSES	700.00	3,000.00	3,000.00	.00	3,000.00	3,000.00	.0%
53040 SANITATION DISPO	354,949.35	200,000.00	200,000.00	.00	200,000.00	200,000.00	.0%
53102 SEWER SEDIMENT C	.00	275,000.00	275,000.00	.00	275,000.00	324,777.00	18.1%
53110 SEWER SAMPLING C	.00	5,000.00	5,000.00	.00	5,000.00	5,000.00	.0%
54001 MATERIAL & SUPPL	63,046.26	75,000.00	75,000.00	46,889.25	102,891.00	75,000.00	.0%
54007 PUBLIC EDUCATION	2,606.56	5,000.00	5,000.00	.00	5,000.00	5,000.00	.0%
54010 GAS OIL LUBE	53,711.68	61,000.00	61,000.00	26,339.65	50,000.00	61,000.00	.0%
55101 EQUIPMENT REPAIR	98,130.62	150,000.00	150,000.00	137,757.36	150,000.00	200,000.00	33.3%
55130 CITY EQUIPMENT U	269,582.15	300,000.00	300,000.00	.00	300,000.00	300,000.00	.0%
55150 NEW EQUIPMENT	.00	.00	.00	2,859.00	.00	.00	.0%
55320 DIKE MAIN-RIGHT	.00	5,000.00	5,000.00	.00	5,000.00	5,000.00	.0%
55358 PUMP STATION REP	27,779.54	100,000.00	100,000.00	23,216.82	25,000.00	100,000.00	.0%
56101 ELECTRICITY	60,585.03	106,000.00	106,000.00	43,403.34	60,000.00	106,000.00	.0%
56201 NATURAL GAS	.00	110.00	110.00	.00	110.00	110.00	.0%
56301 TELEPHONE	.00	4,000.00	4,000.00	.00	4,000.00	4,000.00	.0%



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

205 STORM WATER UTILITY	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
56302 CELL PHONES	2,558.90	5,000.00	5,000.00	2,270.00	5,000.00	7,000.00	40.0%
56402 WATER	385.00	1,725.00	1,725.00	1,420.71	1,725.00	1,725.00	.0%
56403 SEWER	.00	100.00	100.00	.00	100.00	100.00	.0%
57098 DEPT INSURANCE C	10,717.85	17,155.00	17,155.00	11,433.98	17,155.00	18,020.00	5.0%
59014 BAD DEBT EXPENSE	1,674.10	.00	.00	-2,122.34	.00	.00	.0%
59910 TRANS OUT-GENERA	470,000.00	470,000.00	470,000.00	470,000.00	470,000.00	470,000.00	.0%
59930 TRANS OUT-DEBT S	863,790.62	814,460.00	814,460.00	1,141,986.33	814,460.00	1,498,272.00	84.0%
59940 TRANS OUT-CAPITA	2,462,060.00	3,147,230.00	3,147,230.00	3,147,230.00	3,147,230.00	2,421,980.00	-23.0%
525 STORM SEWER UTILIT	7,282,316.72	8,240,867.00	8,240,867.00	6,891,054.15	8,236,270.01	8,544,893.00	3.7%



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

205 STORM WATER UTILITY	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
670 FORESTRY							
50001 REGULAR SALARIES	3,334.03	741,164.00	741,164.00	471,482.23	741,164.00	769,962.00	3.9%
50003 SEASONAL SALARIE	.00	52,447.00	52,447.00	31,314.44	42,851.00	52,976.00	1.0%
50005 COMP TIME PAID O	.00	.00	.00	1,203.18	.00	.00	.0%
50501 OVERTIME	.00	7,216.00	7,216.00	687.71	1,000.00	7,216.00	.0%
51101 VACATION PAY	282.08	.00	.00	23,015.49	.00	.00	.0%
51102 HOLIDAY PAY	1,873.07	.00	.00	10,424.44	.00	.00	.0%
51103 PERSONAL DAYS	279.60	.00	.00	7,107.60	.00	.00	.0%
51105 FUNERAL LEAVE	.00	.00	.00	1,294.09	.00	.00	.0%
51108 SICK PAY	264.10	.00	.00	26,933.30	.00	.00	.0%
51201 HEALTH INSURANCE	.00	143,551.00	143,551.00	114,080.83	143,551.00	149,366.00	4.1%
51202 DENTAL INSURANCE	.00	10,520.00	10,520.00	8,159.04	10,520.00	10,667.00	1.4%
51203 LIFE INSURANCE	10.26	1,251.00	1,251.00	909.43	1,182.00	1,295.00	3.5%
51210 SOCIAL SECURITY	355.30	45,067.00	45,067.00	32,217.83	45,067.00	51,470.00	14.2%
51211 MEDICARE	83.09	10,546.00	10,546.00	7,705.87	10,546.00	12,106.00	14.8%
51212 WORKER'S COMPENS	.00	.00	.00	.00	.00	13,709.00	.0%
51301 WRS - EMPLOYER S	407.22	50,524.00	50,524.00	36,718.04	50,524.00	52,468.00	3.8%
51402 CLOTHING ALLOWAN	.00	2,640.00	2,640.00	2,860.00	2,640.00	2,640.00	.0%
51404 PERSONAL SUPPLIE	.00	264.00	264.00	295.68	264.00	264.00	.0%
52001 TRAINING & TRAVE	.00	.00	.00	.00	.00	938.00	.0%
53001 CONTRACTUAL SERV	.00	7,832.00	7,832.00	7,354.60	7,832.00	7,832.00	.0%
54001 MATERIAL & SUPPL	.00	16,502.00	16,502.00	3,728.71	16,502.00	16,502.00	.0%



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

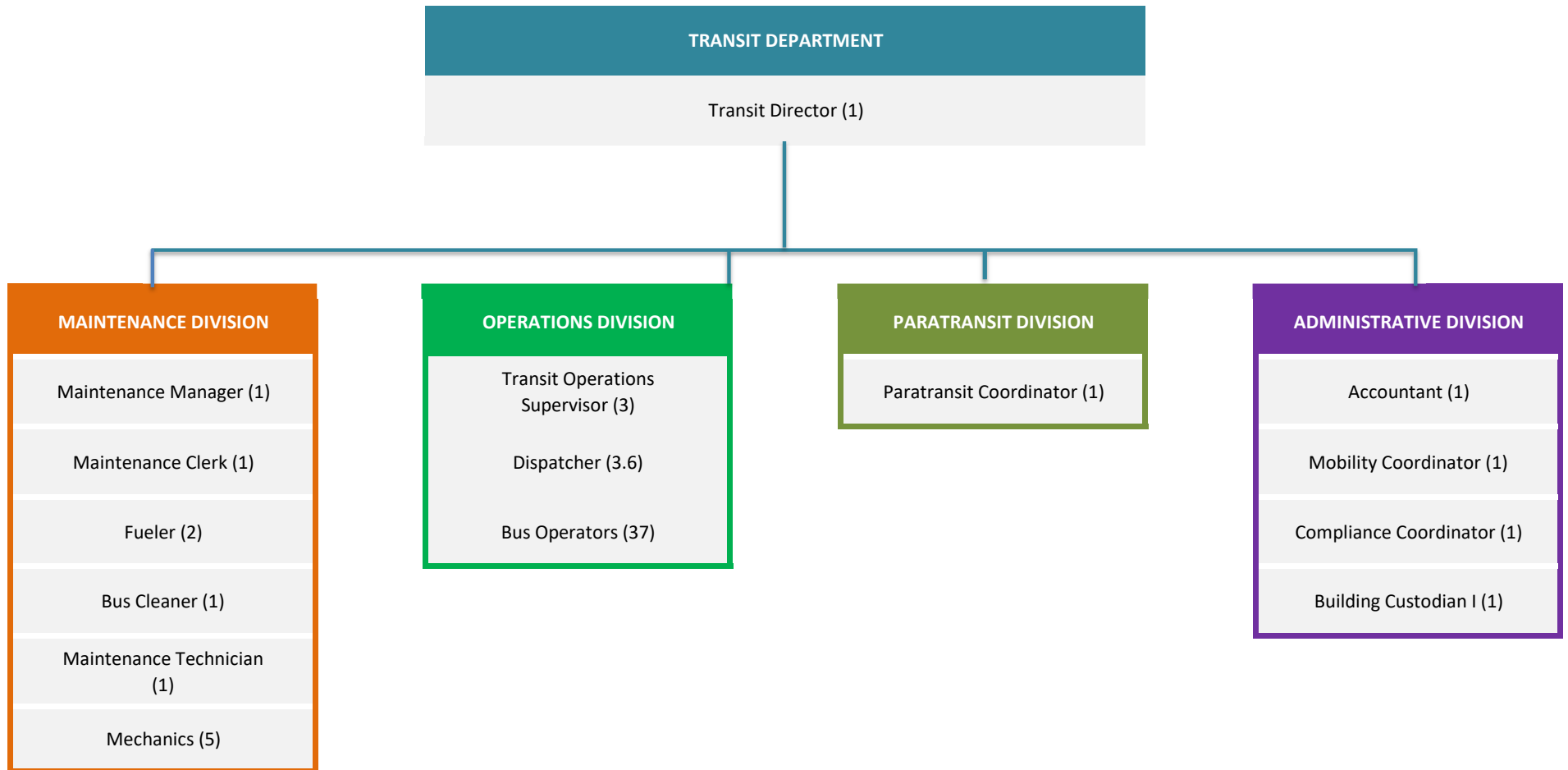
205 STORM WATER UTILITY	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
54060 SOIL SAND GRAVEL	.00	27,733.00	27,733.00	24,440.84	27,733.00	27,733.00	.0%
54073 HORTICULTURAL MA	.00	10,226.00	10,226.00	19,664.60	10,226.00	10,226.00	.0%
54074 CHEMICALS CONTRA	.00	62,370.00	62,370.00	42,943.12	62,370.00	62,370.00	.0%
56302 CELL PHONES	.00	.00	.00	.00	.00	1,125.52	.0%
670 FORESTRY	6,888.75	1,189,853.00	1,189,853.00	874,541.07	1,173,972.00	1,250,865.52	5.1%
50 DEPT OF PUBLIC WORK	7,289,205.47	9,430,720.00	9,430,720.00	7,765,595.22	9,410,242.01	9,795,758.52	3.9%
TOTAL 205 STORM WATER UTILIT	7,289,205.47	9,430,720.00	9,430,720.00	7,765,595.22	9,410,242.01	9,795,758.52	3.9%

TRANSIT DEPARTMENT



TRANSIT DEPARTMENT

Rev. 9.30.2020



Employees 60.6



City of Green Bay
2021 Budget Comments
Transit

- Mission:** Green Bay Metro is committed to providing safe and dependable transportation to jobs, schools, medical services and other destinations.
- Activities:** Green Bay Metro provides public transportation to the cities of Green Bay and De Pere, villages of Ashwaubenon, Allouez and Bellevue. Current system has 14 full-service routes, 2 limited service routes and 4 game day routes. Green Bay Metro provides 1.3 million fixed route trips and approximately 33,000 Paratransit trips annually.
- Summary:** Budget consists of all operational costs related to the administration, operations, and maintenance of transit services and programs such as; fixed route service, Paratransit, Microtransit, and the travel training program. Green Bay Metro is subsidized significantly from both the federal and the state governments. Capital purchases are secured with a minimum of 80% funding through federal and state grant opportunities.

2020 Accomplishments:

- Piloting a new mode of transportation; Microtransit. Microtransit is a technology-based ADA accessible on-demand service that provides transportation to areas that service needs don't constitute a regular fixed route.
- Received (4) new clean diesel Metro buses through the VW Mitigation grant.
- Successfully completed the five-year WisDOT Management Review.
- Increased many processes and procedures to assist in maintaining a safe and healthy environment for employees and riders throughout the pandemic. This continues to be a top priority for Green Bay Metro.
- Purchased driver barriers for all fixed route buses. These will provide added protection for the bus operators and assist in minimizing exposure to COVID-19 and other viruses.
- Purchased an UV PHI Active Air Purification system to be installed this fall on all fixed route buses. This system will work through the HVAC system of the buses. Tests have proven that the system kills up to 99% of bacteria and viruses in the air and on surfaces, including COVID-19.

- Transitioned to a new Paratransit service provider, Via Transportation on March 31, 2020.
- Installing 9 additional Quantum securement systems on fixed route buses. This allows mobility device riders to independently secure their own device. This technology minimizes close contact between bus operators and rider.
- New exterior LED sign to be install in the fall.

2021 Goals:

- Complete farebox system upgrade, including installation of a cashless, mobile ticketing option for riders.
- Replace and upgrade lighting in the transit garage.
- Install security fencing on the east side of the Metro facility and security gates at all Metro facility entrances. Gates will control public access to the transit way resulting in minimizing safety hazards. Fencing will ensure federal safety requirements are met for the transit facility.
- Replace air handling units and update a/c unit at the Metro facility.
- Purchase DPF (Diesel Particulate Filter) cleaning system for transit bus maintenance. This will reduce ongoing preventative maintenance costs.
- Replace hydraulic bus lifts in maintenance shop.
- Analyze fixed routes to ensure community needs are being met.
- Monitor the efficiency of the GBM On Demand Microtransit pilot and determine future service options.



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

		2019	2020	2020	2020	2020	2021	PCT
207 TRANSIT CAPITAL		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT/MAYOR	CHANGE
90 TRANSIT								
901 TRANSIT ADMINISTRATION								
55130 CITY EQUIPMENT U	166,308.00		.00	.00	189,689.00	.00	.00	.0%
55150 NEW EQUIPMENT	272,671.00		.00	.00	.00	.00	.00	.0%
59910 TRANS OUT-GENERA	.00		.00	.00	36,576.16	.00	.00	.0%
901 TRANSIT ADMINISTRA	438,979.00		.00	.00	226,265.16	.00	.00	.0%
90 TRANSIT	438,979.00		.00	.00	226,265.16	.00	.00	.0%
TOTAL 207 TRANSIT CAPITAL	438,979.00		.00	.00	226,265.16	.00	.00	.0%



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

208 TRANSIT OPERATING	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
90 TRANSIT							
901 TRANSIT ADMINISTRATION							
53001 CONTRACTUAL SERV	1,142,450.54	1,683,230.00	1,683,230.00	936,000.00	1,683,230.00	1,653,819.00	.0%
901 TRANSIT ADMINISTRA	1,142,450.54	1,683,230.00	1,683,230.00	936,000.00	1,683,230.00	1,653,819.00	-1.7%
90 TRANSIT	1,142,450.54	1,683,230.00	1,683,230.00	936,000.00	1,683,230.00	1,653,819.00	-1.7%
TOTAL 208 TRANSIT OPERATING	1,142,450.54	1,683,230.00	1,683,230.00	936,000.00	1,683,230.00	1,653,819.00	-1.7%

GREEN BAY METRO
2020 BUDGET

ACCOUNT DESCRIPTION	2021 Budget	2020 Budget	Difference	% Change
FULL FARE	450,000	525,000	(75,000)	-16.7%
VOUCHERS	-	-	-	
STUDENT FARES	10,000	10,000	-	
COLLEGE STUDENT PASS		10,000	(10,000)	
DISABLED FARES	90,000	120,000	(30,000)	-33.3%
SUBTOTAL: FAREBOX REVENUE	550,000	665,000	(115,000)	-20.9%
PARATRANSIT FARES & AGENCY FEES	569,800	554,400	15,400	2.7%
TOTAL FAREBOX REVENUE	1,119,800	1,219,400	(99,600)	-8.9%
PARATRANSIT/ID FEES	300	300	-	
INVESTMENT INCOME	9,000	9,000	-	
SALE OF EQUIPMENT	-	-	-	
BUS ADVERTISING	140,000	140,000	-	
INTERCITY BUS COMMISSION	36,000	36,000	-	
NON-TRANS - VENDING MACHINES	5,500	5,500	-	
NON-TRANS - SALE OF SCRAP	1,800	1,800	-	
NON-TRANS - PAYPHONE	100	100	-	
STORAGE LOCKER TOKENS	500	500	-	
FEDERAL OPERATING ASSISTANCE	2,282,575	2,257,847	24,728	1.1%
STATE OPERATING ASSISTANCE	2,282,575	2,257,847	24,728	1.1%
RAZ PASS\UWGB\ST NORBERT	-	-	-	
VILLAGE OF ALLOUEZ	73,468	80,009	(6,541)	-8.9%
VILLAGE OF ASHWAUBENON	264,101	266,809	(2,708)	-1.0%
VILLAGE OF BELLEVUE	147,713	149,879	(2,166)	-1.5%
CITY OF DEPERE	150,072	158,926	(8,854)	-5.9%
CITY OF GREEN BAY	1,653,819	1,670,461	(16,642)	-1.0%
SECTION 5310 PROGRAM ADMIN	96,859	-	96,859	100.0%
CLOTHING-EMPL PORTION	-	-	-	
PARTNERSHIP CONTRIBUTION	189,800	265,800	(76,000)	-40.0%
MISC REVENUE		-	-	
TOTAL REVENUE	8,453,983	8,520,178	(66,195)	-0.8%
Total Operating Revenue	8,446,383	8,512,578	(66,195)	-0.8%

GREEN BAY METRO
2020 BUDGET

ACCOUNT DESCRIPTION	2021 Budget	2020 Budget	Difference	% Change
TOTAL SALARIES	3,209,987	3,579,380	(369,393)	-11.5%
TOTAL OVERTIME	31,552	116,522	(84,970)	-269.3%
TOTAL VACATION		-	-	
TOTAL HOLIDAY		-	-	
TOTAL PERSONAL		-	-	
TOTAL FUNERAL LEAVE	-	-	-	
TOTAL SICK	25,000	53,060	(28,060)	-112.2%
TOTAL UNEMPLOYMENT	6,000	6,000	-	
TOTAL HEALTH INSURANCE	673,548	779,526	(105,978)	-15.7%
TOTAL DENTAL INSURANCE	49,019	60,023	(11,004)	-22.4%
TOTAL LIFE INSURANCE	5,343	5,874	(531)	-9.9%
TOTAL LEVY SUPPORTED HEALTH	5,000	10,180	(5,180)	-103.6%
TOTAL SOCIAL SECURITY	193,556	220,730	(27,174)	-14.0%
TOTAL MEDICARE	45,290	51,649	(6,359)	-14.0%
TOTAL WORKER COMPENSATION	22,851	25,000	(2,149)	-9.4%
TOTAL PENSIONS	218,832	249,509	(30,677)	-14.0%
TOTAL CAR ALLOWANCE	360	360	-	
TOTAL CLOTHING ALLOWANCE	19,450	22,300	(2,850)	-14.7%
TOTAL EMPLOYEE ALLOWANCES	860	860	-	
TOTAL OTHER FRINGE BENEFITS	3,751	3,712	39	1.0%
TOTAL TRAINING & TRAVEL	20,500	23,500	(3,000)	-14.6%
TOTAL DUES, LICENSES, SUBSCRIPTIONS	15,956	16,650	(694)	-4.3%
TOTAL EMPLOYMENT RELATED EXPENSES	9,900	12,950	(3,050)	-30.8%
TOTAL SERVICES	314,216	265,464	48,752	15.5%
TOTAL PROMOTIONAL	20,750	25,750	(5,000)	-24.1%
TOTAL MICROTRANSIT SERVICES	907,514		907,514	100.0%
TOTAL PARATRANSIT SERVICES	1,235,433	1,387,080	(151,647)	-12.3%
TOTAL FUEL	786,060	900,048	(113,989)	-14.5%
TOTAL TIRES & TUBES	55,000	55,000	-	
TOTAL MATERIALS & SUPPLIES	74,325	70,675	3,650	4.9%
TOTAL BUILDING & EQUIPMENT	205,500	277,500	(72,000)	-35.0%

GREEN BAY METRO
2020 BUDGET

ACCOUNT DESCRIPTION	2021 Budget	2020 Budget	Difference	% Change
TOTAL BUILDING REPAIRS	20,000	20,000	-	
TOTAL PAVE CONST (SHELTER PADS)	3,000	5,000	(2,000)	-66.7%
LANDSCAPING/SITE RESTORATION	300	-	300	100.0%
TOTAL ELECTRIC	50,379	50,600	(221)	-0.4%
TOTAL GAS	39,184	52,800	(13,616)	-34.7%
TOTAL PHONE/CELLULAR SERVICE	5,145	5,645	(500)	-9.7%
TOTAL WATER	2,527	3,125	(598)	-23.7%
TOTAL SEWER	4,915	6,191	(1,276)	-26.0%
TOTAL INSURANCE	172,980	157,515	15,465	8.9%
CASH OVER/SHORT		-	-	
TOTAL OPERATING EXPENSES	8,453,983	8,520,178	(66,195)	-0.8%

2021 GREEN BAY METRO BUDGET SUMMARY
Variance to 2020 Budget

<u>Revenues</u>	<u>Change</u>	<u>% Chg</u>
Farebox Revenue-Fixed Route	\$ (115,000)	-20.9%
Farebox Revenue-Paratransit	\$ 15,400	2.7%
Federal Operating Assistance	\$ 24,728	1.1%
State Operating Assistance	\$ 24,728	1.1%
Green Bay	\$ (16,642)	-1.0%
Other local municipalities	\$ (20,269)	-3.2%
Intercity Bus Commission	\$ -	
Advertising	\$ -	
Local Partnerships	\$ (76,000)	-40.0%
Non-transportation income	\$ -	0.0%
Section 5310 Program	\$ 96,859	100.0%
Total Revenue	\$ (66,196)	-0.8%

<u>Operating Expenses</u>	<u>Change</u>	<u>% Chg</u>
Salaries & Leave time	\$ (430,986)	-12.4%
Overtime	\$ (84,970)	-269.3%
Health / Dental	\$ (116,982)	-16.2%
WRS	\$ (30,677)	-14.0%
Other employment expenses	\$ (14,572)	-14.2%
Workers comp	\$ (2,149)	-9.4%
Contract Services	\$ 48,752	15.5%
Paratransit services	\$ (141,147)	-10.6%
Micro Transit services	\$ 957,514	100.0%
Fuel	\$ (174,489)	-17.9%
Building & Equipment maint	\$ (68,350)	-19.3%
Marketing expense	\$ (5,000)	-24.1%
Insurance	\$ 15,465	8.9%
Utilities	\$ (16,211)	-15.9%
Shelter pads	\$ (2,000)	-66.7%
Misc	\$ (394)	-4.3%
Total Expenses	\$ (66,195)	-0.8%

Revenues:

Estimated decline in fares due to pandemic

Expenses:

1% Wage Increase - Oct 1st

20% Increase in Property Insurance

Microtransit - new mode of service

SALARY SUMMARY RATES

Department: **TRANSIT**

POSITION	FTE	BUDGETED HOURS	12/31/2021 RATE	2021 BUDGET AVG IMPACT
TRANSIT DIRECTOR	1.00	2,080	\$59.73	\$122,251
<u>Administration Division</u>				
ACCOUNTANT	1.00	2,080	\$31.97	\$65,550
BUILDING CUSTODIAN I	1.00	2,080	\$19.42	\$40,062
MOBILITY COORDINATOR	1.00	2,080	\$24.78	\$50,733
COMPLIANCE COORDINATOR	1.00	2,080	\$24.78	\$50,893
<u>Paratransit Division</u>				
PARATRANSIT COORDINATOR	1.00	2,080	\$27.06	\$55,375
<u>Operations Division</u>				
OPERATIONS SUPERVISOR	2.00	2,080	\$32.81	\$66,934
OPERATIONS SUPERVISOR	1.00	2,080	\$31.09	\$64,119
DISPATCHER	1.00	2,080	\$22.39	\$45,840
DISPATCHER	1.00	2,080	\$21.78	\$44,585
DISPATCHER	1.00	2,080	\$20.56	\$42,460
DISPATCHER	0.63	1,300	\$23.00	\$29,378
BUS OPERATOR	3.00	2,080	\$22.43	\$43,646
BUS OPERATOR	16.00	2,080	\$24.81	\$50,690
BUS OPERATOR	7.00	2,080	\$24.96	\$51,139
BUS OPERATOR	5.00	2,080	\$25.03	\$51,294
BUS OPERATOR	6.00	2,080	\$25.16	\$51,569
<u>Maintenance Division</u>				
MAINTENANCE MANAGER	1.00	2,080	\$33.43	\$68,877
MAINTENANCE CLERK	1.00	2,080	\$21.14	\$43,295
FUELER	2.00	2,080	\$22.93	\$46,934
BUS CLEANER	1.00	2,080	\$18.72	\$38,312
MAINTENANCE TECHNICIAN	1.00	2,080	\$22.39	\$46,183
MECHANIC	2.00	2,080	\$29.67	\$60,736
MECHANIC	3.00	2,080	\$29.97	\$61,341
COLUMN TOTALS	60.63			

BAY BEACH





City of Green Bay

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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

214 BAY BEACH FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
60 PARKS, REC AND FORESTRY							
650 BAY BEACH							
50001 REGULAR SALARIES	326,053.18	380,285.00	380,285.00	123,214.98	228,186.00	389,341.00	2.4%
50003 SEASONAL SALARIE	913,124.05	1,027,290.00	1,027,290.00	399,880.37	472,550.00	964,990.00	-6.1%
50005 COMP TIME PAID O	4,004.16	.00	.00	1,245.75	.00	.00	.0%
50501 OVERTIME	6,482.27	6,470.00	6,470.00	-4.72	6,470.00	8,970.00	38.6%
51101 VACATION PAY	8,696.27	.00	.00	4,155.43	.00	.00	.0%
51102 HOLIDAY PAY	5,814.24	.00	.00	3,046.01	.00	.00	.0%
51103 PERSONAL DAYS	2,044.06	.00	.00	1,125.04	.00	.00	.0%
51105 FUNERAL LEAVE	85.39	.00	.00	9.62	.00	.00	.0%
51108 SICK PAY	2,292.43	.00	.00	2,146.06	.00	.00	.0%
51109 SICKPAY PAYOUT-R	.00	.00	.00	2,322.74	.00	.00	.0%
51201 HEALTH INSURANCE	73,503.47	73,064.00	73,064.00	21,375.09	71,740.00	77,504.00	6.1%
51202 DENTAL INSURANCE	5,339.73	5,932.00	5,932.00	1,612.78	5,470.00	5,977.00	.8%
51203 LIFE INSURANCE	607.23	652.00	652.00	230.66	500.00	665.00	2.0%
51204 LEVY SUPPORTED H	1,523.22	270.00	270.00	.00	270.00	180.00	-33.3%
51210 SOCIAL SECURITY	21,626.60	23,285.00	23,285.00	8,087.87	18,493.00	23,986.00	3.0%
51211 MEDICARE	17,597.79	5,452.00	5,452.00	8,446.97	12,925.00	5,616.00	3.0%
51212 WORKER'S COMPENS	3,010.54	22,027.00	22,027.00	2,921.92	3,715.00	5,000.00	-77.3%
51301 WRS - EMPLOYER S	22,576.70	26,115.00	26,115.00	9,139.49	13,104.00	26,894.00	3.0%
51401 CAR ALLOWANCE	37.48	40.00	40.00	33.00	40.00	40.00	.0%
51402 CLOTHING ALLOWAN	8,249.00	7,340.00	7,340.00	1,986.75	7,340.00	7,340.00	.0%



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

214 BAY BEACH FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
51403 SAFETY GLASSES	100.00	100.00	100.00	.00	100.00	100.00	.0%
51404 PERSONAL SUPPLIE	705.00	702.00	702.00	.00	702.00	702.00	.0%
52001 TRAINING & TRAVE	7,884.72	8,550.00	8,550.00	4,689.39	8,550.00	8,550.00	.0%
52003 DUES & BONDS	1,017.00	1,235.00	1,235.00	2,523.59	1,235.00	1,235.00	.0%
52005 RECORDS CHECKS	1,351.00	900.00	900.00	735.00	900.00	900.00	.0%
53001 CONTRACTUAL SERV	21,321.18	43,998.00	43,998.00	10,346.06	15,000.00	33,090.00	-24.8%
53002 COPY MACHINE	54.94	300.00	300.00	45.00	300.00	300.00	.0%
53004 ADVERTISING	3,531.13	5,500.00	5,500.00	585.74	1,000.00	5,500.00	.0%
53014 LICENSES & PERMI	13,787.11	12,580.00	12,580.00	.00	12,580.00	12,580.00	.0%
53017 FINANCE SERVICES	9,454.00	.00	.00	.00	.00	.00	.0%
53038 CREDIT CARD FEES	48,811.02	24,180.00	24,180.00	22,894.60	24,180.00	24,180.00	.0%
54001 MATERIAL & SUPPL	56,121.10	64,483.00	64,483.00	50,383.08	75,000.00	59,248.00	-8.1%
54002 OFFICE SUPPLIES	1,881.07	600.00	600.00	553.83	600.00	600.00	.0%
54010 GAS OIL LUBE	.00	12,000.00	12,000.00	2,208.03	5,000.00	7,000.00	-41.7%
54060 SOIL SAND GRAVEL	927.90	.00	.00	499.45	.00	.00	.0%
54072 CONCESSIONS	612,105.63	662,132.00	662,132.00	231,337.38	200,000.00	646,150.00	-2.4%
54073 HORTICULTURAL MA	562.50	5,000.00	5,000.00	761.88	5,000.00	5,000.00	.0%
54074 CHEMICALS CONTRA	.00	300.00	300.00	.00	300.00	300.00	.0%
55101 EQUIPMENT REPAIR	115,629.15	198,400.00	198,400.00	162,155.26	198,400.00	226,400.00	14.1%
55120 EQUIPMENT RENTAL	11,890.96	13,025.00	13,025.00	6,775.50	5,000.00	13,025.00	.0%
55130 CITY EQUIPMENT U	7,600.00	.00	.00	.00	.00	.00	.0%
55140 EQUIPMENT REPLAC	29,910.18	27,000.00	27,000.00	22,341.36	27,000.00	40,500.00	50.0%



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

214 BAY BEACH FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
55201 BUILDING REPAIRS	10,767.48	15,000.00	15,000.00	22,465.13	15,000.00	15,000.00	.0%
55401 PURCHASE OF LAND	317,140.20	.00	.00	.00	.00	.00	.0%
56101 ELECTRICITY	42,822.87	40,950.00	40,950.00	29,243.56	40,950.00	40,950.00	.0%
56201 NATURAL GAS	6,794.27	6,838.00	6,838.00	4,222.46	6,838.00	6,838.00	.0%
56202 PROPANE	4,526.37	5,279.00	5,279.00	.00	5,279.00	5,279.00	.0%
56302 CELL PHONES	1,155.00	910.00	910.00	210.00	910.00	910.00	.0%
56402 WATER	6,682.12	9,000.00	9,000.00	1,063.05	9,000.00	9,000.00	.0%
56403 SEWER	9,259.97	7,400.00	7,400.00	1,227.00	7,400.00	7,400.00	.0%
56404 STORM SEWER UTIL	22,937.43	15,000.00	15,000.00	17,971.47	15,000.00	15,000.00	.0%
57098 DEPT INSURANCE C	29,446.72	33,101.00	33,101.00	31,678.69	33,101.00	31,392.00	-5.2%
59013 CASH OVER & SHOR	356.84	750.00	750.00	558.57	750.00	750.00	.0%
59930 TRANS OUT-DEBT S	476,743.76	476,329.00	476,329.00	474,421.88	476,329.00	165,000.00	-65.4%
59940 TRANS OUT-CAPITA	.00	577,781.00	577,781.00	.00	.00	783,718.00	-65.4%
650 BAY BEACH	3,295,946.43	3,847,545.00	3,847,545.00	1,692,872.77	2,032,207.00	3,683,100.00	-4.3%
60 PARKS, REC AND FORE	3,295,946.43	3,847,545.00	3,847,545.00	1,692,872.77	2,032,207.00	3,683,100.00	-4.3%
TOTAL 214 BAY BEACH FUND	3,295,946.43	3,847,545.00	3,847,545.00	1,692,872.77	2,032,207.00	3,683,100.00	-4.3%



City of Green Bay

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CITY OF GREEN BAY NEXT YEAR BUDGET DETAIL REPORT

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PROJECTION: 20211 2021 BUDGET PROJECTION

ACCOUNTS FOR: 214 BAY BEACH FUND

650 BAY BEACH

214650 55140 - EQUIPMENT REPLACEMENT

VENDOR	QUANTITY	UNIT COST	2021 DEPT/MAYOR
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	1.00	40,500.00	40,500.00 *
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POS Replacement \$35,000.00
Inventory System Software and
buildout \$5500.00
Replacement required to
ensure max customer
experience and accurate
inventory

TOTAL 650 BAY BEACH
TOTAL 214 BAY BEACH FUND

40,500.00
40,500.00

GRAND TOTAL

40,500.00

** END OF REPORT - Generated by Pamela Manley **

DEBT RETIREMENT





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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

301 DEBT SERVICE	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
10 ADMINISTRATIVE SERVICES							
100 FINANCE							
53001 CONTRACTUAL SERV	9,720.00	.00	.00	2,000.00	2,000.00	.00	.0%
55204 PMT TO RDA-PU	474,100.00	370,000.00	370,000.00	478,225.00	478,225.00	.00	-100.0%
58010 PRINCIPAL-GEN BD	18,660,000.00	12,343,000.00	12,343,000.00	19,395,000.00	19,395,000.00	12,150,000.00	-1.6%
58011 PRINCIPAL-NOTES	800,000.00	800,000.00	800,000.00	940,000.00	940,000.00	985,000.00	23.1%
58012 PRINCIPAL-STFL	1,000,000.00	.00	.00	1,000,000.00	1,000,000.00	.00	.0%
58110 INTEREST-GEN BND	4,645,951.29	4,800,000.00	4,800,000.00	4,712,069.87	4,712,070.00	6,343,338.00	32.2%
58111 INTEREST-NOTES	188,962.50	180,000.00	180,000.00	249,399.31	249,399.00	299,178.00	66.2%
58112 INTEREST-STFL	48,273.31	.00	.00	147,869.86	147,870.00	.00	.0%
58300 DEBT SERV-ADM FE	16,416.68	.00	.00	14,383.33	14,383.00	.00	.0%
58310 BOND ISSUE COSTS	106,987.50	.00	.00	149,659.25	149,659.00	.00	.0%
100 FINANCE	25,950,411.28	18,493,000.00	18,493,000.00	27,088,606.62	27,088,606.00	19,777,516.00	6.9%
10 ADMINISTRATIVE SERV	25,950,411.28	18,493,000.00	18,493,000.00	27,088,606.62	27,088,606.00	19,777,516.00	6.9%
TOTAL 301 DEBT SERVICE	25,950,411.28	18,493,000.00	18,493,000.00	27,088,606.62	27,088,606.00	19,777,516.00	6.9%



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 2021 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

302 DEBT SERVICE - RDA ISSUE	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
10 ADMINISTRATIVE SERVICES							
100 FINANCE							
58010 PRINCIPAL-GEN BD	1,040,000.00	1,040,000.00	1,040,000.00	1,080,000.00	1,080,000.00	645,000.00	-38.0%
58110 INTEREST-GEN BND	1,729,202.50	1,729,203.00	1,729,203.00	1,703,250.00	1,703,250.00	227,069.00	-38.0%
100 FINANCE	2,769,202.50	2,769,203.00	2,769,203.00	2,783,250.00	2,783,250.00	872,069.00	-68.5%
10 ADMINISTRATIVE SERV	2,769,202.50	2,769,203.00	2,769,203.00	2,783,250.00	2,783,250.00	872,069.00	-68.5%
TOTAL 302 DEBT SERVICE - RDA	2,769,202.50	2,769,203.00	2,769,203.00	2,783,250.00	2,783,250.00	872,069.00	-68.5%

NEIGHBORHOOD ENHANCEMENT





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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

437 NEIGHBORHOOD ENHANCEMENT	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
25 COMMUNITY AND ECONOMIC DEVELOP							
250 COMMUNITY AND ED OPERATIONS							
50001 REGULAR SALARIES	26,707.67	30,474.00	30,474.00	19,043.71	19,044.00	.00	-100.0%
50005 COMP TIME PAID O	382.33	.00	.00	8.23	.00	.00	.0%
51101 VACATION PAY	1,133.76	.00	.00	944.34	944.00	.00	.0%
51102 HOLIDAY PAY	989.72	.00	.00	502.03	502.00	.00	.0%
51103 PERSONAL DAYS	331.83	.00	.00	234.53	235.00	.00	.0%
51108 SICK PAY	516.94	.00	.00	532.86	533.00	.00	.0%
51201 HEALTH INSURANCE	3,385.16	3,520.00	3,520.00	2,981.68	2,982.00	.00	-100.0%
51202 DENTAL INSURANCE	224.16	231.00	231.00	196.20	196.00	.00	-100.0%
51203 LIFE INSURANCE	50.09	51.00	51.00	37.31	37.00	.00	-100.0%
51210 SOCIAL SECURITY	1,790.81	1,859.00	1,859.00	1,290.23	1,290.00	.00	-100.0%
51211 MEDICARE	418.85	435.00	435.00	301.83	301.00	.00	-100.0%
51301 WRS - EMPLOYER S	1,927.92	2,057.00	2,057.00	1,435.41	1,435.00	.00	-100.0%
53001 CONTRACTUAL SERV	386,868.48	.00	.00	93,645.25	110,254.00	.00	.0%
53003 MARKETING EXPENS	4,217.93	.00	.00	2,636.35	2,636.00	.00	.0%
53032 RAZING SERVICES	1,160.00	.00	.00	118,718.00	38,718.00	.00	.0%
55401 PURCHASE OF LAND	239,593.24	.00	.00	48,069.15	48,069.00	.00	.0%
56101 ELECTRICITY	5,336.08	.00	.00	1,577.47	2,000.00	.00	.0%
56201 NATURAL GAS	3,008.58	.00	.00	1,380.36	1,800.00	.00	.0%
56402 WATER	1,635.60	.00	.00	767.57	1,000.00	.00	.0%
56403 SEWER	763.98	.00	.00	773.16	1,000.00	.00	.0%



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 2021 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

437 NEIGHBORHOOD ENHANCEMENT	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
56404 STORM SEWER UTIL	1,633.87	.00	.00	1,374.48	1,700.00	.00	.0%
57098 DEPT INSURANCE C	914.85	.00	.00	1,127.08	1,127.00	.00	.0%
58310 BOND ISSUE COSTS	.00	.00	.00	1,691.67	1,692.00	.00	.0%
59014 BAD DEBT EXPENSE	35,797.43	.00	.00	.00	.00	.00	.0%
59015 MISC GRANT EXPEN	160,060.72	.00	.00	143,699.59	143,670.00	.00	.0%
59019 PROPERTY TAXES E	14,719.37	.00	.00	87.61	88.00	.00	.0%
250 COMMUNITY AND ED O	893,569.37	38,627.00	38,627.00	443,056.10	381,253.00	.00	-100.0%
25 COMMUNITY AND ECONO	893,569.37	38,627.00	38,627.00	443,056.10	381,253.00	.00	-100.0%
TOTAL 437 NEIGHBORHOOD ENHAN	893,569.37	38,627.00	38,627.00	443,056.10	381,253.00	.00	-100.0%

INSURANCE



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 2021 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

702 SELF-INS/WORKERS COMP	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
18 HUMAN RESOURCES							
180 HUMAN RESOURCES							
53001 CONTRACTUAL SERV	64,105.00	181,000.00	181,000.00	32,775.00	80,000.00	106,050.00	-41.4%
57001 LIABILITY INSURA	3,438.00	130,200.00	130,200.00	114,157.00	130,200.00	134,000.00	2.9%
57032 W/C INSURANCE CL	1,367,209.36	1,046,970.00	1,046,970.00	522,139.85	750,000.00	1,046,970.00	2.9%
180 HUMAN RESOURCES	1,434,752.36	1,358,170.00	1,358,170.00	669,071.85	960,200.00	1,287,020.00	-5.2%
18 HUMAN RESOURCES	1,434,752.36	1,358,170.00	1,358,170.00	669,071.85	960,200.00	1,287,020.00	-5.2%
TOTAL 702 SELF-INS/WORKERS C	1,434,752.36	1,358,170.00	1,358,170.00	669,071.85	960,200.00	1,287,020.00	-5.2%



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

703 SELF-INS/ LIABILITY	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
14 LAW							
140 LAW							
50001 REGULAR SALARIES	.00	.00	.00	21,472.37	.00	33,744.00	.0%
51101 VACATION PAY	.00	.00	.00	719.60	.00	.00	.0%
51102 HOLIDAY PAY	.00	.00	.00	154.20	.00	.00	.0%
51103 PERSONAL DAYS	.00	.00	.00	377.58	.00	.00	.0%
51108 SICK PAY	.00	.00	.00	96.60	.00	.00	.0%
51201 HEALTH INSURANCE	.00	.00	.00	1,731.12	.00	14,452.00	.0%
51202 DENTAL INSURANCE	.00	.00	.00	143.95	.00	1,202.00	.0%
51203 LIFE INSURANCE	.00	.00	.00	40.58	.00	56.00	.0%
51210 SOCIAL SECURITY	.00	.00	.00	1,372.81	.00	1,769.00	.0%
51211 MEDICARE	.00	.00	.00	321.09	.00	414.00	.0%
51301 WRS - EMPLOYER S	.00	.00	.00	1,529.31	.00	2,278.00	.0%
53021 LEGAL EXPENSES	85,856.90	.00	.00	318,093.77	.00	80,000.00	.0%
54002 OFFICE SUPPLIES	.00	.00	.00	1,447.23	.00	.00	.0%
57001 LIABILITY INSURA	378,714.00	401,417.00	401,417.00	321,808.00	401,417.00	380,115.00	-5.3%
57031 G/L INSURANCE CL	118,652.02	431,950.00	431,950.00	33,694.13	431,950.00	376,920.00	-5.3%
140 LAW	583,222.92	833,367.00	833,367.00	703,002.34	833,367.00	890,950.00	6.9%
14 LAW	583,222.92	833,367.00	833,367.00	703,002.34	833,367.00	890,950.00	6.9%
TOTAL 703 SELF-INS/ LIABILIT	583,222.92	833,367.00	833,367.00	703,002.34	833,367.00	890,950.00	6.9%



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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

704 HEALTH INSURANCE ESCROW	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
10 ADMINISTRATIVE SERV	26,536.16	100,000.00	100,000.00	-152.86	138,273.00	100,000.00	.0%
14 LAW	11,031.80	.00	.00	.00	.00	.00	.0%
16 MUNICIPAL COURT	14,262.24	.00	.00	.00	.00	.00	.0%
18 HUMAN RESOURCES	21,154.80	.00	.00	.00	.00	.00	.0%
30 POLICE	742,280.89	650,000.00	650,000.00	123,741.49	300,000.00	800,000.00	23.1%
40 FIRE	225,399.72	150,000.00	150,000.00	98,024.33	356,000.00	200,000.00	33.3%
50 DEPT OF PUBLIC WORK	234,455.04	.00	.00	69,080.65	.00	.00	.0%
60 PARKS, REC AND FORE	57,069.95	.00	.00	61,180.80	.00	.00	.0%
TOTAL 704 HEALTH INSURANCE E	1,332,190.60	900,000.00	900,000.00	351,874.41	794,273.00	1,100,000.00	22.2%
GRAND TOTAL	1,332,190.60	900,000.00	900,000.00	351,874.41	794,273.00	1,100,000.00	22.2%

** END OF REPORT - Generated by Pamela Manley **

REVENUES



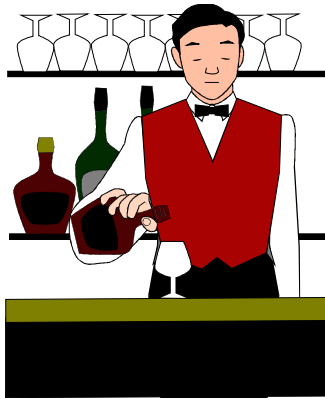
PERMITS



PET LICENSES



PACKER STADIUM LEASE



TAVERN LICENSES



RESCUE SQUAD TRANSPORTS

AND MORE...



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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
02 MAYOR							
002 MAYOR							
44911 SPECIAL EVENTS P	-5,975.00	-10,000.00	-10,000.00	-363.00	-1,000.00	-10,000.00	.0%
002 MAYOR	-5,975.00	-10,000.00	-10,000.00	-363.00	-1,000.00	-10,000.00	.0%
02 MAYOR	-5,975.00	-10,000.00	-10,000.00	-363.00	-1,000.00	-10,000.00	.0%
10 ADMINISTRATIVE SERVICES							
100 FINANCE							
41110 CURR REAL PROPER	-40,703,595.23	-42,500,588.96	-42,500,588.96	-42,500,589.00	-42,500,588.96	-44,300,530.48	4.2%
41111 CURR PERSONAL PR	-839.45	.00	.00	-39.56	.00	.00	.0%
41112 OMITTED TAXES	-2,845.80	-640.00	-640.00	-640.73	-643.73	.00	-100.0%
41121 AG USE CONVERSIO	-999.51	.00	.00	-10,795.11	-10,795.11	.00	.0%
41132 COAL TAX	-6,033.71	-7,460.00	-7,460.00	-7,461.91	-7,461.91	-8,226.00	10.3%
41133 RAILROAD TERMINA	-2,092.54	-2,100.00	-2,100.00	.00	-2,100.00	-2,000.00	-4.8%
41140 TRAILER COURTS	-35,870.83	-36,000.00	-36,000.00	-31,698.17	-36,000.00	-36,200.00	.6%
41210 HOTEL-MOTEL ROOM	-471,596.51	-440,000.00	-440,000.00	-188,388.62	-200,000.00	-250,000.00	-43.2%
41220 SALES TAX DISCOU	-1,603.30	-1,300.00	-1,300.00	-583.65	-800.00	-1,300.00	.0%
41310 WATER DEPT TAXES	-2,394,972.00	-2,379,878.00	-2,379,878.00	-2,477,790.00	-2,477,790.00	-2,511,746.00	5.5%
41321 GB HSNG AUTH TAX	-68,069.92	-65,750.00	-65,750.00	-73,079.05	-73,079.05	-73,000.00	11.0%
41324 FORT HOWARD APTS	-23,688.00	-23,411.00	-23,411.00	-25,410.00	-25,410.00	-23,698.80	1.2%
41325 MILLNNM HSNG FDN	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-25,000.00	-25,000.00	.0%
41330 DNR (PILOT)	-159.40	-155.00	-155.00	-155.63	-155.63	-155.00	.0%
41333 BELLIN H.TAX REV	-28,732.52	-28,732.00	-28,732.00	-29,580.69	-29,580.69	-29,580.00	3.0%



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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
41335 FIRE STATION # 4	-53.11	.00	.00	.00	.00	.00	.0%
41800 INT ON DELINQUEN	-40,107.67	-47,000.00	-47,000.00	-60,599.49	-65,000.00	-42,000.00	-10.6%
43411 STATE SHARED REV	-15,429,308.41	-15,599,590.00	-15,599,590.00	-2,303,362.43	-15,562,282.00	-15,598,855.00	.0%
43412 EXPENDITURE REST	-1,615,389.97	-1,572,185.00	-1,572,185.00	-1,572,185.16	-1,572,259.78	-1,572,259.00	.0%
43413 STATE MEDICARE P	-170,282.18	.00	.00	.00	.00	.00	.0%
43414 STATE SHARED REV	-404,361.20	-351,202.74	-351,202.74	-58,956.01	-432,526.43	-432,526.00	23.2%
43415 PERSONAL PROPERT	-275,409.57	-307,288.00	-307,288.00	-307,288.45	-307,288.45	-339,167.00	10.4%
43431 STATE AID: EXEMP	-611,869.63	-611,869.63	-611,869.63	-611,869.63	-611,869.63	-610,000.00	-.3%
43531 STATE AID-GEN TR	-2,780,991.04	-3,087,218.07	-3,087,218.07	-3,083,033.45	-3,083,033.45	-3,113,512.00	.9%
43532 STATE AID-CONNEC	-663,086.38	-661,434.60	-661,434.60	-661,434.60	-661,434.60	-664,307.00	.4%
43610 STATE BUILDING S	-490,481.25	-466,000.00	-466,000.00	-465,496.20	-465,496.20	-460,000.00	-1.3%
43614 STATE AID-VIDEO	.00	-93,494.00	-93,494.00	-93,493.87	-93,493.87	-184,093.00	96.9%
44124 CABLE TV	-920,466.84	-826,506.00	-826,506.00	-408,364.65	-812,000.00	-715,907.00	-13.4%
46110 GENERAL GOVT SAL	-2,426.23	-2,000.00	-2,000.00	-1,530.08	-2,000.00	-1,800.00	-10.0%
47400 ADMIN SERVICE CH	-103,497.71	-75,000.00	-75,000.00	-417.44	-75,000.00	-100,000.00	33.3%
48100 INTEREST REVENUE	-716,880.15	-720,000.00	-720,000.00	-231,213.10	-300,000.00	-250,000.00	-65.3%
48110 INVESTMENT MARKE	-100,614.53	.00	.00	-86.00	.00	.00	.0%
48210 PACKER STADIUM L	-1,021,457.70	-1,048,250.00	-1,048,250.00	-139,745.55	-1,048,250.00	-1,075,300.00	2.6%
48221 CELL TOWER RENTA	-158,742.81	-240,050.00	-240,050.00	-206,837.47	-232,000.00	-221,400.00	-7.8%
48990 MISCELLANEOUS RE	-5.00	.00	.00	-155.44	-155.44	.00	.0%
49220 TRANSFER IN - SP	.00	.00	.00	-36,576.16	-36,576.16	.00	.0%
100 FINANCE	-69,271,530.10	-71,220,103.00	-71,220,103.00	-55,613,857.30	-70,750,071.09	-72,642,562.28	2.0%

101 CLERK/TREASURER



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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
44110 TAVERN LICENSE	-147,704.44	-120,000.00	-120,000.00	-70,644.24	-75,000.00	-120,000.00	.0%
44111 OPERATORS LICENS	-58,570.00	-60,000.00	-60,000.00	-30,865.00	-32,000.00	-60,000.00	.0%
44121 CIGARETTE LICENS	-8,300.00	-8,000.00	-8,000.00	-7,900.00	-7,800.00	-8,000.00	.0%
44122 BURGLAR ALARM	-100.00	.00	.00	-85.00	.00	.00	.0%
44123 BUSINESS LICENSE	-11,839.00	-12,000.00	-12,000.00	-9,119.00	-10,000.00	-12,000.00	.0%
44125 PUBLIC VEHICLE L	-1,650.00	-700.00	-700.00	-575.00	-600.00	-700.00	.0%
44127 PUBLIC VEHICLE O	-6,120.00	-6,000.00	-6,000.00	-5,260.00	-6,000.00	-5,000.00	-16.7%
44210 DOG LICENSE	-12,039.80	-13,500.00	-13,500.00	-6,798.50	-13,765.00	-13,500.00	.0%
44211 CAT LICENSE	-2,550.00	-2,000.00	-2,000.00	-847.50	-2,035.00	-2,000.00	.0%
44214 DOG PARK LICENSE	-25.00	.00	.00	-20.00	.00	.00	.0%
46110 GENERAL GOVT SAL	-81,675.75	-78,000.00	-78,000.00	-68,295.93	-70,000.00	-78,000.00	.0%
48100 INTEREST REVENUE	-12,545.42	.00	.00	-132,139.96	-10,000.00	.00	.0%
101 CLERK/TREASURER	-343,119.41	-300,200.00	-300,200.00	-332,550.13	-227,200.00	-299,200.00	-.3%
102 ASSESSOR							
46110 GENERAL GOVT SAL	-335.00	.00	.00	-205.00	.00	.00	.0%
48990 MISCELLANEOUS RE	.00	-300.00	-300.00	.00	-300.00	-200.00	-33.3%
102 ASSESSOR	-335.00	-300.00	-300.00	-205.00	-300.00	-200.00	-33.3%
103 PURCHASING							
48990 MISCELLANEOUS RE	-119,870.43	-120,000.00	-120,000.00	-104,510.44	-120,000.00	-120,000.00	.0%
103 PURCHASING	-119,870.43	-120,000.00	-120,000.00	-104,510.44	-120,000.00	-120,000.00	.0%
104 ELECTIONS							
43511 STATE GRANTS	-300.00	.00	.00	.00	.00	.00	.0%



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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
43810 PMT FROM GB PUBL	-4,500.00	-4,500.00	-4,500.00	-9,000.00	-9,000.00	-4,500.00	.0%
104 ELECTIONS	-4,800.00	-4,500.00	-4,500.00	-9,000.00	-9,000.00	-4,500.00	.0%
107 DOCUMENT CENTER							
47310 INTERGOVT CHGS G	-9,325.62	-11,000.00	-11,000.00	-3,052.53	-5,000.00	-11,000.00	.0%
107 DOCUMENT CENTER	-9,325.62	-11,000.00	-11,000.00	-3,052.53	-5,000.00	-11,000.00	.0%
10 ADMINISTRATIVE SERV	-69,748,980.56	-71,656,103.00	-71,656,103.00	-56,063,175.40	-71,111,571.09	-73,077,462.28	2.0%
12 INFORMATION TECH AND SERVICES							
120 INFORMATION TECH AND SERVICES							
47310 INTERGOVT CHGS G	.00	-20,600.00	-20,600.00	.00	-20,600.00	.00	-100.0%
47401 INFORMATION SVS	-187,497.00	-160,000.00	-160,000.00	.00	-160,000.00	-204,600.00	27.9%
120 INFORMATION TECH A	-187,497.00	-180,600.00	-180,600.00	.00	-180,600.00	-204,600.00	13.3%
12 INFORMATION TECH AN	-187,497.00	-180,600.00	-180,600.00	.00	-180,600.00	-204,600.00	13.3%
14 LAW							
140 LAW							
47400 ADMIN SERVICE CH	-4,272.72	-500.00	-500.00	.00	-500.00	.00	-100.0%
48990 MISCELLANEOUS RE	-163.31	.00	.00	-141.17	.00	-500.00	.0%
140 LAW	-4,436.03	-500.00	-500.00	-141.17	-500.00	-500.00	.0%
14 LAW	-4,436.03	-500.00	-500.00	-141.17	-500.00	-500.00	.0%
16 MUNICIPAL COURT							
160 MUNICIPAL COURT							
45110 ORDINANCE VIOLAT	-1,186,061.76	-1,375,000.00	-1,380,957.09	-807,019.11	-1,000,000.00	-1,350,000.00	-2.2%
160 MUNICIPAL COURT	-1,186,061.76	-1,375,000.00	-1,380,957.09	-807,019.11	-1,000,000.00	-1,350,000.00	-2.2%
16 MUNICIPAL COURT	-1,186,061.76	-1,375,000.00	-1,380,957.09	-807,019.11	-1,000,000.00	-1,350,000.00	-2.2%
18 HUMAN RESOURCES							
180 HUMAN RESOURCES							



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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
47400 ADMIN SERVICE CH	-101,892.73	-131,450.00	-131,450.00	-55,779.00	-131,450.00	-131,450.00	.0%
48990 MISCELLANEOUS RE	-12.75	.00	.00	.00	.00	.00	.0%
180 HUMAN RESOURCES	-101,905.48	-131,450.00	-131,450.00	-55,779.00	-131,450.00	-131,450.00	.0%
18 HUMAN RESOURCES	-101,905.48	-131,450.00	-131,450.00	-55,779.00	-131,450.00	-131,450.00	.0%
25 COMMUNITY AND ECONOMIC DEVELOP							
250 COMMUNITY AND ED OPERATIONS							
41327 NEIGHBORHD HSG S	.00	-5,680.00	-5,680.00	.00	.00	.00	-100.0%
47400 ADMIN SERVICE CH	-425,056.00	-426,550.00	-426,550.00	.00	-426,550.00	-430,000.00	.8%
48220 RENTAL OF PROPER	.00	-13,000.00	-13,000.00	.00	-13,000.00	-15,900.00	22.3%
48300 LAND/PROPERTY SA	-500.00	.00	.00	.00	.00	-50,000.00	.0%
48990 MISCELLANEOUS RE	-4,660.50	-5,000.00	-5,000.00	-5,663.50	-6,000.00	-5,000.00	.0%
250 COMMUNITY AND ED O	-430,216.50	-450,230.00	-450,230.00	-5,663.50	-445,550.00	-500,900.00	11.3%
251 PLANNING AND PROJECTS							
44312 INSPECTION VARIA	-5,400.00	-6,000.00	-6,000.00	-3,000.00	-3,300.00	-6,000.00	.0%
44410 REZONING FEES	-8,000.00	-6,000.00	-6,000.00	-8,500.00	-9,450.00	-7,000.00	16.7%
44420 ZONING FEE-SHORT	-6,400.00	-6,000.00	-6,000.00	-6,000.00	-6,200.00	-6,000.00	.0%
48220 RENTAL OF PROPER	-15,979.30	.00	.00	.00	.00	.00	.0%
251 PLANNING AND PROJE	-35,779.30	-18,000.00	-18,000.00	-17,500.00	-18,950.00	-19,000.00	5.6%
255 INSPECTIONS AND ENFORCEMENT							
44310 PERMIT AND CONNE	-896,114.16	-830,000.00	-830,000.00	-701,218.86	-790,000.00	-750,000.00	-9.6%
44313 PERMIT-STATE EXP	-39,935.00	-40,000.00	-40,000.00	-46,985.00	-50,500.00	-45,000.00	12.5%
46842 H/Z REINSPECTION	-226,550.00	-90,000.00	-90,000.00	-173,450.00	-212,400.00	-150,000.00	66.7%
48990 MISCELLANEOUS RE	-10,000.00	.00	.00	.00	.00	.00	.0%
255 INSPECTIONS AND EN	-1,172,599.16	-960,000.00	-960,000.00	-921,653.86	-1,052,900.00	-945,000.00	-1.6%
256 WEIGHTS AND MEASURES							



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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
44910 WEIGHTS & MEASUR	-99,610.00	-120,000.00	-120,000.00	-102,750.00	-102,750.00	-100,000.00	-16.7%
47325 INTERGOV WEIGHTS	.00	-15,000.00	-15,000.00	-26,796.00	-26,800.00	-54,000.00	260.0%
256 WEIGHTS AND MEASUR	-99,610.00	-135,000.00	-135,000.00	-129,546.00	-129,550.00	-154,000.00	14.1%
25 COMMUNITY AND ECONO	-1,738,204.96	-1,563,230.00	-1,563,230.00	-1,074,363.36	-1,646,950.00	-1,618,900.00	3.6%
30 POLICE							
300 POLICE ADMINISTRATION							
43210 FEDERAL GRANT IN	-13,190.23	.00	.00	.00	.00	.00	.0%
43511 STATE GRANTS	-403,336.79	-291,430.00	-291,430.00	-220,939.24	-210,000.00	-391,430.00	34.3%
43600 STATE PMTS FOR S	-9,360.00	.00	.00	-18,480.00	.00	-10,000.00	.0%
44110 TAVERN LICENSE	.00	.00	.00	-375.00	-500.00	.00	.0%
44122 BURGLAR ALARM	-26,275.00	-62,250.00	-62,250.00	-23,050.00	-40,000.00	-42,250.00	-32.1%
44126 POLICE-SECURITY	-22,615.00	-12,000.00	-12,000.00	-6,195.00	-12,000.00	-12,000.00	.0%
46210 PUBC CHG FOR SVS	-2,159.72	.00	.00	-30,580.96	-35,000.00	.00	.0%
46212 POLICE PHOTOSTAT	-19,043.91	-19,000.00	-19,000.00	-12,239.52	-13,000.00	-19,000.00	.0%
46214 CHRONIC NUISANCE	-584.64	.00	.00	.00	.00	.00	.0%
46215 POLICE PACKER OT	-739,028.35	-397,900.00	-397,900.00	-92,731.31	-150,000.00	-397,900.00	.0%
46223 OT REIMBURSEMENT	-1,256.50	-100,000.00	-100,000.00	-11,569.01	-25,000.00	-100,000.00	.0%
47321 BD OF EDU-POLICE	-1,220,860.35	-1,285,000.00	-1,285,000.00	-608,135.53	-1,285,000.00	-1,310,000.00	1.9%
47392 COUNTY AID - MEG	-260,957.42	-235,000.00	-235,000.00	-109,259.21	-235,000.00	-239,000.00	1.7%
48220 RENTAL OF PROPER	-6,099.00	-6,280.00	-6,280.00	-5,234.33	-6,280.00	-6,470.00	3.0%
48925 POLICE AUCTION	-7,756.72	-8,000.00	-8,000.00	.00	.00	-8,000.00	.0%
48990 MISCELLANEOUS RE	-7,494.28	-13,500.00	-13,500.00	-7,696.85	-7,000.00	-6,500.00	-51.9%
300 POLICE ADMINISTRAT	-2,740,017.91	-2,430,360.00	-2,430,360.00	-1,146,485.96	-2,018,780.00	-2,542,550.00	4.6%
340 POLICE OPERATIONS							



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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
43813 INTER GOVT REV -	.00	.00	.00	.00	.00	-77,750.00	.0%
43814 INTER GOVT REV -	.00	.00	.00	.00	.00	-10,418.00	.0%
46223 OT REIMBURSEMENT	-126,319.65	.00	.00	-11,777.33	.00	.00	.0%
48990 MISCELLANEOUS RE	-9,450.00	.00	.00	.00	.00	.00	.0%
340 POLICE OPERATIONS	-135,769.65	.00	.00	-11,777.33	.00	-88,168.00	.0%
30 POLICE	-2,875,787.56	-2,430,360.00	-2,430,360.00	-1,158,263.29	-2,018,780.00	-2,630,718.00	8.2%
40 FIRE							
400 FIRE ADMINISTRATION							
43611 STATE REIMBURSEM	-8,685.00	.00	.00	.00	.00	.00	.0%
46223 OT REIMBURSEMENT	-81,241.19	.00	-4,786.87	-5,308.15	-1,408.70	.00	-100.0%
400 FIRE ADMINISTRATIO	-89,926.19	.00	-4,786.87	-5,308.15	-1,408.70	.00	-100.0%
410 FIRE SUPPRESSION/OPERATIONS							
43420 STATE FIRE TAX	-327,269.62	-309,015.00	-309,015.00	-332,320.86	-309,015.00	-350,000.00	13.3%
43811 INTER GOVT REV -	-1,784,733.60	-1,876,530.00	-1,876,530.00	-1,832,659.32	-1,832,659.00	-1,887,670.00	.6%
43812 INTER GOVT REV -	.00	.00	.00	-15,000.00	.00	.00	.0%
44940 FIREWORKS PERMIT	-2,250.00	-1,500.00	-1,500.00	-1,800.00	-1,500.00	-1,500.00	.0%
44941 FIRE ALARM PERMI	-20,495.00	-15,000.00	-15,000.00	-4,610.00	-15,000.00	-15,000.00	.0%
46225 FIRE PACKER OT	-193,192.74	-105,805.00	-105,805.00	-27,260.25	-105,805.00	-105,805.00	.0%
48320 SALE OF EQUIPMEN	10,660.00	.00	.00	.00	.00	.00	.0%
48921 SALE OF SCRAP RE	-288.00	.00	.00	-243.70	.00	.00	.0%
410 FIRE SUPPRESSION/O	-2,317,568.96	-2,307,850.00	-2,307,850.00	-2,213,894.13	-2,263,979.00	-2,359,975.00	2.3%
420 FIRE TRAINING & SUPPORT SERV							
43812 INTER GOVT REV -	-2,561.68	.00	.00	-2,787.50	.00	.00	.0%
420 FIRE TRAINING & SU	-2,561.68	.00	.00	-2,787.50	.00	.00	.0%
430 EMERGENCY MEDICAL SERVICES							



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
101 GENERAL								
46230 RESCUE SQUAD FEE	-3,106,326.95	-3,100,000.00	-3,100,000.00	-2,336,087.23	-3,100,000.00	-3,150,000.00	1.6%	
430 EMERGENCY MEDICAL	-3,106,326.95	-3,100,000.00	-3,100,000.00	-2,336,087.23	-3,100,000.00	-3,150,000.00	1.6%	
40 FIRE	-5,516,383.78	-5,407,850.00	-5,412,636.87	-4,558,077.01	-5,365,387.70	-5,509,975.00	1.8%	
50 DEPT OF PUBLIC WORKS								
500 ENGINEERING								
43512 DPW RECYCLING GR	-433,384.35	.00	.00	.00	.00	.00	.0%	
46110 GENERAL GOVT SAL	.00	.00	.00	-5.00	.00	.00	.0%	
46936 DPW ENGINEERING	-38,212.72	-15,000.00	-15,000.00	-5,282.60	-15,000.00	-15,000.00	.0%	
500 ENGINEERING	-471,597.07	-15,000.00	-15,000.00	-5,287.60	-15,000.00	-15,000.00	.0%	
503 DPW OPERATIONS								
43512 DPW RECYCLING GR	.00	-433,000.00	-433,000.00	-433,176.64	-433,000.00	-433,000.00	.0%	
43533 STATE AID-NITSCH	-571,920.12	-452,000.00	-452,000.00	-339,687.60	-339,687.60	-300,000.00	-33.6%	
43534 STATE AID-TILLEM	-268,900.76	-50,000.00	-50,000.00	-11,712.87	-50,000.00	-1,000.00	-98.0%	
43535 STATE AID-WALNUT	-280,532.73	-50,000.00	-50,000.00	-3,585.66	-50,000.00	.00	-100.0%	
43612 STATE OF WI-MOTO	.00	.00	.00	-28,381.79	.00	.00	.0%	
44311 DPW STREET EXCAV	-68,366.60	-78,900.00	-78,900.00	-58,412.80	-78,900.00	-68,000.00	-13.8%	
46320 DPW PUB CHGS FOR	.00	.00	.00	-313,449.41	.00	.00	.0%	
46321 DPW STREET EXCAV	-488,331.52	-350,000.00	-350,000.00	80.60	-350,000.00	-350,000.00	.0%	
46322 SPEC ASSESS-SNOW	-27,983.20	-20,000.00	-20,000.00	-16,103.71	-20,000.00	-13,000.00	-35.0%	
46324 DPW PUB CHGS OR	-9,826.50	-5,900.00	-5,900.00	-8,184.06	-5,900.00	-6,000.00	1.7%	
46430 SPECIAL CREW FOR	-148,970.93	-140,000.00	-140,000.00	-115,816.41	-140,000.00	-100,000.00	-28.6%	
46431 RECYCLING / TRAS	-12,365.95	-10,000.00	-10,000.00	-19,786.53	-10,000.00	-11,000.00	10.0%	
46432 DPW FREON COLLEC	-835.00	-500.00	-500.00	-945.00	-500.00	-500.00	.0%	



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
46433 APPLIANCE COLLEC	.00	.00	.00	-3,510.00	.00	.00	.0%
46434 EARLY SET OUT FE	-14,548.00	-15,000.00	-15,000.00	-10,638.00	-15,000.00	-10,000.00	-33.3%
46435 CART RELOCATION	-4,036.00	-3,500.00	-3,500.00	-2,470.00	-3,500.00	-2,500.00	-28.6%
46440 SPEC ASSESS-WEED	-74,834.66	-85,000.00	-85,000.00	-41,086.50	-85,000.00	-80,000.00	-5.9%
46931 DPW EQUIPMENT LA	-70,735.99	-90,000.00	-90,000.00	-64,191.70	-90,000.00	-70,000.00	-22.2%
46932 SALE OF MATERIAL	-1,239.00	-7,000.00	-7,000.00	-1,569.15	-7,000.00	.00	-100.0%
46935 DPW ADMIN FEE	-19,198.15	-10,000.00	-10,000.00	-13,361.24	-10,000.00	-10,000.00	.0%
48921 SALE OF SCRAP RE	-19,699.45	-20,750.00	-20,750.00	-16,947.56	-20,750.00	-13,000.00	-37.3%
48990 MISCELLANEOUS RE	-720.00	.00	.00	.00	.00	.00	.0%
49220 TRANSFER IN - SP	-470,000.00	-470,000.00	-470,000.00	-470,000.00	-470,000.00	-470,000.00	.0%
503 DPW OPERATIONS	-2,553,044.56	-2,291,550.00	-2,291,550.00	-1,972,936.03	-2,179,237.60	-1,938,000.00	-15.4%
504 TRAFFIC							
46323 PACKER TRAFFIC R	-36,559.44	-40,000.00	-40,000.00	-3,317.44	-40,000.00	-25,000.00	-37.5%
46324 DPW PUB CHGS OR	-10,460.05	-11,100.00	-11,100.00	.00	-11,100.00	-4,000.00	-64.0%
47331 DPW INGVLT CHGS L	-18,526.27	-25,000.00	-25,000.00	-29,052.26	-25,000.00	-25,000.00	.0%
48921 SALE OF SCRAP RE	-3,789.10	-4,250.00	-4,250.00	-309.20	-4,250.00	-1,500.00	-64.7%
48930 ACCIDENT REIMBUR	-26,183.28	.00	.00	-63,178.44	.00	.00	.0%
504 TRAFFIC	-95,518.14	-80,350.00	-80,350.00	-95,857.34	-80,350.00	-55,500.00	-30.9%
50 DEPT OF PUBLIC WORK	-3,120,159.77	-2,386,900.00	-2,386,900.00	-2,074,080.97	-2,274,587.60	-2,008,500.00	-15.9%
60 PARKS, REC AND FORESTRY							
600 PARK REC ADMINISTRATION							
46720 ADMIN SERVICE CH	-1,473.00	-1,300.00	-1,300.00	-388.00	-500.00	-1,300.00	.0%
600 PARK REC ADMINISTR	-1,473.00	-1,300.00	-1,300.00	-388.00	-500.00	-1,300.00	.0%

630 PARKS



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
43612 STATE OF WI-MOTO	.00	.00	.00	-2,264.53	-9,000.00	-9,600.00	.0%
46732 RENTAL AND ADMIS	-109,758.02	-118,936.00	-118,936.00	-19,673.76	-18,500.00	-118,936.00	.0%
46816 GARDEN PLOTS	.00	.00	.00	.00	.00	-1,200.00	.0%
48921 SALE OF SCRAP RE	-79.50	.00	.00	.00	.00	.00	.0%
48990 MISCELLANEOUS RE	-3,386.91	.00	.00	-220.47	.00	.00	.0%
630 PARKS	-113,224.43	-118,936.00	-118,936.00	-22,158.76	-27,500.00	-129,736.00	9.1%
640 RECREATION							
46734 RESIDENT FEES	-55,032.50	-115,011.00	-115,011.00	-12,575.83	-13,000.00	-95,290.00	-17.1%
46735 NON-RESIDENT FEE	-11,850.46	-12,320.00	-12,320.00	-3,998.50	-4,000.00	-7,520.00	-39.0%
46737 TSA FEES & CHARG	-14,392.86	-16,998.00	-16,998.00	-8,859.06	-9,000.00	-16,998.00	.0%
46911 RECREATION-CONCE	-4,377.96	-4,598.00	-4,598.00	-1,826.46	-2,000.00	-4,598.00	.0%
48220 RENTAL OF PROPER	.00	-7,500.00	-7,500.00	.00	.00	-7,500.00	.0%
48590 DONATIONS REVENU	-1,203.73	.00	.00	.00	.00	.00	.0%
48591 SPONSORSHIPS	-3,800.00	-7,500.00	-7,500.00	-687.00	-687.00	-7,500.00	.0%
48923 WPRA TICKET REVE	-12,817.75	-200.00	-200.00	.00	.00	.00	-100.0%
640 RECREATION	-103,475.26	-164,127.00	-164,127.00	-27,946.85	-28,687.00	-139,406.00	-15.1%
660 POOLS							
46734 RESIDENT FEES	-152,245.86	-273,125.00	-273,125.00	-24,382.32	-25,000.00	-273,125.00	.0%
46735 NON-RESIDENT FEE	-39,524.41	-47,396.00	-47,396.00	-500.50	-500.00	-47,396.00	.0%
46913 POOLS - CONCESSI	-73,564.58	-84,000.00	-84,000.00	-6,341.50	-6,341.50	-84,000.00	.0%
48590 DONATIONS REVENU	-1.95	.00	.00	.00	.00	.00	.0%
660 POOLS	-265,336.80	-404,521.00	-404,521.00	-31,224.32	-31,841.50	-404,521.00	.0%
670 FORESTRY							



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

101 GENERAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
46812 FORESTRY	.00	-24.00	-24.00	.00	-24.00	-24.00	.0%
46813 FORESTRY - WOOD	.00	.00	.00	-1,203.54	-1,203.54	.00	.0%
46814 TREE REPLACEMENT	-8,845.00	-360.00	-360.00	-2,180.00	-740.00	-360.00	.0%
46815 ARBOR DAY	-3,723.78	-427.00	-427.00	.00	.00	-427.00	.0%
46816 GARDEN PLOTS	-1,160.00	-144.00	-144.00	-139.20	-139.20	.00	-100.0%
48590 DONATIONS REVENU	-500.00	-12.00	-12.00	-200.00	-200.00	-12.00	.0%
670 FORESTRY	-14,228.78	-967.00	-967.00	-3,722.74	-2,306.74	-823.00	-14.9%
690 WILDLIFE SANCTUARY							
43810 PMT FROM GB PUBL	-146,300.00	-185,000.00	-185,000.00	-188,775.00	-185,000.00	-217,500.00	17.6%
46732 RENTAL AND ADMIS	-12,254.03	-102,280.00	-102,280.00	-750.00	-3,500.00	-72,280.00	-29.3%
46734 RESIDENT FEES	-11,694.00	.00	.00	-1,268.00	.00	.00	.0%
46735 NON-RESIDENT FEE	-26,137.50	.00	.00	-1,306.60	.00	.00	.0%
46915 WLS - CONCESSION	-89,772.68	-80,000.00	-80,000.00	-42,186.22	-60,000.00	-80,000.00	.0%
48590 DONATIONS REVENU	-33,518.63	-60,000.00	-60,000.00	-76,198.37	-53,500.00	-20,000.00	-66.7%
690 WILDLIFE SANCTUARY	-319,676.84	-427,280.00	-427,280.00	-310,484.19	-302,000.00	-389,780.00	-8.8%
60 PARKS, REC AND FORE	-817,415.11	-1,117,131.00	-1,117,131.00	-395,924.86	-392,835.24	-1,065,566.00	-4.6%
99 MISCELLANEOUS							
099 MISCELLANEOUS							
48590 DONATIONS REVENU	-15.00	.00	.00	.00	.00	.00	-66.7%
099 MISCELLANEOUS	-15.00	.00	.00	.00	.00	.00	.0%
99 MISCELLANEOUS	-15.00	.00	.00	.00	.00	.00	.0%
TOTAL 101 GENERAL	-85,302,822.01	-86,259,124.00	-86,269,867.96	-66,187,187.17	-84,123,661.63	-87,607,671.28	1.6%



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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

201 SANITARY SEWER	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
50 DEPT OF PUBLIC WORKS							
520 SANITARY SEWER							
43612 STATE OF WI-MOTO	.00	.00	.00	-435.69	.00	.00	.0%
44310 PERMIT AND CONNE	.00	.00	.00	-1,700.00	.00	.00	.0%
46324 DPW PUB CHGS OR	-2,372.61	.00	.00	.00	.00	.00	.0%
46410 SANITARY SEWER R	-25,526,492.52	-28,723,741.00	-28,723,741.00	-17,923,468.10	-24,000,000.00	-28,591,695.00	-.5%
46411 SEWER SVS - GP &	-1,501,734.36	-2,203,770.00	-2,203,770.00	-1,126,109.10	-1,502,000.00	-2,500,000.00	13.4%
46490 PACKER SANITATIO	-12,954.98	.00	.00	-10,003.22	-10,000.00	.00	.0%
47410 EQUIPMENT REVENU	-215,648.70	-10,000.00	-10,000.00	.00	-10,000.00	-10,000.00	.0%
48100 INTEREST REVENUE	-173,998.67	-75,000.00	-75,000.00	-66,136.37	-75,000.00	-75,000.00	.0%
48110 INVESTMENT MARKE	-18,992.57	.00	.00	-26.42	.00	.00	.0%
48930 ACCIDENT REIMBUR	-6,496.52	.00	.00	-2,604.89	.00	.00	.0%
48990 MISCELLANEOUS RE	-487.34	.00	.00	.00	.00	.00	.0%
520 SANITARY SEWER	-27,459,178.27	-31,012,511.00	-31,012,511.00	-19,130,483.79	-25,597,000.00	-31,176,695.00	.5%
50 DEPT OF PUBLIC WORK	-27,459,178.27	-31,012,511.00	-31,012,511.00	-19,130,483.79	-25,597,000.00	-31,176,695.00	.5%
TOTAL 201 SANITARY SEWER	-27,459,178.27	-31,012,511.00	-31,012,511.00	-19,130,483.79	-25,597,000.00	-31,176,695.00	.5%



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

202 DPW PARKING SYSTEMS DIVISION	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
50 DEPT OF PUBLIC WORKS							
505 PARKING							
45131 PARKING TICKETS	-940,257.95	-1,126,048.00	-1,126,048.00	-855,562.32	-1,059,802.00	-1,004,500.00	-10.8%
46330 PARKING SERVICE	-7,326.00	.00	.00	.00	.00	.00	.0%
46331 PARKING METER RE	-325,929.78	-335,900.00	-335,900.00	-138,942.99	-179,770.00	-184,200.00	-45.2%
46334 COUNTY LOT "L"	-13,982.08	-12,400.00	-12,400.00	-4,674.54	-6,680.00	-7,200.00	-41.9%
46335 PARKING RAMP REV	-1,615,700.24	-1,798,500.00	-1,798,500.00	-911,835.24	-1,027,611.00	-1,290,600.00	-28.2%
46336 SURFACE LOT REVE	-246,805.33	-266,700.00	-266,700.00	-138,619.93	-151,446.00	-221,300.00	-17.0%
46337 PARKING MANAGEME	-48,924.70	.00	.00	-22,499.97	.00	.00	.0%
46935 DPW ADMIN FEE	-2,380.00	.00	.00	-5,180.00	-5,003.00	.00	.0%
48100 INTEREST REVENUE	.00	-1,000.00	-1,000.00	-5,167.32	-5,611.00	-8,300.00	730.0%
48320 SALE OF EQUIPMEN	-510.00	.00	.00	.00	.00	.00	.0%
48930 ACCIDENT REIMBUR	-1,249.39	.00	.00	-1,893.90	.00	.00	.0%
48990 MISCELLANEOUS RE	-1,758.00	-15,000.00	-15,000.00	-12.00	-282,247.00	-15,500.00	.0%
505 PARKING	-3,204,823.47	-3,555,548.00	-3,555,548.00	-2,084,388.21	-2,718,170.00	-2,731,600.00	-23.2%
50 DEPT OF PUBLIC WORK	-3,204,823.47	-3,555,548.00	-3,555,548.00	-2,084,388.21	-2,718,170.00	-2,731,600.00	-23.2%
TOTAL 202 DPW PARKING SYSTEM	-3,204,823.47	-3,555,548.00	-3,555,548.00	-2,084,388.21	-2,718,170.00	-2,731,600.00	-23.2%



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PROJECTION: 20211 2021 BUDGET PROJECTION

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ACCOUNTS FOR:

203 DPW EQUIPMENT OPERATION	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
50 DEPT OF PUBLIC WORKS							
503 DPW OPERATIONS							
43612 STATE OF WI-MOTO	-43,959.07	.00	.00	.00	.00	.00	.0%
47410 EQUIPMENT REVENU	-1,113,830.30	.00	.00	.00	.00	.00	.0%
48400 INSURANCE RECOVE	-30,043.69	.00	.00	.00	.00	.00	.0%
48921 SALE OF SCRAP RE	-6,500.00	.00	.00	.00	.00	.00	.0%
503 DPW OPERATIONS	-1,194,333.06	.00	.00	.00	.00	.00	.0%
50 DEPT OF PUBLIC WORK	-1,194,333.06	.00	.00	.00	.00	.00	.0%
60 PARKS, REC AND FORESTRY							
600 PARK REC ADMINISTRATION							
49210 TRANSFER IN - GE	-319,750.00	.00	.00	.00	.00	.00	.0%
600 PARK REC ADMINISTR	-319,750.00	.00	.00	.00	.00	.00	.0%
60 PARKS, REC AND FORE	-319,750.00	.00	.00	.00	.00	.00	.0%
TOTAL 203 DPW EQUIPMENT OPER	-1,514,083.06	.00	.00	.00	.00	.00	.0%



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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

205 STORM WATER UTILITY	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
50 DEPT OF PUBLIC WORKS							
525 STORM SEWER UTILITY							
43612 STATE OF WI-MOTO	.00	.00	.00	-209.07	.00	.00	.0%
44310 PERMIT AND CONNE	-37,531.80	.00	.00	-45,040.00	.00	-20,000.00	.0%
46415 STORM SEWER REVE	-7,136,329.03	-9,343,627.00	-9,343,627.00	-6,295,790.64	-8,400,000.00	-9,692,721.52	3.7%
46490 PACKER SANITATIO	-19,638.97	.00	.00	-789.43	.00	.00	.0%
48100 INTEREST REVENUE	-156,414.75	-75,000.00	-75,000.00	-71,212.34	-75,000.00	-75,000.00	.0%
48110 INVESTMENT MARKE	-22,211.50	.00	.00	-23.39	.00	.00	.0%
48592 LOCAL GRANTS	.00	.00	.00	-75,500.00	-75,500.00	.00	.0%
48921 SALE OF SCRAP RE	-4,009.10	-5,000.00	-5,000.00	.00	-5,000.00	-2,000.00	-60.0%
48930 ACCIDENT REIMBUR	-108.83	.00	.00	-159.96	.00	.00	.0%
525 STORM SEWER UTILIT	-7,376,243.98	-9,423,627.00	-9,423,627.00	-6,488,724.83	-8,555,500.00	-9,789,721.52	3.9%
670 FORESTRY							
46812 FORESTRY	.00	-176.00	-176.00	.00	-176.00	-176.00	.0%
46813 FORESTRY - WOOD	.00	.00	.00	-8,825.89	.00	.00	.0%
46814 TREE REPLACEMENT	.00	-2,640.00	-2,640.00	.00	-2,640.00	-2,640.00	.0%
46815 ARBOR DAY	.00	-3,133.00	-3,133.00	.00	-3,133.00	-3,133.00	.0%
46816 GARDEN PLOTS	.00	-1,056.00	-1,056.00	-1,020.80	-1,056.00	.00	-100.0%
48590 DONATIONS REVENU	.00	-88.00	-88.00	.00	-88.00	-88.00	-100.0%
670 FORESTRY	.00	-7,093.00	-7,093.00	-9,846.69	-7,093.00	-6,037.00	-14.9%
50 DEPT OF PUBLIC WORK	-7,376,243.98	-9,430,720.00	-9,430,720.00	-6,498,571.52	-8,562,593.00	-9,795,758.52	3.9%
TOTAL 205 STORM WATER UTILIT	-7,376,243.98	-9,430,720.00	-9,430,720.00	-6,498,571.52	-8,562,593.00	-9,795,758.52	3.9%



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

207 TRANSIT CAPITAL	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
90 TRANSIT							
901 TRANSIT ADMINISTRATION							
48990 MISCELLANEOUS RE	-224,253.00	.00	.00	-254,733.00	.00	.00	-100.0%
901 TRANSIT ADMINISTRA	-224,253.00	.00	.00	-254,733.00	.00	.00	.0%
90 TRANSIT	-224,253.00	.00	.00	-254,733.00	.00	.00	.0%
TOTAL 207 TRANSIT CAPITAL	-224,253.00	.00	.00	-254,733.00	.00	.00	.0%



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

		2019	2020	2020	2020	2020	2021	PCT	
208	TRANSIT OPERATING	ACTUAL	ORIG BUD	REVISED	BUD	ACTUAL	PROJECTION	DEPT/MAYOR	CHANGE
90 TRANSIT									
901 TRANSIT ADMINISTRATION									
	41110 CURR REAL PROPER	-1,248,000.00	-1,248,000.00	-1,248,000.00	-1,248,000.00	-1,048,000.00	-1,248,000.00		.0%
	49300 APPLIED SURPLUS	.00	-435,230.00	-435,230.00	.00	-435,230.00	-405,819.00		.0%
	901 TRANSIT ADMINISTRA	-1,248,000.00	-1,683,230.00	-1,683,230.00	-1,248,000.00	-1,483,230.00	-1,653,819.00		-1.7%
	90 TRANSIT	-1,248,000.00	-1,683,230.00	-1,683,230.00	-1,248,000.00	-1,483,230.00	-1,653,819.00		-1.7%
	TOTAL 208 TRANSIT OPERATING	-1,248,000.00	-1,683,230.00	-1,683,230.00	-1,248,000.00	-1,483,230.00	-1,653,819.00		-1.7%



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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

214 BAY BEACH FUND	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
60 PARKS, REC AND FORESTRY							
650 BAY BEACH							
46736 BB ADM & FEES	-2,062,370.63	-2,278,515.00	-2,278,515.00	-466,472.45	-402,000.00	-2,151,920.00	-5.6%
46912 BAY BEACH - CONC	-1,433,992.72	-1,569,030.00	-1,569,030.00	-365,321.26	-350,000.00	-1,531,180.00	-2.4%
48100 INTEREST REVENUE	.00	.00	.00	-2,275.68	.00	.00	.0%
48590 DONATIONS REVENU	.00	.00	.00	-14,949.82	.00	.00	.0%
48921 SALE OF SCRAP RE	.00	.00	.00	-10,000.00	-10,000.00	.00	.0%
650 BAY BEACH	-3,496,363.35	-3,847,545.00	-3,847,545.00	-859,019.21	-762,000.00	-3,683,100.00	-4.3%
60 PARKS, REC AND FORE	-3,496,363.35	-3,847,545.00	-3,847,545.00	-859,019.21	-762,000.00	-3,683,100.00	-4.3%
TOTAL 214 BAY BEACH FUND	-3,496,363.35	-3,847,545.00	-3,847,545.00	-859,019.21	-762,000.00	-3,683,100.00	-4.3%



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CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

301 DEBT SERVICE		2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
10 ADMINISTRATIVE SERVICES								
100 FINANCE								
41110 CURR REAL PROPER	-9,241,519.00	-9,000,000.00	-9,000,000.00	-9,000,000.00	-9,000,000.00	-9,000,000.00	-9,189,869.00	2.1%
48100 INTEREST REVENUE	-809,829.51	-370,000.00	-370,000.00	-133,319.25	-200,000.00	-200,000.00	-200,000.00	-45.9%
48110 INVESTMENT MARKE	-103,519.21	.00	.00	-93.39	-93.00	.00	.00	.0%
48131 INT-WATER BONDS	-1,278.73	.00	.00	-959.05	-959.00	-900.00	-900.00	.0%
48133 INT-PAVEMENT BON	-34,105.35	.00	.00	-33,434.76	-3,435.00	-30,000.00	-30,000.00	.0%
48134 INT-SIDEWALK BON	-4,543.36	.00	.00	-4,321.87	-4,322.00	-4,000.00	-4,000.00	.0%
48135 INT-STORM SEWER	-130.38	.00	.00	-88.43	-8.00	.00	.00	.0%
48141 PRIOR SERVICE DE	-7,059.27	.00	.00	-4,944.16	-7,000.00	-5,000.00	-5,000.00	.0%
48312 RIVERS EDGE LEAS	-23,000.00	-23,000.00	-23,000.00	-23,000.00	-23,000.00	-23,000.00	-23,000.00	.0%
48990 MISCELLANEOUS RE	-268,262.95	-300,000.00	-300,000.00	-72,283.19	-150,000.00	.00	.00	-100.0%
49111 PROCEEDS FROM RE	-6,575,000.00	.00	.00	-7,615,000.00	-7,615,000.00	.00	.00	.0%
49190 BOND PREMIUM REV	-1,363,987.06	.00	.00	-1,223,345.15	-1,223,345.15	.00	.00	.0%
49220 TRANSFER IN - SP	-3,700,809.60	-3,600,000.00	-3,600,000.00	-3,986,108.22	-3,986,108.00	-3,737,792.00	-3,737,792.00	3.8%
49240 TRANSFER IN - CA	-4,572,476.10	-4,800,000.00	-4,800,000.00	-4,096,652.75	-4,096,653.00	-5,786,955.00	-5,786,955.00	20.6%
49300 APPLIED SURPLUS	.00	-400,000.00	-400,000.00	.00	-400,000.00	-800,000.00	-800,000.00	20.6%
100 FINANCE	-26,705,520.52	-18,493,000.00	-18,493,000.00	-26,193,550.22	-26,709,923.15	-19,777,516.00	-19,777,516.00	6.9%
10 ADMINISTRATIVE SERV	-26,705,520.52	-18,493,000.00	-18,493,000.00	-26,193,550.22	-26,709,923.15	-19,777,516.00	-19,777,516.00	6.9%
TOTAL 301 DEBT SERVICE	-26,705,520.52	-18,493,000.00	-18,493,000.00	-26,193,550.22	-26,709,923.15	-19,777,516.00	-19,777,516.00	6.9%



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PROJECTION: 2021 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

302 DEBT SERVICE - RDA ISSUE	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
10 ADMINISTRATIVE SERVICES							
100 FINANCE							
48220 RENTAL OF PROPER	-2,769,202.50	-2,769,203.00	-2,769,203.00	-2,783,250.00	-2,783,250.00	-872,069.00	20.6%
100 FINANCE	-2,769,202.50	-2,769,203.00	-2,769,203.00	-2,783,250.00	-2,783,250.00	-872,069.00	-68.5%
10 ADMINISTRATIVE SERV	-2,769,202.50	-2,769,203.00	-2,769,203.00	-2,783,250.00	-2,783,250.00	-872,069.00	-68.5%
TOTAL 302 DEBT SERVICE - RDA	-2,769,202.50	-2,769,203.00	-2,769,203.00	-2,783,250.00	-2,783,250.00	-872,069.00	-68.5%



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CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

421 PUBLIC SAF/GOV IT EQUIPMNT LEVY	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
10 ADMINISTRATIVE SERVICES							
120 INFORMATION TECH AND SERVICES							
41110 CURR REAL PROPER	-119,000.00	-405,000.00	-405,000.00	-405,000.00	-405,000.00	-104,500.00	-74.2%
47310 INTERGOVT CHGS G	-80,053.00	-45,000.00	-45,000.00	-1,147.00	-45,000.00	-40,000.00	-11.1%
49120 PROCEEDS FROM NO	-4,000.00	.00	.00	-290,000.00	.00	.00	-11.1%
120 INFORMATION TECH A	-203,053.00	-450,000.00	-450,000.00	-696,147.00	-450,000.00	-144,500.00	-67.9%
10 ADMINISTRATIVE SERV	-203,053.00	-450,000.00	-450,000.00	-696,147.00	-450,000.00	-144,500.00	-67.9%
TOTAL 421 PUBLIC SAF/GOV IT	-203,053.00	-450,000.00	-450,000.00	-696,147.00	-450,000.00	-144,500.00	-67.9%



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

		2019	2020		2020		2020		2021	PCT
423 POLICE EQUIPMENT REPLACEMENT		ACTUAL	ORIG	BUD	REVISED	BUD	ACTUAL	PROJECTION	DEPT/MAYOR	CHANGE
30 POLICE										
300 POLICE ADMINISTRATION										
48320 SALE OF EQUIPMEN	-25,545.60		.00		.00	-7,476.50		.00		.0%
48400 INSURANCE RECOVER	-8,821.16		.00		.00	-44,219.02		.00		.0%
49120 PROCEEDS FROM NO	-771,500.00		.00		.00	-850,000.00		.00		.0%
300 POLICE ADMINISTRAT	-805,866.76		.00		.00	-901,695.52		.00		.0%
30 POLICE	-805,866.76		.00		.00	-901,695.52		.00		.0%
TOTAL 423 POLICE EQUIPMENT R	-805,866.76		.00		.00	-901,695.52		.00		.0%



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

424 FIRE EQUIPMENT REPLACEMENT	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
40 FIRE							
400 FIRE ADMINISTRATION							
41110 CURR REAL PROPER	-18,000.00	.00	.00	.00	.00	.00	.0%
46232 EQUIPMENT REIMBU	-10,400.00	.00	.00	-600.00	.00	.00	.0%
48320 SALE OF EQUIPMEN	-35,100.00	.00	.00	.00	.00	.00	.0%
48400 INSURANCE RECOVE	-18,244.11	.00	.00	-3,082.19	.00	.00	.0%
48590 DONATIONS REVENU	-326.42	.00	.00	-550.00	.00	.00	.0%
48990 MISCELLANEOUS RE	.00	.00	.00	-225.00	.00	.00	.0%
49110 PROCEEDS-GEN OB	-1,330,000.00	.00	.00	-1,855,000.00	.00	.00	.0%
49120 PROCEEDS FROM NO	-387,500.00	.00	.00	.00	.00	.00	.0%
400 FIRE ADMINISTRATIO	-1,799,570.53	.00	.00	-1,859,457.19	.00	.00	.0%
40 FIRE	-1,799,570.53	.00	.00	-1,859,457.19	.00	.00	.0%
TOTAL 424 FIRE EQUIPMENT REP	-1,799,570.53	.00	.00	-1,859,457.19	.00	.00	.0%



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

425 INSP/PLANNING EQUIPMENT REPLAC	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
25 COMMUNITY AND ECONOMIC DEVELOP							
250 COMMUNITY AND ED OPERATIONS							
49120 PROCEEDS FROM NO	.00	.00	.00	-90,000.00	.00	.00	.0%
250 COMMUNITY AND ED O	.00	.00	.00	-90,000.00	.00	.00	.0%
255 INSPECTIONS AND ENFORCEMENT							
48320 SALE OF EQUIPMEN	.00	.00	.00	-475.00	.00	.00	.0%
255 INSPECTIONS AND EN	.00	.00	.00	-475.00	.00	.00	.0%
25 COMMUNITY AND ECONO	.00	.00	.00	-90,475.00	.00	.00	.0%
TOTAL 425 INSP/PLANNING EQUI	.00	.00	.00	-90,475.00	.00	.00	.0%



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

426 PRF EQUIPMENT REPLACEMENT	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
60 PARKS, REC AND FORESTRY							
630 PARKS							
48320 SALE OF EQUIPMEN	-6,143.50	.00	.00	.00	.00	.00	.0%
49120 PROCEEDS FROM NO	-279,000.00	.00	.00	-515,000.00	.00	.00	.0%
630 PARKS	-285,143.50	.00	.00	-515,000.00	.00	.00	.0%
670 FORESTRY							
49120 PROCEEDS FROM NO	-198,000.00	.00	.00	.00	.00	.00	.0%
670 FORESTRY	-198,000.00	.00	.00	.00	.00	.00	.0%
60 PARKS, REC AND FORE	-483,143.50	.00	.00	-515,000.00	.00	.00	.0%
TOTAL 426 PRF EQUIPMENT REPL	-483,143.50	.00	.00	-515,000.00	.00	.00	.0%



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

427 DPW EQUIPMENT REPLACEMENT	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
50 DEPT OF PUBLIC WORKS							
503 DPW OPERATIONS							
48320 SALE OF EQUIPMEN	.00	.00	.00	-16,750.00	.00	.00	.0%
48400 INSURANCE RECOVER	.00	.00	.00	-20,279.54	.00	.00	.0%
49110 PROCEEDS-GEN OB	.00	.00	.00	-620,000.00	.00	.00	.0%
49120 PROCEEDS FROM NO	.00	.00	.00	-575,000.00	.00	.00	.0%
49210 TRANSFER IN - GE	.00	.00	-35,200.00	-16,400.00	-35,200.00	.00	-100.0%
503 DPW OPERATIONS	.00	.00	-35,200.00	-1,248,429.54	-35,200.00	.00	-100.0%
504 TRAFFIC							
49210 TRANSFER IN - GE	.00	.00	.00	-13,400.00	.00	.00	-100.0%
504 TRAFFIC	.00	.00	.00	-13,400.00	.00	.00	.0%
50 DEPT OF PUBLIC WORK	.00	.00	-35,200.00	-1,261,829.54	-35,200.00	.00	-100.0%
TOTAL 427 DPW EQUIPMENT REPL	.00	.00	-35,200.00	-1,261,829.54	-35,200.00	.00	-100.0%



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PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

437 NEIGHBORHOOD ENHANCEMENT	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
25 COMMUNITY AND ECONOMIC DEVELOP							
250 COMMUNITY AND ED OPERATIONS							
41110 CURR REAL PROPER	-37,250.00	-38,627.00	-38,627.00	-38,627.00	-38,627.00	.00	-100.0%
48220 RENTAL OF PROPER	-3,241.00	.00	.00	-5,450.00	-5,450.00	.00	.0%
48300 LAND/PROPERTY SA	-18,177.13	.00	.00	-160,648.30	-160,648.00	.00	.0%
48313 LOAN RECEIVABLE	-5,000.00	.00	.00	.00	.00	.00	.0%
48990 MISCELLANEOUS RE	-3,969.00	.00	.00	-5,303.80	-5,304.00	.00	.0%
49110 PROCEEDS-GEN OB	.00	.00	.00	-250,000.00	-250,000.00	.00	.0%
49120 PROCEEDS FROM NO	.00	.00	.00	-5,000.00	-5,000.00	.00	.0%
49140 PROC FRM ST TRUS	-1,000,000.00	.00	.00	.00	.00	.00	.0%
250 COMMUNITY AND ED O	-1,067,637.13	-38,627.00	-38,627.00	-465,029.10	-465,029.00	.00	-100.0%
25 COMMUNITY AND ECONO	-1,067,637.13	-38,627.00	-38,627.00	-465,029.10	-465,029.00	.00	-100.0%
TOTAL 437 NEIGHBORHOOD ENHAN	-1,067,637.13	-38,627.00	-38,627.00	-465,029.10	-465,029.00	.00	-100.0%



City of Green Bay

10/19/2020 23:22
PamelaMa

CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 28
bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

702 SELF-INS/WORKERS COMP	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
18 HUMAN RESOURCES							
180 HUMAN RESOURCES							
41110 CURR REAL PROPER	-1,182,230.00	-1,157,230.00	-1,157,230.00	-1,157,230.00	-1,157,230.00	-1,107,230.00	-4.3%
43747 CONTRIBUTED CONT	-9,975.00	-10,000.00	-10,000.00	.00	-10,000.00	-10,000.00	.0%
48100 INTEREST REVENUE	-35,558.44	-28,800.00	-28,800.00	-11,355.94	-16,000.00	-7,200.00	-75.0%
48430 WORKERS COMP REC	-335,295.12	-162,140.00	-162,140.00	-101,177.82	-162,140.00	-162,590.00	-75.0%
180 HUMAN RESOURCES	-1,563,058.56	-1,358,170.00	-1,358,170.00	-1,269,763.76	-1,345,370.00	-1,287,020.00	-5.2%
18 HUMAN RESOURCES	-1,563,058.56	-1,358,170.00	-1,358,170.00	-1,269,763.76	-1,345,370.00	-1,287,020.00	-5.2%
TOTAL 702 SELF-INS/WORKERS C	-1,563,058.56	-1,358,170.00	-1,358,170.00	-1,269,763.76	-1,345,370.00	-1,287,020.00	-5.2%



City of Green Bay

10/19/2020 23:22
PamelaMa

CITY OF GREEN BAY NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 29
bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

703 SELF-INS/ LIABILITY	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
14 LAW							
140 LAW							
41110 CURR REAL PROPER	-554,314.00	-595,429.00	-595,429.00	-595,429.00	-595,429.00	-632,833.00	6.3%
48100 INTEREST REVENUE	-6,430.41	-6,000.00	-6,000.00	-2,604.44	-6,000.00	-6,000.00	.0%
48110 INVESTMENT MARKE	.97	.00	.00	-.97	.00	.00	.0%
48400 INSURANCE RECOVER	-29,329.74	-160,000.00	-160,000.00	-2,042.56	-160,000.00	-49,860.00	-68.8%
48440 GENERAL LIABILIT	-146,303.41	.00	.00	-120,258.14	.00	-134,009.00	.0%
48990 MISCELLANEOUS RE	-79,408.00	-71,938.00	-71,938.00	-77,777.00	-71,938.00	-68,248.00	.0%
140 LAW	-815,784.59	-833,367.00	-833,367.00	-798,112.11	-833,367.00	-890,950.00	6.9%
14 LAW	-815,784.59	-833,367.00	-833,367.00	-798,112.11	-833,367.00	-890,950.00	6.9%
TOTAL 703 SELF-INS/ LIABILIT	-815,784.59	-833,367.00	-833,367.00	-798,112.11	-833,367.00	-890,950.00	6.9%



City of Green Bay

10/19/2020 23:22
PamelaMa

CITY OF GREEN BAY
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 30
bgnyrpts

PROJECTION: 20211 2021 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

704 HEALTH INSURANCE ESCROW	2019 ACTUAL	2020 ORIG BUD	2020 REVISED BUD	2020 ACTUAL	2020 PROJECTION	2021 DEPT/MAYOR	PCT CHANGE
10 ADMINISTRATIVE SERVICES							
100 FINANCE							
41110 CURR REAL PROPER	-900,000.00	-900,000.00	-900,000.00	-900,000.00	-900,000.00	-1,100,000.00	22.2%
100 FINANCE	-900,000.00	-900,000.00	-900,000.00	-900,000.00	-900,000.00	-1,100,000.00	22.2%
10 ADMINISTRATIVE SERV	-900,000.00	-900,000.00	-900,000.00	-900,000.00	-900,000.00	-1,100,000.00	22.2%
TOTAL 704 HEALTH INSURANCE E	-900,000.00	-900,000.00	-900,000.00	-900,000.00	-900,000.00	-1,100,000.00	22.2%
GRAND TOTAL	-166,938,604.23	-160,631,045.00	-160,676,988.96	-133,996,692.34	-156,768,793.78	-160,720,698.80	.0%

** END OF REPORT - Generated by Pamela Manley **



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # P.I

To refer to staff to explore options and negotiate a sale price for .04 acres of greenway for residential yard expansion purposes into the Mahon Creek Greenway at 2100 Emmalane Drive (Parcel 21-8116) and bring back to a future Parks Committee meeting for discussion.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2100 Emmalane Proposed Perpetual Easement
2. Conservancy Encroachment



2100 EMMALANE DRIVE

Map printed on 10/27/2020

1:480

1 inch = 40 feet*

1 inch = 0.00758 miles*

*original page size: 8.5"x11"

Appropriate format depends on zoom level

Parcel ownership key

- Parcel Boundary
- Condominium
- Gap or Overlap

- Parcel line
- Right of Way line
- Meander line
- Lines between deeds or lots
- Historic Parcel Line
- Vacated Right of Way

✓ "hooks" indicate parcel ownership crosses a line

SC-190-2 Parcel ID Number
2880257 Document Number
0.814 AC Area of parcel
279.8' Line Distance
3547 Address

A complete key (legend) is available at:
<https://tinyurl.com/BrownDogKey>



(920) 448-6480
maps.gis.co.brown.wi.us

MAHON CREEK GREENWAY CONSERVANCY AREA ENCROACHMENT

ADJACENT TO 2100 EMMALANE DRIVE



MAHON CREEK GREENWAY CONSERVANCY AREA RESTORATION WORK

ADJACENT TO 2100 EMMALANE DRIVE





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # P.2

To refer to staff to work with the Department of Public Works and the Police Department on additional signage and parking enforcement on the 1500 block of Smith Street.

BACKGROUND

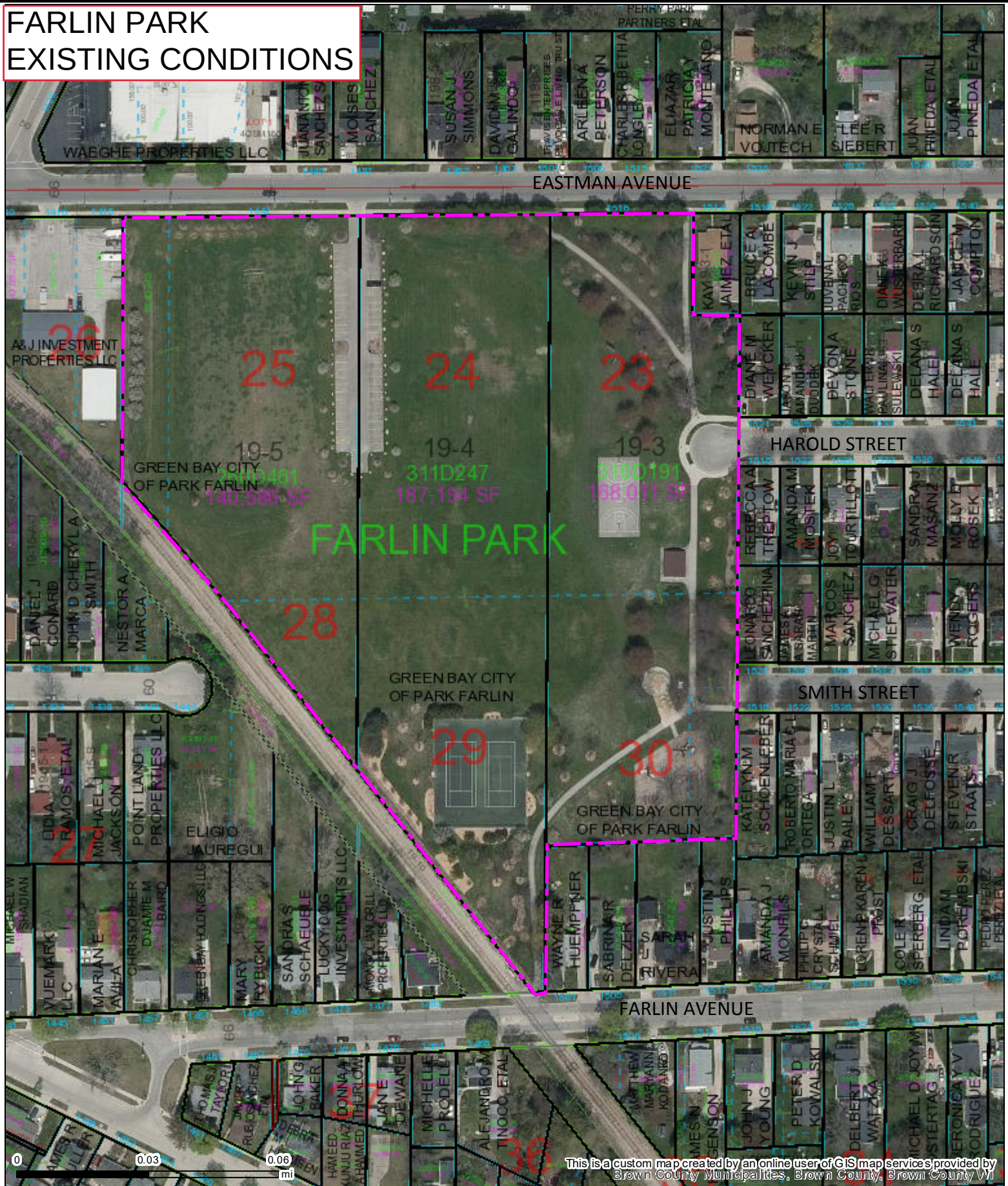
RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Parking Graphic_2020

FARLIN PARK EXISTING CONDITIONS



FARLIN PARK

Map printed on 10/27/2020

1:1,800

1 inch = 150 feet*

1 inch = 0.0284 miles*

*original page size: 8.5"x11"

Appropriate format depends on zoom level

Parcel ownership key

- Parcel Boundary
- Condominium
- Gap or Overlap

- Parcel line
- Right of Way line
- Meander line
- Lines between deeds or lots
- Historic Parcel Line
- Vacated Right of Way
- "hooks" indicate parcel ownership crosses a line
- Park Property Line

SC-190-2
2880257
0.814 AC
279.8'
3547

Parcel ID Number
Document Number
Area of parcel
Line Distance
Address

A complete key (legend) is available at:
<https://tinyurl.com/BrownDogKey>



(920) 448-6480
maps.gis.co.brown.wi.us



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # P.3

To hold for discussion the research and cost estimates for the necessary floodway studies to reopen the East River trails within the City limits on both sides of the East River and present it at a future Parks Committee meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Phased Estimate per Trail Section
2. Emilie Park - Trail Flooding
3. Joannes Park - Trail Flooding
4. Meyer Park - Trail Flooding
5. Optimist Park - Trail Flooding
6. Sullivan Park - Parking Lot - Trail Flooding
7. Sullivan Park - Trail Flooding
8. Van Beaver Park - Trail Flooding

Flood Study Estimate - Engineering & Construction Costs

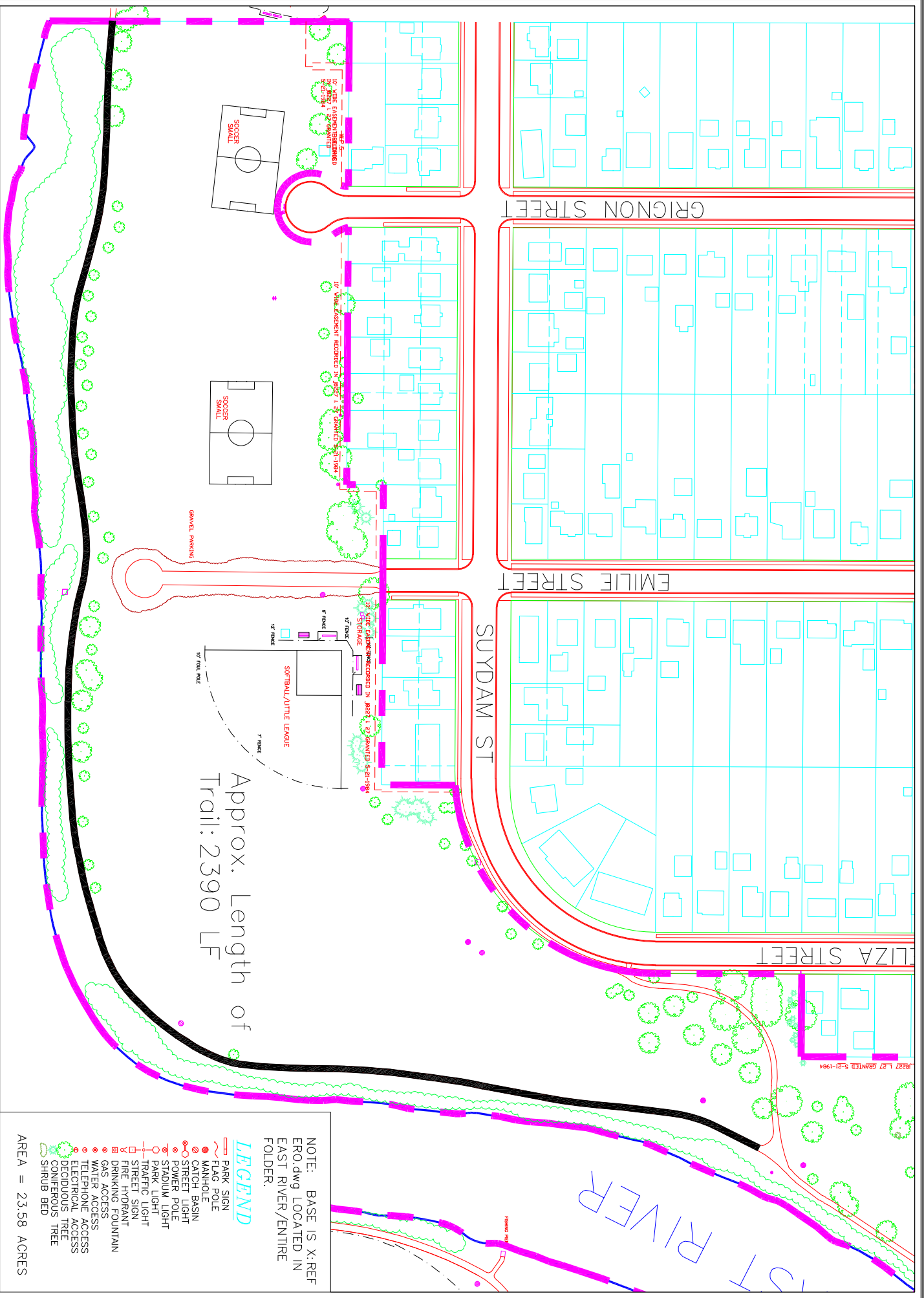
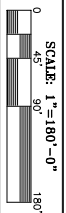
Location	Emilie	Optimist	Meyer	Joannes	Van Beaver	Sullivan (north)	Sullivan (Parking Lot)
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Phase 1 Engineering (Preliminary Study & Investigation)							
Survey	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
Hydrologic & Hydraulic Study	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Total Phase 1:	\$ 30,000.00	\$ 30,000.00	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00	\$ 25,000.00	\$ 25,000.00

Phase 2 Engineering (Design & Permitting)							
Storm Water Management	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Trail Engineering	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Permitting/Mitigation	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
Total Phase 2:	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00

Phase 3 Construction							
Construction	\$ 180,000.00	\$ 52,500.00	\$ 36,375.00	\$ 20,250.00	\$ 69,375.00	\$ 31,125.00	\$ 17,475.00
Total Project Cost/Location (Phase 1 + Phase 2 + Phase 3):	\$ 280,000.00	\$ 152,500.00	\$ 131,375.00	\$ 115,250.00	\$ 169,375.00	\$ 126,125.00	\$ 112,475.00
Total Project Cost:	\$ 1,087,100.00						

Note: Phase 1 will be required for each location; if the study proves that additional design and construction is feasible, the total price for the work will be the sum of Phase 1 + Phase 2 + Phase 3.



NOTE: BASE IS X:REF
ERO.dwg LOCATED IN
EAST RIVER/ENTIRE
FOLDER.

LEGEND

- PARK SIGN
- FLAG POLE
- MANHOLE
- MATCH BASIN
- STREET LIGHT
- POWER POLE
- STADIUM LIGHT
- PARK LIGHT
- TRAFFIC SIGN
- FIRE HYDRANT
- DRINKING FOUNTAIN
- GAS ACCESS
- WATER ACCESS
- TELEPHONE ACCESS
- ELECTRICAL ACCESS
- DECIDUOUS TREE
- CONIFEROUS TREE
- SHRUB BED

AREA = 23.58 ACRES



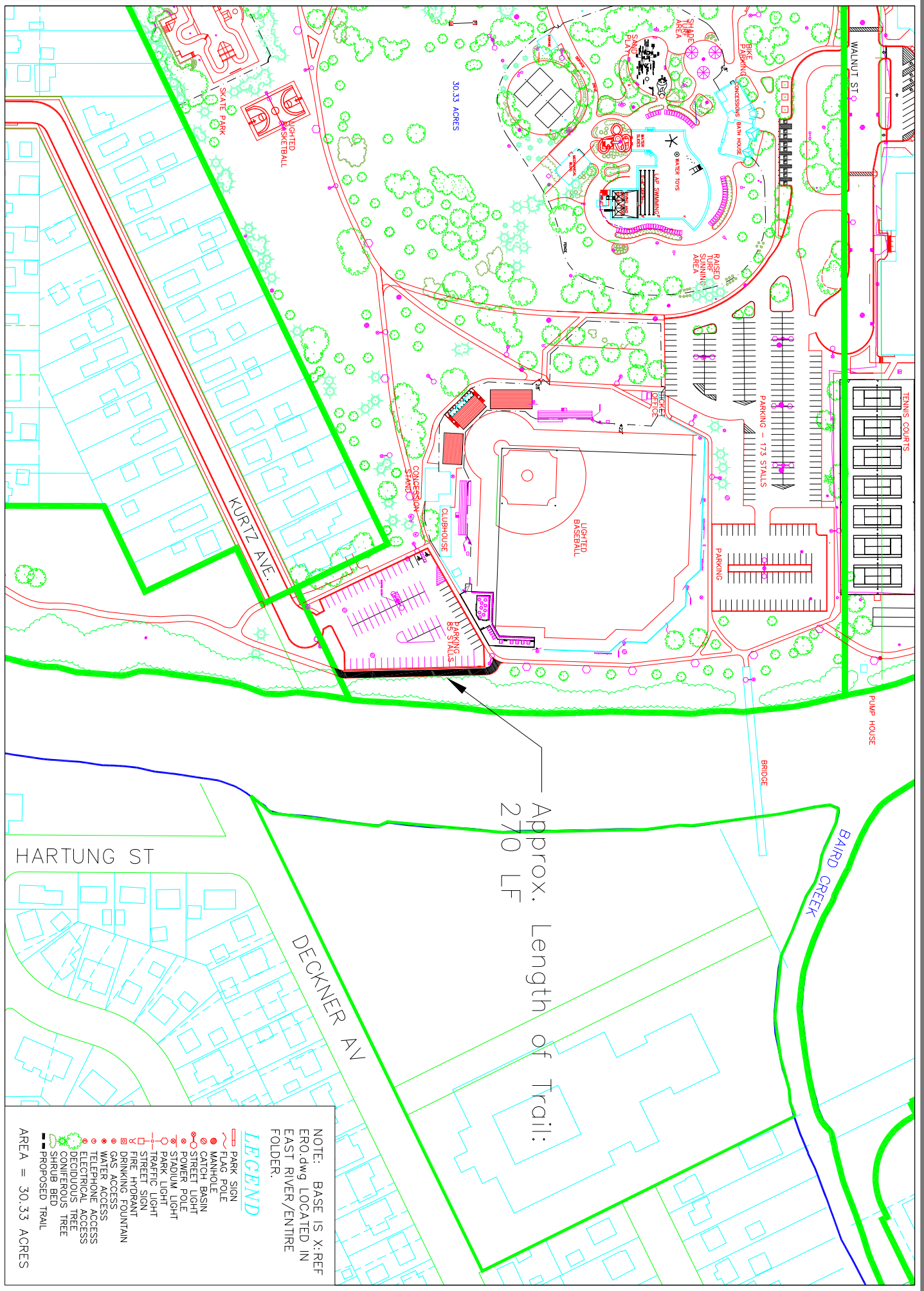
GREEN BAY PARKS, RECREATION,
AND FORESTRY DEPARTMENT

JOANNES PARK / EAST HIGH SCHOOL
TRAIL FLOODING



SCALE: 1"=16'-0"
0 2' 4' 8' 16'

DATE DRAWN: JANUARY 2002
DRAWN BY: JOA
PAGE 1 OF 1



Approx. Length of Trail:
270 LF

LEGEND

- PARK SIGN
- FLAG POLE
- MANHOLE
- CATCH BASIN
- STREET LIGHT
- POWER POLE
- STADIUM LIGHT
- PARK LIGHT
- TRAFFIC SIGN
- FIRE HYDRANT
- DRINKING FOUNTAIN
- GAS ACCESS
- WATER ACCESS
- TELEPHONE ACCESS
- ELECTRICAL ACCESS
- DECIDUOUS TREE
- CONIFEROUS TREE
- SHRUB BED
- PROPOSED TRAIL

NOTE: BASE IS X:REF
ERO.DWG LOCATED IN
EAST RIVER/ENTIRE
FOLDER.

AREA = 30.33 ACRES

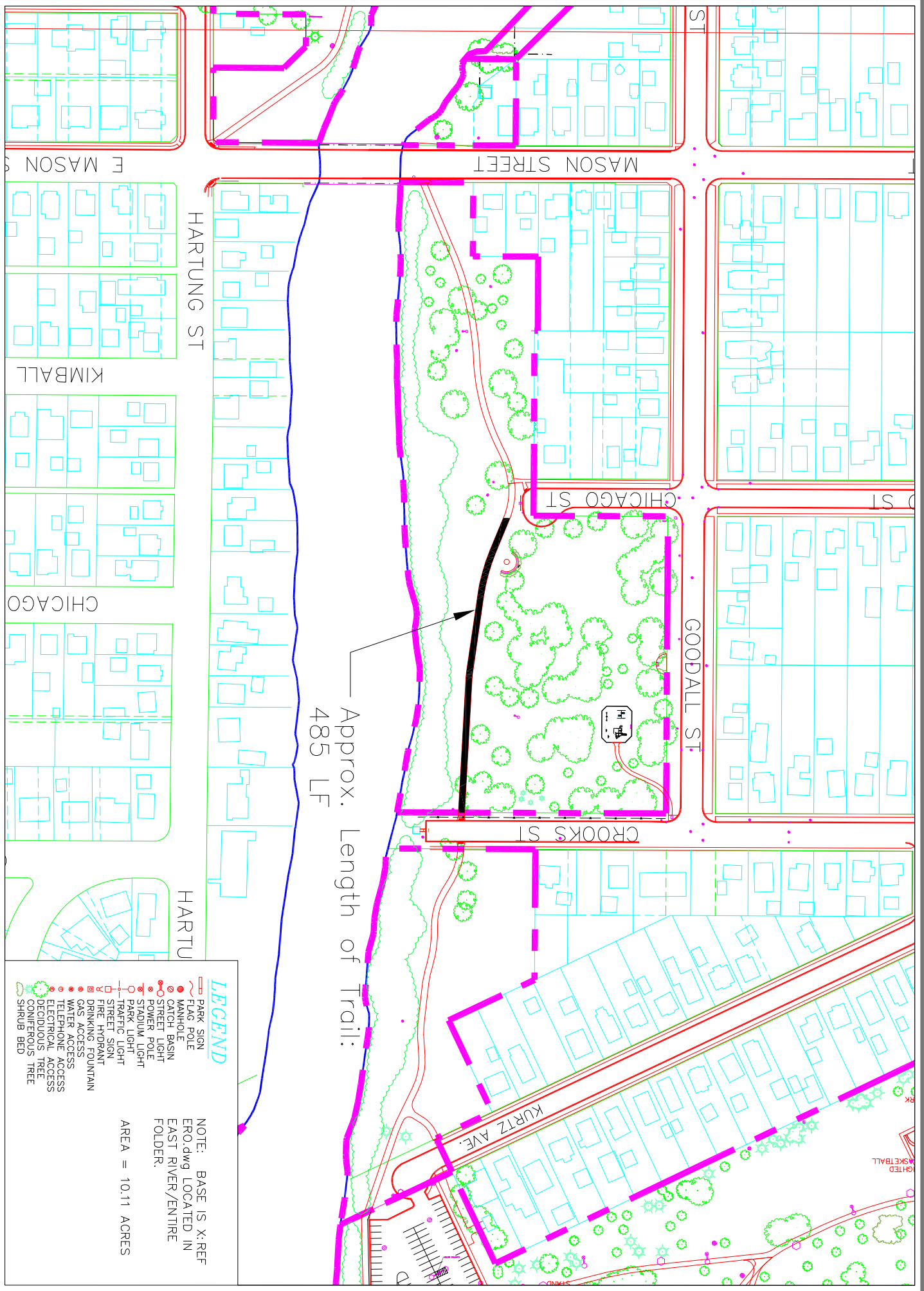


GREEN BAY PARKS, RECREATION,
AND FORESTRY DEPARTMENT

EAST RIVER (GEORGE J.) MEYER PARK
TRAIL FLOODING



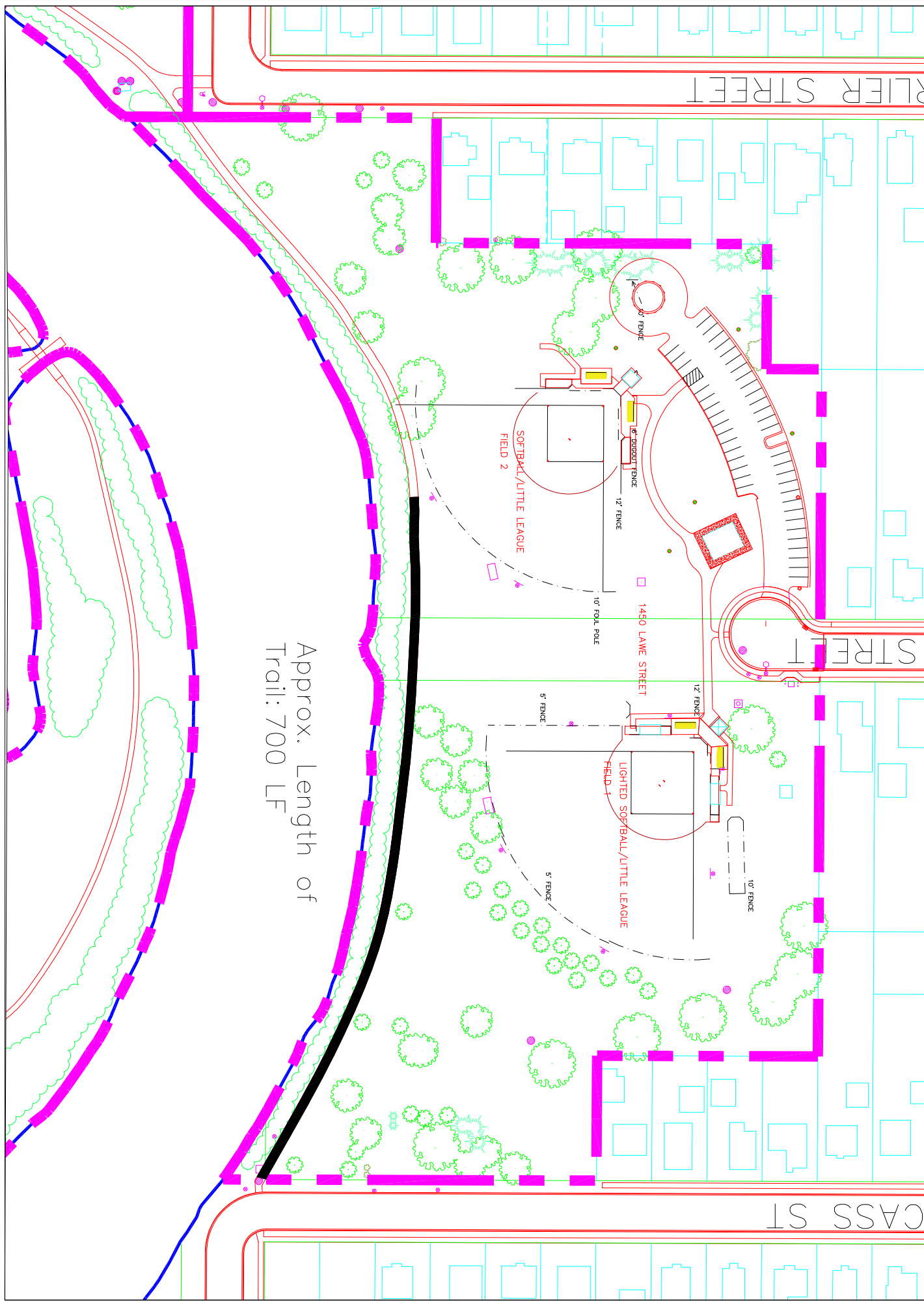
DATE DRAWN: JANUARY 1, 1993
LAST REVISION: JUNE 2005
PAGE 1 OF 1
MEY



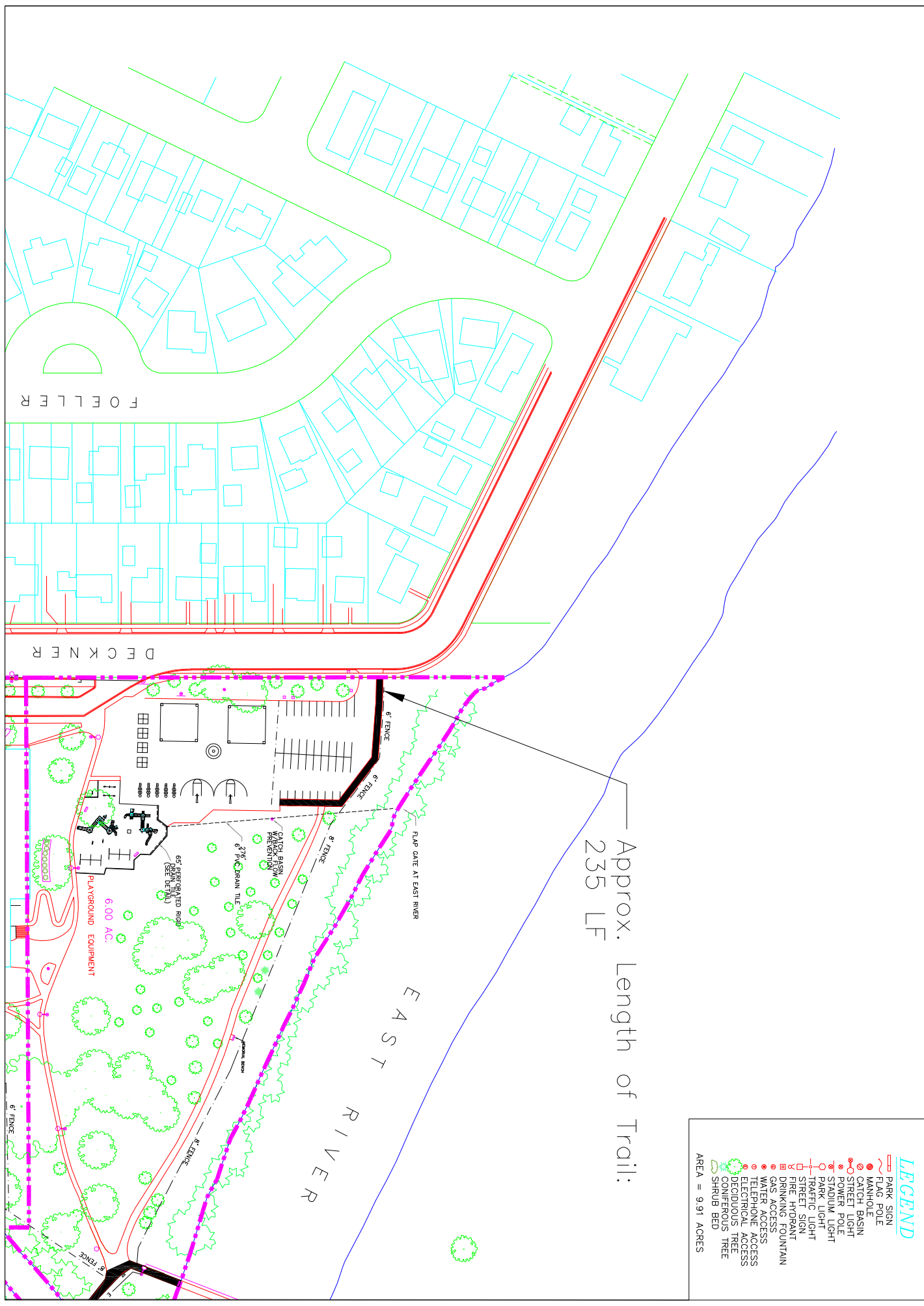
LEGEND

- PARK SIGN
- FLAG POLE
- MANHOLE
- CATCH BASIN
- STREET LIGHT
- POWER POLE
- STADIUM LIGHT
- PARK LIGHT
- STREET SIGN
- FIRE HYDRANT
- DRINKING FOUNTAIN
- GAS ACCESS
- WATER ACCESS
- TELEPHONE ACCESS
- ELECTRICAL ACCESS
- DECIDUOUS TREE
- CONIFEROUS TREE
- SHRUB BED

NOTE: BASE IS X:REF
ERO.dwg LOCATED IN
EAST RIVER/ENTIRE
FOLDER.
AREA = 10.11 ACRES



Approx. Length of
Trail: 700 LF



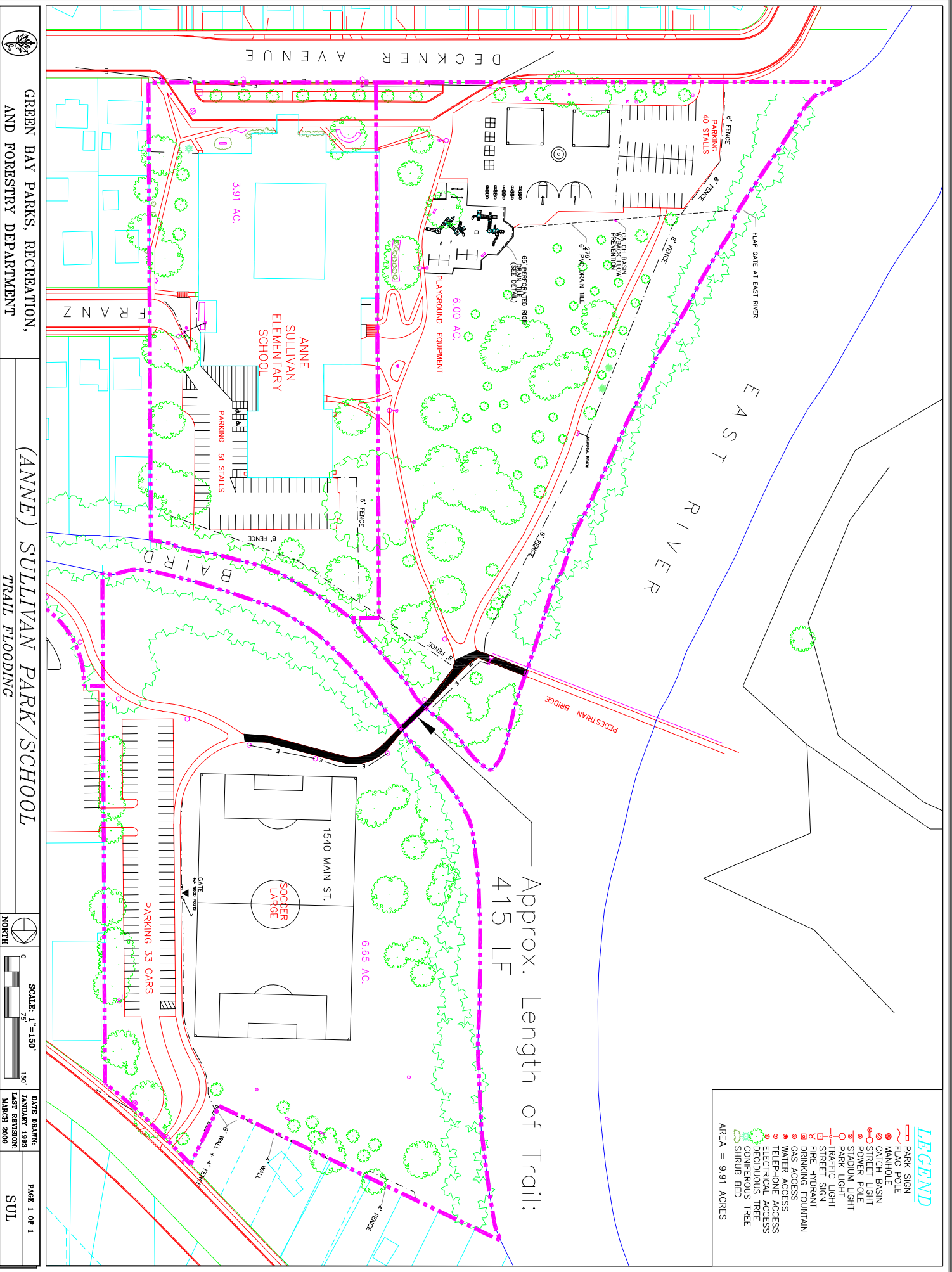
Approx. Length of Trail:
235 LF

- LEGEND**
- PARK SIGN
 - FLAG POLE
 - MANHOLE
 - CATCH BASIN
 - STREET LIGHT
 - POWER POLE
 - STADIUM LIGHT
 - PARK LIGHT
 - TRAFFIC LIGHT
 - STREET SIGN
 - FIRE HYDRANT
 - DRINKING FOUNTAIN
 - GAS ACCESS
 - WATER ACCESS
 - TELEPHONE ACCESS
 - ELECTRICAL ACCESS
 - DECIDUOUS TREE
 - CONIFEROUS TREE
 - SHRUB BED
- AREA = 9.91 ACRES

- LEGEND**
- PARK SIGN
 - FLAG POLE
 - MANHOLE
 - CATCH BASIN
 - STREET LIGHT
 - POWER POLE
 - STADIUM LIGHT
 - PARK LIGHT
 - TRAFFIC LIGHT
 - STREET SIGN
 - FIRE HYDRANT
 - DRINKING FOUNTAIN
 - GAS ACCESS
 - WATER ACCESS
 - TECHNICAL ACCESS
 - ELECTRICAL ACCESS
 - DECIDUOUS TREE
 - CONIFEROUS TREE
 - SHRUB BED

AREA = 9.91 ACRES

Approx. Length of Trail:
415 LF





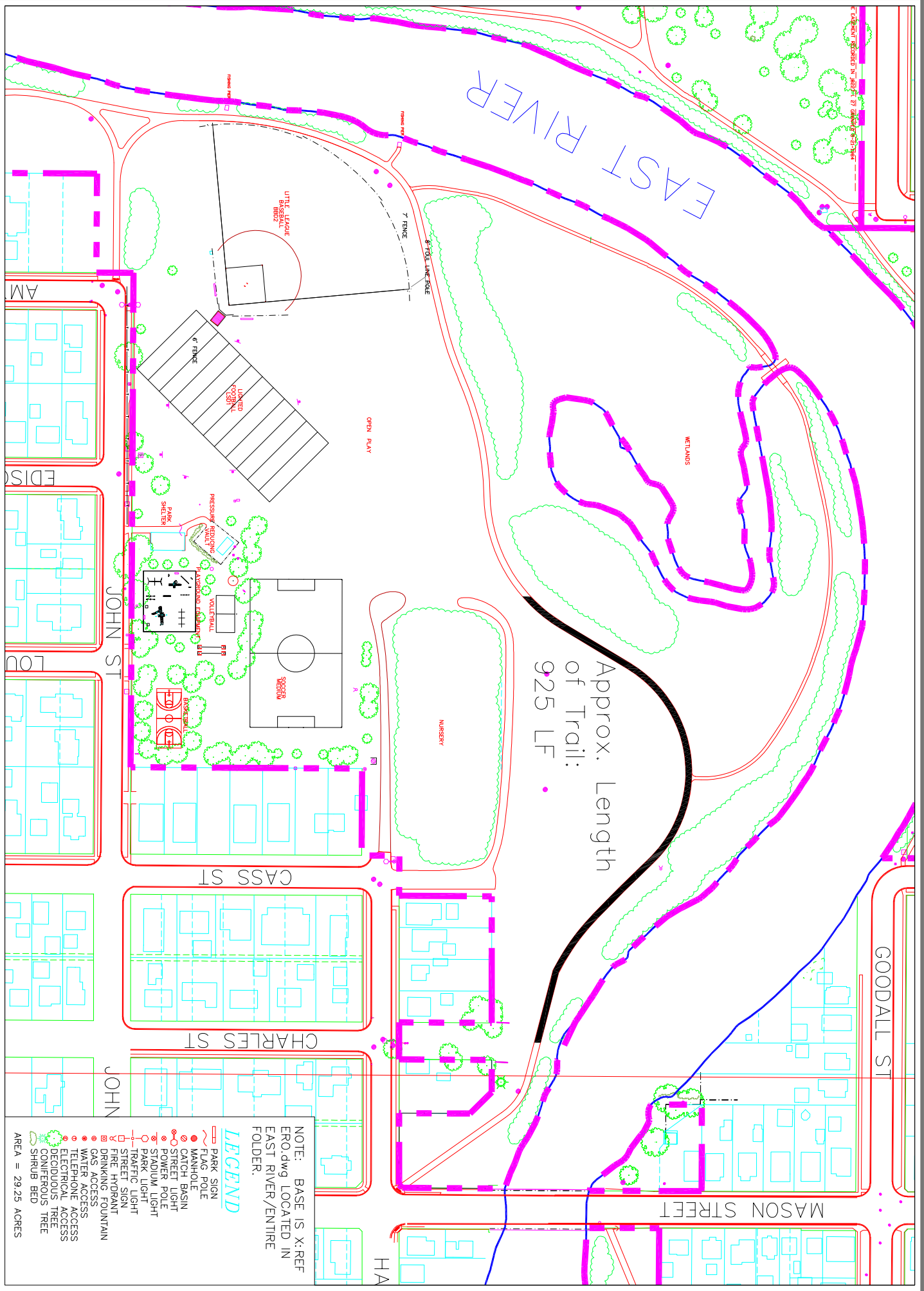
GREEN BAY PARKS, RECREATION,
AND FORESTRY DEPARTMENT

EAST RIVER VAN BEAVER PARK
TRAIL FLOODING



SCALE: 1"=200'-0"
0 25 50 100 200'

DATE DRAWN:
JANUARY 1993
LAST REVISION:
MARCH 2009





Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # P.4

To approve hiring McMahon for \$19,800 to complete stormwater management engineering for a parking lot expansion at the Wildlife Sanctuary Nature Center.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. RFQ WLS SWM Summary 10.19.20

CITY OF GREEN BAY BID SUMMARY**RFQ: Engineering Design Request Services - Bay Beach Wildlife Sanctuary Parking Lot Expansion Storm Water Management**

Dept: PRF Issued: 9/30/20 Due: 10/16/20	CONSULTANT 1	CONSULTANT 2	CONSULTANT 3
	McMahon	Ruekert Mielke	Robert E Lee & Assocaites
Cost:	\$ 19,800.00	\$ 19,550.00	\$ 21,800.00

Notes: Ruekert Mielke's price did not include the following: Test pits or geotechnical reports; WRAPP permitting, wetland permitting

Recommendation: Award to McMahon

--



Report to the
Parks Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # P.5

To approve allocating \$72,910 from the existing beach bond funding for an amendment to the scope of work for Patrick Engineering to complete the engineering associated with the beach, pier and boardwalk project at Bay Beach Amusement Park.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Dave Hansen, Traffic Engineer

AGENDA ITEM # Q.I

To receive and place on file the report by the Police Department of the 2020 3rd quarter serious injury and fatal crashes.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. THIRD QUARTER CRASHES



GREEN BAY POLICE DEPARTMENT OPERATIONS DIVISION

Lieutenant Brad Strouf

Email: bradst@greenbaywi.gov

(920) 448-3217

THIRD QUARTER CRASHES

July 15th, 2020 0454 hours 20-206551

On 07-15-20 at 0454 hrs, a bicyclist travelling south on Bellevue St at Amy St, was struck from behind by a southbound vehicle on Bellevue St. The striking vehicle did not stop to render aid and continued southbound on Bellevue St.

A passing motorist located the injured bicyclist a few moments later and summoned emergency responders. Green Bay Police Department officers arrived shortly thereafter and began performing life-saving procedures on the severely injured bicyclist.

The bicyclist, a 26 year old Green Bay resident, was transported to a local hospital for treatment. Sadly, the victim died on 07-22-20, seven days after the crash from the injuries sustained.

The Brown County Sheriff Crash Reconstruction team assisted with the initial investigation.

On 07-29-20, officers from the GBPD located the suspect and suspect vehicle after investigating a number of leads and citizen tips. The driver was subsequently arrested for hit and run causing death. The case has been turned over to the Brown County District Attorney's Office for prosecution.

September 3rd, 2020 1422 hours 20-208416

On 09-03-20 at 1422 hrs, a motorcycle travelling west on Main St, was struck by a vehicle that had been travelling east on Main St and was attempting a left hand turn, northbound on N Irwin St.

The motorcycle was occupied by one person, the driver. Prior to the collision, the motorcyclist laid the motorcycle down and was sliding on the roadway. After the impact, the motorcyclist struck a second stopped vehicle before coming to rest.

Arriving officers performed lifesaving procedures, unfortunately the operator of the motorcycle was pronounced deceased at the scene. The motorcyclist was a 56 year old Green Bay resident.

Officers from the GBPD completed a reconstruction of the crash scene and are still currently investigating the causative factors of the crash.



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Dave Hansen, Traffic Engineer

AGENDA ITEM # Q.2

To refer to staff the request by Ald. Vander Leest to establish a 4-WAY STOP condition on Parkwood Drive at Fawn Lane.

BACKGROUND

RECOMMENDATION

To refer to staff to study the request to establish a 4-WAY STOP condition on Parkwood Drive at Fawn Lane.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Dave Hansen, Traffic Engineer

AGENDA ITEM # Q.3

To deny the request to establish a 3-WAY STOP condition at Western Avenue at Maryhill Drive and maintain the existing I-WAY STOP control (Maryhill Drive traffic stops for Western Avenue traffic).

BACKGROUND

See attached report.

RECOMMENDATION

1. To deny the request to establish a 3-WAY STOP condition at Western Avenue at Maryhill Drive.
2. To maintain the existing I-WAY STOP control (Maryhill Dr traffic stops for Western Ave traffic)

FISCAL IMPACT

ATTACHMENTS

1. M awsc warrants Western-Maryhill 2020.djah

MEMORANDUM



Department of Public Works | Traffic Division

To: Traffic, Bicycle, and Pedestrian Commission (TBPC)
Public Works Director Steven Grenier, P.E.

From: Traffic Engineer David J.A. Hansen, P.E., PTOE

Re: **All-Way Stop Control Warrant Analysis, Western Avenue at Maryhill Drive**

Date: Friday, October 16, 2020

This memorandum serves as my response to the Traffic, Bicycle, and Pedestrian Commission (TBPC) motion to refer to staff the request by Ald. Wery to establish a 3-WAY STOP condition at Western Avenue and Maryhill Drive. (Ald. Wery – District 8).

This memo will be presented at the Mon Oct 19, 2020 TBPC meeting.

Existing Site Conditions

The intersection of Western Ave and Maryhill Dr is located on the west side of the City of Green Bay, in Aldermanic District 8 (Ald. Wery). See Figure 1 for General Location, Figures 2a-2c for Neighborhood Views.

Figure 1 – General Location

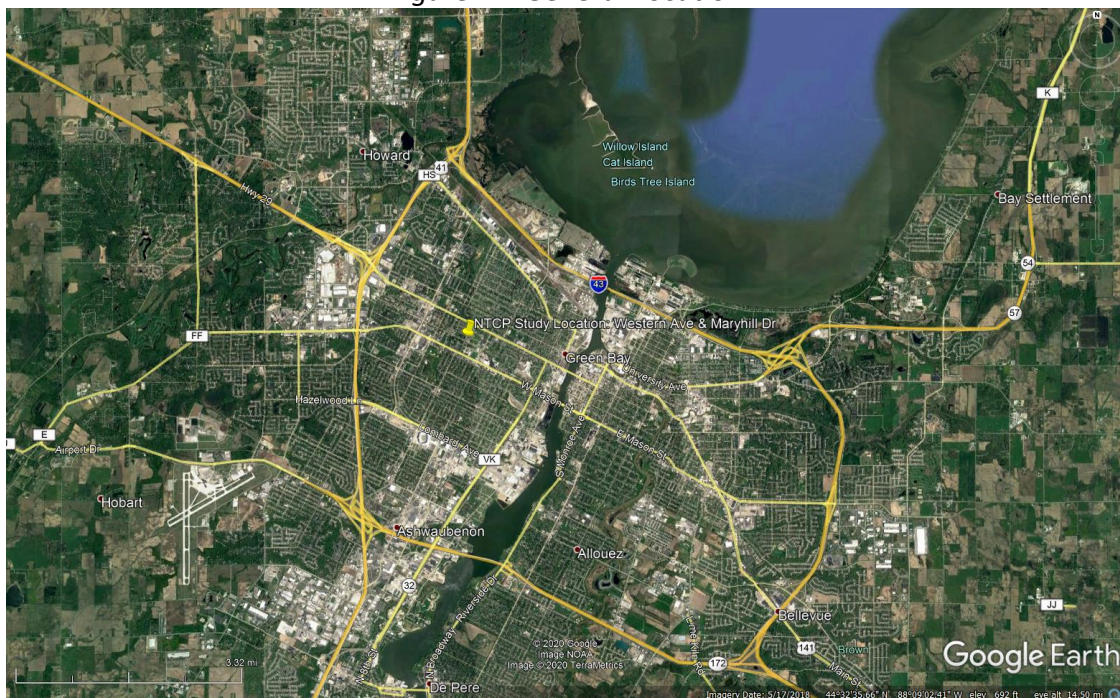


Figure 2a – Neighborhood View

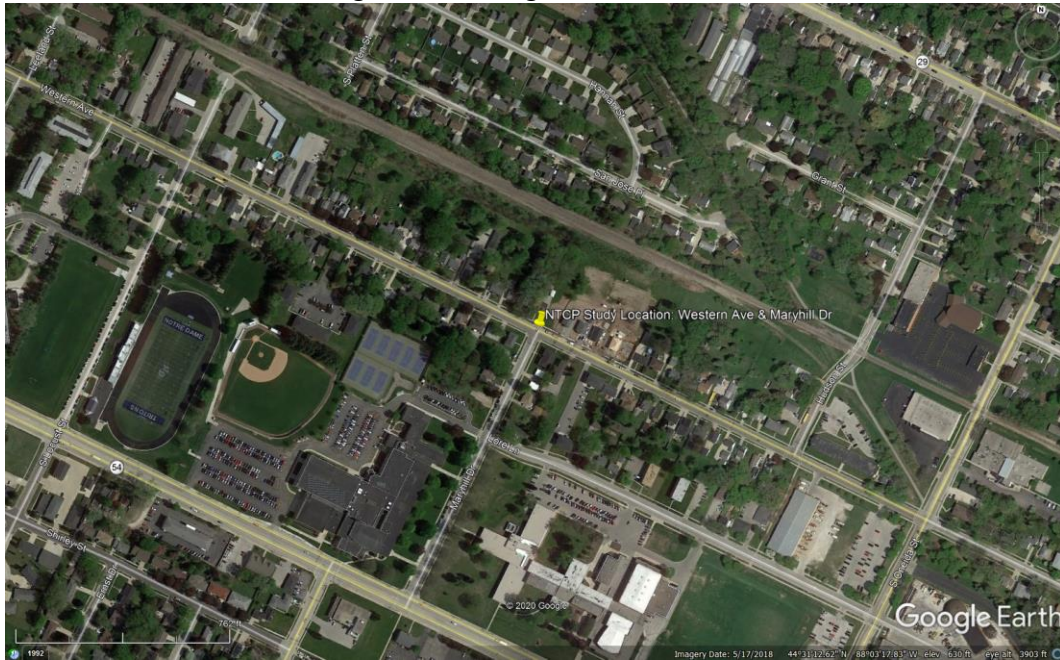


Figure 2b – Neighborhood View



Figure 2c – Neighborhood View

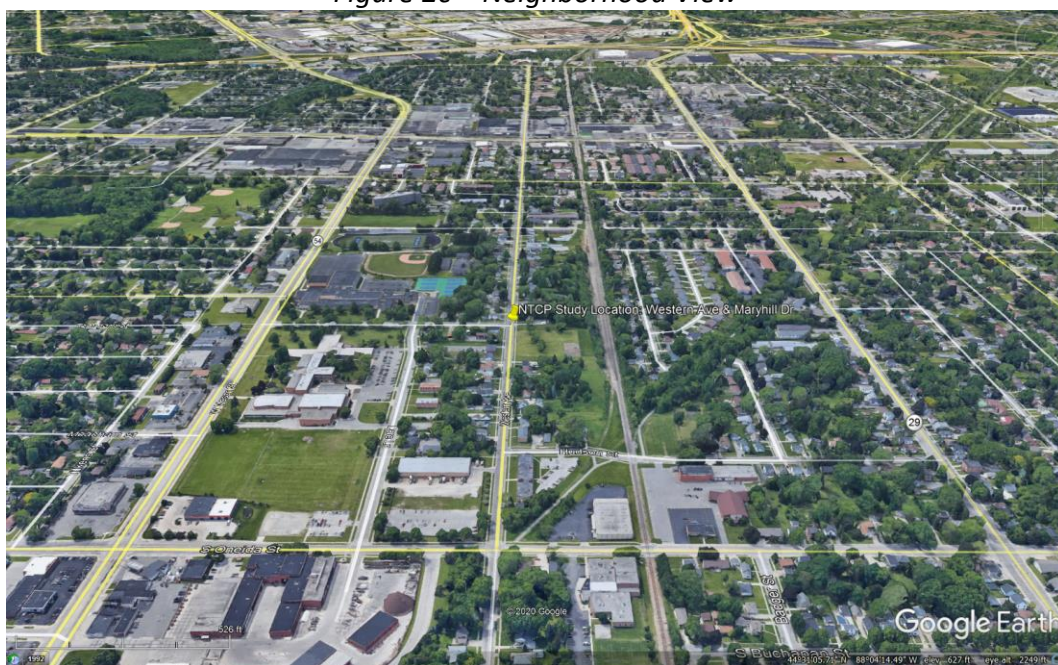
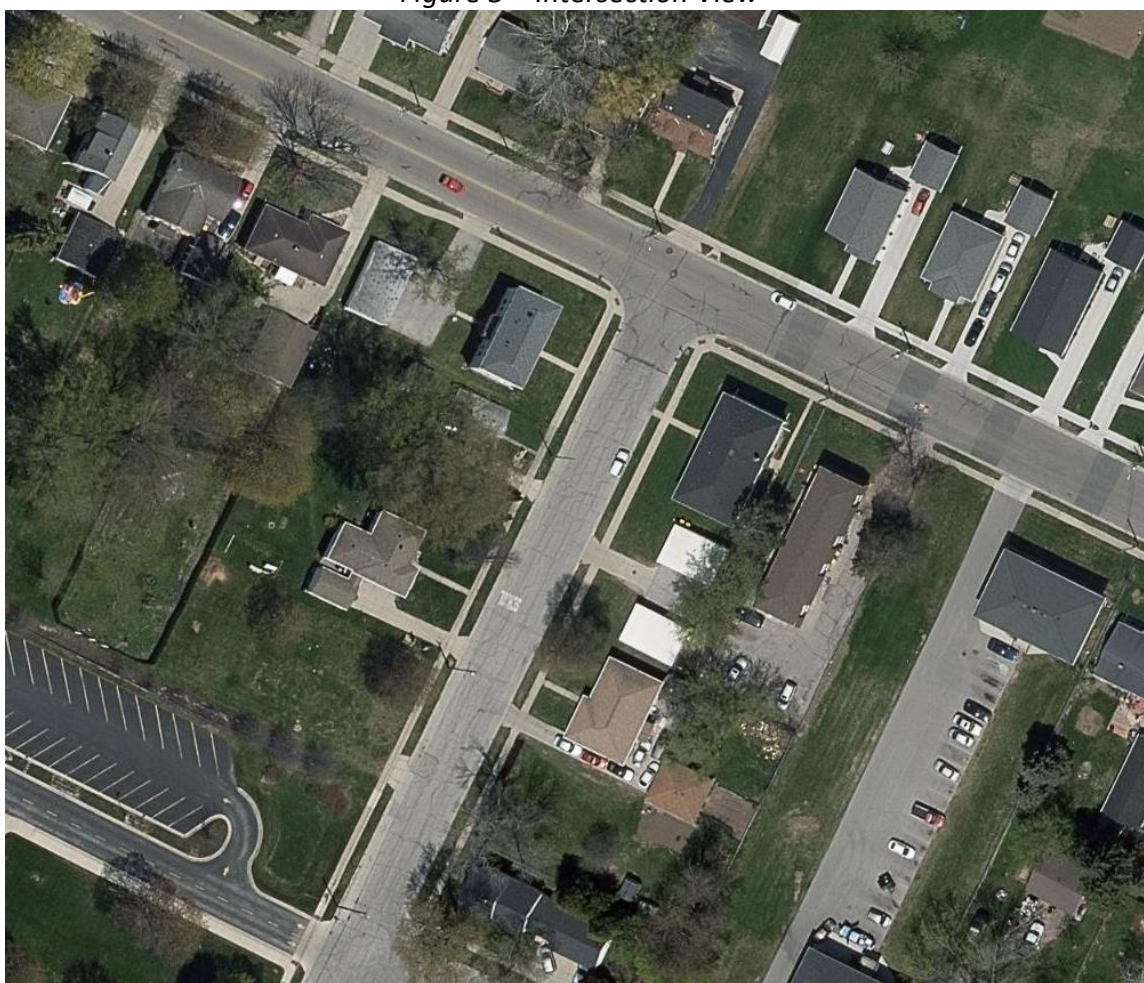


Figure 3 – Intersection View



The intersection of Western Ave and Maryhill Dr operates under 1-WAY STOP condition; Maryhill Dr (northbound) traffic stops for Western Ave (eastbound and westbound) traffic. It is a three-approach intersection, or "T-intersection". Two blocks south of the intersection is the southern terminus of Maryhill Dr and is a 1-WAY STOP condition where Maryhill Dr (southbound) traffic stops for W Mason St (eastbound and westbound) traffic.

Western Ave is an urban local street which functions as a collector street. Single family residential homes abut the roadway, east, west, and south of Maryhill Dr with two nearby apartment complexes. Two schools are near and south of the intersection: Notre Dame Academy and Franklin Middle School. Due to the pandemic, no school traffic was collected.

Western Ave has an asphaltic surface. Roadway width is 36 ft wide. It consists of 1 travel lane in each direction and parking lanes on both sides of the street. Parking is regulated on both sides of Western Ave both east and west of Maryhill Dr with 2-hour maximum, 7 AM and 4 PM on school days. The south side of Western Ave has 2 NO PARKING HERE TO CORNER zones in order to keep the intersection sight lines open to view oncoming traffic. The posted speed limit is 25 mph. Sidewalk exists along both sides of Western Ave. No centerline or lane line markings exist except for 540 ft of double yellow centerline west of the intersection due to the crest vertical curve. Street lighting exists along Western Ave and at the intersection with Maryhill Dr. No marked crosswalks exist at the intersection. Two unmarked crosswalks exist (one south leg, one east leg).

Maryhill Dr is an urban local street. Single family and multifamily residential homes exist south of the intersection. Maryhill Dr has an asphaltic surface and consists of 1 travel lane in each direction and parking lanes on both sides of the street. Clear roadway width is 36 ft. The posted speed limit is 25 mph. Sidewalk exists along both sides of Maryhill Dr. No centerline or lane line markings exist. SCHOOL word marking exists south of the intersection in the southbound direction. Street lighting exists along Maryhill Dr. Parking is regulated on both sides of Maryhill Dr with 2-hour maximum, 7 AM and 4 PM on school days. The east side of Maryhill Dr at Western Ave has a NO PARKING HERE TO CORNER zones in order to keep the intersection sight lines open to view cross traffic.

Stopping sight distance (SSD) for both streets is 155 ft based on the posted speed limit of 25 mph. In-field SSD is 365 ft, more than the minimum required. No Green Bay Metro Transit bus routes or stops exist near the intersection. No STOP AHEAD warning signs exist on Maryhill Dr approaching the intersection. See Figures 3a through 3d for photos of the intersection.

Figure 3a – Eastbound Western Ave approaching Maryhill Dr looking East



Figure 3b – Westbound Western Ave approaching Maryhill Dr looking West



Figure 3c – Northbound Western Ave at Maryhill Dr looking West



Figure 3d – Northbound Western Ave at Maryhill Dr looking East



Crash History

No crashes have occurred at the intersection in the past 5 years.

Vehicle and Pedestrian Traffic

Weekday vehicle volumes collected from Tue Sep 1 through Tue Sep 8, 2020 are summarized in Table 1. No pedestrian or bike counts were collected as part of this study.

Table 1 –Weekday Vehicle Volume Summary, Western Ave at Maryhill Dr

Weekday Vehicle Entering Volume Summary

Major Street: Western Ave Minor Street: Maryhill Dr			Eastbound & Westbound Northbound						
Start Date: 1-Sep-20 End Date: 8-Sep-20									
TIME		NB	SB	EB	WB	Minor NB + SB	Major EB + WB	TOTAL	EB + WB RANK
FROM	TO								
12:00 AM	1:00 AM	3		11	14	3	25	28	
1:00 AM	2:00 AM	1		9	10	1	19	20	
2:00 AM	3:00 AM	2		10	9	2	19	21	
3:00 AM	4:00 AM	1		9	5	1	14	15	
4:00 AM	5:00 AM	1		17	5	1	22	23	
5:00 AM	6:00 AM	2		27	9	2	36	38	
6:00 AM	7:00 AM	4		55	30	4	85	89	
7:00 AM	8:00 AM	10		55	48	10	103	113	
8:00 AM	9:00 AM	7		61	44	7	105	112	
9:00 AM	10:00 AM	12		89	53	12	142	154	
10:00 AM	11:00 AM	12		104	59	12	163	175	
11:00 AM	12:00 PM	16		107	71	16	178	194	6
12:00 PM	1:00 PM	20		120	78	20	198	218	4
1:00 PM	2:00 PM	15		116	78	15	194	209	5
2:00 PM	3:00 PM	20		135	88	20	223	243	2
3:00 PM	4:00 PM	27		121	96	27	217	244	3
4:00 PM	5:00 PM	26		126	99	26	225	251	1
5:00 PM	6:00 PM	22		97	77	22	174	196	7
6:00 PM	7:00 PM	14		90	72	14	162	176	8
7:00 PM	8:00 PM	12		67	57	12	124	136	
8:00 PM	9:00 PM	11		50	45	11	95	106	
9:00 PM	10:00 PM	10		33	35	10	68	78	
10:00 PM	11:00 PM	5		23	25	5	48	53	
11:00 PM	12:00 AM	4		14	17	4	31	35	
TOTAL		257	0	1,546	1,124	257	2,670	2,927	

Multi-Way Stop Application Warrant Analysis

A multi-way STOP application study for the intersection can be found in Figure 5. All warrants as defined in the current editions of the Federal and State Manual on Uniform Traffic Control Devices (MUTCD) were evaluated.

Figure 5 - Multi-Way Stop Application Warrant Analysis

MULTI-WAY STOP SIGN WARRANTS

LOCATION: Western Ave at Maryhill Dr

DATE: Wed Sep 23, 2020

WARRANT
MET ?

1. Are traffic signals warranted/justified?
(Multi-way STOP is an interim measure while signals are being designed and constructed) No
2. Have there been 5 or more reported crashes in a 12-month period that are susceptible to correction by a multi-way STOP installation?
(4 crashes using 80% criteria) No
- 3.(a) 8-hour traffic volumes on the Major Street (total of both approaches)

	TIME	TOTAL VEHICLES Major Street	100% WARRANT REQUIREMENT	80% WARRANT REQUIREMENT	WARRANT MET ?
1	4:00 PM	225	300	240	No
2	2:00 PM	223	300	240	No
3	3:00 PM	217	300	240	No
4	12:00 PM	198	300	240	No
5	1:00 PM	194	300	240	No
6	11:00 AM	178	300	240	No
7	5:00 PM	174	300	240	No
8	6:00 PM	162	300	240	No

- 3.(b) Same 8-hour traffic volumes on the Minor Street (combined vehicle, ped, and bike volume; total of both approaches)

	TIME	TOTAL VEHICLES Minor Street	100% WARRANT REQUIREMENT	80% WARRANT REQUIREMENT	WARRANT MET ?
1	4:00 PM	26	200	160	No
2	2:00 PM	20	200	160	No
3	3:00 PM	27	200	160	No
4	12:00 PM	20	200	160	No
5	1:00 PM	15	200	160	No
6	11:00 AM	16	200	160	No
7	5:00 PM	22	200	160	No
8	6:00 PM	14	200	160	No

- 3.(c) If 85th-percentile speed exceeds 40 mph, are Items 3a & 3b met when volumes are 70% of their value?

n/a

4. Where no single criterion is satisfied, are Criteria 2, 3a, and 3b all satisfied to 80% of the minimum values?

No

Other criteria considered included:

- A. The need to control left-turn conflicts: NO
- B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes: NO
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop: NO
- D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection: NO

Discussion

Sixteen years ago, a multi-way STOP warrant study was conducted by DPW at this intersection. Staff presented the report to the Traffic Commission on October 25, 2004. Based on objective data and field review at the time, staff did not recommend the installation of a multi-way STOP condition. Traffic Commission ultimately denied the multi-way STOP request.

In review of the 5-year crash history, no crashes means that a safe traffic environment exists today. Adding a STOP condition on Western Ave will most likely add crashes, specifically rear-end crashes.

MUTCD Section 2B.04, Right-of-Way at Intersections, states that "YIELD or STOP signs should not be used for speed control". If concerned residents are requesting the STOP condition on Western Ave to reduce motorist speed, DPW maintains the position of the FHWA and WisDOT by not recommending installing STOP signs for speed control.

Referring to a comprehensive study conducted by W. Martin Bretherton Jr., P.E. (Georgia), a member of the Institute of Transportation Engineers (ITE), entitled " Multi-Way Stops - The Research Shows the MUTCD is Correct!" which concluded that:

1. Multi-way stops do not control speeds
2. Stop compliance is poor at unwarranted multi-way stop signs
3. Before-After studies show multi-way stop signs do not reduce speeds on residential streets
4. Unwarranted multi-way stops increased speed some distance from intersections (the studies hypothesizing that motorists are making up the time they lost at the "unnecessary" stop sign)
5. Multi-way stop signs have high operating costs based on vehicle operating costs,

vehicular travel times, fuel consumption and increased vehicle emissions

6. Safety of pedestrians is decreased at unwarranted multi-way stops, especially small children (it seems that pedestrians expect vehicles to stop at the stop signs but many vehicles have gotten in the habit of running the "unnecessary" stop sign)
7. Stop signs increase noise in the vicinity of an intersection. The noise is created by the vehicle braking noise at the intersection and the cars accelerating up to speed.

Conclusions

No multi-way stop warrants were met. The Western Ave and Maryhill Dr multi-way STOP warrant study resulted in a recommendation to continue operating the intersection as a 1-WAY STOP condition where Maryhill Dr traffic stops for Western Ave traffic.

Recommendations

1. To deny the request to establish a 3-WAY STOP condition at Western Avenue at Maryhill Drive.
2. To maintain the existing 1-WAY STOP control (Maryhill Dr traffic stops for Western Ave traffic)



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Dave Hansen, Traffic Engineer

AGENDA ITEM # Q.4

To remove the NO PARKING zone on the north side of Thomas Street from a point 85 feet west of Velp Avenue to Velp Avenue.

BACKGROUND

RECOMMENDATION

Remove the NO PARKING zone on the north side of Thomas Street from a point 85 feet west of Velp Avenue to Velp Avenue.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Dave Hansen, Traffic Engineer

AGENDA ITEM # Q.5

To remove the NO PARKING zone on the south side of Radisson Street from Quincy Street to a point 35 feet east of Webster Avenue.

BACKGROUND

RECOMMENDATION

Remove the NO PARKING zone on the south side of Radisson Street from Quincy Street to a point 35 feet east of Webster Avenue.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Dave Hansen, Traffic Engineer

AGENDA ITEM # Q.6

To remove the NO PARKING zone on the north side of Radisson Street from Webster Court to a point 90 feet east of St. George Street.

BACKGROUND

RECOMMENDATION

Remove the NO PARKING zone on the north side of Radisson Street from Webster Court to a point 90 feet east of St. George Street.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Dave Hansen, Traffic Engineer

AGENDA ITEM # Q.7

To remove the NO PARKING zone on the north side of Radisson Street from Quincy Street to Webster Avenue.

BACKGROUND

RECOMMENDATION

Remove the NO PARKING zone on the north side of Radisson Street from Quincy Street to Webster Avenue.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Dave Hansen, Traffic Engineer

AGENDA ITEM # Q.8

To remove the NO PARKING zone on the north side of Radisson Street from a point 588 feet west of Webster Court to a point 665 feet west Webster Court.

BACKGROUND

RECOMMENDATION

Remove the NO PARKING zone on the north side of Radisson Street from a point 588 feet west of Webster Court to a point 665 feet west Webster Court.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Dave Hansen, Traffic Engineer

AGENDA ITEM # Q.9

To remove the NO PARKING zone on the north side of Radisson Street from a point 60 feet east of Irwin Avenue to a point 30 feet west of Irwin Avenue.

BACKGROUND

RECOMMENDATION

Remove the NO PARKING zone on the north side of Radisson Street from a point 60 feet east of Irwin Avenue to a point 30 feet west of Irwin Avenue.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Dave Hansen, Traffic Engineer

AGENDA ITEM # Q.10

To remove the NO PARKING zone on the south side of Radisson Street from a point 30 feet east of Irwin Avenue to a point 60 feet west of Irwin Avenue.

BACKGROUND

RECOMMENDATION

Remove the NO PARKING zone on the south side of Radisson Street from a point 30 feet east of Irwin Avenue to a point 60 feet west of Irwin Avenue.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Dave Hansen, Traffic Engineer

AGENDA ITEM # Q.11

To establish and adopt by ordinance a NO PARKING zone on the north side of Radisson Street from Quincy Street to a point 60 feet east of Irwin Avenue.

BACKGROUND

RECOMMENDATION

Establish a NO PARKING zone on the north side of Radisson Street from Quincy Street to a point 60 feet east of Irwin Avenue and adopt by ordinance.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Traffic, Bicycle and Pedestrian Commission
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

Dave Hansen, Traffic Engineer

AGENDA ITEM # Q.12

To establish and adopt by ordinance a NO PARKING zone on the south side of Radisson Street from Quincy Street to a point 30 feet east of Irwin Avenue.

BACKGROUND

RECOMMENDATION

Establish a NO PARKING zone on the south side of Radisson Street from Quincy Street to a point 30 feet east of Irwin Avenue and adopt by ordinance.

FISCAL IMPACT

ATTACHMENTS

None

City of Green Bay, Wisconsin
Green Infrastructure Codes Project
Summary of Findings & Recommendations

Code Area	Key Codes and Standards	"Grade"	Opportunities	Recommended Actions or Draft Document
Stormwater	Chapter 30	B	Standard ordinance	*Add definitions of green infrastructure to 30.04 *State specifically that green infrastructure practices following WI DNR Storm Water Post Construction Technical Standards are accepted in 30.06(7) *Add integration with landscape plans to 30.08(1)
Erosion Control	Chapter 34 And Chapter 13, Division 11 (Zoning)	B-	Standard ordinance Section 34.08 includes "performance standards for construction sites not required to be permitted" but this is not enforced	*Add a standard to demarcate the limits of disturbance and the drip line of mature trees to remain on site prior to initiating construction under 30.09(2). *Consider a small sites erosion control guide
Definitions	Chapter 30 (Stormwater) Chapter 13 (Zoning)	B+	Green infrastructure definitions are not present in Chapter 30 or Chapter 13	*Add green infrastructure definitions to 30.04 *Under 13.303 Land Use Definitions, either refer to 30.04 or add the same definitions
Architectural Design Standards	Subchapter 13.500 General Regulations Subchapter 13.1400 Traditional Neighborhood Development	A-	No apparent conflicts with TND	*Add rain barrels, planter boxes & other rainwater harvesting as a permitted setback encroachments under 13.509
Landscaping	Chapter 13, Subchapter	D	Substantial barriers to the integration of	*Significant revisions to Section 13.1800 are recommended

City of Green Bay, Wisconsin
Green Infrastructure Codes Project
Summary of Findings & Recommendations

	13.1800, Division 5: Landscaping		vegetated stormwater management	
Parking	Chapter 13 (Zoning)	A+	Green Bay has updated its parking ratios and standards to reflect contemporary best practices.	
Permeable Materials	Chapter 30 Section 13.1714 Surfacing	A-	Provisions for permeable pavement as a BMP are not explicitly included in Chapter 30 Not a barrier per se but could be clarified	*Add sentence to 13.1714 to state that permeable pavement systems meeting WI DNR Technical Standards are acceptable to meet the purposes of the section.
Pollutant Reduction	Section 13.1813 Service, loading and storage areas Section 13.1600 Land Use Development Standards	B	Standards for screening trash receptacles and dumpsters are under 13.1813 but do not address drainage, covers, or locking gates.	*Add a provision as Reserved Section 13.1614 addressing dumpster/trash areas and outdoor areas for animal-related uses to require (1) locking four-sided enclosures of trash areas and (2) curbing or other drainage to direct runoff away from storm drains and surface waters
Natural Landscape/ Lawns	Section 8.11, Noxious Weeds & Maintenance of Vegetation	A-	City has a provision for natural lawns adopted, but there are some ambiguities	*Make minor clarifications to improve the application and approval process
Subdivision & Streets				
Disconnection				

Detail Summary of Projects Issued

10/1/2020 to 10/31/2020

Proj #	Address	Owner	Applicant	Fees Paid	Estimated \$	Status
102632	2040 BUCKTHORN TR..6H-4436	TYCORE BUILT LLC		\$1,377.92	\$265,000.00	Pending
[01-101 - Single Family House, Detached] EC approved 10/21/20						
102647	3627 ARCADIA BLUFF DR..22-2019	TJDM LLC		\$1,556.93	\$275,000.00	Pending
[01-101 - Single Family House, Detached]						
102503	2555 PECAN ST..21-5219	GRANT E FOWLER		\$200.00	\$12,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] 2 x bedrrom remodel						
102557	540 CORNELIUS DR..21-4121	BLACKBIRD PROPERTIES INC		\$300.00	\$5,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] MAIN LEVEL AND BASEMENT						
102562	822 HARRISON ST..18-556	KAN RENTALS LLC		\$155.00	\$20,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] No plumbing work repair one leaky pipe						
102581	2977 CARAVAN CT..6H-2924-1	TIFFANY M & MICHAEL L HOWARD		\$50.00	\$2,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] Egress window only						
102629	3279 SITKA ST..21-7106	GREGORY F & PAULA J GLOE		\$150.00	\$35,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] Tub to Shower						
102630	137 COLT CT..21-3657	KEYNOTE PROPERTIES LLC		\$163.00	\$10,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] Interior upgrades						
102650	1096 OREGON ST..5-704-B	DONALD J & LORRAINE E SHEMONCOFSKY		\$50.00	\$4,167.00	Pending
[02-434 - Single-Family Residential Building, Alteration] Patio Door Install						
102726	1110 WIRTZ AV..1-83	ROBERTA L MEHLING		\$50.00	\$6,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] add new door/ remodel						
102775	821 15th AV..2-28	AMBER MARIE KIEHL		\$100.00	\$15,000.00	Pending
[02-434 - Single-Family Residential Building, Alteration] Kitchen Remodel						
102520	1118 TARA MARIE CT..6H-4237	SUSAN L & JEFFREY S HOUSE		\$150.00	\$50,000.00	Pending
[03-434 - Addition to Single-Multi Family Residential Units]						
87880	920 LAMBEAU ST..6H-1631-2	J & G JOINT VENTURES LLC		\$680.00	\$67,000.00	Pending
[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] Space Configurations						
101889	101 BAY BEACH RD..20-689-C	MCDONALD LUMBER CO INC		\$2,543.70	\$85,000.00	Pending
[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] REMODELING INTERIOR FOR NEW PARADISE NORTH DISTILLERY EC Approved 9/2/20						
102378	875 LOMBARDI AV..1-2729	JJ 875 PROPERTY LLC		\$360.00	\$9,700.00	Pending
[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] NEW BAR						
102394	1830 S MILITARY AV..6-310	HIGHLAND CREST BAPTIST CHURCH		\$290.00	\$8,000.00	Pending

[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] Basement Wall/Room Remodel

102452 325 N ROOSEVELT ST..14-14 GREATER SOURCE LLC \$70.00 \$70,000.00 Pending

[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] Window & Door Replacment

102522 835 S VAN BUREN ST..16-293 SAINT VINCENT HOSPITAL ETAL \$6,306.00 \$5,200,000.00 Pending

[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] 10th FLR - Children's Remodel

102536 1601 N QUINCY ST..20-684-A GREEN BAY PACKAGING INC \$1,143.00 \$530,000.00 Pending

[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] New loading dock doors, levelers, etc. Parapet addition as well.

102553 120 S PEARL ST..3-114 SMA CONSTRUCTION SERVICES LLC \$140.00 \$25,000.00 Pending

[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] ADDING (2) OVERHEAD DOORS AND NEW METAL FACADE.

102575 301 N WASHINGTON ST..12-368 FE WATERMARK LLC \$140.00 \$5,000.00 Pending

[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] Wall Demo

102588 1540 CAPITOL DR..6-2640 NEWCAP INC \$290.00 \$22,000.00 Pending

[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] Wall Alterations

102662 1609 WESTERN AV..6-119-A E & P PROPERTIES \$70.00 \$4,000.00 Pending

[12-437 - Commercial, Non-Residence, Non-Housekeeping, Alteration] NEW EXTERIOR STAIRS

86841 1530 BYLSBY AV..6-34 WISCONSIN PUBLIC SERVICE \$1,040.62 \$250,000.00 Pending

[15-649 - Raze Commercial Building or other Structure] EC Approved 5/3/19
Project completed without permit

102537 1541 SHAWANO AV..6-1694 BFH REALTY LLC \$70.00 \$3,000.00 Pending

[15-649 - Raze Commercial Building or other Structure] Raze Garage

102577 400 ALPINE DR..21-86-1 GEORGIA PACIFIC CONSUMER PRODUCTS LP \$70.00 \$45,000.00 Pending

[15-649 - Raze Commercial Building or other Structure] Building Demo

102601 800 UNIVERSITY AV..7-596 EAST RIVER OF GREEN BAY LLC \$70.00 \$22,000.00 Pending

[15-649 - Raze Commercial Building or other Structure] Raze Water Storage Tank

102628 1139 MAIN ST..9-25 CYRUS DEVELOPMENT SERVICES LLC \$70.00 \$1,000.00 Pending

[16-*** - Temporary Office or Trailer] Walls to block wind/snow

101349 1006 N BUCHANAN ST..18-981 SUE ANN & JULIAN HERNANDEZ \$150.00 \$8,700.00 Pending

[17-438 - New Garage or Carport] *need CUP on height of garage exceeding house. Garage is already built illegally.
*CUP approved.

102505 1084 OREGON ST..5-718-E MICHAEL R & STACIE R GLASS \$168.40 \$20,000.00 Pending

[17-438 - New Garage or Carport] New 24 x 30 Garage

102527 1331 ELIZA ST..17-533 ROBERT S & CHERYL A KREMER \$174.10 \$21,000.00 Pending

[17-438 - New Garage or Carport] New Garage 26 x 30

102649 252 N DANZ AV..21-2090-7 DARLENE L LINDSLEY \$255.75 \$61,000.00 Pending

[17-438 - New Garage or Carport] 32'x25' DET. GARAGE AND BATH REMODEL

102672 1344 REED ST..5-662-E ROSALIND RONSMANS \$150.00 \$29,000.00 Pending

[17-438 - New Garage or Carport] 22 x 14 Garage

102427 3569 SATELLITE LN..21-8078 JULIE A RENTMEESTER \$150.00 \$7,000.00 Pending

[22-328 - Shed, Yard Building] 10 x 20 shed					
102501	1947 MULBERRY LN..6H-1508-M-34	ANNETTE & JAMES DUDLEY	\$50.00	\$2,500.00	Pending
[22-328 - Shed, Yard Building] 12x18					
102529	259 NEWBERRY CT ..21-92	BRANDON T LOHRENTZ	\$50.00	\$3,000.00	Closed
[22-328 - Shed, Yard Building] 10 x 12 Shed					
102556	924 ELIZABETH ST..19-544	MERCEDES VERA	\$50.00	\$550.00	Closed
[22-328 - Shed, Yard Building] 10x12 SHED					
102568	3322 NAUTICAL AV..22-1471	CONNIE L PIONTEK	\$50.00	\$1,976.00	Pending
[22-328 - Shed, Yard Building] 8'x12' REAR YARD					
102612	1439 10th AV..1-1439-C	RICHARD J & CARLA J HOFFMANN	\$50.00	\$1,300.00	Pending
[22-328 - Shed, Yard Building] 10 x 10 Shed					
102651	558 PINEHURST AV..21-820-R-38	EMILY A & ERIC C GENRICH	\$50.00	\$2,100.00	Pending
[22-328 - Shed, Yard Building] 8 x 12 Shed					
100563	510 SCHOOL PL..3-381	DOUGLAS J SCHNEIDER	\$100.00	\$200.00	Closed
[23-434 - Deck, Porch, Patio] Front step repair					
102319	1120 HICKORY HILL DR..1-1863	ROXANNE CHRISTENSON	\$150.00	\$5,750.00	Pending
[23-434 - Deck, Porch, Patio] New Deck 12 x 18					
102593	2495 NEWBERRY AV..21-92-4	KRISTIE R HANEY	\$100.00	\$2,500.00	Pending
[23-434 - Deck, Porch, Patio] Deck Replacement					
102602	1427 ELIZA ST..17-720	STACIE L & KAYLA LYN SCHINDLER	\$75.00	\$3,500.00	Pending
[23-434 - Deck, Porch, Patio] 7'x8'					
102631	536 S WEBSTER AV..14-792	STEVEN R DRAEGER	\$120.00	\$10,000.00	Pending
[23-434 - Deck, Porch, Patio] Commerical Multi Family Vehicle Accident USING EXISTING FOOTINGS					
102634	2686 TERESA DR..21-7202	KIM A & VIRGINIA B DIETZ	\$100.00	\$12,100.00	Pending
[23-434 - Deck, Porch, Patio]					
102695	2549 CHERRYWOOD LN..6H-2168	KENDRA & VICTOR SIEHR	\$100.00	\$7,500.00	Pending
[23-434 - Deck, Porch, Patio] Install Trex composite deck, 2x8 framing, 4x4 posts and composite decking					
102718	1439 10th AV..1-1439-C	RICHARD J & CARLA J HOFFMANN	\$100.00	\$1,000.00	Pending
[23-434 - Deck, Porch, Patio] NO EC using exisitng footings					
102730	1156 VANDERBRAAK ST..20-237	CHRIS A HERALY	\$50.00	\$1,000.00	Pending
[23-434 - Deck, Porch, Patio] REAR PATIO 27'x9'					
102748	170 THYME PL..21-6671-15	JUDITH & MICHAEL BURBEY	\$100.00	\$31,000.00	Pending
[23-434 - Deck, Porch, Patio] REFACE EXISTING DECK					
102477	2935 DURHAM RD..22-1786	MELISSA & SCOTT BURNOSKI	\$350.00	\$60,000.00	Pending
[25-329 - Swimming Pool] In Ground Pool					
102600	118 NOBLE CT..21-7555	JESSICA A G & MICHAEL R DEFRANK	\$250.00	\$155,000.00	Pending

[25-329 - Swimming Pool] EC Approved 10/21/20

102603	2906 TIMBERLINE CT..6H-3945	SARAH A & KARL R HEHL	\$150.00	\$40,000.00	Pending
[25-329 - Swimming Pool] New Pool and Fence					
102555	1604 11th AV..1-1353	MONTRELL J & KIMBERLY A EDWARDS	\$50.00	\$3,950.00	Closed
[28-434 - Foundation Repair] FOUNDATION REPAIR					
102559	1013 NEVILLE AV..18-273	WENDORF KENNETH J & PENNY L REVOCABLE TRUST	\$50.00	\$8,389.40	Pending
[28-434 - Foundation Repair] Interior foundation tile					
102624	1760 JUNIPER DR..21-1110-M-117	ANN F & DANIEL J EMMEL	\$50.00	\$7,140.00	Closed
[28-434 - Foundation Repair] FOUNDATION REPAIR					
102700	1148 DAY ST..7-60	AMY L WALLENFANG	\$50.00	\$6,715.00	Pending
[28-434 - Foundation Repair] Foundation repair-west wall					
102723	1216 SUYDAM ST..17-1030-A-1	JOHN G & SHELLEY M VANBOXEL	\$50.00	\$22,780.00	Closed
[28-434 - Foundation Repair] FOUNDATION REPAIR, DRIVEWAY					
102735	476 PACKERLAND DR..6H-1739-2	MASHL INVESTMENTS LLC	\$168.10	\$100,000.00	Pending
[33-*** - Roofing] RE-ROOF					
102747	1019 ST. LAWRENCE DR..21-1111-D-37	KATRINA M HERRMAN	\$75.00	\$8,000.00	Pending
[33-*** - Roofing] Re-roof Repair/Tree Damage					
102749	2039 VINE ST..21-1361-3	RANKIN GB HOLDINGS LLC	\$70.00	\$18,850.00	Pending
[33-*** - Roofing] ROOFING					
102201	333 S WEBSTER AV..14-901	KATHERINE N KNEDLE	\$50.00	\$6,000.00	Pending
[35-*** - Driveway Expansion]					
102281	1023 S ONEIDA ST..1-1847	AARON J WELHOUSE	\$50.00	\$8,484.00	Pending
[35-*** - Driveway Expansion] Replace driveway					
102337	310 NORTHERN AV..5-1186	KATHERINE B FETTIG	\$50.00	\$2,500.00	Pending
[35-*** - Driveway Expansion] *pending, over 50% impervious.					
102508	1409 KATERS DR..6-1027-C	WELHOUSE TRUST	\$50.00	\$10,668.00	Pending
[35-*** - Driveway Expansion] Driveway replacement					
102530	1500 SERVAIS ST..6-2133	JESSICA L & LUKE J GILSON	\$50.00	\$2,604.00	Closed
[35-*** - Driveway Expansion] Replace Driveway					
102531	1217 LA COUNT RD..6H-3647	SKARDA TERRY J & SANDRA K LIVING TRUST	\$50.00	\$4,300.00	Pending
[35-*** - Driveway Expansion] Replace drive/walkway/stoop repair					
102540	1028 LARK ST..18-1198	ANA SANCHEZ SANCHEZ	\$50.00	\$7,000.00	Pending
[35-*** - Driveway Expansion] Driveway					
102576	1760 BOND ST..6-58-11	MITCHELL UHLIG	\$50.00	\$1,500.00	Pending
[35-*** - Driveway Expansion] Driveway expansion					
102625	530 W EAGLE TERR..6H-2647	SALLY A CUBITT	\$50.00	\$5,300.00	Pending
[35-*** - Driveway Expansion] No Work in R.O.W					

102658	1115 S JACKSON ST..16-232 [35-*** - Driveway Expansion] REPLACE DRIVEWAY	CODY R KNAPP	\$50.00	\$8,000.00	Pending
102745	1428 S LOCUST ST..6-874 [35-*** - Driveway Expansion] Remove Old driveway and replace with new driveway, includes apron, like for like	FOX RUSSELL J & JULIE A REVOCABLE TRUST	\$50.00	\$15,000.00	Pending
102339	1225 WESTERN AV..3-805-1 [36-*** - Fence] left and rear lot line	MAI KOR VANG, ETAL	\$50.00	\$600.00	Pending
102381	481 MEADOW WIND DR..21-7779 [36-*** - Fence] 4' tall chain link fence	LISA M BEGOTKA	\$50.00	\$2,686.00	Closed
102428	1007 HOWARD ST..3-502 [36-*** - Fence] 6' tall wooden fence rear yard	BRANDON & JUSTINE BRAUN	\$50.00	\$4,500.00	Closed
102431	1007 IRENE ST..21-5723 [36-*** - Fence] 6' high vinyl fence	PAINE CHARLES M & CAROLYN L LIVING TRUST	\$50.00	\$8,500.00	Pending
102498	1272 LAWE ST..17-334 [36-*** - Fence] 6' Tall Vinyl Fence	KATHERINE M BERGER	\$50.00	\$10,206.00	Pending
102538	1264 RIDGEDALE CT..1-2012 [36-*** - Fence] FENCE	MARY L & JOHN T STEINMEYER	\$50.00	\$1,888.00	Pending
102547	1409 ARGONNE DR..6-299-A-5 [36-*** - Fence] 4' CHAINLINK	LYLA F MEADE	\$50.00	\$500.00	Pending
102560	3426 YORKSHIRE DR..22-1588-115 [36-*** - Fence] 6' tall fence	DILLON & ALEX HETTRICK	\$50.00	\$1,500.00	Pending
102583	1247 N PLATTEN ST..6-1663 [36-*** - Fence] WOOD 6' HIGH FENCE BACK YARD	VICKY J & ALLEN T CRIER	\$50.00	\$1,200.00	Pending
102594	121 ALPINE DR..21-54-6 [36-*** - Fence] 6' Tall New Fence	CHRISTINE A & PATRICK W GAULKE	\$50.00	\$6,100.00	Pending
102598	1336 SHIRLEY ST..6-156-A-1 [36-*** - Fence] Lowes to install	SAMANTHA J ALVAREZ	\$50.00	\$5,000.00	Pending
102599	520 W CHICKADEE LN..6H-3045 [36-*** - Fence] Rear yard	REBECCA A & LARRY A MCCARREN	\$50.00	\$5,347.00	Pending
102610	3012 JAUQUET DR..21-7061 [36-*** - Fence] 6ft fence left side yard	SALLY E HUGLEY	\$50.00	\$5,900.00	Closed
102611	320 N ONEIDA ST..5-848-A [36-*** - Fence] Had conversation with Mary she was unable to get the non-erosion control form back to us. Project almost complete. She reconized the information on the EC form and will comply. P.O.	JAMES H & MARY E RYAN	\$50.00	\$5,125.00	Pending
102655	3506 BLACKWOLF RUN..22-1857 [36-*** - Fence] 4 FT TALL WHITE PVC FENCE	LINDSAY M & RAYMOND L NELSON	\$50.00	\$7,350.00	Pending
102656	2450 SHADY OAK LN..6H-3858 [36-*** - Fence] Fence and basketball cour	COURTNEY S & DEREK J LAST	\$50.00	\$22,400.00	Pending
102657	1676 CAREFUL DR..6-1660-6	LORI A LECLAIR	\$50.00	\$1,488.00	Pending

[36-*** - Fence] Fence

102669	903 N BROADWAY..18-507	ANTHONY SCHNEIDER	\$50.00	\$1,000.00	Pending
[36-*** - Fence] 4' tall picket fence					
102681	305 ELIZABETH ST..19-251	KATRINA A & WYATT GAFFNEY	\$50.00	\$5,740.00	Pending
[36-*** - Fence] Fence					
102728	1474 EMILIE ST..17-1012	ERIC Y MORALES, ETAL	\$50.00	\$5,165.00	Pending
[36-*** - Fence] New Fence					
102729	512 VROMAN ST..5-254	MCKENZIE L CHERNEY	\$50.00	\$3,500.00	Pending
[36-*** - Fence] sidewalk repair/front stoop/garage apron					
102746	605 CHALLENGER DR..21-6972	RICKY A & NANCY A TLACHAC	\$50.00	\$2,700.00	Pending
[36-*** - Fence] 6' tall vinyl fence					
100593	901 UNIVERSITY AV..7-585	GREEN BAY CITY OF	\$136.14	\$45,071.01	Pending
[37-329 - Signs]					
102173	121 S MILITARY AV..6-251-D	131 S MILITARY AVENUE LLC	\$168.50	\$6,000.00	Pending
[37-329 - Signs]					
102279	1262 E MASON ST..14-1208	JAMES F MEYER	\$196.40	\$4,000.00	Pending
[37-329 - Signs]					
102331	1491 W MASON ST ..6-169	AAM GREEN BAY PLAZA LLC	\$102.95	\$5,685.00	Pending
[37-329 - Signs] Proposed Wall Sign					
102440	1860 W MASON ST..6-274-A	HEAVEN SENT INVESTMENTS LLC	\$30.00	\$1.00	Pending
[37-329 - Signs] Proposed Temporary Sign-Balloon					
102476	330 PACKERLAND DR..6H-1738	RADISSON PARTNERS LLC	\$163.65	\$1,175.00	Pending
[37-329 - Signs] Proposed Wall Sign					
102545	1640 W MASON ST, SUITE A..6-150-1	NEUFELD ENTERPRISES II LLC	\$220.63	\$11,500.00	Pending
[37-329 - Signs]					
102546	1139 MAIN ST..9-25	CYRUS DEVELOPMENT SERVICES LLC	\$313.44	\$2,000.00	Pending
[37-329 - Signs] Proposed Wall Signs					
102633	2525 W MASON ST..6H-1112-D	LEGACY MINDED REAL ESTATE LLC	\$102.84	\$7,500.00	Pending
[37-329 - Signs] Proposed Wall Sign					
102715	2120 MAIN ST..21-453-6	SECOND WIND MAIN ST LLC	\$97.36	\$5,000.00	Pending
[37-329 - Signs]					
101858	1676 CHRISTIANA ST..6-371	HOUSE OF HOPE GREEN BAY INC	\$30.00	\$15,000.00	Pending
[40-*** - Sanitary Sewers] REPLACE SANITARY LATERAL					
102685	2056 NEWBERRY AV..21-2339	GARY D WISNESKI	\$30.00	\$1,000.00	Closed
[40-*** - Sanitary Sewers] REPAIR SANITARY SEWER					
102752	521 GOODELL ST..17-934	LOUIZZ RAYMOND & AMBER TOURTILLOTT	\$30.00	\$2,500.00	Closed

[40-*** - Sanitary Sewers] SPOT REPAIR 4" SEWER LATERAL

102622	2785 WEST POINT RD..6H-1227-10	PETER T & MARSHA M DEBEUKELAR	\$30.00	\$1,400.00	Closed
[41-*** - Storm Sewers] CONNECT SUMP PUMP TO STORM SEWER					
102767	217 N LOCUST ST..6-107-E	CHAD E & CONSTANCE L KUFAHL	\$30.00	\$950.00	Pending
[41-*** - Storm Sewers] ADD CATCH BASIN TO EXISTING STORM SEWER LATERAL					
102738	1232 LAWE ST..17-343	LILIANA & JOSE R GOMEZ	\$530.00	\$1,500.00	Pending
[42-*** - Mini Sewers] MINI STORM SEWER					
102579	3622 CHURCH RD..22-2154	JULIE K & SAM W ABREGO	\$100.00	\$4,000.00	Closed
[43-*** - Lawn Sprinklers] LAWN SPRINKLERS					
102660	3466 E MASON ST ..21-171-2	ERIE ROAD PROPERTIES LLC	\$70.00	\$10,000.00	Pending
[43-*** - Lawn Sprinklers] REPAIR LAWN SPRINKLERS THAT WERE DAMAGED DURING PARKING LOT PROJECT. NO WORK IN ROW, NO CHANGE TO PLBG.					
102698	1765 SHAWANO AV..6-259-A	LAWRENCE W & ROBERT L ADLEBUSH	\$30.00	\$1,524.00	Pending
[44-*** - Water heaters/Appliances] WATER HEATER					
102743	1139 MATHER ST..5-1303-B	NICHOLAS R WESSELY	\$30.00	\$800.00	Pending
[44-*** - Water heaters/Appliances] WATER HEATER					
102541	3101 BLK SITKA ST McAULIFFE..21-33	GREEN BAY CITY OF PARK MCAULIFFE	\$0.00	\$500.00	Closed
[45-*** - Electrical Temporary Services] INSTALL OVERHEAD ELEC SERVICE WITH METER BASE AND GROUND RODS					
102542	2250 W MASON ST..6H-1096	USA IN TRUST FOR ONEIDA TRIBE OF INDIANS OF WI	\$0.00	\$500.00	Closed
[45-*** - Electrical Temporary Services] INSTALL OVERHEAD SERVICE WITH METER BASE AND GROUND RODS					
102543	2256 MAIN ST..21-420-28	GREAT STONE PROPERTIES INC	\$0.00	\$500.00	Closed
[45-*** - Electrical Temporary Services] INSTALL OVERHEAD ELECTRICAL SERVICE WITH METER BASE AND GROUND RODS					
102474	1693 MURPHY DR..6-2460	ROBERT N REZABEK	\$50.00	\$1,700.00	Closed
[46-*** - Electrical Service Change] CHANGING OVERHEAD 100 AMP SERVICE TO 200 AMP UNDERGROUND SERVICE					
102534	1203 WESTERN AV..3-801	DMLH PROPERTIES LLC	\$50.00	\$400.00	Closed
[46-*** - Electrical Service Change] REPAIR DAMAGED SERVICE					
102544	2400 HILLSIDE LN..21-98-8	MOONSHINE XIONG, ETAL	\$50.00	\$2,000.00	Closed
[46-*** - Electrical Service Change] SERVICE CHANGE FROM 100A OVERHEAD TO 200A UNDERGROUND					
102548	517 CARRIE LN..6-2515	BONNIE D JANKOWSKI	\$50.00	\$1,500.00	Closed
[46-*** - Electrical Service Change] UPGRADE SERVICE FROM 100 AMP OVERHEAD TO 200 AMP UNDERGROUND					
102558	567 NEWTOLS ST..21-2678-M-24	LOIS A BODART	\$50.00	\$1,800.00	Closed
[46-*** - Electrical Service Change] UPGRADE 60 AMP OVERHEAD ELECTRICAL SERVICE TO 100 AMP OVERHEAD SERVICE					
102570	1501 12th AV..1-1838	JOHN P HENEY	\$50.00	\$3,000.00	Pending
[46-*** - Electrical Service Change] SERVICE UPGRADE					
102605	114 S ASHLAND AV..3-70	ROBERT CLARK	\$50.00	\$3,000.00	Pending
[46-*** - Electrical Service Change] SERVICE CHANGE & PANEL UPGRADE					
102623	416 BELLEVUE ST..8-552	JOHN P LESPERANCE	\$50.00	\$1,800.00	Pending

[46-*** - Electrical Service Change] SERVICE UPGRADE AND RELOCATING ELECTRIC METER

102645	1640 W MASON ST, SUITE A..6-150-1	NEUFELD ENTERPRISES II LLC	\$210.00	\$65,000.00	Pending
[46-*** - Electrical Service Change] INSTALL A NEW SERVICE AT PLANET FITNESS					
102653	1638 SPRUCE ST..6-788	DAVID MORAVETZ	\$50.00	\$1,000.00	Pending
[46-*** - Electrical Service Change] PANEL REPLACEMENT					
102659	1256 HOBART DR..6H-1133-E	CHRISTINE M KINTZ	\$50.00	\$1,850.00	Pending
[46-*** - Electrical Service Change] PANEL UPGRADE					
102674	1137 REED ST..3-1138-C	WILLIAM SEIMS	\$50.00	\$1,300.00	Closed
[46-*** - Electrical Service Change] 60 TO 100 AMP UPGRADE					
102678	1493 LANGLADE AV..6-1074	WALTER B HOBBS	\$50.00	\$1,600.00	Pending
[46-*** - Electrical Service Change] SERVICE UPGRADE					
102692	1160 LIBERTY ST..1-2318	RICHARD J HANSEN	\$50.00	\$1,000.00	Closed
[46-*** - Electrical Service Change] ELECTRICAL SERVICE CHANGE					
102693	1022 GRIGNON ST..17-1	THOMAS J & DEBORAH J GERONDALE	\$50.00	\$1,200.00	Pending
[46-*** - Electrical Service Change] SERVICE UPGRADE					
102694	1020 VANDERBRAAK ST..20-257	DEBORAH J & THOMAS J GERONDALE	\$50.00	\$1,800.00	Pending
[46-*** - Electrical Service Change] SERVICE UPGRADE 60 TO 100 AMP					
102705	2044 OAKDALE AV..21-1894-1	SMART INVESTING LLC	\$50.00	\$1,900.00	Pending
[46-*** - Electrical Service Change] 100 AMP SERVICE CHANGE WITH RELOCATION OF METER & SERVICE ENTRANCE PIPE					
102717	1401 STATE ST..1-1373	LEICHT TRANSFER & STORGE CO	\$70.00	\$4,500.00	Closed
[46-*** - Electrical Service Change] DEMO 400 AMP SERVICE AND INSTALL NEW 200 AMP SERVICE					
102722	1326 VANDERBRAAK ST..21-1641	V&M APARTMENTS LLC	\$50.00	\$1,600.00	Pending
[46-*** - Electrical Service Change] SERVICE UPGRADE 60 TO 100 AMP					
102736	1523 PILGRIM ST..1-2549	KELLY MATZKE	\$50.00	\$2,000.00	Pending
[46-*** - Electrical Service Change] SERVICE UPGRADE					
102771	1567 FOREST GLEN DR..6-1027-17	RENNELLS JOHN J & THERESA M IRREVOCABLE TRUST	\$50.00	\$1,200.00	Pending
[46-*** - Electrical Service Change] SERVICE CHANGE 100 AMP OVERHEAD TO NEW 100 AMP OVERHEAD AND NEW 100 AMP MAIN BREAKER PANEL					
102773	1786 BOLAND RD..6-2670	JOSEPH N & DONNA R LISKA	\$50.00	\$1,200.00	Pending
[46-*** - Electrical Service Change] PANEL REPLACEMENT					
102784	1254 LOCH DR..6-196-H	EMILY G SCHABOW	\$50.00	\$2,400.00	Pending
[46-*** - Electrical Service Change] PANEL UPGRADE					
102794	1525 SUE LN..1-2145	RAYMOND W SCHUH ESTATE OF	\$50.00	\$1,950.00	Pending
[46-*** - Electrical Service Change] SERVICE UPGRADE - REMOVE EXISTING OVERHEAD METERBASE AND REPLACE WITH NEW 100 AMP OVERHEAD METERBASE. INSTALL NEW 100 AMP 20 CIRCUIT MAIN BREAKER PANEL AND REHOOK ALL CIRCUITS ON CORRECTLY SIZED BREAKERS WITH GROUNDING DONE ACCORDING TO CODE.					
102507	3343 IRIS CT..21-44-7	RENEE R & JEFFREY W BOWERS	\$50.00	\$400.00	Closed
[47-*** - Electrical Service Repair] REPLACE UNDERGROUND METER PEDESTAL					

102609	1122 E WALNUT ST..14-279	TRUC T VELAZQUES	\$50.00	\$400.00	Closed
[47-*** - Electrical Service Repair] REPAIR DAMAGED PERISCOPE					
102668	1105 MARSHALL AV..18-185	ELEANOR F DERUYTER	\$50.00	\$800.00	Closed
[47-*** - Electrical Service Repair] REPAIR OVERHEAD ELECTRICAL SERVICE DAMAGE FROM TREE					
102744	720 CHICAGO ST..14-521	MICHAEL J & CHRISTINE M CASPERSON	\$50.00	\$300.00	Closed
[47-*** - Electrical Service Repair] REPAIR DAMAGED SERVICE MAST AND METER DUE TO TREE					
101694	210 S ONEIDA ST..3-1172	REDEEMER EVANGELICAL LUTHERAN CHURCH	\$70.00	\$1,900.00	Closed
[48-*** - Electrical Wiring (Misc., Alteration, Repair)] REINSTALL THREE (3) AC'S & AIR HANDLER					
102489	714 ELMORE ST..5-1075	SUSAN M & MARY A KOLAKOWSKI	\$50.00	\$1,500.00	Pending
[48-*** - Electrical Wiring (Misc., Alteration, Repair)] RUNNING POWER FORM HOME BOX TO DETACHED GARAGE FOR OUTLETS AND LIGHTS.					
102642	1523 FARLIN AV..19-29-A	AMANDA J MONFILS	\$50.00	\$300.00	Pending
[48-*** - Electrical Wiring (Misc., Alteration, Repair)] REPLACE ELECTRICAL WORK IN BEDROOM, ENTRYWAY AND SCREENED PORCH					
102724	402 S ROOSEVELT ST..14-1023	JAVIER GOMEZ	\$50.00	\$500.00	Pending
[48-*** - Electrical Wiring (Misc., Alteration, Repair)] WIRING CORRECTIONS/REPAIRS					
102800	645 BADER ST..21-822-20	AGUSTIN J LOZA	\$30.00	\$1,450.00	Pending
[49-*** - backwater valve/sump pump] BACKWATER VALVE					
101375	1216 APHRODITE RD..21-6232	BETH A & LOUIS G DELFRATE	\$50.00	\$6,000.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE AND AIR CONDITIONER					
101623	2586-2588 SHERRY LN..21-4881	BERKERR FAMILY LP	\$50.00	\$2,200.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] AIR CONDITIONER - 2586 SIDE ONLY					
102231	2590 HE-NIS-RA LN..6H-2248-1	CAROL F VANFRACHEN	\$50.00	\$3,400.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102483	2792 NICOLET DR..22-162-2	ZACHARY & MATTHEW J LUX	\$50.00	\$2,800.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102526	218 S ROOSEVELT ST..14-953	DEALS DEVELOPMENT & PARTNERSHIP CAPITAL CORP	\$50.00	\$5,200.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE AND AC					
102550	327 SWISS HILL DR..21-82-13	JAMES R BANIA	\$50.00	\$4,600.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] BOILER					
102551	1704 FARLIN AV..19-399	JACQUELINE E & JOSEPH D KLEBENOW	\$50.00	\$3,450.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] AIR CONDITIONER					
102552	2469 PECAN ST..21-3108	KELLY J BERGER	\$50.00	\$7,400.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE AND AC					
102563	1224 BIEMERET ST..1-2007-J	NANCY L DETIEGE, ETAL	\$50.00	\$5,358.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] AIR CONDITIONER					
102564	1125 DIVISION ST..5-647-A	MUELLER FAMILY TRUST	\$50.00	\$3,075.70	Closed

[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE

102565	1017 ROYAL BLVD..18-1148	KAYE M RAASCH	\$50.00	\$8,194.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER					
102574	152 GARDEN GATE CT..6H-3760	CHARLES J & MARY C LATORRE	\$50.00	\$9,717.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102578	446 STONEHEDGE RD..21-5007	SCHMITZ PAUL J & TRACY JREVOCABLE TRUST	\$50.00	\$11,785.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] AIR CONDITIONER					
102586	118 S WASHINGTON ST..12-341	MICHAEL P & KATHRYN L TUBBS	\$70.00	\$9,535.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER - UNIT 405B					
102590	501 5th ST..2-878	BRADY & MEGAN MUTTER	\$50.00	\$3,843.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102595	1400 N BAIRD ST..21-1198-6	PERRY PARK PARTNERS ETAL	\$50.00	\$2,293.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE - LOT 72					
102597	1405 CREEKSIDE LN..21-5590	RICKI J MORAS	\$50.00	\$3,250.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] AIR CONDITIONER					
102604	2435 SYCAMORE DR..21-3992	KOS HATCHERIES LLP	\$70.00	\$2,912.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102606	305 S VAN BUREN ST..14-763	305 S VANBUREN LLC	\$50.00	\$2,961.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102615	2703 OAKWOOD DR..6H-1508-M-45	SANDRA L KRUSE	\$50.00	\$3,400.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] AIR CONDITIONER					
102616	2651 SHORE RIDGE CT..22-1622	ROBERT L & MARGARET T LINDBLOOM	\$50.00	\$6,150.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE AND AIR CONDITIONER					
102617	1040 VILLAGE GREEN CT..6H-3724	RALPH H & JOANN R FISHER	\$50.00	\$6,300.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE AND AIR CONDITIONER					
102618	1501 FARLIN AV..19-27	WAYNE R HUEMPFNER	\$50.00	\$3,250.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102619	399 BADER ST..21-2678-T-14	LUIS A SANTOSNIEVES, ETAL	\$50.00	\$3,415.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] AIR CONDITIONER					
102620	1919 HILLCREST DR..6H-1196-1	JAMIE M & COLLEEN M SPRUTLES	\$50.00	\$9,750.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE AND AIR CONDITIONER					
102621	1003 CHANTEL ST..6-2077	PETER E THORSON, ETAL	\$50.00	\$6,200.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE AND AIR CONDITIONER					
102635	1583 AMY ST..8-653	SALLY A & RICHARD D ALFT	\$50.00	\$5,044.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					

102636	3376 SITKA ST..21-7668	WILLIAM L & AMY JO HERMS	\$50.00	\$5,256.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102638	136 ANTOINETTE ST..4-53	ALEJANDRO S & DAWN M ORTEGA DOMINGUEZ	\$50.00	\$2,007.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102639	1233 REED ST..3-1197	RUTH L URBAN	\$50.00	\$1,884.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102640	1111 ROYAL BLVD..18-1096	ZE HER	\$50.00	\$1,683.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102644	1628 DECKNER AV..21-1445	MARK R & APRIL K SWIM	\$50.00	\$3,043.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102646	124 ANTOINETTE ST..3-58	PAULETTE S & LORRAINE E EDWARDS	\$50.00	\$4,900.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] AIR CONDITIONER					
102666	1874 ROWE LN..6-2533	LEIGH A DENNIS	\$50.00	\$10,975.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102667	1227 N PLATTEN ST..6-47	JAMES R REED, ETAL	\$50.00	\$2,223.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102673	3008 LAWNDAL DR..21-1111-D-215	MARK A & LINDSEY M HENSEL	\$50.00	\$5,159.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102675	534 TYROLIAN DR..21-3426	HAROLD E CHRISTENSEN	\$50.00	\$2,400.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102676	421 S CLAY ST..14-1041	WESLEY W EBERT	\$50.00	\$8,230.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] BOILER					
102677	1283 MARIAN LN..1-2077	SARA L & KEITH S JOHNSON	\$50.00	\$3,826.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102679	238-240 N OAKLAND AV..4-147	TEEGARDEN PROPERTIES LLC	\$280.00	\$10,612.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] (4) FURNACES - 2 EA SIDE					
102686	1315 OREGON ST..5-665-1	JESSICA J PAWLOWSKI	\$50.00	\$4,350.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] AIR CONDITIONER					
102687	1056 HOLZER ST..18-806-A	KAYLA KAMEDULSKI	\$50.00	\$4,875.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102697	1765 SHAWANO AV..6-259-A	LAWRENCE W & ROBERT L ADLEBUSH	\$50.00	\$1,800.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102701	850 DIVISION ST..5-1434	GERARDO & DELIA GONZALEZ	\$50.00	\$4,752.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102702	800 10th AV..2-468	MARJORIE M & AMANDA M GEURTS	\$50.00	\$19,200.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE AND AIR CONDITIONER					

102703	2930 FINGER RD..21-144-1	STEVEN L & DEBORAH WIESMAN	\$50.00	\$12,600.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE AND AIR CONDITIONER					
102704	539 S CLAY ST..14-1095	LIEBHAUSER GROUP LLC	\$50.00	\$5,100.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] BOILER					
102706	1025 CROOKS ST..14-895	REI HOME SOLUTIONS LLC	\$50.00	\$3,200.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER					
102707	1500 ELLIS ST..8-31-I	SANDRA M CORDERO	\$50.00	\$1,884.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102710	1226 N DANZ AV..21-290-4	A & V TERRACE LLC	\$50.00	\$8,766.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE AND AIR CONDITIONER					
102716	710 WINFORD AV..18-892	JACOB A SYLVESTER	\$50.00	\$3,850.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102721	221 S ASHLAND AV..3-395	KATHERINE A SCHERMER	\$50.00	\$8,073.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE & AIR CONDITIONER					
102725	1774 EDISON ST..21-3310	AURELIANO CRUZ JESUS	\$50.00	\$3,121.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102731	1846 DECKNER AV..21-2475-3	SMART INVESTING LLC	\$50.00	\$2,200.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102737	1683 FOREST GLEN DR..6-1653	PATRICIA A & TROY A MURPHY	\$50.00	\$3,600.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102739	2722 ARTESIAN WAY..21-6671-7	DANIEL R & PAULA M PASTERSKI	\$50.00	\$4,450.00	Closed
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102740	3337 SCOTTWOOD DR..22-155	DONALD R JOBELIUS	\$50.00	\$3,650.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102741	1245 HICKORY HILL DR..1-1707	RENEE L & EDWARD C BROWN	\$50.00	\$6,550.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE AND AIR CONDITIONER					
102742	2485 ROBINSON AV..21-3238	REI HOME SOLUTIONS LLC	\$50.00	\$3,725.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] BOILER					
102757	1992 PACKERLAND DR..6H-1992	MARY B ADAMS	\$50.00	\$3,800.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102759	1227 SHEPHERDS PATH..6H-2946	VANSTRATEN PROPERTIES OF GREEN BAY LLC	\$50.00	\$3,055.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102760	532 ROBERT LN..21-3387	JAMES S NITKA	\$50.00	\$4,904.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102761	437 SILVER SPRING DR..6-2859-11	RICHARD A & ELIZABETH R KANGAS	\$50.00	\$4,819.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					

102762	3011 SUMMER PL..6H-3113	MATTHEW D & CASSANDRA A STREMER	\$50.00	\$11,290.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] AIR CONDITIONER					
102764	902 ELMORE ST..5-251	MICHELLE DIANA DIEDERICH	\$50.00	\$10,450.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE AND AIR CONDITIONER					
102765	3302 DAVIES AV..22-150-2	LACEY L & ARMAND W ZIETLOW	\$50.00	\$2,500.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102766	1533 HAROLD ST..19-663	PAULINA & WALTER SULEWSKI	\$50.00	\$4,500.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102776	2501 LAREDO LN..6H-2053	JUDITH A LINDBOM	\$50.00	\$3,500.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102782	969 KELLOGG ST..5-728	LYLE J & LORI A LEWIS	\$50.00	\$3,730.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102785	602 SKYLINE BLVD..21-822-29	TYLER J & SAMANTHA I MARTIN	\$50.00	\$4,526.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102793	2594 SAGE DR..21-7221	AMANDA E & KYLE J RODRIGUEZ	\$50.00	\$3,800.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102801	1020 N PLATTEN ST..18-1139	DONNA M HANSEN	\$50.00	\$3,800.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE					
102802	1367 ROCKDALE ST..6-853	THOMAS P PINTAR	\$50.00	\$6,400.00	Pending
[50-*** - Heating Unit Replacement/ Air Conditioning] FURNACE AND AIR CONDITIONER					
102054	606 DOUSMAN ST..5-607	EXPRESS PROPERTY LLC	\$120.00	\$69,900.00	Pending
[57-*** - Parking lot (New & Reconstruction)] DRIVE ENTRANCE CHANGES/PARKING LOT No EC or SW required					
102549	1672 MURPHY DR..6-1399	MONICA L LOUIS, ETAL	\$50.00	\$9,621.00	Closed
[62-*** - repair/alter existing plumbing system] REPLACE MIXER VALVE AND TUB TO SHOWER CONVERSION					
102566	1033 ROYAL BLVD..18-1145	ROBIN S & SUSAN J ROBERTS	\$50.00	\$10,000.00	Pending
[62-*** - repair/alter existing plumbing system] TUB TO SHOWER CONVERSION					
102567	311 15th AV..3-781	MATTHEW W GARWOOD	\$30.00	\$3,000.00	Closed
[62-*** - repair/alter existing plumbing system] REPAIR/RELAY LEAKING WATER SERVICE					
102569	1021 APHRODITE RD..21-4523	JEFFREY L & RONDA M BITNEY	\$30.00	\$2,900.00	Closed
[62-*** - repair/alter existing plumbing system] CATCH BASIN IN BACK YARD					
102573	1119 CHERRY ST..14-91	CARAB ENTERPRISES LLC	\$30.00	\$3,000.00	Closed
[62-*** - repair/alter existing plumbing system] CATCH BASIN REPLACEMENT					
102614	1608 S NORWOOD AV..1-1162	ERIC C & KENDRA M LEURQUIN	\$30.00	\$1,000.00	Closed
[62-*** - repair/alter existing plumbing system] REPAIR SANITARY SEWER					
102637	919-921 SCHOEN ST..21-2860	DAVE M LINTNER	\$30.00	\$7,500.00	Closed
[62-*** - repair/alter existing plumbing system] REPLACE 4" SANITARY SEWER FROM HOUSE TO MAIN IN STREET					
102641	1664 SPRUCE ST..6-811-23	APRIL WALLS	\$50.00	\$13,662.00	Pending

[62-*** - repair/alter existing plumbing system] TUB TO SHOWER CONVERSION

102664	816 SHAWANO AV..3-1069	MELISSA L CHAVAS	\$0.00	\$3,800.00	Closed
[62-*** - repair/alter existing plumbing system] REPLACE LEAD WATER SERVICE					
102665	1374 DAY ST..7-123	CARZAM LLC	\$0.00	\$3,800.00	Closed
[62-*** - repair/alter existing plumbing system] REPLACE LEAD WATER SERVICE					
102713	2553 INDIAN HILL DR..6H-1053-5	CHRISTOPHER LEE	\$50.00	\$12,336.00	Pending
[62-*** - repair/alter existing plumbing system] REPLACING SHOWER/SURROUND WITH BATHTUB/SURROUND AND MIXING VALVE AND TRAP					
102751	1162 LAWE ST..17-94	THEODORE J BLAZEK	\$30.00	\$3,000.00	Closed
[62-*** - repair/alter existing plumbing system] RELAY LEAKING WATER SERVICE					
102754	407 COLUMBIA AV..5-312	DIANE L & JOHN A ROBB	\$50.00	\$11,249.00	Pending
[62-*** - repair/alter existing plumbing system] BATHTUB AND SURROUND BEING REPLACED BY A WALKIN SHOWER AND SURROUND, INCLUDING MIXING VALVE AND TRAP.					
102758	914 STUART ST..14-765	LO PAO XIONG	\$30.00	\$3,000.00	Pending
[62-*** - repair/alter existing plumbing system] REPLACE LEAKING WATER SERVICE					
102768	1008 GOODELL ST..17-659-B	RICHARD J BENO	\$50.00	\$10,000.00	Pending
[62-*** - repair/alter existing plumbing system] TUB TO SHOWER CONVERSION					
102792	1373 RUSSELL ST..6-205-F	GEORGE J & RITA M KAMPS	\$50.00	\$7,930.00	Pending
[62-*** - repair/alter existing plumbing system] REPLACE MIXER VALVE AND TUB TO SHOWER CONVERSION					
102670	1941 FARLIN AV..21-2160-1	ORALIA & JAMIE GUZMAN	\$50.00	\$6,611.00	Pending
[63-*** - Shower] BATHTUB TO SHOWER CONVERSION					
102772	1060 GRAY CT..18-781	GLORIA P & GERALD C BIGELOW	\$70.00	\$2,000.00	Pending
[63-*** - new electrical system] INSTALL UNDERGROUND POWER SUPPLY & SERVICE FOR APARTMENT COMPLEX. LOCATED BTWN FIRST BUILDING 1060 AND 2ND 1062. 30 AMP 120/240 V SINGLE PHASE.					
102661	1525 SUE LN..1-2145	RAYMOND W SCHUH ESTATE OF	\$530.00	\$1,000.00	Closed
[200-*** - water service] MINI STORM SEWER CONNECTION					
102708	1262 STUART ST..14-1309	JOSHUA L SANDERS	\$0.00	\$2,600.00	Pending
[200-*** - water service] LEAD SERVICE REPLACEMENT					
102755	1608 FARLIN AV..19-390-K	EDUARDO F FLORES, ETAL	\$30.00	\$3,500.00	Pending
[200-*** - water service] REPLACE LEAKING WATER SERVICE					
102803	1622 DELORES ST..1-2326	JODY L GIERCAK	\$30.00	\$3,000.00	Pending
[200-*** - water service] REPLACE LEAKING WATER SERVICE					
Totals: 246 projects			\$32,544.43	\$8,706,384.11	

Summary of Projects Issued

10/1/2020 to 10/31/2020

Class of Work	Proj	Site	Plan	Bldg	Elec	HVAC	Plbg	EC	Fees Paid	Estimated Cost
01 Single Family House, Detached	2	2	4	2	2	2	2	2	\$2,934.85	\$540,000.00
48 Electrical Wiring (Misc., Alteration, Repair)	4	0	0	0	4	0	0	0	\$220.00	\$4,200.00
45 Electrical Temporary Services	3	0	0	0	3	0	0	0	\$0.00	\$1,500.00
46 Electrical Service Change	24	0	0	0	24	0	0	0	\$1,380.00	\$106,700.00
47 Electrical Service Repair	4	0	0	0	4	0	0	0	\$200.00	\$1,900.00
50 Heating Unit Replacement/ Air Conditioning	73	0	0	0	0	73	0	0	\$3,920.00	\$380,500.70
40 Sanitary Sewers	3	0	0	0	0	0	3	0	\$90.00	\$18,500.00
41 Storm Sewers	2	0	0	0	0	0	2	0	\$60.00	\$2,350.00
42 Mini Sewers	1	0	0	0	0	0	1	0	\$530.00	\$1,500.00
62 repair/alter existing plumbing system	16	0	0	0	0	0	16	0	\$560.00	\$105,798.00
16 Temporary Office or Trailer	1	0	0	1	0	0	0	0	\$70.00	\$1,000.00
22 Shed, Yard Building	7	1	1	7	1	0	0	0	\$450.00	\$18,426.00
03 Addition to Single-Multi Family Residential Units	1	1	1	1	1	0	0	0	\$150.00	\$50,000.00
02 Single-Family Residential Building, Alteration	9	0	2	9	6	1	3	0	\$1,218.00	\$109,167.00
12 Commercial, Non-Residence, Non-Housekeeping, Alteration	11	1	10	11	9	3	4	1	\$12,032.70	\$6,025,700.00
15 Raze Commercial Building or other Structure	4	1	1	4	0	0	0	0	\$1,250.62	\$320,000.00
17 New Garage or Carport	5	5	5	5	5	0	1	0	\$898.25	\$139,700.00
23 Deck, Porch, Patio	10	8	9	10	1	0	0	0	\$995.00	\$74,550.00
25 Swimming Pool	3	2	1	3	3	3	0	1	\$750.00	\$255,000.00
28 Foundation Repair	5	0	0	5	0	0	0	0	\$250.00	\$48,974.40
33 Roofing	3	0	1	3	0	0	0	0	\$313.10	\$126,850.00
35 Driveway Expansion	11	0	0	11	0	0	0	0	\$550.00	\$71,356.00
36 Fence	22	0	0	22	0	0	0	0	\$1,100.00	\$108,395.00
37 Signs	10	9	0	10	2	0	0	0	\$1,531.91	\$87,932.01
43 Lawn Sprinklers	2	0	0	2	0	0	1	0	\$170.00	\$14,000.00
44 Water heaters/Appliances	2	0	0	0	0	0	2	0	\$60.00	\$2,324.00
57 Parking lot (New & Reconstruction)	1	1	0	1	0	0	0	0	\$120.00	\$69,900.00
63 new electrical system	1	0	0	0	1	0	0	0	\$70.00	\$2,000.00
200 water service	4	0	0	0	0	0	4	0	\$590.00	\$10,100.00
49 backwater valve/sump pump	1	0	0	0	0	0	1	0	\$30.00	\$1,450.00
63 Shower	1	0	0	0	0	0	1	0	\$50.00	\$6,611.00
Totals:	246	31	35	107	66	82	41	4	\$32,544.43	\$8,706,384.11

**FIRE DEPARTMENT CONSOLIDATION AGREEMENT
CITY OF GREEN BAY AND VILLAGE OF BELLEVUE**

This Agreement made and entered into this _____ day of _____, 2020,
by and between the City of Green Bay (hereinafter “City”), a Wisconsin municipal corporation,
and the Village of Bellevue (hereinafter “Village”), a Wisconsin municipal corporation.

WHEREAS, the Parties have determined that because of budget and geographical considerations it is important for the two local governmental units to consolidate for the effective and efficient provision of Fire and EMS services; with EMS services beginning no later than January 1, 2022; and

WHEREAS, the Wisconsin Statute § 66.0301(2) authorizes any municipality to contract with other municipalities for the receipt or furnishing of services, such as fire protection and emergency medical services; and

WHEREAS, the parties hereto have determined that it is in their best interests to enter into this Agreement to secure to each the benefits for fire, emergency medical services, with emergency medical services beginning no later than January 1, 2022, rescue services, and treatment and protection of life and property; and

NOW THEREFORE, in consideration of the foregoing recitals, and the covenants contained herein, the parties mutually agree as follows:

SECTION ONE

Purpose

It is recognized and acknowledged that due to the challenging economic climate and resulting budgetary constraints, in addition to the evolving nature of the provision of fire and

emergency medical services, it is necessary for the parties to consolidate fire departments to operate in a more efficient manner as a savings to the taxpayer.

SECTION TWO

Authority

This Agreement is authorized pursuant to Wisconsin Statute §62.13 and §66.0301. Village hereby delegates all legal authority and jurisdiction to City to act as Green Bay Metro Fire to carry out the terms and conditions of this Agreement in addition to code enforcement, inspections, EMS billing and collections beginning no later than January 1, 2022, emergency management services, and any other fire department operations. Village's delegation is based upon any and all relevant legal provisions and authorities including, but not limited to Chapters 62, 66, 213, 256, Wis. Stats., as well as any relevant Wisconsin Administrative Code provisions, and applicable Village Ordinances. City's Fire Chief is delegated legal authority as Fire Chief for Green Bay Metro Fire and all related duties therein for the term of this Agreement.

SECTION THREE

Definitions

For the purpose of this Agreement, the following terms as used in this Agreement shall be defined as follows:

- A. "City": City of Green Bay, a Wisconsin municipal corporation.
- B. "Village": Village of Bellevue, a Wisconsin municipal corporation.
- C. "City's Fire Chief": A Fire Chief who meets all the qualifications from the City of Green Bay's Job Description for Fire Chief.

- D. “Career Personnel”: Village’s current employees that are career firefighters and/or certified paramedics and are not paid on-call or part time employees.
- E. “Fire Officers”: Employees designated as Captains and/or Lieutenants.
- F. “EMS”: Emergency medical, paramedic or rescue services.
- G. “EMT-B”: Emergency Medical Technician-Basic.
- H. “EMT-P”: Emergency Medical Technician-Paramedic.
- I. “Equipment”: Any vehicle, equipment, or other physical asset used to provide any fire or emergency medical service including any in reserve status.
- J. “Green Bay Metro Fire Department” (GBMFD): The identifying name of the department associated with the consolidation of fire and emergency medical services between the City, Village, and any Additional Party.
- K. “NFIRS”: National Fire Incident Reporting System(s).
- L. “S.O.G.”: Standard Operating Guideline(s).
- M. “P.O.C”: Paid On Call employee.

SECTION FOUR

Scope of Agreement

City shall provide Fire and EMS services to Village under this Agreement. The scope of services provided may include, but is not limited to, fire administration, training, inspections, emergency medical services beginning no later than January 1, 2022, fire suppression, hazardous material response, technical rescue, public education, and NIMS-compliant emergency management services and coordination.

SECTION FIVE

Term of Agreement

This Agreement shall be for a period of fifteen (15) years and may be terminated pursuant to the terms contained in Section Twenty Six of this Agreement.

SECTION SIX

Personnel

Village's Career Personnel shall become City employees subject to passing the physical exam described below. Village's Career Personnel shall become City employees subject to passing a City background check as described below. Village shall pay an Administrative Fee of two and one-half percent (2.5%) of the total contract on a quarterly basis as payment for the cost of services provided by City's administrative staff.

City shall assume liability for sick leave escrow accumulated by Village's Career Personnel in exchange for compensation in the amount of \$17,144.35. Village shall assume liability for any vacation accrual and Village shall pay out such accrual to Career Personnel after the execution of this Agreement.

In the event that any Career Personnel files a claim for Duty Disability under Chapter 102, Wis. Stats., Worker's Compensation, it will be processed following local policies and resolved through Worker's Compensation law.

Village's Career Personnel shall be required to pass a physical exam equivalent to a new-hire physical exam and shall satisfactorily complete a background check, including criminal, Department of Transportation, credit, educational, and medical licensing for the City prior to becoming a City employee.

The City may enter into an Agreement or MOU with Local 141 that provides Career Personnel with seniority for the purposes of promotions, leave accruals and usage, and any other contractual benefits (See the attached executed agreement dated November 6th,2014) (Exhibit 1).

SECTION SEVEN

Staffing

Year 1 (2021)

City shall staff Village's Fire Station with one (1) Fire Engine with 3 full time personnel per shift (Captain, Engineer, Firefighter), unless exigent or other similar circumstances require an adjustment, in the sole discretion of the Fire Chief. At least one of the personnel assigned shall be at the paramedic level.

Year 2 (2022) and Subsequent Years

City shall staff Village's Fire Station with one (1) Fire Engine with 4 full time personnel per shift (Captain, Engineer, 2 Firefighters), unless exigent or other similar circumstances require an adjustment, in the sole discretion of the Fire Chief. At least one of the personnel assigned shall be at the paramedic level, until an ambulance is staffed at the station at 3100 Eaton Road.

Future Requirement for an Advanced Life Support Ambulance and Paramedic Personnel

At some point in the future, based upon some or all of the benchmarks listed below, the Village will be required to add an Advanced Life Support Ambulance and Paramedic Personnel. This decision will be based upon some or all of the benchmarks listed below. The GBMFD will make every reasonable effort to keep the Village apprised of these benchmarks in order to facilitate budget projections in order to avoid a sudden, unanticipated increase in the budget requirements.

The purchase of the ambulance will be made by the city. 6 Firefighter/Paramedic positions will be hired by the City in order to staff the ambulance when some or all benchmarks are indicated and the personnel costs for 4 Firefighter/Paramedic personnel shall be paid by the Village and the personnel costs for 2 Firefighter/Paramedic personnel shall be paid by the City.

1. Call Volume – 1600 EMS responses in the Village
2. Unit Responses for Existing Ambulances – 2750 responses achieved by any one GBMFD ambulance
3. Population – Population of the Village reaches 17,000 or greater. The current population will be based on official annual population estimates published by the Wisconsin Department of Administration, Demographic Services Center.
4. Response Time – If GBMFD ambulances are not able to maintain a six (6) minute response time to EMS incidents ninety percent (90%) of the time in any ambulance district, as programmed in to the Brown County Computer Aided Dispatch system, within the municipal borders of the City of Green Bay, Village of Allouez.
5. Other Factors – Factors identified by the Fire Chief that may increase incident volume or increase response times, including but not limited to construction of new target hazard occupancies, additional high incident volume users, and/or service expansion with contributions from another municipality.

The City reserves the right to adjust staffing levels and apparatus placement at all Green Bay Metro Fire Department Stations at the sole discretion of the Fire Chief. The Fire Chief's staffing and apparatus placement decision(s) will be based on NFPA Standard 1710 (2020). Any changes by the Fire Chief shall be preceded by sixty (60) days written notice to the Village Administrator unless such notice is impractical based upon exigent or other similar circumstances.

Any changes made by the Fire Chief that cause the performance measures set forth in Section Eleven not to be met may be subject to the Dispute Resolution process pursuant to Section Eighteen.

SECTION EIGHT

Training

City shall provide EMS training to Career Personnel within the sole discretion of the City, which shall be compliant with state requirements for EMS licensure and City's training programs. City shall provide fire training to Career Personnel compliant with Wisconsin Administrative Code SPS 330. Fire Officers shall be offered training, at a minimum, on a quarterly basis and shall include Officer Development Training and Leadership Education and Development training delivered by the City.

SECTION NINE

Vehicles

The City shall, immediately upon execution of this agreement, take ownership of the following apparatus: Engine 511, Engine 521, Truck 511, Tender 511, Battalion Chief 511, Utility 511, and Utility All Terrain 511. The Village may liquidate, sell, or reallocate all other apparatus not included in this list. The Village shall retain a percentage of the revenues collected from Emergency Medical Responses originating in the Village as set forth in Section 13 and Addendum A beginning on January 1, 2022. City shall perform all routine preventative maintenance,

repair and equipment testing following recognized national standards and industry practices. Such maintenance to follow a schedule as identified within those standards.

Equipment

Village shall transfer ownership of all equipment listed in Addendum B to City and City shall assume all liability concerning this equipment after all equipment is transferred. The equipment includes the inventory list in Addendum B.

SECTION TEN

Real Estate/Land

Village shall retain ownership of the Fire Station located at 3100 Eaton Road. Village shall be responsible for any and all maintenance, repairs, renovations, and utilities for the Station and providing adequate technological infrastructure, including, but not limited to, high-speed internet, for the duration of this Agreement. City shall return a portion of net revenues collected from Emergency Medical Responses originating in the Village pursuant to the schedule set forth in Section 13 and Addendum A. As the building at 3100 Eaton Road is a joint use facility, the area highlighted/designated in Exhibit Two (2) (attached), shall be for the sole use of the GBMFD. The area on the apparatus floor currently designated to the Brown County Sheriff's office shall remain for law enforcement use. If law enforcement use ceases, the area shall revert to the GBMFD. The Fire Chief shall have exclusive authority over the areas designated for the Fire Department.

SECTION ELEVEN

Level of Service

City shall make a good-faith effort to maintain a minimum of the current service level at Village's fire station and integrate City's Fire and EMS services, with EMS Services beginning no

later than January 1, 2022. Initial fire response may include additional engines, a ladder, an ambulance, and battalion chief.

The following target response times shall not be binding and shall not be construed to have any effect or waiver of any form of immunity provided by law. Target response times are set forth to demonstrate the intended level of service to be provided to be consistent with the City's good-faith effort:

- A. The target response time for EMS within the Village is eight (8) minutes from the time of dispatch to the arrival of an Advanced Life Support (ALS) unit on 90 % of calls that involved a priority *response* requiring the use of red lights and siren. An ALS unit may be defined as either an ambulance with two EMT-P personnel or an Engine with one EMT-P.
- B. The target response time for NFIRS 100 series fire incidents within the Village is nine (9) minutes from the time of dispatch for the assembly of fifteen firefighters on the scene for responses that involved a priority response requiring the use of red lights and siren. The target response time for the arrival of the first staffed fire engine is five minutes and thirty seconds for responses that involved a priority response requiring the use of red lights and siren.

The City shall report response times to the Village on a quarterly basis. Any report shall provide an explanation and details if a response for an ALS call exceeds ten (10) minutes from the time of dispatch to arrival for responses that involved a priority response requiring the use of red lights and siren. Failure to meet the performance measures set forth in Section Eleven in more than three consecutive quarters may be subject to the Dispute Resolution process pursuant to Section Eighteen.

Village agrees that all resources may be used for all obligations and operations including paramedic intercepts, non-emergency responses, and Mutual Aid Box Alarm System.

City shall manage Fire Prevention within Village's limits. Village shall adopt an ordinance incorporating the use of the International Fire Code that is the same as the City's ordinance.

Village shall delegate its authority for fire inspections, investigations, code enforcement, or any other fire department operations to the City.

SECTION TWELVE

Personnel and Operational Costs

Personnel costs to be paid by the Village are projected and reflected in Addendum C, which is incorporated herein by reference and shall become part of this Agreement.

Operational Costs during the first year of this agreement (2021) will include \$15,000 for apparatus maintenance and \$5000 for station supplies due to the absence of emergency medical services revenue in this year. Additionally, the Village shall pay \$8500 for the lease of the City's Twelve (12) Self Contained Breathing Apparatus that will be assigned to the Bellevue Station. This lease payment will continue through the term of the initial agreement of 15 years.

SECTION THIRTEEN

Fire/EMS Revenues

City shall manage all reporting responsibilities, billing, and collections and retain ambulance service fees, two percent State dues, and State EMS funding. The Village shall retain all revenue derived from the annual fire prevention inspections, fire works permits, and accidents

occurring on all roadways within the Village. The Village shall adopt the current billing schedule that the City uses for emergency medical services in 2022 and subsequent years and agrees to modify or increase the fees as determined by the City on an annual basis. Any new service related revenue generated shall be retained by the City unless agreed to otherwise. The revenues to be generated are projected and reflected in Addendum A, which is incorporated herein by reference and shall become part of this Agreement.

SECTION FOURTEEN

Payment

Village shall pay the City quarterly based upon the terms and conditions of this Agreement. City shall submit invoices to the Village for such quarterly payments which shall be paid within 30 days of receipt.

SECTION FIFTEEN

Miscellaneous Conditions

- A. The name of the consolidated Department shall be the Green Bay Metro Fire Department.
- B. Any vehicles regularly operating out of the Village's Station shall have the Department logo displayed on the apparatus with "Bellevue Station" displayed underneath.

SECTION SIXTEEN

Additional Parties

Any municipality or political subdivision may become an Additional Party to this Agreement at any time upon written consent of the parties and provided that the Additional Party

executes an amendment to this Agreement after obtaining approval from its governing body for this Amendment. Said consent shall not be unreasonably withheld by any party.

In the event the City enters into another Fire Department Consolidation or Services Agreement with another municipality, the terms and conditions of which are more financially favorable than this Agreement, this Agreement will be amended to incorporate those terms and conditions as of the effective date of the other Agreement.

SECTION SEVENTEEN

Advisory Group

An Advisory Group shall be established to receive regular reports and updates as agreed upon by the Fire Chief and Village Administrators regarding operations of the Green Bay Metro Fire Department. The Advisory Group shall be known as the “Green Bay Metro Fire Advisory Group” and shall consist of six (6) members. City and Villages of Allouez and Bellevue shall each appoint two members to serve on the Advisory Group. The Fire Chief or their designee will serve as the liaison to the Group. The Advisory Group is a public group and shall be subject to the Open Meetings law.

SECTION EIGHTEEN

Dispute Resolution

If a dispute arises between the parties concerning any terms or conditions of this Agreement, the following procedure shall be utilized to resolve the dispute:

- Step One: Meeting between Administrator/Chief Elected Official and Fire Chief
- Step Two: Mediation
- Step Three: Arbitration

In the event that Mediation occurs, the parties shall mutually agree upon a Mediator. In the event that arbitration occurs, the arbitration shall result in a hearing before a panel of three individuals, which shall include one arbitrator or independent hearing officer selected by each party and one individual selected by mutual agreement of the parties. Any decision by the arbitration panel shall be legally binding and final. The parties shall split equally the total cost of the arbitrators and each party shall bear their own costs incurred during the dispute resolution process.

SECTION NINETEEN

Binding Effect

This Agreement shall be binding upon and inure to the benefit of any successor entity which may assume the obligations of any party hereto.

SECTION TWENTY

Validity

The invalidity of any provision of this Agreement shall not render invalid any other provision. If, for any reason, any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severable and this Agreement may be enforced with that provision severed or modified by court order.

SECTION TWENTY ONE

Notices

All notices hereunder shall be in writing and shall be served either personally, by registered mail or certified mail to the parties, at such addresses as may be designated from time to time, or to other such addresses as agreed upon.

SECTION TWENTY TWO

Governing Law

This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of Wisconsin.

SECTION TWENTY THREE

Execution in Counterparts

This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.

SECTION TWENTY FOUR

Amendments

This Agreement may only be amended in writing by consent of all the parties hereto.

SECTION TWENTY FIVE

Non-Discrimination

In the performance of the services under this Agreement each party agrees not to discriminate against any employee, applicant, subcontractor or person who offers to subcontract on this contract because of actual or perceived sex, race, religion, creed, color, national origin, ancestry, age,

disability, lawful source of income, marital status, familial status, sexual orientation, gender identity, gender expression, gender non-conformity, transgender status, past or present military service, or status as a victim of domestic abuse, sexual assault, or stalking.

SECTION TWENTY SIX

Termination

This Agreement shall not be terminated at any time during the first four (4) years of the term of the Agreement. Thereafter, this Agreement may be terminated by any party at any time for any reason conditioned upon one (1) year written notice to each party to the Agreement. If the Agreement is terminated after the initial four (4) year period, then there shall be no adjustments concerning any assets or liabilities for either party that is subject to this Agreement.

SECTION TWENTY SEVEN

Insurance

City shall be responsible for maintaining insurance on all vehicles and equipment upon all equipment and vehicles being transferred to City. Village shall be responsible for maintaining insurance for Village's Fire Station. Each party shall name the other party as an Additional Insured under its respective insurance policies.

SECTION TWENTY EIGHT

Indemnification

Village hereby agrees to indemnify and hold harmless the City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of

them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Village or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify and hold harmless the City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives and volunteers.

Village shall reimburse the City of Green Bay, its elected and appointed officials, officers, employees, agent or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

In the event that Village employs other persons, firms, corporations or entities (sub-contractor) as part of the work covered by this Agreement, it shall be Village's responsibility to require and confirm that each sub-contractor enters into an Indemnity Agreement in favor of the City of Green Bay, its elected and appointed officials, officers, employees, agents, representatives and volunteers, which is identical to this Indemnity Agreement.

City of Green Bay hereby agrees to indemnify and hold harmless the Village, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims,

demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of City of Green Bay or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on Village, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify and hold harmless the Village, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the Village, its elected and appointed officials, officers, employees, agents, representatives and volunteers.

City of Green Bay shall reimburse the Village, its elected and appointed officials, officers, employees, agent or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

In the event that the City of Green Bay employs other persons, firms, corporations or entities (sub-contractor) as part of the work covered by this Agreement, it shall be the City of Green Bay's responsibility to require and confirm that each sub-contractor enters into an Indemnity Agreement in favor of the Village, its elected and appointed officials, officers, employees, agents, representatives and volunteers, which is identical to this Indemnity Agreement.

SECTION TWENTY NINE

Reservation of Rights

Notwithstanding any other portions of this Agreement, nothing contained herein is intended to waive or estop the parties or their insurers from relying upon the limitations, defenses, and immunities contained within Sections 345.05 and 893.80, Wis. Stats. To the extent that indemnification is available and enforceable, the parties or their insurers shall not be liable in indemnity, contribution, or otherwise for an amount greater than the limits of liability of municipal claims established under Wisconsin law.

SECTION THIRTY

Authority to Execute

The undersigned unit of local government or public agency hereby has adopted, subscribes to, and approves this Agreement to which this signature page will be attached, and agrees to be a party thereto and be bound by the terms thereof.

This Signatory certifies that this Agreement has been adopted and approved by ordinance, resolution, or any other manner approved by law, a copy of which document is attached hereto.

CITY OF GREEN BAY

ATTEST:

Eric Genrich, Mayor

Kris Teske, Clerk

Date

Date

VILLAGE OF BELLEVUE

Steve Soukup, Village President

Karen Simons, Finance/Clerk-Treasurer

Date

Date

ADDENDUM A TO CONSOLIDATION AGREEMENT

EMS REVENUES:

Contract Year	Green Bay % Split	Bellevue % Split
1	0%	0%
2 – 15	85%	15%

*If a change of circumstances results in GBMFD providing EMS response to the Village prior to January 1, 2022, then the revenue sharing shown here begins immediately on the start date of EMS service.

ADDENDUM B TO CONSOLIDATION AGREEMENT

EQUIPMENT:

- A. Inventory List: TO BE PROVIDED AND INCORPORATED.
- B. Stryker Physio Control Cardiac Monitor: Village shall purchase one (1) Stryker Physio Control LifePak 15 Cardiac Monitor to be placed on the fire engine in order to provide an advanced life support paramedic engine on emergency medical services. Village shall make all defibrillators and cardiac monitors compatible with City equipment and Village shall assume all costs for compatibility.
- C. Self-Contained Breathing Apparatus: Village shall lease twelve (12) MSA self-contained breathing apparatus (SCBA) at Village's expense. The cost shall be \$8500.00 on an annual basis over the term of this agreement. Bellevue's Career Personnel who become employees of the city upon execution of the merger shall be trained and required to demonstrate competency with MSA SCBA prior to implementation. City shall not take ownership of the Village's Scott SCBA's and Village may sell and retain the proceeds of all Scott SCBA's after the execution of this agreement or after January 1, 2021 whichever comes later.
- D. Communication System or Radios: The City shall take possession of all portable, mobile, and base station Motorola radios of the same model currently used by the City to be used with the Brown County 700 MHz public safety communications system. Any costs incurred to enable the Village to communicate on this system including station alerting, shall be at Village's expense.

- E. Miscellaneous remaining equipment: Village shall pay for the replacement of any other equipment or physical asset owned by the Village.

CONFIDENTIAL DRAFT

ADDENDUM C TO CONSOLIDATION AGREEMENT

PERSONNEL AND OPERATIONAL COSTS:

A. Village shall reimburse City on a quarterly basis for the equivalent cost of:

2021

- i. Three (3) Captains (pay rate of “Captain” per the labor agreement)
- ii. Three (3) Engineers (pay rate of “Engineer (after 11 years service)” per the labor agreement)
- iii. Three (3) Firefighters (pay rate of “Private (after 6 years service) Top Firefighter Rate” per the labor agreement)
- iv. At least one personnel shall be certified at the paramedic level

2022 and Subsequent Years

- v. Three (3) Captains (pay rate of “Captain” per the labor agreement)
- vi. Three (3) Engineers (pay rate of “Engineer (after 11 years service)” per the labor agreement)
- vii. Three (3) Firefighters (pay rate of “Private (after 6 years service) Top Firefighter Rate” per the labor agreement)
- viii. Three (3) Firefighters (pay rate of “After 18 months” per the labor agreement)
- ix. At least one personnel shall be certified at the paramedic level, until an ambulance is staffed at the station at 3100 Eaton Road.

Future Requirement for an Advanced Life Support Ambulance and Paramedic Personnel

At some point in the future, based upon all or some of the benchmarks listed below, (Refer to Section Seven Staffing) the Village will be required to add an Advanced Life Support Ambulance and Paramedic Personnel. This decision will be based upon some or all of the benchmarks listed below. The GBMFD will make every reasonable effort to keep the Village apprised of these benchmarks in order to facilitate budget projections in order to avoid a sudden, unanticipated increase in the budget requirements. The purchase of the ambulance will be made by the city. 6 Firefighter/Paramedic positions will be hired by the City in order to staff the ambulance when some or all benchmarks are indicated and the personnel costs for 4 Firefighter/Paramedic personnel shall be paid by the Village and the personnel costs for 2 Firefighter/Paramedic personnel shall be paid by the City. All paramedic personnel salaries will be at the Private (after 6 years service) Top Firefighter Rate per the labor agreement plus the paramedic stipend stipulated in the contract.

1. Call Volume – 1600 EMS responses in the Village
2. Unit Responses for Existing Ambulances – 2750 responses achieved by any one GBMFD ambulance
3. Population – Population of the Village reaches 17,000 or greater. The current population will be based on official annual population estimates published by the Wisconsin Department of Administration, Demographic Services Center.
4. Response Time – If GBMFD ambulances are not able to maintain a six (6) minute response time to EMS incidents ninety percent (90%) of the time in any ambulance district, as programmed in to the Brown County Computer Aided Dispatch system, within the municipal border of the City of Green Bay, Village of Allouez.

5. Other Factors – Factors identified by the Fire Chief that may increase incident volume or increase response times, including but not limited to construction of new target hazard occupancies, additional high incident volume users, and/or service expansion with contributions from another municipality.

B. Personnel costs shall include the following:

- i. Salaries and Overtime, with Overtime calculated at 5% of salaries and benefits
- ii. 2.5 % Administrative Fee
- iii. Holiday Pay
- iv. EMS Licensure Pay
- v. Longevity Pay
- vi. Shift Differential
- vii. EMS Ride Pay
- viii. Wisconsin Retirement System
- ix. Medicare
- x. Workers Compensation
- xi. General Liability
- xii. Health Insurance
- xiii. Dental Insurance
- xiv. Life Insurance
- xv. Clothing Allowance

Exhibit One

Merger Agreement Between IAFF Local 141 and Bellevue Fire Fighters

Merger Agreement
Between
IAFF Local 141 and Bellevue Fire Fighters

We, the undersigned representatives of IAFF Local 141 and Bellevue Fire Fighters (BFF), hereby agree to the following conditions to facilitate a complete merging of the 2 organizations;

Members of BFF understand that upon the effective date of the merger, they will become a part of IAFF Local 141, but they will be treated as a separate bargaining unit.

Any and all monetary assets of BFF shall become the property of IAFF Local 141. Any property (computers, desks, phones, etc.) of BFF shall remain the property of the current members of BFF.

IAFF Local 141 is unaware of any current financial obligations of BFF. Any unforeseen liabilities of BFF from any pre-merger that may arise after the merger shall remain the liability of BFF.

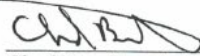
BFF members agree to submit to IAFF Local 141, either through payroll deduction or through personal payment, an amount equal to 1.125% for full-time employees and 9/16% for Paid on call employees of the top City of Green Bay fire fighter pay rate. Payment, if through payroll deduction, shall be on a bi-weekly basis. If through personal payment, payment shall be on a monthly basis payable to the Secretary-Treasurer of IAFF Local 141 by the 15th day of the month. Members who become delinquent in their dues payment shall be subject to the provisions of Article XIII of the Constitution and By-Laws of the IAFF.

If the merging parties dissolve at a later date, the Executive Board of IAFF Local 141 shall determine a monetary amount to be granted to those members of BFF to be utilized for the purpose of establishing their own IAFF union.

BFF shall be granted a seat on the Executive Board of IAFF Local 141 for a period of three (3) years. After the initial three (3) year period, any subsequent term on the Executive Board shall be according to the Constitution and By-Laws of Local 141.

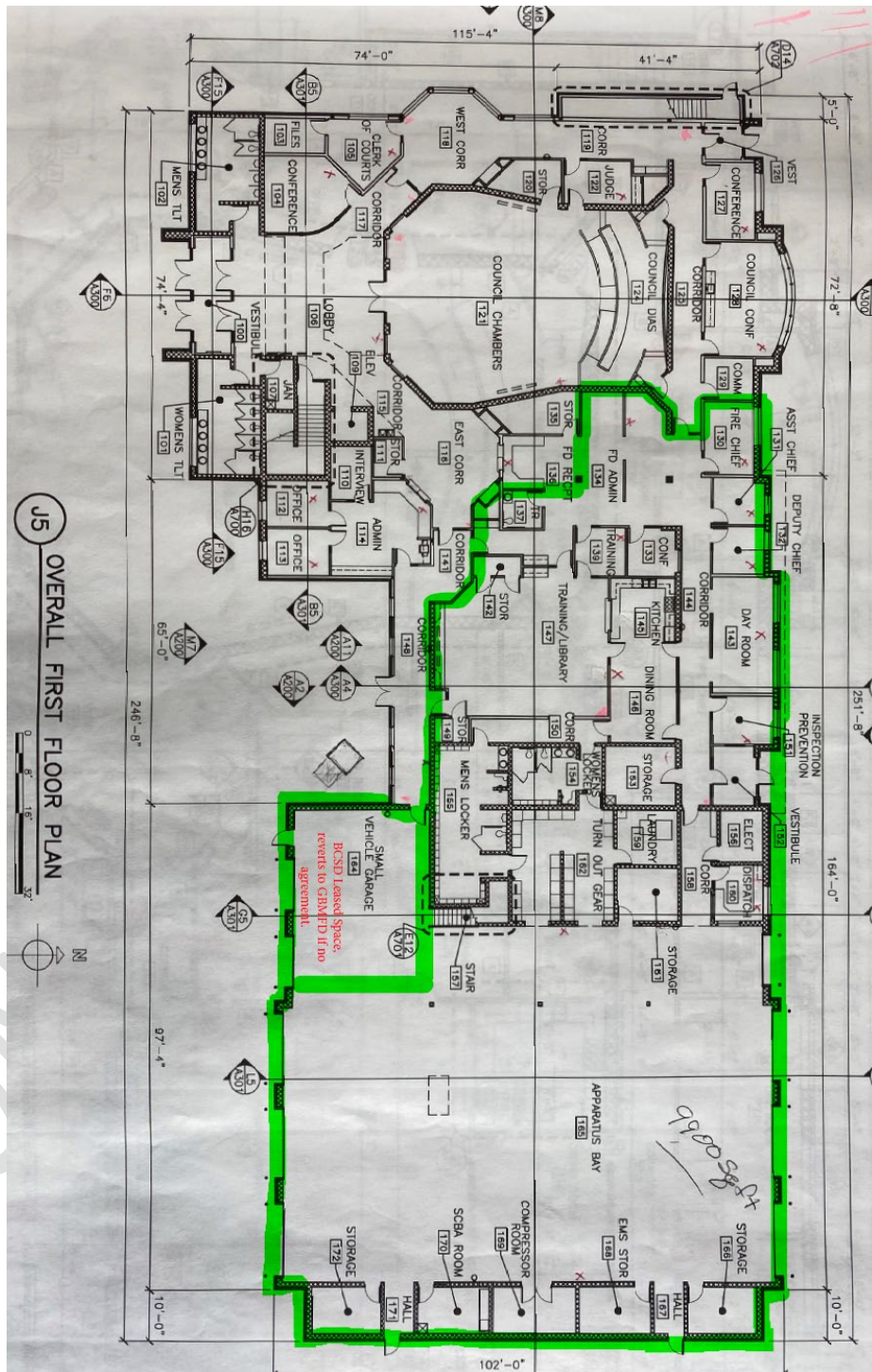
Should a future merger take place between the Bellevue Fire Department and the Green Bay Metro Fire Department or one of its subordinate Jurisdictions, seniority dates for those full-time members of the BFD shall be considered as August 7, 2014 the date the IAFF began providing service to them. Paid on call Employees shall retain no seniority in the event of a merger however, they may be considered for part of the hiring pool of a merged department.

Signed and dated this 6 day of November, 2014.


Chad Bronkhorst, President
IAFF L-141


David Delleman, Representative
BFF

Floor Plan of Designated Fire Department Space





Report to the
Joint Finance/Personnel Committee
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # U.I

To approve a resolution authorizing 2020 transfer of \$45,000.00 from contingency for legal expenses related to Georgia Pacific tax appeal for real estate and personal property.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Resolution-Transfer from Contingency for legal fee for Property assessment litigation - 11-10-2020
CC

**RESOLUTION AUTHORIZING
TRANSFER OF FUNDS**

November 10, 2020

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

Pursuant to the recommendation of the Finance Committee at its meeting of November 2, 2020, the following 2019 transfer of funds is hereby authorized:

	<u>ACCOUNT</u>	<u>AMOUNT</u>
From:	101099-59001 Contingency	\$45,000.00
To:	101140-53021 Legal Expenses	
	Vendor: Seibel Law Offices, LLC, Bill Miller, Integra Realty Resources & Thomas W. Hamilton	\$45,000.00

Adopted _____

Approved _____

Mayor

Clerk

**RESOLUTION AUTHORIZING CONDITIONAL USE
PERMIT AT 1518 WESTERN AVENUE
(ZP 20-31)**

NOVEMBER 10, 2020

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

That, pursuant to Zoning Petition 20-31 and the recommendation of the Plan Commission on November 2, 2020, the City of Green Bay does authorize a conditional-use permit for a an expansion of a single-family dwelling on the following described property located in a Varied Density Residential (R3) district at 1518 Western Avenue, submitted by Eric T. Kapla, Schoen Street Condos Rentals, LLC, property owner:

CADY & BURDONS GARDEN LOTS THAT PRT OF LOT 25 DESC IN
324 D 379 EX 348 D 527 37,036 SQ FT

Tax Parcel No. 6-135-C

Said conditional-use permit shall be granted subject to:

- a. Future expansions shall not permitted exceed 50% of the footprint of the existing structure.
- b. Compliance with all other regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit is required.

Adopted _____

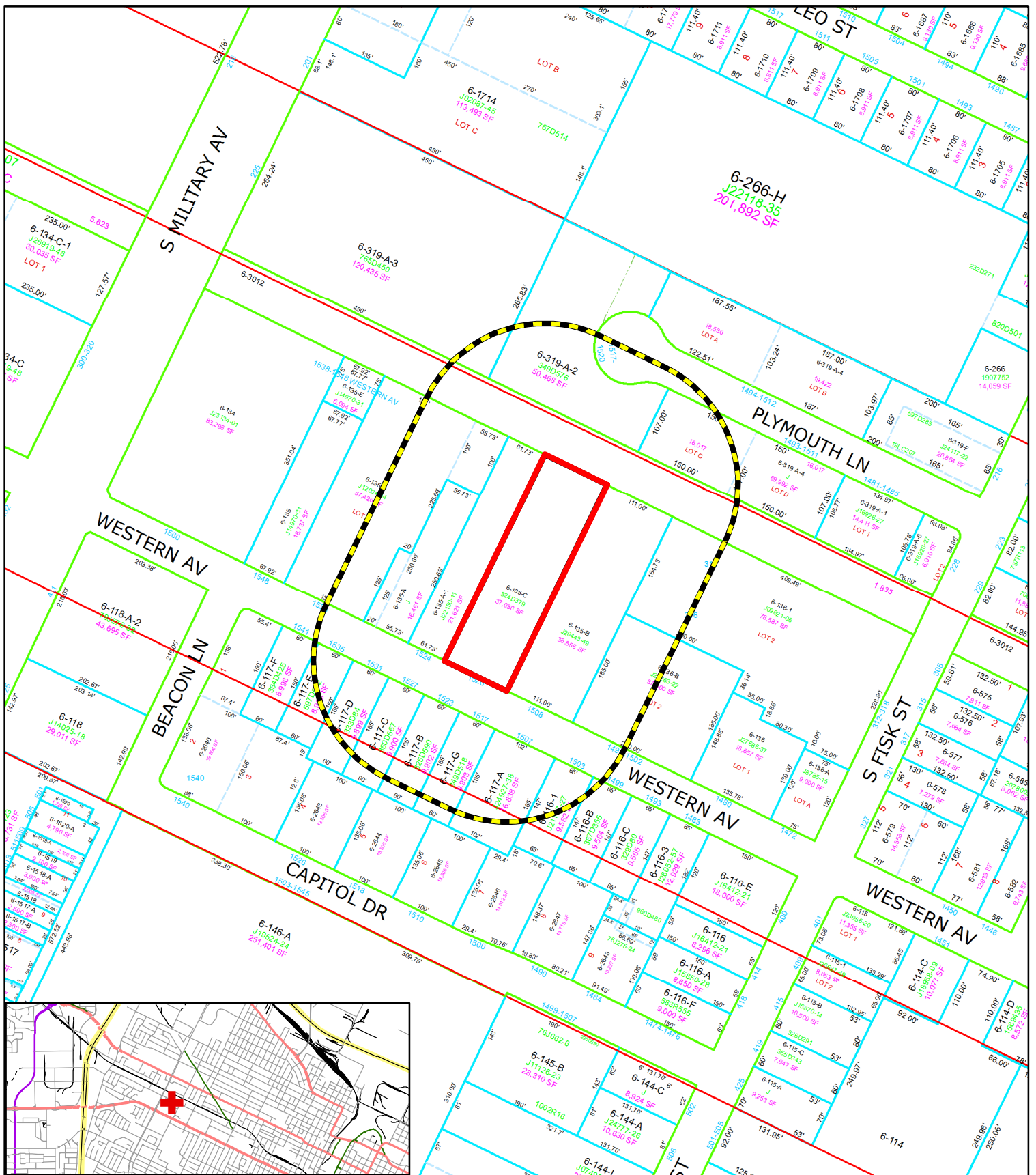
Approved _____

Mayor

Clerk

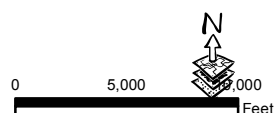
pn

Attachment – Map



Zoning Petition (ZP 20-31)
Proposed Conditional Use Permit (CUP)
1518 Western Avenue

- Subject Area
- 200' Property Owner Notice



This is a compilation of records and data located in various City of Green Bay offices and is to be used for reference purposes only. The City of Green Bay is not responsible for any inaccuracies or unauthorized use of the information contained within. No warranties are implied.
 Map prepared by PN

**RESOLUTION AUTHORIZING CONDITIONAL USE
PERMIT AT 1018 ROLLING GREEN DRIVE
(ZP 20-32)**

NOVEMBER 10, 2020

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

That, pursuant to Zoning Petition 20-32 and the recommendation of the Plan Commission on November 2, 2020, the City of Green Bay does authorize a conditional-use permit for a Home Based Occupation in a Low Density Residential (R1) District on the following described property located at 1018 Rolling Green Drive, submitted by Philip & Rita Schounard, property owners:

25,825 SQ FT GREEN RIDGE ESTATES SOUTH LOT 165 & PART
OF LOT 166 DESC IN 1717254

Tax Parcel No.6H-3705

Said conditional-use permit shall be granted subject to:

- a. Compliance with all other regulations of the Green Bay Municipal Code not covered under the Conditional Use Permit as well as the applicable requirements in Chapter 13-1609, Home-based Occupations, Green Bay Zoning Code.
- b. If the proposed use ends or the ownership of the property is changed, the approved use shall cease immediately.
- c. There shall be no direct retail distribution, no wholesale food deliveries and no meals shall be served or distributed on the premise as indicated in the applicant's narrative.
- d. On an annual basis, the applicant receives a substantially compliant special advisory inspection from the Brown County Health Department.
- e. The Home Based Occupation may be subject to review on a yearly basis or when the Planning Director or Plan Commission has reason to believe that the conditions are not being adhered to or that there are problems associated with the approved use as a Home Based Occupation. Such review may warrant review by the Plan Commission and the Green Bay Common Council, and the Conditional Use Permit (CUP) may be revoked based on the findings of the Plan Commission and the Common Council.

Adopted _____

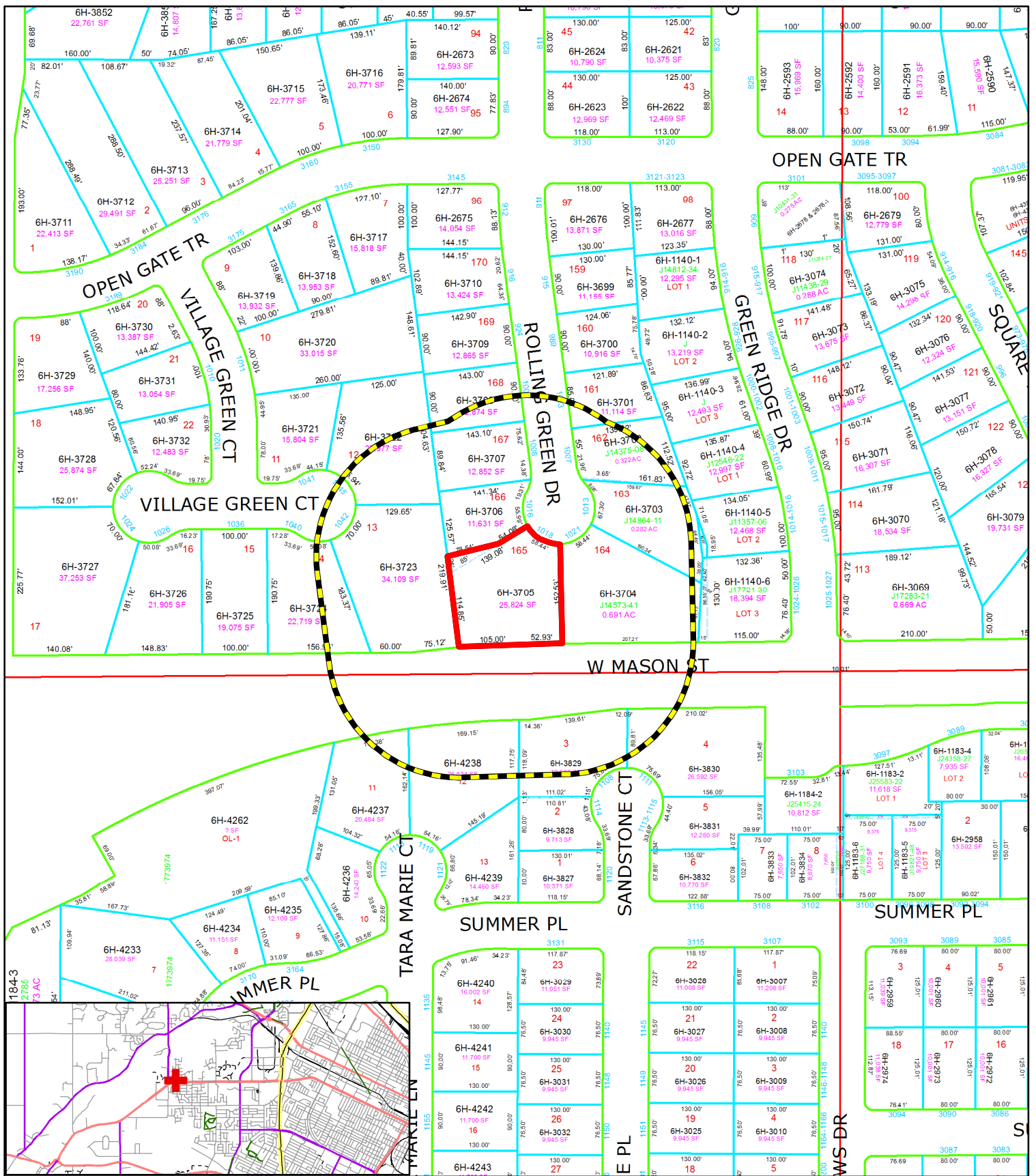
Approved _____

Mayor

Clerk

pn

Attachment – Map



Zoning Petition (ZP 20-32)
Proposed Conditional Use Permit (CUP)
1018 Rolling Green Drive

 Subject Area

 200' Property Owner Notice

0 5,000 10,000 Feet



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 Map prepared by PN

FINAL PAYMENTS RESOLUTION
November 10, 2020

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

That the City Clerk be and is hereby instructed to draw FINAL ORDERS in favor of the following contractors for their projects in the amounts listed as follows:

**1. RFB #3255 HVAC INSTALLATION AT PARK SHOP – 2020
AMA, INC.**

TOTAL AMOUNT EARNED:	\$ 54,321.00
LESS AMOUNT RETAINED:	\$ 0.00
	<u>\$ 54,321.00</u>
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 51,774.75</u>
AMOUNT DUE THIS PAYMENT:	\$ 2,546.25

ACCOUNT NUMBERS

410600-53001-94102: \$2,546.25

410600-53001-96504: \$0.00

218100-55201-83092: \$0.00

PO #2000138-02

**2. PARKING RAMP REPAIRS – 2019
CENTRAL RESTORATION, INC.**

TOTAL AMOUNT EARNED:	\$ 465,078.57
LESS AMOUNT RETAINED:	\$ 0.00
	<u>\$ 465,078.57</u>
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 451,432.14</u>
AMOUNT DUE THIS PAYMENT:	\$ 13,646.43

ACCOUNT NUMBERS

430500-55305-64049: \$13,646.13

PO #1900088

**3. BRIDGE 2-20 (B-05-154: EAST MASON STREET BRIDGE OVER EAST RIVER
REHABILITATION) – 2020
LUNDA CONSTRUCTION CO.**

TOTAL AMOUNT EARNED:	\$ 329,599.00
LESS AMOUNT RETAINED:	\$ 0.00
	<u>\$ 329,599.00</u>
LESS AMOUNT PREVIOUSLY PAID:	<u>\$ 305,894.30</u>
AMOUNT DUE THIS PAYMENT:	\$ 23,704.70

ACCOUNT NUMBERS

401500E-55311-64030: \$23,704.70

PO #2000059

Adopted _____, 2020

Approved _____, 2020

Mayor

ATTEST:

City Clerk

MAM

**RESOLUTION REGARDING VACATION
OF AN UNIMPROVED PUBLIC RIGHT-OF-WAY
LEAF STREET
(SV 20-02)**

NOVEMBER 10, 2020

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, a request has been filed with the Common Council requesting vacation of an uncompleted Leaf Street, located between parcels 6-1677, 6-1678, 6-1679, and 6-1680, as depicted on the attached map; and

WHEREAS, the public interest may require that the aforesaid street be abandoned, vacated, and discontinued; and

WHEREAS, the Plan Commission of the City of Green Bay has given approval to such abandonment, vacation, and discontinuance.

NOW, THEREFORE, BE IT RESOLVED that it appears to be in the public interest that the uncompleted right-of-way of Leaf Street be abandoned, vacated, and discontinued by the City of Green Bay subject to the above-referenced conditions, and that a hearing be held on the abandonment, vacation, and discontinuance of the same on November 10, at 6:00 p.m. in the Council Chambers, City Hall, 100 North Jefferson Street, Green Bay, Wisconsin.

BE IT FURTHER RESOLVED that a notice of such hearing be served on the owners of the frontage of the lots and lands abutting on the portion of the street sought to be abandoned, vacated, and discontinued at least 30 days before such hearing, and that notice of such hearing be published in the official newspaper of the City of Green Bay once a week for three successive weeks before the date of hearing.

BE IT FURTHER RESOLVED that the City Attorney, upon adoption of this resolution, cause a lis pendens to be prepared and filed with the Register of Deeds for Brown County, Wisconsin, pursuant to §840.11, Wis. Stats.

BE IT FURTHER RESOLVED that the City Clerk shall cause a certified copy of this Resolution to be filed with the Register of Deeds for Brown County, Wisconsin.

Adopted _____

Approved _____

Mayor

Clerk

MS

Attachments (legal description and map)

DESCRIPTION OF ALL THE REMAINING PORTION OF LEAF STREET
(LYING WESTERLY OF TAX PARCEL NUMBERS 6-1677, 6-1678, 6-1679, 6-1680)

That part of the Leaf Street rights-of-way lying westerly of and adjacent to Lots 17 through 20, Westfield Subdivision, City of Green Bay, Brown County, Wisconsin as recorded in Volume 10 of Plats, Page 42, as Document Number 546567, described as follows:

Beginning at the Southwesterly corner of said Lot 17, Westfield Subdivision;

thence N25°-59'-15"E, 264.0 feet along the Westerly line of said Lots 17 through 20, to the Northwesterly corner of said Lot 20;

thence N64°-48'-30"W, 60.00 feet, along the Westerly extension of the North line of said Lot 20, to the Westerly right-of-way line of Leaf Street;

thence S25°-59'-15"W, 264.0 feet along the Westerly line of said Leaf Street right-of-way, to a point on the Westerly extension of the South line of said Lot 17;

thence S64°-48'-30"E, 60.00 feet, along said Westerly extension of the South line of said Lot 17, to the point of beginning.

BUDGET ADOPTION AND TAX LEVY RESOLUTION

Green Bay, Wisconsin
November 10, 2020

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

For the purposes of operation of the government and administration of the City of Green Bay for the Year 2021, there is hereby appropriated out of the receipts of the City for the Year 2021, including monies received from the general property tax levy, to the various purposes specified in the budget presented herewith for the purposes stated, the following amount:

BUDGET SUMMARY CITY OF GREEN BAY, WISCONSIN

<u>EXPENDITURES</u>	<u>2021 BUDGET</u>
General Government	\$ 5,411,767
Elections	178,065
Police Department	27,742,722
Fire Department	25,032,119
Department of Public Works	17,870,202
Park and Recreation	8,575,331
Planning/Economic Development	3,014,515
Transit	1,653,819
Debt Retirement	19,777,516
Computer Hardware/Software	144,500
Workers Compensation	1,287,020
General Liability Insurance	890,950
Health Insurance Escrow	1,100,000
TOTAL EXPENDITURES	\$ 112,678,526
<u>REVENUES</u>	
Taxes	\$ 57,898,012
Other taxes	2,960,906
Intergovernmental	26,985,587
License/Permits	1,999,857
Fines	1,350,000
Public charges for services	7,732,009
Miscellaneous	3,694,508
Debt Retirement-Other Sources	10,057,647
TOTAL REVENUES	\$ 112,678,526
TAX INCREMENT DISTRICT	\$ 4,557,532.00
OUTSTANDING GENERAL OBLIGATION DEBT DECEMBER 31, 2021	\$ 173,530,000
UNASSIGNED GENERAL FUND BALANCE DECEMBER 31, 2019	\$ 12,317,061

There is hereby levied a tax on all the taxable property within the City of Green Bay, as returned by the Assessor for the year 2020, in an amount equal to that stated in the above budget summary for the uses and purposes set forth in said budget.

Adopted _____

Mayor

Approved _____

City Clerk

**RESOLUTION RESCINDING SPECIAL ASSESSMENTS AGAINST
PROPERTY FOR PAVEMENT CONSTRUCTION FOR PARCEL 14-924**

November 10, 2020

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, the City of Green Bay has the authority to levy special assessments against property benefitting from pavement construction under Section 9.43, Green Bay Municipal Code, and Wis. Stat. § 66.0701; and

WHEREAS, on March 3, 2020, the Common Council adopted a Final Resolution authorizing pavement improvements and levying special assessments against property for the reconstruction of Doty Street – S. Monroe Avenue to S. Baird Street (“Doty Street Project”); and

WHEREAS, General Ordinance 28-20, adopted August 18, 2020, amended Section 9.43, Green Bay Municipal Code, to specifically include Mixed Use Zoning property operated as single-family or two-family residential use to be considered a Residential Zone for assessment purposes; and

WHEREAS, Parcel 14-924 is zoned Office Residential, but used as a single-family residential dwelling, meeting the criteria established by General Ordinance 28-20.

NOW, THEREFORE, BE IT RESOLVED that all special assessments for pavement construction previously levied against Parcel No. 14-924 in connection with the Doty Street project are hereby rescinded; and

Adopted _____

Approved _____

Mayor

Clerk

SMG

**RESOLUTION RESCINDING SPECIAL ASSESSMENTS AGAINST
PROPERTY FOR PAVEMENT CONSTRUCTION FOR PARCEL 20-271**

November 10, 2020

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, the City of Green Bay has the authority to levy special assessments against property benefitting from pavement construction under Section 9.43, Green Bay Municipal Code, and Wis. Stat. § 66.0701; and

WHEREAS, on April 1, 2019, the Common Council adopted a Final Resolution authorizing pavement improvements and levying special assessments against property for the reconstruction of North Webster Avenue from the East River to Radisson Street (“North Webster Ave. Project”); and

WHEREAS, Parcel No. 20-271 benefits from the reconstruction of North Webster Avenue and special assessments were therefore levied against it consistent with Section 9.43, Green Bay Municipal Code; and

WHEREAS, Paul’s Pantry, Inc. is the owner of Parcel No. 20-271, located at 926 VanderBraak Street, Green Bay; and

WHEREAS, Paul’s Pantry, Inc. has voluntarily terminated Parcel No. 20-271’s access rights to North Webster Avenue via quitclaim deed to the City of Green Bay; and

WHEREAS, without any ability to directly access North Webster Avenue from the property, Parcel No. 20-271 no longer receives any legal benefit from the North Webster Ave. project;

NOW, THEREFORE, BE IT RESOLVED that all special assessments for pavement construction previously levied against Parcel No. 20-271 in connection with the North Webster Ave. project are hereby rescinded; and

BE IT FURTHER RESOLVED that, should any party wish to reinstate access rights to Parcel No. 20-271 in the future, the cost of such right of access shall be calculated by multiplying the lineal feet of parcel frontage on North Webster Avenue by the special assessment rate per front foot for a Type C Street at the non-residential rate that is in effect at the time of the request.

Adopted _____

Approved _____

Mayor

Clerk

SMG

GENERAL ORDINANCE NO. 39-20

**AN ORDINANCE
AMENDING SECTION 29.208,
GREEN BAY MUNICIPAL CODE,
RELATING TO PARKING REGULATIONS**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 29.208, Green Bay Municipal Code, is hereby amended to remove the following NO PARKING zones:

THOMAS STREET, north side, from a point 85 feet west of Velp Avenue to Velp Avenue.

RADISSON STREET, south side, from Quincy Street to a point 35 feet east of Webster Avenue.

RADISSON STREET, north side, from Webster Court to a point 90 feet east of St. George Street.

RADISSON STREET, north side, from Quincy Street to Webster Avenue.

RADISSON STREET, north side, from a point 588 feet west of Webster Court to a point 665 feet west Webster Court.

RADISSON STREET, north side, from a point 60 feet east of Irwin Avenue to a point 30 feet west of Irwin Avenue.

RADISSON STREET, south side, from a point 30 feet east of Irwin Avenue to a point 60 feet west of Irwin Avenue.

SECTION 2. Section 29.208, Green Bay Municipal Code, is hereby amended to establish the following NO PARKING zones:

RADISSON STREET, north side, from Quincy Street to a point 60 feet east of Irwin Avenue.

RADISSON STREET, south side, from Quincy Street to a point 30 feet east of Irwin Avenue.

Dated at Green Bay, Wisconsin this _____ day of _____, 2020.

APPROVED:

Mayor

ATTEST:

City Clerk

DJAH

GENERAL ORDINANCE NO. 40-20

**AN ORDINANCE
REPEALING SECTION 13-1716(e),
GREEN BAY MUNICIPAL CODE,
RELATING TO GAME DAY PARKING**

THE COMMON COUNCIL OF THE CITY OF GREEN BAY DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 13-1716(e), Green Bay Municipal Code, is hereby repealed.

SECTION 2. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall not take effect until a public hearing is held hereon as provided by Section 13-204, Green Bay Municipal Code, and the adoption and publication of this ordinance.

Dated at Green Bay, Wisconsin this _____ day of _____, 2020.

APPROVED:

Mayor

ATTEST:

Clerk

pn

11/10/2020



Report to the
Common Council
of the City of Green Bay

MEETING DATE

November 10, 2020

PREPARED BY

AGENDA ITEM # W.I

A request by Ald. Brian Johnson to the Improvement & Services Committee for consideration and possible action on the creation of a uniform policy and process for recognizing donors and sponsors on items placed on public property including the public right of way, parks and RDA owned property.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None