



AGENDA OF THE FINANCE COMMITTEE

TUESDAY, AUGUST 24, 2021, 4:30 PM

Virtual Meeting. Public may join via Zoom.

Immediately following Personnel

A. Zoom Meeting Information.

1. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. Roll Call.

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

C. Approval of the Agenda.

D. Approval of Minutes.

1. Approval of the Finance Committee minutes from the August 10, 2021 meeting.

E. Regular Business.

1. Discussion and possible action on the purchase of a Pumper Truck for the Fire Department from Fire Service Incorporated for the sum of \$674,920.00. If full pre-payment is made a discount of \$17,700 will be applied for a total cost of \$657,220.00. Fire Service Incorporated was the lowest bidder to RFB 2021-26. Quote summary attached. Funding source is 2021 bonded funds.
2. Discussion and possible action on awarding a three year contract to Purple Mountain Solutions, Inc. for courier services for Clerks office & Parks department. Purple Mountain Solutions was the lowest bidder to RFB 2021-29. Estimated three year spend is \$26,500. Summary attached.
3. Discussion on the proposed 2022 City of Green Bay fee schedule.
4. For consideration with possible action to approve the American Rescue Plan Act Fiscal Recovery Funds Administrative Policy.

5. A request by Ald. VanderLeest to the Finance Committee which states: Request that the 2022 City Budget submitted to the Green Bay City Council hold the property tax rate flat. Also for City staff to investigate what grant and federal monies can be used to assist with our 2021 and 2022 city budget needs.
6. Report of the Claims Committee.

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

F. Informational.

1. 2021 Contingency Account: \$104,650.00.
2. The next Finance Committee meeting will be held on Tuesday September 14, 2021 at 4:30 PM.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Finance Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions



Finance Committee

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/88142524379?pwd=ekliUHNVYTJ1RFpOUHVubTdXOHZYZz09>

Meeting ID: 881 4252 4379

Passcode: 846368

One tap mobile

+13126266799,,88142524379#,,,,*846368# US (Chicago)

+19292056099,,88142524379#,,,,*846368# 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 (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 881 4252 4379

Passcode: 846368

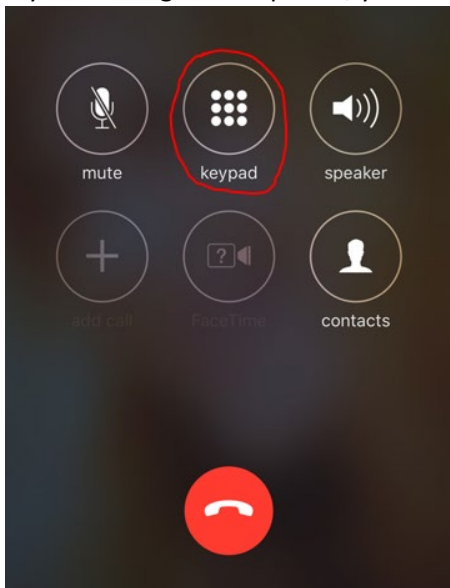
Find your local number: <https://us02web.zoom.us/j/kc5lh2mAwj>

Additional Information

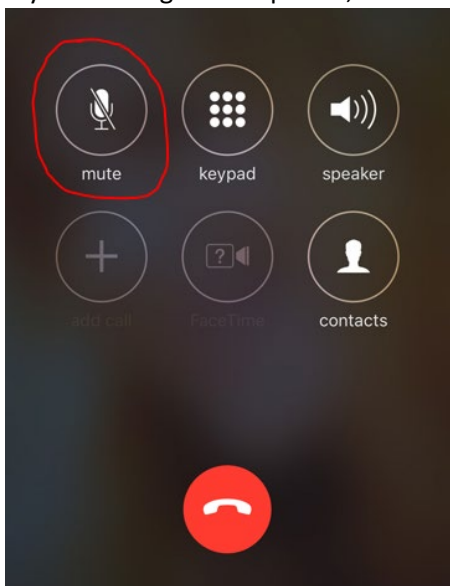
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
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 attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number above.

Calling into the Zoom meeting using a smartphone

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



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



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





Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

August 24, 2021

PREPARED BY

Calvin Winters

AGENDA ITEM # E.1

Discussion and possible action on the purchase of a Pumper Truck for the Fire Department from Fire Service Incorporated for the sum of \$674,920.00. If full pre-payment is made a discount of \$17,700 will be applied for a total cost of \$657,220.00. Fire Service Incorporated was the lowest bidder to RFB 2021-26. Quote summary attached. Funding source is 2021 bonded funds.

BACKGROUND**RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

- I. RFB 2021-26 Summary

CITY OF GREEN BAY QUOTE SUMMARY
RFB #2021-26
Fire Truck - Triple Combination Pumper

Dept: Fire	Req #	VENDOR #1	VENDOR #2
Planholders:	CC #340-065-070-072	Fire & Apparatus & Equipment, Inc.	Fire Service Incorporated
Issued: 7/13/2021	Due: 8/10/2021	Appleton, WI	Lake Mills, WI
DESCRIPTION			
Year/Brand/Model Quoted:		2022 Pierce Arrow XT Pumper	2022 E-ONE Typhone Pumper
Total cost of entire unit FOB Des Green Bay:		\$ 722,307.00	\$ 674,920.00
Price per Person for Trip to Manufacturer's Factory from Green Bay, WI:		\$ -	\$ 1,000.00
Credit for removal of item 187, Rear Tailboard Access/Door Compartment (Hydrant Bag):		\$ 863.00	\$ 975.00
Credit for removal of Item 201, Extension Ladder:		\$ 875.00	\$ 1,008.00
Credit for removal of item 202, Roof Ladder:		\$ 427.00	\$ 635.00
Credit for removal of item 203, Folding Ladder:		\$ 245.00	\$ 423.00
Credit for removal of item 216, Thermal Relief Valve:		\$ 933.00	\$ 856.00
Credit for removal of item 250, Foam System:		N/A	N/A
Lead time after notice to proceed:		13-14 Months	13 Months
Service Center Location:		Fremont, WI	Lake Mills, WI
Performance and Payment Bond Cost:		\$ 1,769.66	\$ 2,691.00
Early Payment Discount (if any)		\$ 26,940.00	\$ 17,700.00

Recommendation: Award to the lowest responsive, responsible vendor
I:\DeptData\Finance\Purchase\QUOTE SUMMARIES\2021\2021-26 Fire Truck- Pumper\RFB 2021-26 Summary



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

August 24, 2021

PREPARED BY

Calvin Winters

AGENDA ITEM # E.2

Discussion and possible action on awarding a three year contract to Purple Mountain Solutions, Inc. for courier services for Clerks office & Parks department. Purple Mountain Solutions was the lowest bidder to RFB 2021-29. Estimated three year spend is \$26,500. Summary attached.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Quote Summary 2021-29 A

RFQ #2021-29

Dept: Various		VENDOR #1		VENDOR #2		VENDOR #3	
Planholders: 7 CC #96224		Purple Mountain Solutions, Inc.		Bring It Errands and Delivery LLC.		Walco Inc.	
Issued: 8/3/2021 Due: 8/17/2021		Chippewa Falls, WI		Green Bay, WI		Green Bay, WI	
DESCRIPTION							
Regular business hours Monday-Friday		\$ 15.95		\$ 20.00		\$ 25.00	
Regular business hours Monday-Friday		\$ 15.95		\$ 20.00		\$ 25.00	
Regular business hours Monday-Friday		\$ 15.95		\$ 20.00		\$ 25.00	
Regular business hours Monday-Friday		\$ 15.95		\$ 20.00		\$ 25.00	
Regular business hours Monday-Friday		\$ 15.95		\$ 20.00		\$ 25.00	
Regular business hours Monday-Friday		\$ 15.95		\$ 20.00		\$ 25.00	
Regular business hours Monday-Friday		\$ 15.95		\$ 20.00		\$ 25.00	
Weekend hours:		\$ 19.95		\$ 35.00		N/A	
Weekend hours:		\$ 19.95		\$ 35.00		N/A	
Weekend hours:		\$ 19.95		\$ 35.00		N/A	
Weekend hours:		\$ 19.95		\$ 35.00		N/A	
Weekend hours:		\$ 19.95		\$ 35.00		N/A	
Weekend hours:		\$ 19.95		\$ 35.00		N/A	
Holiday hours:		\$ 31.90		\$ 45.00		N/A	
Holiday hours:		\$ 31.90		\$ 45.00		N/A	
Holiday hours:		\$ 31.90		\$ 45.00		N/A	
Holiday hours:		\$ 31.90		\$ 45.00		N/A	
Holiday hours:		\$ 31.90		\$ 45.00		N/A	
Holiday hours:		\$ 31.90		\$ 45.00		N/A	
After Business Hours:		\$ 19.95		\$ 35.00		N/A	
After Business Hours:		\$ 19.95		\$ 35.00		N/A	
After Business Hours:		\$ 19.95		\$ 35.00		N/A	
After Business Hours:		\$ 19.95		\$ 35.00		N/A	
After Business Hours:		\$ 19.95		\$ 35.00		N/A	
On Call:		\$ 19.95		\$ 45.00		\$ 50.00	
On Call:		\$ 19.95		\$ 45.00		\$ 50.00	
On Call:		\$ 19.95		\$ 45.00		\$ 50.00	
On Call:		\$ 19.95		\$ 45.00		\$ 50.00	
On Call:		\$ 19.95		\$ 45.00		\$ 50.00	
On Call:		\$ 19.95		\$ 45.00		\$ 50.00	
Payment Terms Net 30		Discount 2%/Net 10		None		N/A	
Accepts credit card payments:		No		No		No	

Recommendation: Award the Courier Service Contract for the City of Green Bay to the lowest responsive, responsible vendor Purple Mountain Solutions, Inc. for an initial award of 3-years with two 1-year renewal options. Estimated three (3) year spend is \$26,500.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

August 24, 2021

PREPARED BY

Vanessa Chavez, Law Department Director

AGENDA ITEM # E.3

Discussion on the proposed 2022 City of Green Bay fee schedule.

BACKGROUND

Attached is the Proposed 2022 Fee Schedule for Finance Committee. It is in two parts at this time; the second half is the fee schedule from the Department of Community and Economic Development, which has no changes. Goal is to try to incorporate these fees into the body of the main Fee Schedule before the budget meeting.

RECOMMENDATION

Preliminary discussion, with the final version brought at a future meeting, and adoption in line with the budget.

FISCAL IMPACT**ATTACHMENTS**

- I. Proposed COGB 2022 Fee Schedule

CITY OF GREEN BAY

FEE SCHEDULE

Code Section	Description	2021 Fee	Proposed 2022 Fee
<i>Chapter 2--Administration</i>			
2-217	Municipal vehicle registration fee	\$20.00	\$20.00
	Exemption from the municipal vehicle registration fee for vehicles registered by the State of Wisconsin under Wis. Stats. § 341.26	\$5.00	\$5.00
<i>Chapter 4--Alcohol Beverages</i>			
4-6	License fees		
	Class "A" (beer)	\$400.00	\$400.00
	Class "B" (beer)	\$100.00	\$100.00
	Special event or picnic license	\$10.00	\$10.00
	"Class A" (liquor)	\$400.00	\$400.00
	"Class B" (liquor)	\$400.00	\$400.00
	Wholesaler's beer license	\$0.00	
	Operator's license (two-year license)	\$50.00	\$50.00
	Initial issuance of a reserve "Class B" (liquor) license	\$10,000.00	\$10,000.00
	"Class C" (wine)	\$100.00	\$100.00
	Provisional retail license	\$15.00	\$15.00
	Publication fee	\$25.00	\$25.00
<i>Chapter 6--Animals</i>			
6-1	Animal establishment license fee	\$100.00	\$100.00
	Breeding service registration fee		
	For each male breeding dog	\$300.00	\$300.00
	For each female breeding dog	\$250.00	\$250.00
6-2	Dog and cat license tax		
	For a neutered male dog or cat	\$5.00	\$5.00
	For a spayed female dog or cat	\$5.00	\$5.00
	For an unneutered male dog or cat	\$25.00	\$25.00
	For an unspayed female dog or cat	\$25.00	\$25.00
	Late fee	\$5.00	\$5.00
	Duplicate collar tag fee	\$0.50	\$0.50
6-3	License fee to keep hens	\$5.00	\$5.00
	Late fee	\$5.00	\$5.00
6-11	Beekeeping permit fee	\$10.00	\$10.00
<i>Chapter 8--Buildings and construction</i>			
8-47	Building permit fees*		
8-360	Plumbing permit fees*		
8-369	Private well operation permit fee	\$100.00	\$100.00
8-477	Heating and cooling license fees	\$0.00	\$0.00
8-478	Heating and cooling permit fees*		
8-449	Re-inspections of electrical wiring	\$50.00	\$50.00
8-629	Roominghouse/shelter facility permit fee	\$30.00	\$30.00
	Additional fee per dwelling unit or rooming unit	\$10.00	\$10.00

*Amounts of these fees can be found in the Current Permit Fee Schedule from the Department of Community and Economic Development attached to this Schedule.

CITY OF GREEN BAY FEE SCHEDULE

8-671	Penalty fee for renewal mobile home park license applications postmarked after June 30	\$25.00	\$25.00
<i>Chapter 10—Businesses</i>			
10-19	License fees for the sale of each of the following or the conduct of the business or activity		
	Ambulances		
	Per vehicle for first vehicle licensed by any person	\$50.00	\$50.00
	Per additional vehicle	\$25.00	\$25.00
	Auto salvage	\$100.00	\$100.00
	Bakeries and confectioneries		
	Annual sales less than \$50,000.00	\$0.00	\$0.00
	Annual sales \$50,000.00 to \$150,000.00	\$0.00	\$0.00
	Annual sales over \$150,000.00	\$0.00	\$0.00
	Billiard and pool tables, gamerooms, per table or gameroom	\$5.00	\$5.00
	Canvasser, solicitor, peddler and transient merchants, and direct seller's investigation fee	\$5.00	\$5.00
	Cigarettes	\$100.00	\$100.00
	Closing out sales	\$0.00	\$0.00
	Restaurants		
	Soft drink stands, frozen confections	\$0.00	\$0.00
	Taverns not serving food	\$0.00	\$0.00
	Prepackaged food only	\$0.00	\$0.00
	Temporary restaurants	\$0.00	\$0.00
	All others	\$0.00	\$0.00
	Fermented malt beverages		
	Retail Class "A" license	\$0.00	\$0.00
	Retail Class "B" license	\$0.00	\$0.00
	Picnic Class "B" license	\$0.00	\$0.00
	Wholesaler's license	\$0.00	\$0.00
	Operator's license	\$0.00	\$0.00
	Hotels and motels, as defined in Ch. 38, Art. II, and Wis. Adm. Code Ch. DHS 195		
	30 rooms or less	\$0.00	\$0.00
	31--99 rooms	\$0.00	\$0.00
	100 rooms or more	\$0.00	\$0.00
	Intoxicating liquor		
	Retail Class "A" license	\$0.00	\$0.00
	Retail Class "B" license	\$0.00	\$0.00
	Pharmacist permit	\$0.00	\$0.00
	Junk and secondhand dealers		
	For maintaining a building, warehouse, or yard	\$50.00	\$50.00
	For each hand-drawn vehicle used for junk dealing	\$1.00	\$1.00

*Amounts of these fees can be found in the Current Permit Fee Schedule from the Department of Community and Economic Development attached to this Schedule.

CITY OF GREEN BAY FEE SCHEDULE

10-19		For each vehicle other than hand drawn	\$3.00	\$3.00
		Secondhand article dealer permit	\$27.50	\$27.50
		Secondhand jewelry dealer permit	\$30.00	\$30.00
		Secondhand article dealer: mall/flea market permit	\$165.00	\$165.00
		Parades	\$0.00	\$0.00
		Pawn brokers	\$210.00	\$210.00
		Residential building contractors		
		Initial	\$25.00	\$25.00
		Renewal	\$10.00	\$10.00
		Temporary permit	\$0.00	\$0.00
		Retail food markets		
		No food processing on site	\$0.00	\$0.00
		Food processing on site		
		Annual sales less than \$100,000.00	\$0.00	\$0.00
		Annual sales \$100,000.00 to \$250,000.00	\$0.00	\$0.00
		Annual sales more than \$250,000.00	\$0.00	\$0.00
		Sales at City stadium	\$0.00	\$0.00
		Taxicab business licenses		
		For an organization which is exempt from federal income tax under IRC § 501(c)(3)	\$0.00	\$0.00
		For a nonprofit corporation under Wis. Stats. Ch. 181	\$0.00	\$0.00
		For any other person		
		For each taxicab with a capacity of seven or fewer passengers, not including the driver	\$25.00	\$25.00
		For each taxicab with a capacity of eight to 15 passengers, not including the driver	\$50.00	\$50.00
		Taxicab operator's licenses		
		For an operator employed by an organization which is exempt from federal income tax under IRC § 501(c)(3)	\$0.00	\$0.00
		For an operator employed by a nonprofit corporation under Wis. Stats. Ch. 181	\$0.00	\$0.00
		For any other person	\$50.00	\$50.00
		Circuses and carnivals	\$0.00	
		Advisory inspections, as defined in Section 10-21, Green Bay Municipal Code	\$75.00	\$75.00
		Pre-inspections, as defined in Section 10-22, Green Bay Municipal Code	\$60.00	\$60.00
10-88	Circus and carnival permit fee		\$0.00	\$0.00
10-90	Auto salvage storage permit fee		\$100.00	\$100.00
10-92	Newspaper vending machine permit fee		\$50.00	\$50.00
10-93	Parklet permit fee		\$200.00	\$200.00
10-140	Temporary facility license fee		\$25.00	\$25.00

*Amounts of these fees can be found in the Current Permit Fee Schedule from the Department of Community and Economic Development attached to this Schedule.

CITY OF GREEN BAY FEE SCHEDULE

10-142	Facility license fee			
		If the premises is not also licensed under Ch. 4, GBMC	\$75.00	\$75.00
		If the premises is also licensed under Ch. 4, GBMC	\$25.00	\$25.00
10-143	Facility operator's license fee		\$10.00	\$10.00
10-203	Sexually-oriented adult entertainment establishment license fee		\$750.00	\$750.00
10-205	Sexually-oriented adult entertainment establishment license renewal fee		\$250.00	\$250.00
10-210	Sexually-oriented adult entertainment establishment employee registration fee		\$30.00	\$30.00
10-238	Escort service application fee		\$500.00	\$500.00
	Escort service license fee		\$500.00	\$500.00
10-240	Escort service license renewal fee		\$500.00	\$500.00
10-243	Escort registration fee		\$25.00	\$25.00
10-274	Direct sales permit fee			
		Temporary (30-day)	\$100.00	\$100.00
		Annual	\$350.00	\$350.00
		Request for additional locations beyond three	\$50.00	\$50.00
		Request for change of location	\$10.00	\$10.00
	Solicitor's permit fee			
		Temporary (30-day)	\$25.00	\$25.00
		Annual	\$100.00	\$100.00
10-342	Junk dealer annual fee		\$50.00	\$50.00
10-344	Junk dealer daily reporting failure fee		\$10.00	\$10.00
10-374	Junk collector annual fee		\$3.00	\$3.00
10-428	Special event fee – Simple event			
		Small non-profit park event fee		
		Resident application fee	\$25.00	\$25.00
		Late application fee	\$25.00	\$25.00
		First time event additional fee	\$50.00	\$50.00
		Event location change fee	\$0.00	\$0.00
		Event cancellation fee	\$10.00	\$10.00
		Small non-profit block party		
		Resident application fee	\$25.00	\$25.00
		Late application fee	\$25.00	\$25.00
		First time event additional fee	\$50.00	\$50.00
		Event location change fee	\$0.00	\$0.00
		Event cancellation fee	\$10.00	\$10.00
	Special event fee – Small events			
		Athletic Event		
		Resident application fee	\$100.00	\$100.00
		Non-resident application fee	\$150.00	\$150.00
		Late application fee	\$50.00	\$50.00
		First time event additional fee	\$175.00	\$175.00

*Amounts of these fees can be found in the Current Permit Fee Schedule from the Department of Community and Economic Development attached to this Schedule.

CITY OF GREEN BAY FEE SCHEDULE

10-428		Event location change fee	\$25.00	\$25.00
		Event cancellation fee	\$25.00	\$25.00
		All other small events		
		Resident application fee	\$50.00	\$50.00
		Non-resident application fee	\$75.00	\$75.00
		Late application fee	\$25.00	\$25.00
		First time event additional fee	\$88.00	\$88.00
		Event location change fee	\$13.00	\$13.00
		Event cancellation fee	\$13.00	\$13.00
		Special event fee – Medium events		
		Athletic Event		
		Resident application fee	\$200.00	\$200.00
		Non-resident application fee	\$300.00	\$300.00
		Late application fee	\$100.00	\$100.00
		First time event additional fee	\$350.00	\$350.00
		Event location change fee	\$50.00	\$50.00
		Event cancellation fee	\$50.00	\$50.00
		All other medium events		
		Resident application fee	\$175.00	\$175.00
		Non-resident application fee	\$263.00	\$263.00
		Late application fee	\$88.00	\$88.00
		First time event additional fee	\$306.00	\$306.00
		Event location change fee	\$44.00	\$44.00
		Event cancellation fee	\$44.00	\$44.00
		Special event fee – Large events		
		Athletic Event		
		Resident application fee	\$300.00	\$300.00
		Non-resident application fee	\$450.00	\$450.00
		Late application fee	\$150.00	\$150.00
		First time event additional fee	\$525.00	\$525.00
		Event location change fee	\$75.00	\$75.00
		Event cancellation fee	\$75.00	\$75.00
		All other large events		
		Resident application fee	\$275.00	\$275.00
		Non-resident application fee	\$413.00	\$413.00
		Late application fee	\$138.00	\$138.00
		First time event additional fee	\$481.00	\$481.00
		Event location change fee	\$69.00	\$69.00
		Event cancellation fee	\$69.00	\$69.00
		Special event fee - Small budget film/photography		
		Resident application fee	\$25.00	\$25.00
		Non-resident application fee	\$38.00	\$38.00
		Late application fee	\$13.00	\$13.00
		Event location change fee	\$6.00	\$6.00
		Event cancellation fee	\$6.00	\$6.00

*Amounts of these fees can be found in the Current Permit Fee Schedule from the Department of Community and Economic Development attached to this Schedule.

CITY OF GREEN BAY FEE SCHEDULE

10-428		Special event fee - Special hazard event		
		Resident application fee	\$500.00	\$500.00
		Non-resident application fee	\$750.00	\$750.00
		Late application fee	\$250.00	\$250.00
		First time event additional fee	\$875.00	\$875.00
		Event location change fee	\$125.00	\$125.00
		Event cancellation fee	\$125.00	\$125.00
10-458		Public vehicle business license fee	\$25.00	\$25.00
		Public vehicle business motor vehicle inspection fee	\$25.00	\$25.00
10-459		Public vehicle business operator's license fee	\$50.00	\$50.00
10-493		Commercial quadricycle business license fee	\$25.00	\$25.00
		Commercial quadricycle inspection fee	\$25.00	\$25.00
10-494		Commercial quadricycle operator's license fee	\$50.00	\$50.00
10-514		Underground sprinkler license fee	\$25.00	\$25.00
10-517		Lawn sprinkler permit fee*		
10-544		Lobbyist registration fee	\$20.00	\$20.00
10-574		Mobile food establishment license to operate fee		
		If the license is not in connection with an existing City-based business that sells food-based products	\$500.00	\$100.00
		If the license is in connection with an existing City-based business that sells food-based products	\$300.00	\$100.00
		Mobile food establishment license to operate renewal fee		
		If the license is not in connection with an existing City-based business that sells food-based products	\$500.00	\$100.00
		If the license is in connection with an existing City-based business that sells food-based products	\$300.00	\$100.00
10-599		Tree and brush trimmer license fee	\$25.00	\$25.00
10-634		City sealer assessment fees*		
10-740		Alarm business permit fee	\$50.00	\$50.00
10-741		Alarm user permit fee		
		For an alarm user who is residential obtaining a hold-up alarm or other burglar alarm system	\$20.00	\$20.00
		For an alarm user who is not residential obtaining a hold-up alarm system or burglar alarm system, a fire alarm system, or both	\$40.00	\$40.00
10-742		False alarm on hold-up alarms		
		Premises holding a permit		
		Second false hold-up alarm	\$100.00	\$100.00
		Third false hold-up alarm	\$200.00	\$200.00
		Fourth and subsequent false hold-up alarms	\$350.00	\$350.00
		Premises without a permit		
		First false hold-up alarm	\$100.00	\$100.00

*Amounts of these fees can be found in the Current Permit Fee Schedule from the Department of Community and Economic Development attached to this Schedule.

CITY OF GREEN BAY FEE SCHEDULE

10-742		Second false hold-up alarm	\$200.00	\$200.00
		Third and subsequent false hold-up alarms	\$350.00	\$350.00
		False alarm on alarm systems other than hold-up alarms		
		Premises holding a permit		
		Second false alarm	\$50.00	\$50.00
		Third false alarm	\$75.00	\$75.00
		Fourth false alarm	\$125.00	\$125.00
		Fifth and subsequent false alarms	\$225.00	\$225.00
		Premises without a permit		
		First false alarm	\$50.00	\$50.00
		Second false alarm	\$75.00	\$75.00
		Third false alarm	\$125.00	\$125.00
		Fourth and subsequent false alarms	\$225.00	\$225.00
<i>Chapter 16-Enviroment</i>				
16-40		Erosion Control Permit*		
16-81		Fee in lieu of providing storm water management (per Equivalent Runoff Unit (ERU))		\$3,600.00
16-82		Storm water management plan permit fee	\$0.00	\$0.00
<i>Chapter 18—Fire Prevention and Control</i>				
18-66		Re-inspections for compliance with Ch. 18, Art. II, GBMC	\$50.00	\$50.00
18-93		Permit fee for the purchase and use within the City of those classes of fireworks or pyrotechnics authorized by said statute	\$200.00	\$200.00
		Permit fee for the sale of fireworks within the City of those classes of fireworks authorized by statute	\$600.00	\$600.00
<i>Chapter 24-Nuisances</i>				
24-84		Unmanaged vegetative growth removal		
		Administrative charge (per parcel)	\$52.00	\$71.00
		Labor cost (per hour)	\$72.00	\$76.00
		Equipment cost (per hour)	\$84.00	\$70.00
		Minimum total charge (1/2 hour)	\$130.00	\$144.00
<i>Chapter 28-Parks and Recreation</i>				
28-7		Metro Boat Daily Launch Fee Metro Boat Launch	\$6.00	
		Daily launch fee		\$6.00
		Season launch pass		\$60.00
		Seniors season launch pass		\$50.00
		Commercial season launch pass		\$75.00
<i>Chapter 32—Solid Waste</i>				
32-2		Bulky waste collector's fee Bulk collection	\$3.00	
		0-3 cubic yards	\$80.00	\$90.00
		3-10 cubic yards	\$160.00	\$180.00
		10+ cubic yards	\$240.00	\$270.00
		Appliance collection		
		Refrigerators/Freezers (each)	\$35.00	\$35.00

*Amounts of these fees can be found in the Current Permit Fee Schedule from the Department of Community and Economic Development attached to this Schedule.

CITY OF GREEN BAY FEE SCHEDULE

32-2		Appliances with freon (each)		\$35.00
		All other appliances	\$25.00	\$25.00
		Electronics collection (each)		\$54.00
		Tipper carts		
		Garbage – 64 gallon	\$60.00	\$60.00
		Garbage – 96 gallon	\$95.00	\$95.00
		Recycling – 64 gallon	\$60.00	\$60.00
		Recycling – 96 gallon	\$95.00	\$95.00
		Improper cart storage (per violation)	\$38.00	\$38.00
		Early/Late setout (per violation)	\$54.00	\$57.00
		Recycling in garbage cart (per violation)		\$57.00
		Garbage in recycling cart (per violation)		\$57.00
32-3		Private collector's license fee		
		Per vehicle for first vehicle licensed by any person	\$25.00	\$25.00
		Per additional vehicle	\$5.00	\$5.00
<i>Chapter 34—Streets, Sidewalks, and Other Public Places</i>				
34-5		Excavation permit fee	\$50.00	\$50.00
		First 100 square feet of excavation	\$37.80	\$37.80
		Each additional 100 square feet of excavation	\$7.60	\$7.60
		Permanent repair of excavated pavement		
		Asphalt streets – Administrative fee (all streets)		\$45.00
		Asphalt streets – Concrete base (sq yard)	\$62.00	\$66.00
		Asphalt streets – Gravel base (sq yard)	\$108.00	\$120.00
		Concrete streets – Administrative fee		\$45.00
		Concrete streets (sq yard)		**
		**Actual Cost from Annual Pavement Repair Contract		
34-8		Sidewalk builder's license fee	\$25.00	\$25.00
34-14		Sidewalk snow and ice management fees		
		Base fee (per instance)	\$54.00	\$57.00
		Snow/Ice removal fee (per linear foot)	\$0.36	\$0.25
34-64		Vessel docking alongside city property Leicht park dock fee – Cruise ship dockage	\$0.00	
		Leicht Park Cruise Ship Docking Fee (per day) Per day	\$1,500.00	\$1500.00
		Leicht Park Cruise Ship Overnight Docking Fee Per day/evening	\$2,000.00	\$2,000.00
<i>Chapter 36--Subdivisions</i>				
36-34		Review fees		
		Preliminary city/extraterritorial subdivision plat	\$150.00	\$150.00
		Additional fee per lot/outlot	\$35.00	\$35.00
		Preliminary city/extraterritorial certified survey map	\$150.00	\$150.00
		Final city/extraterritorial subdivision plat	\$100.00	\$100.00
		City/extraterritorial subdivision/CSM variance	\$100.00	\$100.00
36-558		Parkland development fee	\$275.00	\$350.00

*Amounts of these fees can be found in the Current Permit Fee Schedule from the Department of Community and Economic Development attached to this Schedule.

CITY OF GREEN BAY FEE SCHEDULE

36-580	Street tree fee (per tree, calculated at 1 tree per 50 linear feet of right-of-way frontage)		\$100.00
<i>Chapter 44--Zoning</i>			
44-82	Zoning amendment fee	\$300.00	\$300.00
44-83	Conditional use permit fee	\$300.00	\$300.00
44-112	Homebased occupation fee	\$0.00	\$0.00
44-1552	Work done without Certificate of Appropriateness (per day)	\$50.00	\$50.00
44-1580	Short-term rental application/review fee	\$100.00	\$100.00
	Short-term rental renewal fee	\$100.00	\$100.00
<i>Miscellaneous</i>			
	Other miscellaneous fees may also be established by policy approved by the Council from time to time		

*Amounts of these fees can be found in the Current Permit Fee Schedule from the Department of Community and Economic Development attached to this Schedule.



CURRENT PERMIT FEE SCHEDULE

Department of Community
and Economic Development
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3300 - phone
(920) 448-3426 - fax
inspmail@greenbaywi.gov

ONE & TWO-FAMILY RESIDENTIAL

PLAN APPROVALS

I. Site Plan Approval (each category applied separately)

(fees collected at plan submission)

A. Zoning Code and Municipal Standards Approval

- Principal-Use Building and Site Development: New Construction, Addition, Change-of-Use, Foundation **\$50 (\$25 for developed area less than 1,000 sq. ft.)**
- Accessory-Use Building: New Construction, Addition, Foundation Reconstruction (detached garage or yard building) **\$25 (developed area of 150 sq. ft. or larger only)**
- Fencing: New Construction (site plan not required for repair of existing fencing) **\$0**
- Landscaping: Land-disturbing activity (1,000 sq. ft. or larger) or New Structure (wall berm 6' or more above grade) **\$25**
- Tower Structure: New Construction (ham radio, antenna, etc.) **\$25**
- Vehicular: New Construction, Replacement (driveway, curb cut, culvert, apron, parking lot/spaces) **\$25**
- Water Structure: New Construction, Addition, Alteration (swimming pool, hot tub, pond not part of stormwater management) **\$25**
- Signage: New or Reconstructed Subdivision or Neighborhood Identification **\$25**

B. Special Land-Use Approval

- Floodplain Land-Use (includes erosion control plan, flood proofing certificate and elevation certificate for NFIP) **\$50**
- Shoreland/Wetland Land-Use (includes erosion control plan, floodproofing certificate and elevation certificate for NFIP) **\$50**
- Erosion Control (land-disturbance of 4,000 sq. ft. or more, filling/excavating of 400 cu. ft. or more, trenching of 300 Lft. or more) **\$25**

C. Common Council Approval (when required)

- Conditional-Use Complete and submit application form
- Planned Unit Development "Request For City Action-Plan Commission"
- Rezone Property [Request for City Action \(PDF\)](#)

D. Board of Appeals (when required)

- Application and Hearing Fee **\$75**
- Deadline for materials is the first Tuesday of the month at 12 noon. The meeting is the third Monday of the month.

2. Construction Plan Approval

A. Building Approval [Ch. Comm. 20-22, Wis. Admin. Code]

- Principal-Use Building Plan: New Construction, Addition, Foundation Reconstruction **\$50 (\$25 for building area less than 1,000 sq. ft.)**
- Accessory-Use Building Plan: New Construction, Addition, Foundation Reconstruction (detached garage or yard building) **\$25 (building area of 150 sq. ft. or larger only)**

B. Heating Ventilating and Air Conditioning Plan Approval [Ch. Comm. 23, Wis. Admin. Code]

- Energy (Heat Loss) Calculations (new or additions to existing system) **\$0**

C. Plumbing Plan Approval [Ch's. Comm. 24 and 81 through 87, Wis. Admin. Code]

- Fixture List (new, addition or modifications to existing system) **\$0**

ONE & TWO-FAMILY RESIDENTIAL
(continued)

CONSTRUCTION PERMITS
(fees collected at permit release)

- 1. Erosion Control Permits (land-disturbing activity of 4,000 sq. ft. or more, filling or excavating of 100 cu. yd. or more, trenching of 300 Lft. or more) (§16-40, GBMC)**
 - Single Parcel \$50 each project
 - Multi-Parcel or Subdivision \$20 per parcel, \$50 min., \$250 max.
- 2. Building Permits (§8-47, GBMC)**
 - A. Principal or Accessory Building:**
 - New Construction, Addition, Alteration, Foundation (including decks, porches, stoops, etc.)..... \$0.095/sq. ft., \$50 min.
 - Windows/Doors (only creating an opening or changing opening size) \$50
 - Move Building (must obtain new foundation permit at new building site, if in City) \$50
 - Raze/Demolish Building (buildings of 150 sq. ft. or more only) \$50
 - B. Accessory Structures:**
 - Curb Cut, Culvert, Driveway \$50
 - Landscape Structures, such as berm, retaining wall, etc. (6' above average grade) \$50
 - Fencing \$50
 - Hot Tub, Swimming Pool (outdoor installation only) \$50
 - Pond (when not part of stormwater management system) \$50
 - Satellite Receiver (greater than 1 meter or 39 inches in diameter only) \$50
 - Tower Structure (ham radio, antenna, etc.) \$50
 - Subdivision or Neighborhood Identification Signage \$30 plus \$0.30/sq. ft.
- 3. Electrical Permits**
 - General Electrical System: New Construction, Addition, Alteration \$0.045/sq. ft., \$50 min.
 - Electrical Service: New Service, Service Change, Repair, or Temporary (when not part of general system work) \$50 each
 - Air Conditioning Addition (when not part of general system only) \$50 each
 - Sign (internally or externally illuminated) \$50 each
- 4. Mechanical (HVAC) Permits (§8-478, GBMC)**
 - General HVAC system: New Construction, Addition, Alteration \$0.045/sq. ft., \$50 min.
 - Heating Unit Replacement (unit-for-unit replacement when not part of general system work) \$50
 - Air Conditioning Addition (addition to existing system when not part of general system work) \$50 each unit
- 5. Plumbing Permits (§8-360, GBMC)**
 - General Plumbing: New System, Addition, or Alteration (include lawn sprinkler and water heater when done with general plumbing) (§10-517, GBMC) \$7 per fixture, \$50 min.
 - Water Service Connection Permit (municipal or private well service, water meter fee assessed by Water Utility) \$30 each
 - Sanitary Sewer Connection (municipal or private sanitary sewer) \$30 each
 - Storm Sewer Connection (municipal storm sewer only) \$30 each plus assessment fee (if req.)
 - Sewer Cap (municipal sewer only) \$50 each
 - Fire Suppression System: New, Addition, Alteration \$2.50 per head, \$50 min., \$200 max.
 - Lawn Sprinkler System-Reduced Pressure Valve (counted as fixture for new construction) \$50
 - Water Heater Replacement (unit for unit) \$30
 - Palmer Valve \$50
 - Back Water Valve \$30

ONE & TWO-FAMILY RESIDENTIAL

OTHER SERVICES

- Certificate of Occupancy (temporary and final certificates of habitable space) \$30 each
- Floodplain Certificate (floodplain determination letter) \$10
- Property Compliance Letter (clearwater separation, backwater protection and storm sewer connection at property sale) \$30
- Reinspection Fee (initial and follow-up inspection are at no charge) \$50
- Uniform Dwelling Code Seal (new residential building construction only) \$30
- Zoning Certificate (initial letter requires research and/or field inspection) \$30
- Zoning Certificate (reprinted and resending previously prepared letters) \$10

MULTI-FAMILY RESIDENTIAL (3-unit or more)**PLAN APPROVALS****I. Site Plan Approval (each category applied separately)****(fees collected at plan submission)****A. Zoning Code and Municipal Standards Approval**

- Principal-Use Building and Site Development: New Construction, Addition, Change-of-Use, Foundation **\$50 plus \$5/1,000 sq. ft. developed area**
- Accessory-Use Building: New Construction, Addition, Foundation Reconstruction (detached garage or yard building) **\$50 plus \$5/1,000 sq. ft. developed area**
- Fencing: New Construction (site plan approval not required for repair of existing fencing) **\$50**
- Landscaping: Land-disturbing activity (1,000 sq. ft. or larger) or New Structure (wall berm 6' or more above grade) **\$50**
- Tower Structure: New Construction (ham radio, antenna, etc.) **\$50**
- Vehicular: New Construction, Replacement (driveway, curb cut, culvert, apron, parking lot/spaces) **\$50 plus \$5/1,000 sq. ft. developed area**
- Water Structure: New Construction, Addition, Alteration (swimming pool, hot tub, pond not part of stormwater management) **\$50 plus \$5/1,000 sq. ft. developed area**
- Signage: New or Reconstructed Subdivision or Neighborhood Identification **\$25**

B. Special Land-Use Approval

- Floodplain Land-Use (includes erosion control plan, floodproofing certificate and elevation certificate for NFIP) **\$50**
- Shoreland/Wetland Land-Use (includes erosion control plan, floodproofing certificate and elevation certificate for NFIP) **\$50**
- Erosion Control (land-disturbance of 4,000 sq. ft. or more, filling/excavating of 400 cu. ft. or more, trenching of 300 Lft. or more) **\$50**

C. Common Council Approval (when required)

- Conditional-Use Complete and submit application form
- Planned Unit Development "Request For City Action-Plan Commission"
- Rezone Property [Request for City Action \(PDF\)](#)

D. Board of Appeals (when required)

- Application and Hearing Fee **\$150**
- Deadline for materials is the first Tuesday of the month at 12 noon. The meeting is the third Monday of the month.

2. Construction Plan Approval**A. Building Code Compliance [Comm. 61 through 65, Wis. Admin. Code]**

- Principal-Use Building Plan: New Construction, Addition, Foundation Reconstruction **\$100 (if approved by State) or per SBD-118**
- Accessory-Use Building Plan: New Construction, Addition, Foundation Reconstruction (detached garage or yard building) **\$100 (if approved by State) or per SBD-118**
- Sign Structural Plan (ground mounted pylon type) **\$50 (sign area of 150 sq. ft. or larger)**

B. Heating Ventilating and Air Conditioning Code Compliance [Comm. 63 & 64, Wis. Admin. Code]

- Mechanical Systems Plan **\$100 (if approved by State) or per SBD-118**

C. Plumbing Code Compliance [Ch's. Comm. 81 through 87, Wis. Admin. Code]

- Plumbing System Plan **\$100 (if approved by State) or per SBD-6154**
- Fire Sprinkler System Plan **SBD-118, submit to Safety & Buildings Division**

MULTI-FAMILY RESIDENTIAL (3-unit or more)
(continued)

CONSTRUCTION PERMITS
(fees collected at permit release)

- 1. Erosion Control Permits (land-disturbing activity of 4,000 sq. ft. or more, filling or excavating of 400 cu. ft. or more, trenching of 300 Lft. or more) (§16-40, GBMC)**
 - Single Parcel \$50 each project
 - Multi-Parcel or Subdivision \$20 per parcel, \$100 min., \$250 max.
- 2. Building Permits (§8-47, GBMC)**
 - A. Principal or Accessory Building:**
 - General Construction:
 - New Building, Addition, Alteration, Foundation \$0.105/sq. ft., \$70 min.
 - Roofing Replacement: • Asphalt Shingle \$70
 - Built-up or Membrane, Metal, Tile \$0.01/sq. ft., \$70 min.
 - Siding; Replacement Siding: • Aluminum, Vinyl, Wood \$70
 - Brick Veneer, Masonry, Stone, Stucco, EIFS \$0.01/sq. ft., \$70 min.
 - Move Building (150 sq. ft. or larger) \$70 plus \$0.105/sq. ft. foundation area
 - Raze/Demolish Building (150 sq. ft. or larger) \$70
 - B. Accessory Structures:**
 - Curb Cut, Culvert, and/or Driveway Widening \$70
 - Landscape Structures, such as berm, retaining wall, etc. (6' above average grade) \$70
 - Fencing \$70
 - Hot Tub, Swimming Pool (outdoor installation only) \$70
 - Pond (when not part of stormwater management system) \$70
 - Satellite Receiver \$70
 - Tower Structure (ham radio, antenna, etc.) \$70
 - Sign (Subdivision or Neighborhood Identification Signage \$30 plus \$0.30/sq. ft.
- 3. Electrical Permits**
 - General Electrical: New System, Addition, Alteration (based on system service area) \$0.055/sq. ft., \$70 min.
 - Electrical Service: New Service, Service Change, Repair, or Temporary (include in general electrical when done at the same time) \$70 each initial inspection/\$30 each additional
 - Air Conditioning Addition (new connections only, include in general electrical when done at same time) \$70 each unit
 - Sign (internally or externally illuminated, include in general electrical when done at same time) \$70
- 4. Mechanical (HVAC) Permits (§8-478, GBMC)**
 - General HVAC: New System, Addition, Alteration (based on area serviced by system) \$0.055/sq. ft., \$70 min.
 - Heating Unit Replacement (unit-for-unit with no duct work involved, include in general HVAC when done at same time) \$70 each unit
 - Air Conditioning Addition or Replacement (unit-for-unit with no duct work involved, include in general HVAC when done at same time) \$70 each unit
- 5. Plumbing Permits (§8-360, GBMC)**
 - General Plumbing: New System, Addition, or Alteration (include lawn sprinkler and water heater when done with general plumbing) (§10-517, GBMC) \$7 per fixture, \$70 min.
 - Water Service Connection Permit (municipal or private well service, water meter fee assessed by Water Utility) \$30 each
 - Sanitary Sewer Connection (municipal or private sanitary sewer) \$30 each
 - Storm Sewer Connection (municipal storm sewer only) \$30 each plus assessment fee (if req.)
 - Sewer Cap (when building is razed or removed) \$70 each
 - Fire Suppression System: New, Addition, Alteration \$2.50 per head, \$70 min., \$200 max.
 - Lawn Sprinkler System-Reduced Pressure Valve (include in general plumbing when done at same time) \$70
 - Water Heater Replacement (unit for unit with no other plumbing, include in general plumbing when done at the same time) \$70

MULTI-FAMILY RESIDENTIAL (3-unit or more)**OTHER SERVICES**

- Certificate of Occupancy (temporary and final certificates).....\$30 each
- Floodplain Certificate (floodplain determination letter) \$10
- Property Compliance Letter (Clearwater separation, backwater protection and storm sewer connection at property sale)..... \$30
- Reinspection Fee (initial and follow-up inspection are at no charge).....\$50
- Zoning Certificate (initial letter requires research and/or field inspection) \$30
- Zoning Certificate (reprinted and resending previously prepared letters)..... \$10

COMMERCIAL, EDUCATION, INSTITUTION, INDUSTRIAL USES**PLAN APPROVALS****I. Site Plan Approval (each category applied separately)****(fees collected at plan submission)****A. Zoning Code & Municipal Standards Approval**

- Principal-Use Building & Site Development: New Construction, Addition, Change-of-Use, Foundation **\$50 plus \$5/1,000 sq. ft. developed area**
- Accessory-Use Building: New Construction, Addition, Foundation Reconstruction (detached garage or yard building) **\$50 plus \$5/1,000 sq. ft. developed area**
- Fencing: New Construction (site plan approval not required for repair of existing fencing)..... **\$50**
- Landscaping: Land-disturbing activity (1,000 sq. ft. or larger) or New Structure (wall or berm 6' or more above grade)..... **\$50**
- Tower Structure: New Construction (ham radio, antenna, etc.)..... **\$50**
- Vehicular: New Construction, Replacement (driveway, curb cut, culvert, apron, parking lot/spaces) **\$50 plus \$5/1,000 sq. ft. developed area**
- Water Structure: New Construction, Addition, Alteration (swimming pool, hot tub, pond not part of stormwater management) **\$50 plus \$5/1,000 sq. ft. developed area**
- Signage: New or Reconstructed Subdivision or Neighborhood Identification..... **\$50**

B. Special Land-Use Approval

- Floodplain Land-Use (includes erosion control plan, floodproofing certificate and elevation certificate for NFIP) **\$50**
- Shoreland/Wetland Land-Use (includes erosion control plan, floodproofing certificate and elevation certificate for NFIP) **\$50**
- Erosion Control (land-disturbance of 4,000 sq. ft. or more, filling/excavating of 400 cu. ft. or more, trenching of 300 Lft. or more) **\$50**

C. Common Council Approval (when required)

- Conditional-Use..... Complete and submit application form
- Planned Unit Development.....“Request For City Action-Plan Commission”
- Rezone Property [Request for City Action \(PDF\)](#)

D. Board of Appeals (when required)

- Application & Hearing Fee **\$150**
- Deadline for materials is the first Tuesday of the month at 12 noon. The meeting is the third Monday of the month.

2. Construction Plan Approval**A. Building Code Compliance [Comm. 61 through 65, Wis. Admin. Code]**

- Principal-Use Building Plan: New Construction, Addition, Foundation Reconstruction **\$100 (if approved by State) or per SBD-118**
- Accessory-Use Building Plan: New Construction, Addition, Foundation Reconstruction **\$100 (if approved by State) or per SBD-118**
- Sign Structural Plan (ground mounted pylon type) **\$50**

B. Heating Ventilating and Air Conditioning Code Compliance [Comm. 63 & 64, Wis. Admin. Code]

- Mechanical Systems Plan..... **\$100 (if approved by State) or per SBD-118**

C. Plumbing Code Compliance [Ch's. Comm. 81 through 87, Wis. Admin. Code]

- Plumbing System Plan **\$100 (if approved by State) or per SBD-6154**
- Fire Sprinkler System Plan..... **SBD-118, submit to Safety & Buildings Division**

COMMERCIAL, EDUCATION, INSTITUTION, INDUSTRIAL USES
(continued)

CONSTRUCTION PERMITS
(fees collected at permit release)

Building Group 1: Warehouse, freight terminals, storage buildings or garages, factory, machine shop, substation, sewage plan, vault and all other uses not included in Building Group 2 or Residential uses.

Building Group 2: Office, bank, barber shops, beauty, bowling, dry cleaning, clinic, natatorium, hotels, motels, tavern, restaurant, cafeteria, retail, repair or service garage, church, assembly halls, theaters, exhibit building, educational institution, hospitals, nursing home, places of detention, gym, arenas, labs, halls, funeral homes, libraries, skating rinks, dance hall and armories.

1. Erosion Control Permits (land-disturbing activity or 4,000 sq. ft. or more, filling or excavating of 400 cu. ft. or more, trenching of 300 Lft. or more) (§16-40, GBMC)

- Single Parcel \$50 each project
- Multi-Parcel or Subdivision \$20 per parcel, \$100 min., \$250 max.

2. Building Permits (§8-47, GBMC)

A. Principal or Accessory Building:

- General Construction-Building Group 1: New Building, Addition, Alteration, Foundation \$0.065/sq. ft, \$70 min.
- General Construction-Building Group 2: New Building, Addition, Alteration, Foundation \$0.135/sq. ft, \$70 min.
- Roofing Replacement-Building Group 1 & 2 • Asphalt Shingle \$70
 - Built-up or Membrane, Metal, Tile \$0.01/sq. ft., \$70 min.
- New Siding; Replacement Siding/Building Group 1 & 2 • Aluminum, Vinyl, Wood \$70
 - Brick Veneer, Masonry, Stone, Stucco, EIFS \$0.01/sq. ft., \$70 min.
- Move Building-Building Group 1 & 2 (150 sq. ft. or larger) \$70 plus foundation for Group 1 or 2
- Raze/Demolish Building-Building Group 1 & 2 (150 sq. ft. or larger) \$70

B. Accessory Structures:

- Curb Cut, Culvert, and/or Driveway Widening \$70
- Landscape Structures, such as berm, retaining wall, etc. (6' above average grade) \$70
- Fencing \$70
- Hot Tub, Swimming Pool (outdoor installation only) \$70
- Pond (when not part of stormwater management system) \$70
- Satellite Receiver \$70
- Tower Structure (ham radio, antenna, etc.) \$70
- Sign (permanent ground or building mounted) \$30 plus \$0.30/sq. ft.
- Sign (temporary or mobile signs) \$30 each period of time

3. Electrical Permits

- General Electrical-Building Group 1: New System, Addition, Alteration \$0.045/sq. ft., \$70 min.
- General Electrical-Building Group 2: New System, Addition, Alteration \$0.085/sq. ft., \$70 min.
- Misc. Electrical Work
 - Project Cost..... Fee
 - \$0-\$10,000 \$70.00
 - \$10,001-\$50,000 \$140.00
 - \$50,001-\$100,000 \$210.00
 - \$100,001-\$200,000 \$300.00
 - \$200,001-\$300,000 \$400.00
 - Greater than \$300,000 \$500 + \$100 for every \$100,000 over \$300,000
- Sign (internally or externally illuminated) \$70

4. Mechanical (HVAC) Permits (§8-478, GBMC) (Applicable to Building Group 1 & 2)

- General HVAC: New System, Addition, Alteration (ductless unit-heater systems only) \$0.045/sq ft, \$70 min.
- General HVAC: New System, Addition, Alteration (ducted or hydronic system) \$0.085/sq ft, \$70 min.
- Heating Unit Replacement (unit-for-unit with no ductwork involved, including in general heating work) \$70 each unit
- Air Conditioning Addition or Replacement (unit-for-unit with no ductwork involved, including in general heating work) \$70 each unit

5. Plumbing Permits (§8-360, GBMC)

- General Plumbing: New System, Addition, or Alteration (include lawn sprinkler and water heater when done with general plumbing) (§10-517, GBMC).....**\$8 per fixture, \$70 min.**
- Fire Suppression System: New, Addition, Alteration.....**\$2.50 per head, \$70 min., \$200 max.**
- Water Service Connection Permit (municipal or private well service, water meter fee assessed by Water Utility).....**\$30 each**
- Sanitary Sewer Connection (municipal or private sanitary sewer).....**\$30 each**
- Storm Sewer Connection (municipal storm sewer only).....**\$30 each plus assessment fee (if req.)**
- Sewer Cap (when building is razed or removed)**\$70 each**
- Lawn Sprinkler System-Reduced Pressure Valve **\$70**
- Water Heater Replacement (unit for unit) **\$70**

COMMERCIAL, EDUCATION, INSTITUTION, INDUSTRIAL USES

OTHER SERVICES

- Certificate of Occupancy (required for all construction of habitable or occupied spaces).....**\$50 each**
- Business License Compliance (new and renewal business license)..... **\$50**
- Floodplain Certificate (floodplain determination letter) **\$10**
- Property Compliance Letter (Clearwater separation, backwater protection and storm sewer connection) **\$30**
- Reinspection Fee (initial and follow-up inspection are at no charge)..... **\$50**
- Zoning Certificate (initial letter requires research and/or field inspection) **\$50**
- Zoning Certificate (reprinted and resending previously prepared letters)..... **\$10**

WEIGHTS AND MEASURES

Inspection Services (§10-634, GBMC)

(fees collected by invoice)

- Annual Processing Fee **\$30 per establishment**
- Product Look-up (PLU) or Scanner System **\$100 Per establishment**
- Electronic Cash Register (ECR) interfaced with other devices **\$30 per register**
- Scales (1-50 lbs.) **\$35 per device**
- Scales (over 50 lbs., up to 1,000 lbs.) **\$30 per device**
- Sensitive Scale (Prescription, Jewelry, Precious Metal) **\$60 per device**
- Vehicle Scales **\$100 per device**
- Livestock Scales **\$100 per device**
- Auto Recycling Machine **\$100 per device**
- Vehicle Tank Meters, Petroleum Products **\$35 per device**
- Vehicle Tank Meters, Lubricant Products **\$35 per device**
- LMD's (per device or grade listed on dispenser) **\$30 per device**
- LMD's High Output Device (per device) **\$35 per device**
- LMD's Marina Fuel Dispenser (per device) **\$30 per device**
- Coin Operated Timer **\$5 per device**
- Taxi Cab Meter **\$25 per device**
- Miscellaneous Device **\$50 per hour**
- Re-inspection (after follow-up compliance inspection) **\$50 per reinspection**



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

August 24, 2021

PREPARED BY

AGENDA ITEM # E.4

For consideration with possible action to approve the American Rescue Plan Act Fiscal Recovery Funds Administrative Policy.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. ARPA use SOP DRAFT



CITY OF GREEN BAY

AMERICAN RESCUE PLAN ACT FISCAL
RECOVERY FUNDS ADMINISTRATION POLICY

CITY OF GREEN BAY GRANT ADMINISTRATION POLICY	
Title: ARPA funds	Policy Reference: Chapter
Policy Source: Finance Department	Legal Review Date:
Finance Committee Approval:	Common Council Approval:

1.0 PURPOSE

- 1.1 To establish a common procedure for the City of Green Bay when requesting use of the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds (SLFRF) awarded to the City of Green Bay.

Focus criteria includes:

- 1.1.1) Request of funds for programs that are consistent with the goals of the City;
- 1.1.2) Administration of funds awarded in the most efficient manner;
- 1.1.3) Regular evaluation of the performance of the program(s) receiving funding;
- 1.1.4) Not to exceed the annual approved percentages of funds as outlined in the Resolution

- 1.2 This policy is necessary for the City of Green Bay to comply with the new guidelines set out by the US Office Management and Budget “Super-circular” which became effective fiscal years beginning after December 26, 2014 and the Compliance and Reporting Guidance: State and Local Fiscal Recovery Funds manual, dated June 24, 2021, Version: 1.1

2.0 DEFINITIONS

- 2.1 Administrator- Grant Administrator position located within the Administrative Services Department.
- 2.2 Administrative Costs- direct expenses used to administer the grant such as Administrator salary, Auditor fee, supplies and/ or equipment.

- 2.3 ARPA- American Rescue Plan Act of 2021. This law provides additional relief to address the continued impact of COVID-19 on the economy, public health, state and local governments, individuals, and businesses.
- 2.4 City of Green Bay Allocation Spreadsheet- or Allocations, a Document that is approved by the Mayor and Common Council that outlines the distribution of ARPA funds by percentage by category and each grant year. The current fiscal year is obligated percentages and remaining grant year(s) projections.
- 2.5 FRF- Fiscal Recovery Funds, another name for the ARPA funds
- 2.6 Internal Controls- processes and associated records that prevent fraud and maintains the integrity of the financial system.
- 2.7 Procurement: Purchasing goods or services
- 2.8 Single Audit- Review of the management of the grant funds to ensure compliance with appropriate rules, policies, regulations, and requirements.
- 2.9 SLFRF- State and Local Fiscal Recovery Funds, another name for the ARPA funds
- 2.10 Subrecipient- per 2 CFR §200.330 A subaward is for the purpose of carrying out a portion of a federal award and creates a federal assistance relationship with the subrecipient. Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:
 - 2.10.1 Determines who is eligible to receive what Federal assistance.
 - 2.10.2 Has its performance measured in relation to whether objectives of a Federal program were met.
 - 2.10.3 Has responsibility for programmatic decision making.
 - 2.10.4 Is responsible for adherence to applicable Federal program requirements specified in the Federal award (reporting, if subrecipient award meets threshold for audit then responsible for Single Audit and any fees associated with audit).
 - 2.10.5 In accordance with its agreement, used the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

3.0 POLICY

- 3.1 This policy establishes procedures addressing both the content, accounting and compliance responsibilities associated with the ARPA, FRF or SLFRF, in addition to procedures for acceptance and ongoing administration of awarded funds until grant close out. The policy pertains to all agencies, departments or offices of the City, and those committees, boards or commissions that manage or operate other City properties, installations or activities, unless otherwise provided by statute.

4.0 AMERICAN RESCUE PLAN FISCAL RECOVERY FUNDS PROCEDURES

- 4.1 A City of Green Bay Allocations spreadsheet of the allowable categories with percentages of awarded funds will be presented by the Administrator to the Finance Director, Mayor, and Common Council for approval. The Common Council approved for some administrative costs to be funded from the ARPA funds in March, 2021. No other funds will be obligated until approval of the Allocation spreadsheet.
 - 4.1.1 The spreadsheet will have allocation amounts for 3 years, with current year approved by Common Council and remaining years as projections.
 - 4.1.2 Each category will be updated annually based on feedback, allowable activities and Treasury guidance.
 - 4.1.3 The approved spreadsheet with allocations will be shared with Department Heads and available to the public.
 - 4.1.4 Activities and projects must fit into the approved categories and within the approved allocations.
 - 4.1.5 If a project is not allowed because a category does not have funds obligated but meets the fund criteria and is requested by Department Heads, the Administrator will bring updated allocation amounts to the Finance Committee and then Common Council for approval. No funds will be obligated until approval of the updated allocations spreadsheet.
 - 4.1.6 Updated allocations will be communicated to Department Heads and available to the public.

- 4.1.7 An approved project/ activity will be communicated to the Department Heads and/ or project lead with a file number, and approved minutes/ resolution/ motion. A Quarterly update Report will be provided on funds obligated, spent, and outcomes.
- 4.2 Financial and Reporting Responsibilities
 - 4.2.1 The Grant Administrator maintains full responsibility for reading and understanding the requirements of the grant contract, meeting deadlines and complying with grant program requirements. In doing so, the Grant Administrator will work collaboratively with Department Heads to comply with all grant requirements. The Administrator will be responsible for maintaining the following documents in a single grant file:
 - 4.2.1.1 Copy of Executed Grant award with Original filed in Clerk's Office.
 - 4.2.1.2 Payment Requests/Activity Reports Provided to the Grantor/Funder
 - 4.2.1.3 Documentation of Grant Amendments
 - 4.2.1.4 And any other pertinent documentation relevant to the administration of the grant, including period extensions, amount changes, or any other amended terms or other performance standards required to meet the grant(s) objective.
- 4.3 The Administrator will share this file(s) electronically with the Finance Department so that it can be included in the external financial and single audit as well as any regulatory inquiries or investigations.
- 4.4 The Administrator will be responsible for maintaining documentation supporting all bank transfer requests. Bank transfers should be requested in a timely manner but no later than forty-five (45) days from the date expense was paid.
- 4.5 Financial and Program Reporting Reviews
 - 4.5.1 Financial Review:
 - 4.5.1.2 On an on-going basis, the Administrator will monitor the accuracy of expenditures, and grant expenditure/financial reporting requirements.
 - 4.5.1.3 The Finance Department may perform random audits throughout the grant term to ensure City compliance with grant and/or single audit requirements.

4.5.1.4 The Purchasing Department may perform random audits as outlined in the Procurement manual.

4.5.2 Program Review:

4.5.2.1 On an on-going basis, the Finance Department designee will monitor activity related to meeting objectives/requirements of the grant.

4.5.2.2 Any financial, program, and/or performance issues identified will be brought to the attention of the Grant Administrator and the Finance Director for discussion and deficiencies will be reported to Administration. The following will be addressed monthly or annually to ensure internal controls are maintained:

4.5.3. Internal Controls

4.5.3.1 Control environment – Control environment factors include, but not limited to:

4.5.3.1.1 Procurement Manual (bidding process, etc.)

4.5.3.1.2 Record Retention process (online, secured paper files, etc.)

4.5.3.2 Risk assessment – The Administrator shall provide identification and analysis of relevant risks to achievement of the grant objectives, including forming a basis for determining how the risks should be managed. Examples include:

4.5.3.2.1 Monthly meetings to discuss risk issues.

4.5.3.2.1.1 Internal risks example may be department not spending award in a timely manner, follow up is needed by Finance Director.

4.5.3.2.1.2 External risks that may need follow up by department head, project lead or Finance Director.

4.5.3.2.2 Risk Assessment

4.5.3.2.2.1 Includes risk assessment of subrecipients that may include prior experience in managing Federal funds, previous audits, personnel,

policies or procedures for award execution and oversight.

4.5.3.2.2.2 Subrecipient records, to include, risk assessments, agreements, compliance of obligations are to be maintained by Administrator's office and made available when requested for auditing purposes.

4.5.3.3 Control activities- Control activities are the policies and procedures that help ensure management directives are carried out. They include a range of activities as diverse as approvals, authorizations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties. Examples include:

4.5.3.3.1 Purchasing limits

4.5.3.3.2 Approval levels

4.5.3.3.3 Security within purchasing system, i.e., separation of duties (requisition and approval)

4.5.3.3.4 Procurement manual and similar manuals, procedures and policies

4.5.3.4 Information and communication – Project approval with use of ARPA funds communication to Department director/ manager and project lead. Tyler Munis financial and project systems produce auto generated emails on purchasing approvals, also produces reports containing operational, financial and compliance-related information that makes it possible to manage the ARPA funds.

4.5.3.5 Monitoring – Internal control systems will be monitored. This is accomplished through ongoing monitoring activities. Internal control deficiencies will be reported following the Procurement manual, to the Procurement Manager and the Administrator. Items that will be monitored include:

4.5.3.5.1 Civil Right compliance- Recipients of the SLFRF are required to meet legal requirements relating to

nondiscrimination and nondiscriminatory use of Federal funds. These requirements include ensuring that the City and/ or subrecipients do not deny benefits or services, or otherwise discriminate based on race, color, national origin including English proficiency, disability, age, or sex including sexual orientation and gender identity.

4.5.3.5.2 Subrecipient Monitoring- The Administrator in collaboration with the project lead is required to monitor subrecipients to ensure compliance with SLFRF requirements.

4.5.3.5.2.1 Clearly identify to the subrecipient that the award is a subaward of SLFRF.

4.5.3.5.2.2 All compliance requirements for use of SLFRF

4.5.3.5.2.3 All reporting requirements for expenditures of SLFRF funds.

4.5.3.5.2.4 Single Audit is required at subrecipients expense, if the subrecipient expend more than \$750,000 in Federal awards during their fiscal year.

4.5.3.6 Procurement

4.5.3.6.1 Any procurement activities that will take place as part of a grant award shall follow all City purchasing policies and procedures. If the procurement requirements of a grant are stricter than those of the City of Green Bay, then those requirements must be followed. If the grant funds are used to purchase IT-related equipment or software, the project lead must contact the IT Director. The IT Director will ensure the items are compatible with the City's IT infrastructure.

5.0 RESOURCES

- 5.1 City of Green Bay ARPA Allocations spreadsheet
- 5.2 City of Green Bay Procurement Manual
- 5.3 Compliance and Reporting Guidance: State and Local Fiscal Recovery Funds manual, dated June 24, 2021, Version: 1.1
- 5.4 Risk Assessment process
- 5.5 Title VI of the Civil Rights Act of 1964

6.0 FLOWCHARTS

5.1 City of Green Bay American Rescue Plan 3 year Funding Projection- DRAFT

Proposed ARPA FRF LR Funds use categories based on Broad Goals		% Allocation \$ based on % in Total Funding Received	Year 1		Year 2		Year 3		Description - ARPA FRF Guidelines
			Allocation	% Allocation- FY21	Allocation	% Allocation- FY22	Allocation	% Allocation- FY23	
Public Health expenditures	\$2,369,551.00	10%	\$789,850.33		\$789,850.33	10%	\$789,850.33	10%	Support public health expenditures , by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff
Negative Economic Impacts	\$236,955.00	1%	\$78,985.00	1%	\$78,985.00	1%	\$78,985.00	1%	Address negative economic impacts caused by the public health emergency , including economic harms to workers, households, small businesses, impacted industries, and the public sector
Services hardest hit (tourism, hospitality)	\$7,108,655.00	30%	\$2,369,551.67	30%	\$2,369,551.67	30%	\$2,369,551.67	30%	Address negative economic impacts caused by the public health emergency , including economic harms to workers, households, small businesses, impacted industries, and the public sector
Replace Lost Revenue	\$7,819,520.00	33%	\$2,606,506.67	33%	\$2,606,506.67	33%	\$2,606,506.67	33%	Replace lost public sector revenue , using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic
Provide Premium Pay for Essential Workers	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	Provide premium pay for essential workers , offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors

Invest in Water, Sewer Infrastructure	\$3,791,283.00	16%	\$1,263,761.00	16%	\$1,263,761.00	16%	\$1,263,761.00	16%	Invest in water, sewer infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet
Invest in Broadband Infrastructure	\$2,369,552.00	10%	\$789,850.67	10%	\$789,850.67	10%	\$789,850.67	10%	Invest in broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet
	\$23,695,516.00		\$7,898,505.33		\$7,898,505.33		\$7,898,505.33		

Total of all 3 fiscal year allocations = \$23,695,516.00



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

August 24, 2021

PREPARED BY

AGENDA ITEM # E.5

A request by Ald. VanderLeest to the Finance Committee which states: Request that the 2022 City Budget submitted to the Green Bay City Council hold the property tax rate flat. Also for City staff to investigate what grant and federal monies can be used to assist with our 2021 and 2022 city budget needs.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. VanderLeestFinanceCommunication_08.03.2021



Alders' Petitions and Communications

Name:

Committee Name:

Today's Date:

Text of Communication:

Upon completing this form, please email it to the City Clerk.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

August 24, 2021

PREPARED BY

AGENDA ITEM # E.6

Report of the Claims Committee.

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

- I. CONFIDENTIAL Claims Committee Rpt August 2021