AGENDA OF THE FINANCE COMMITTEE

TUESDAY, MAY 24, 2022, 4:30 PM
Virtual Meeting. Public may join via Zoom.
Immediately following Personnel.
Amended

A. Zoom Meeting Information.

1. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. Roll Call.

1. Members: Ald. Brian Johnson, Ald. Jesse Brunette, Ald. Bill Galvin & Ald. Jim Hutchison.

C. Approval of the Agenda.

D. Approval of Minutes.

1. Approval of the Finance Committee minutes from the May 10, 2022 meeting.

E. Regular Business.

1. For consideration and possible action to rescind or refund personal property taxes for acct #30039 Baker and Macarthur, Inc. for a total of $444.82.
2. For consideration with possible action on a report of the upgrade from High Pressure Sodium (HPS) to Light Emitting Diode (LED) street light financed by $52,161.77 of 2021 carry-over funds.
3. For consideration with possible action on the award of the TrueNarc Analytical Instrument to Thermo Scientific Portable Analytical Instruments Inc. for $31,804.02.
4. For consideration and possible action of accepting a State Harbor Patrol Grant of $21,756 to reimburse 75% of the Marine Unit Board #109 sponson replacement.
5. For consideration with possible action the approval to purchase two chassis and remounts from Custom Fire Apparatus, Inc. for up to $920,000.

6. For consideration with possible action the purchase of two Type I ambulances for $565,092.75 from Jefferson Fire & Safety.

7. For consideration with possible action the use of American Rescue Plan Act (ARPA) allocation within the Capital Needs and Organization Priorities category for a total of $148,100 to be used for project #5-1-205 Police Department Fence.

8. For consideration with possible action the use of American Rescue Plan Act (ARPA) allocation within the Capital Needs and Organization Priorities category for a total of $1,600,000.00 to be used for project #5-3-209 Pedestrian and Bike Plan project.

9. Referred to staff, Law and Finance, to draft a policy revision for a vote in June by the full common. A request by Ald. Brunette to the Finance Committee which states: "To create a policy or amend an existing policy to prohibit or prevent city personnel from the offices of Clerk, Mayor, Law, Finance, and IT in soliciting, accepting, or using any donation in the form of money, grants, property, or personal services from an individual or a nongovernmental entity for the purpose of funding election-related expenses, voter education, voter outreach, or voter registration programs with the exceptions of compensation of poll workers, securing leases for polling locations, and PPE for voters and volunteers."

10. A request by Ald. Brunette to the Finance Committee which states: "For staff to prepare a list of five to ten ideas for acceptable uses of remaining ARPA funds under each of the five already approved categories with the goal being a more holistic approach for allocating funds."

F. Informational.

1. 2022 Contingency Account: $200,000.00.

2. The next Finance Committee meeting will be held on Tuesday, June 21, 2022 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 DC)
+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/u/keah3KVR0u

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online Comment Form prior to the meeting.

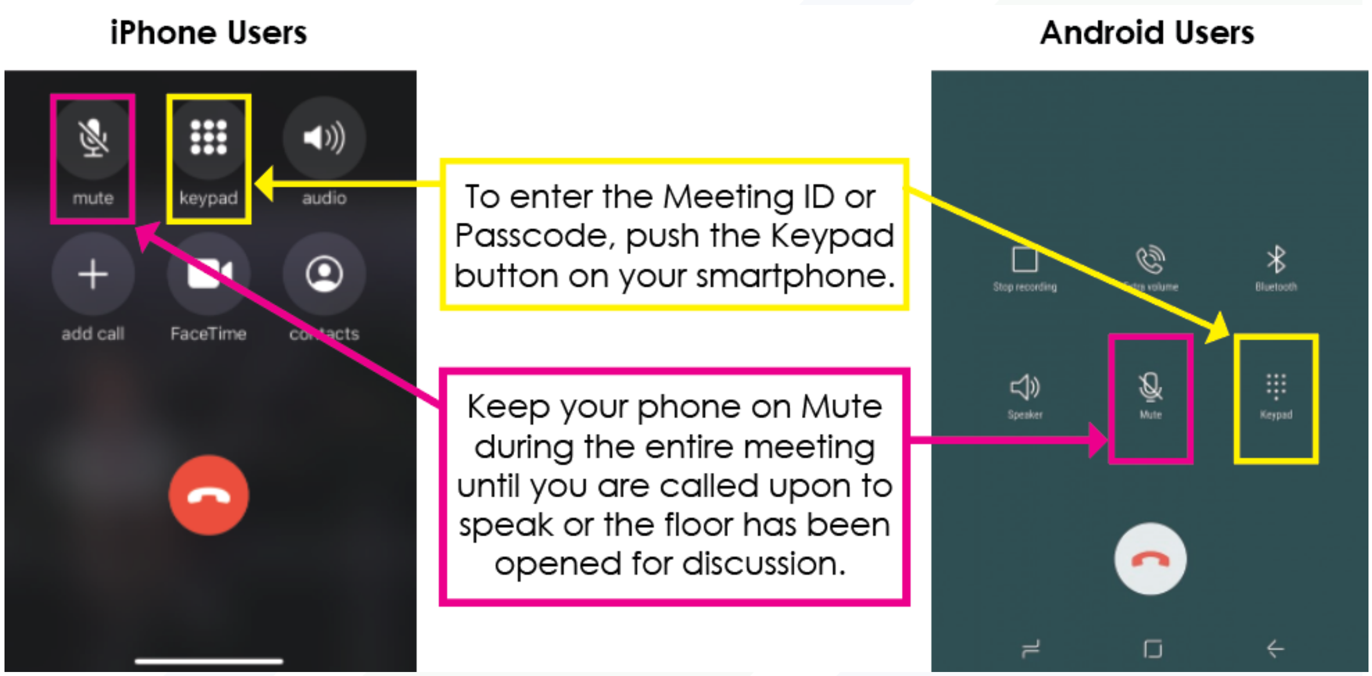
Additional Information

1. Wisconsin Open Meetings Law still applies
    a. Persons interested in speaking to an item must state their name and address for the minutes.
    b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition.*
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
    a. If you are a Board Member, please log into CivicClerk with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
    a. You may unmute yourself when you are called upon to speak.
4. Waiting room
    a. When you call in or connect via web or Zoom app, you will be placed in a "waiting room."
    b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. 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 be tied to an email.
6. Raising your hand
    a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the "raise your hand" tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
    b. Persons with items on the agenda or other interested parties —you can also utilize the "raise your hand" tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to "open the floor for interested parties to speak." Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
    a. Smart phone (please see more detailed instructions on page 3)
    b. Land line
    c. Tablet— in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
    d. Computer— you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
    e. For tablet and computer users--if you download the app you may be asked to verify your email.

8. Zoom etiquette
    a. Muting yourself when you're not speaking 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 state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
    a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
    b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

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



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
May 24, 2022	

AGENDA ITEM # E.1

For consideration and possible action to rescind or refund personal property taxes for acct #30039 Baker and Macarthur, Inc. for a total of $444.82.

BACKGROUND

RECOMMENDATION

Approve.

FISCAL IMPACT

ATTACHMENTS

1. Resolution - Rescinded Baker and Macarthur inc

Office of the City Assessor

DATE: 5/17/2022

TO: Finance Committee
City of Green Bay

FROM: Alex Drews
Appraiser

RE: Adjustment of **2020** and **2021** PERSONAL PROPERTY Tax Bills

Please be advised that I am recommending that the **2020** and **2021** tax bills be adjusted for the following PERSONAL PROPERTY account:

ACCT #	BUSINESS NAME	ADDRESS
30039	Some Place Else (Tavern)	1605 University Avenue

Reason: Two personal property accounts were created in error for the same business. Delete duplicate account.

The 2020 and 2021 assessed value of the personal property was $9,000
The corrected 2020 and 2021 personal property assessment is $0

Refund taxes according to this adjustment.

Cc: Diana Ellenbecker

Request for Charge Back of Rescinded or Refunded Taxes
(Sec. 74.41, Wis. Stats.)

DOR USE ONLY
Case no.

1 Assessment year: 2020 | Co-muni code: 05 – 231 | Municipality: CITY OF GREEN BAY | County: BROWN

2 ☐ Real estate parcel no. ☒ Personal property account no.
30039

Is this parcel in a TID? ☒ No ☐ Yes TID no.

3 Property owner name: BAKER AND MACARTHUR INC

Personal property category *(see instructions)*: 4 All other Personal Property not Exempt

4 Real Estate

Class	(a) Land	(b) Improvement	(c) Total (a + b)	Class	(d) Land	(e) Improvement	(f) Total (d + e)	(g) Total Assessment Difference (c - f)
	Assessment BEFORE Adjustment			Assessment AFTER Adjustment				
								0
								0
								0
								0
								0
Total								0

5 Personal Property

☒ Non-manufacturing ☐ Manufacturing

BEFORE Adjustment	AFTER Adjustment	Difference
9,000	0	9,000

6 Total manufacturing interest refund/rescinded

(a)	(b) = (a) x .80	(c) = (a) x .20
	0	0

7 Net taxes rescinded or refunded to be charged back to taxing jurisdictions – EXCLUDING INTEREST

	Code	Name of Taxing Jurisdictions		Net Tax
a.		State of Wisconsin		
b.		County	BROWN	
c.1	05 – 5040	Special district	GREEN BAY METRO SEWER DISTRICT	
c.2	–	Special district	< Select a District >	
d.		Local	CITY OF GREEN BAY	
e.	05 – 2289	School district	GREEN BAY	
f.	–	Union high school district		
g.	1300	Technical college district	NORTHEAST WISCONSIN TECH COLLEGE GNBY	
h.		Total net tax rescinded or refunded – EXCLUDING INTEREST *(This amount is after School Levy Tax Credit.)*		

8 Select the appropriate statute and explanation why these taxes were rescinded or refunded.

Statute no(s).: 70.43 - Assessor correction of error Explanation: Double assessment

Additional explanation: *(If you need more space, include as an attachment)*

Two personal property accounts were created in error for the same business. Delete duplicate account.

9 Preparer name: ALEX DREWS

Email: ALEX.DREWS@GREENBAYWI.GOV

Daytime phone: (920) 448-3074

PC-201 (R. 1-10)

CITY OF GREEN BAY
TAX COLLECTION
100 N JEFFERSON ST ROOM 106
GREEN BAY WI 54301-5026

Please inform the treasurer of any address change.

BAKER & MACARTHUR INC
WILLIAM BAKER
1699 E MASON ST
GREEN BAY WI 54302

* Payments WILL NOT be accepted at local banks. Payments will be accepted at Green Bay City Hall.

* For online payments, visit: www.greenbaywi.gov/taxes

* A fee of 2.55% will be charged for credit card payments. E-check payments are charged $1.25 per transaction.

* Online and mailed payments are preferred to limit transmission of COVID-19 virus.

* If a receipt is needed, please send a self-addressed stamped envelope.

Property Address
1605 UNIVERSITY AVE

STATE OF WISCONSIN
PERSONAL PROPERTY TAX BILL FOR 2020
CITY OF GREEN BAY
BROWN COUNTY

BILL NO. 735600
Correspondence should refer to parcel number
PARCEL#: 30039

SEQ# 209

Assessed Value Land	Ass'd Value Improvements	Total Assessed Value	Ave. Assmt. Ratio	Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Total Est. Fair Mkt.	A star in this box means unpaid prior year taxes
Personal	Property	9,000	0.8629	Personal	Property	10,400	

Taxing Jurisdiction	2019 Est. State Aids Allocated Tax Dist.	2020 Est. State Aids Allocated Tax Dist.	2019 Net Tax	2020 Net Tax	% Tax Change
CITY OF GREEN BAY		20,717,154		87.52	100.0%
NORTHEAST WI VTAE		6,766,480		8.30	100.0%
GREEN BAY SCH DIST		142,576,159		85.57	100.0%
BROWN COUNTY		2,460,375		40.24	100.0%
Total		172,520,168		221.63	100.0%
First Dollar Credit					
Lottery & Gaming Credit					
Net Property Tax				221.63	100.0%

Gross Property Tax	221.63
First Dollar Credit	
Lottery Credit	
Net Property Tax	221.63

School taxes reduced by school levy tax credit $16.49

IMPORTANT: Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description.

Net Assessed Value Rate (Does NOT reflect credits)
0.024623711

TOTAL DUE FOR FULL PAYMENT
PAY BY **January 31, 2021**
$ 221.63

Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
Failure to pay on time. See reverse.

PA-685/3 (R. 8-15)

RETAIN THIS PORTION AS YOUR COPY

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

FOR INFORMATIONAL PURPOSES ONLY
- Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
GREEN BAY SCH DIST	11,125,143.00	15.68	2027
GREEN BAY SCH DIST	11,584,384.00	16.33	2027

PAY 1ST INSTALLMENT OF:	**AND PAY 2ND INSTALLMENT OF:**	**OR PAY FULL AMOUNT OF:**
$221.63	$0.00	$221.63
By January 31, 2021	**By July 31, 2021**	**By January 31, 2021**

Amount Enclosed: $____________
Make Check Payable and Mail to:
CITY OF GREEN BAY
TAX COLLECTION
100 N JEFFERSON ST ROOM 106
GREEN BAY WI 54301-5026
(920) 448-3010
2020 Personal Property Bill #
735600
Parcel #
30039
Alt. Parcel #

BAKER & MACARTHUR INC
Include This Stub With Your Payment

Amount Enclosed: $____________
Make Check Payable and Mail to:
CITY OF GREEN BAY
TAX COLLECTION
100 N JEFFERSON ST ROOM 106
GREEN BAY WI 54301-5026
(920) 448-3010
2020 Personal Property Bill #
735600
Parcel #
30039
Alt. Parcel #

BAKER & MACARTHUR INC
Include This Stub With Your Payment

Amount Enclosed: $____________
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TAX COLLECTION
100 N JEFFERSON ST ROOM 106
GREEN BAY WI 54301-5026
(920) 448-3010
2020 Personal Property Bill #
735600
Parcel #
30039
Alt. Parcel #

BAKER & MACARTHUR INC
Include This Stub With Your Payment

Request for Charge Back of Rescinded or Refunded Taxes

(Sec. 74.41, Wis. Stats.)

DOR USE ONLY
Case no.

1 Assessment year: 2021 | Co-muni code: 05 – 231 | Municipality: CITY OF GREEN BAY | County: BROWN

2 ☐ Real estate parcel no. ☒ Personal property account no.: 30039

Is this parcel in a TID? ☒ No ☐ Yes TID no.

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Personal property category *(see instructions)*: 4 All other Personal Property not Exempt

4 Real Estate

Class	(a) Land	(b) Improvement	(c) Total (a + b)	Class	(d) Land	(e) Improvement	(f) Total (d + e)	(g) Total Assessment Difference (c - f)
Assessment BEFORE Adjustment				Assessment AFTER Adjustment				
								0
								0
								0
								0
								0
Total								0

5 Personal Property

☒ Non-manufacturing ☐ Manufacturing

BEFORE Adjustment	AFTER Adjustment	Difference
9,000	0	9,000

6 Total manufacturing interest refund/rescinded

(a)	(b) = (a) x .80	(c) = (a) x .20
	0	0

7 Net taxes rescinded or refunded to be charged back to taxing jurisdictions – EXCLUDING INTEREST

	Code	Name of Taxing Jurisdictions		Net Tax
a.		State of Wisconsin		
b.		County	BROWN	
c.1	05 – 5040	Special district	GREEN BAY METRO SEWER DISTRICT	
c.2	–	Special district	< Select a District >	
d.		Local	CITY OF GREEN BAY	
e.	05 – 2289	School district	GREEN BAY	
f.	–	Union high school district		
g.	1300	Technical college district	NORTHEAST WISCONSIN TECH COLLEGE GNBY	
h.		Total net tax rescinded or refunded – EXCLUDING INTEREST *(This amount is after School Levy Tax Credit.)*		

8 Select the appropriate statute and explanation why these taxes were rescinded or refunded.

Statute no(s).: 70.43 - Assessor correction of error   Explanation: Double assessment

Additional explanation: *(If you need more space, include as an attachment)*

Two personal property accounts were created in error for the same business. Delete duplicate account.

9 Preparer name: ALEX DREWS

Email: ALEX.DREWS@GREENBAYWI.GOV

Daytime phone: (920) 448-3074

PERSONAL PROPERTY TAX BILL FOR 2021

CITY OF GREEN BAY

Bill #: 835403
Parcel #: 30039
Alt. Parcel #:

BAKER & MACARTHUR INC
WILLIAM BAKER
1699 E MASON ST
GREEN BAY WI 54302

Total Due For Full Payment
By January 31, 2022
$223.19

-- OR --

Pay First Installment
By January 31, 2022
$223.19

Make Check Payable and Mail to:
CITY OF GREEN BAY
TAX COLLECTION
100 N JEFFERSON ST ROOM 106
GREEN BAY WI 54301-5026
(920) 448-3055

Tear off this stub and include with your first or full payment. If receipt is needed, send a self-addressed stamped envelope. If payment is made by check, receipt is not valid until check has cleared all banks.

PAYMENT METHODS AND LOCATIONS:

MAIL: City of Green Bay, Tax Collection, 100 N Jefferson St, Room 106
Green Bay, WI 54301-5026

ONLINE: www.browncountywi.gov/propertytax
VPS Convenience Fees: E-check $1.25, Personal Visa Debit Cards $3.95, and Credit Cards/Other Debit Cards 2.55%

IN PERSON: City Hall Clerk's Office (available Mon-Fri 8:00AM-4:30PM, except holidays)
Parking is available at the hooded meter spots on north-side of City Hall

DROP BOX: Located on the Northeast entrance of City Hall (available any time)

NOTE: **Receipts are available to view and print for no charge at www.browncountywi.gov/propertytax**

Property Address
1605 UNIVERSITY AVE

STATE OF WISCONSIN
PERSONAL PROPERTY TAX BILL FOR 2021
CITY OF GREEN BAY
BROWN COUNTY

BILL NO. 835403
Correspondence should refer to parcel number
PARCEL#: 30039

SEQ# 196

Assessed Value Land	Ass'd Value Improvements	Total Assessed Value	Ave. Assmt. Ratio	Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Total Est. Fair Mkt.	A star in this box means unpaid prior year taxes
Personal	Property	9,000	0.7945	Personal	Property	11,300	

Taxing Jurisdiction	2020 Est. State Aids Allocated Tax Dist.	2021 Est. State Aids Allocated Tax Dist.	2020 Net Tax	2021 Net Tax	% Tax Change
CITY OF GREEN BAY	20,717,154	20,996,476	87.52	88.16	0.7%
NORTHEAST WI VTAE	6,766,480	7,132,654	8.30	8.36	0.7%
GREEN BAY SCH DIST	142,576,159	147,850,851	85.57	85.71	0.2%
BROWN COUNTY	2,460,375	2,501,522	40.24	40.96	1.8%
Total	172,520,168	178,481,503	221.63	223.19	0.7%
	First Dollar Credit				
	Lottery & Gaming Credit				
	Net Property Tax		221.63	223.19	0.7%

Gross Property Tax	223.19
First Dollar Credit	
Lottery Credit	
Net Property Tax	223.19

School taxes reduced by school levy tax credit $16.53

IMPORTANT: Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description.

Net Assessed Value Rate (Does NOT reflect credits)
0.024800104

TOTAL DUE FOR FULL PAYMENT
PAY BY **January 31, 2022**
▶ **$** 223.19

Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
Failure to pay on time. See reverse.

PA-685/3 (R. 8-15)

BAKER & MACARTHUR INC
WILLIAM BAKER
1699 E MASON ST
GREEN BAY WI 54302

RETAIN THIS PORTION AS YOUR COPY

FOR INFORMATIONAL PURPOSES ONLY
- Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
GREEN BAY SCH DIST	8,154,993.00	11.47	2027
GREEN BAY SCH DIST	11,573,235.00	16.28	2027

NOTE:

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

CITY OF GREEN BAY
TAX COLLECTION
100 N JEFFERSON ST ROOM 106
GREEN BAY WI 54301-5026

PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
UMS

TAX BILL ENCLOSED
for 30039

RESOLUTION AUTHORIZING CANCELLATION OF 2020 and 2021 PERSONAL PROPERTY TAXES

June 7, 2022

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

That, pursuant to the recommendation of the Finance Committee at its meeting of May 24, 2022, the personal property taxes for 2020 and 2021 for the following account numbers are hereby cancelled.

Account	Year	Amount	Action
30039	2020	$221.63	Refund
30039	2021	$223.19	Rescind

Baker & Macarthur Inc, 1605 University Avenue

Adopted ____________________________

Approved __________________________

____
Mayor

____
Clerk

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 24, 2022	

AGENDA ITEM # E.2

For consideration with possible action on a report of the upgrade from High Pressure Sodium (HPS) to Light Emitting Diode (LED) street light financed by $52,161.77 of 2021 carry-over funds.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Memo_finance_HPS to LED conversion update_05-24-22_Sgrenier

Inter-Office Memo

Date: May 24, 2022

To: Finance Committee

From: Steve Grenier, Director of Public Works

Re: HPS to LED Street Light Upgrade

At the March 8, 2022 meeting of the Finance Committee, the Department of Public Works submitted a request for $52,161.77 of fund balance to complete a project to upgrade lights from High Pressure Sodium (HPS) fixtures to LED fixtures. Subsequent to the Committee and Common Council granting this request, the Department has begun the upgrade project.

We had identified a net cost of each replacement fixture at $137.63. Looking at energy savings alone, the purchase cost was projected to pay for itself in less than 8 years. Since the March 8, 2022 Finance Committee Meeting, the Wisconsin Department of Transportation (WisDOT) has updated their State purchasing contract, and the cost of the fixtures has decreased.

Depending upon the type of light fixture used, individual fixtures actually cost either $102 or $174. The conversion process uses primarily the “Type B” light at $102, but there are a limited number of the “Type D” lights required. With the actual costs of the light fixtures known, staff has revisited our original projections. The four corridors in our original projection, Velp Avenue, Military Avenue, Monroe Avenue, and Main Street now are projected to have an average payback period of approximately 4.4 years. Additionally, the cost savings between March 8, 2022 and present have allowed staff to purchase an additional 53 lights to be placed on West Mason at Taylor, West Mason from Hinkle to I-41, and Washington Street from Walnut to Main. These additional lights are projected to save an additional $1,800 per year in reduced electrical demand. The attached table summarizes the revised street light conversion program and the associated cost savings for the City.

HPS to LED Streetlight Fixture Conversion

			FOCUS ON ENERGY (FOE)		LED B					LED D					FIXTURE	ANNUAL	
ROAD	LIMIT 1	LIMIT 2	INCENTIVE PER FIXTURE	10% BONUS	NO. FIXTURES	COST PER FIXTURE	GROSS COST	FIX. COST AFTER INCENTIVES	EXTENDED COST AFTER INCENTIVES	NO. FIXTURES	COST PER FIXTURE	GROSS COST	FIX. COST AFTER INCENTIVES	EXTENDED COST AFTER INCENTIVES	SAVINGS PER CORRIDOR	ENERGY SAVINGS Cg-1 or Ls-1	PAYBACK PERIOD (YEARS)
Velp	Military	Mather	$50	$5	138	$157	$21,666	$102	$14,076	0	$229	$0	$174	$0	$7,590	$3,781	3.7
Military	Biemeret	Dousman	$50	$5	90	$157	$14,130	$102	$9,180	43	$229	$9,847	$174	$7,482	$7,315	$2,189	7.6
Monroe	Cass	Main	$50	$5	42	$157	$6,594	$102	$4,284	26	$229	$5,954	$174	$4,524	$3,740	$1,650	5.3
Main	Fox River	Monroe	$50	$5	34	$157	$5,338	$102	$3,468	6	$229	$1,374	$174	$1,044	$2,200	$4,896	0.9
Mason	Taylor	-	$50	$5	0	$157	$0	$102	$0	18	$229	$4,122	$174	$3,132	$990	$715	4.4
Mason	Hinkle	41	$50	$5	14	$157	$2,198	$102	$1,428	0	$229	$0	$174	$0	$770	$1,112	1.3
Washington	Walnut	Main	$50	$5	21	$157	$3,297	$102	$2,142	0	$229	$0	$174	$0	$1,155	$0	#DIV/0!
SUBTOTAL FIXTURES					339					93							
GROSS COST							$53,223					$21,297					
NET COST									$34,578					$16,182			

No. Fixtures	432
Gross Cost	$74,520
FOE Incentive	$23,760
Net Cost	**$50,760**
Approved Cost	**$52,162**
Surplus or (Overrun)	**$1,402**

Report to the
Finance Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
May 24, 2022	

AGENDA ITEM # E.3

For consideration with possible action on the award of the TrueNarc Analytical Instrument to Thermo Scientific Portable Analytical Instruments Inc. for $31,804.02.

BACKGROUND

Funded by $32,000 grant from WI Department of Justice. This equipment is being purchased off the competitively bid U.S. General Services Administration (GSA) Cooperative. Account Number: 825300-55140-27318.

RECOMMENDATION

Approve.

FISCAL IMPACT

ATTACHMENTS

1. 5-24-22 Finance Agenda Report TruNarc Drug Identifier

CITY OF GREEN BAY - PURCHASING DIVISION

TO: Finance Committee

FR: Purchasing Department

DT: May 24, 2022

RE: Purchasing Report

Cc: Diana Ellenbecker, Pam Manley

Report of the Procurement:

1. Discussion and possible action on the award of the **TrueNarc Analytical Instrument** to Thermo Scientific Portable Analytical Instruments Inc. for $31,804.02. This equipment is being purchased off the competitively bid U.S. General Services Administration (GSA) Cooperative.

(Funded by $32,000 grant from WI Department of Justice)
Account Number: 825300-55140-27318

Sales Quotation

Quote Number	Created Date	Exp. Delivery Terms	Page
00266243	03/01/2022	ARO	1 / 8
Contact:	**Phone**	**Payment Term**	**Valid To**
Jayson Tornberg		Net 30	09/30/2022
Inco Terms		**Shipping Method**	
FOB Origin - Tewksbury		Fed Ex	

Thermo Scientific Portable Analytical Instruments Inc.

2 Radcliff Rd
Tewksbury, Massachusetts 01876
United States

Submitted To:

Gary Richgels
Captain
Green Bay Police Department
301 S Adams St.
Green Bay, Wisconsin 54301
United States

Phone: 920-448-3236
Email: gary.richgels@greenbaywi.gov

THANK YOU FOR YOUR INTEREST IN THERMO SCIENTIFIC INSTRUMENTATION

To Place an Order:	
Contact:	Bill Kotowski
Phone:	(630) 699-2025
Fax:	(978) 642-1133
Email:	bill.kotowski@thermofisher.com
Additional instructions, terms & conditions on last page	

GSA Contract No. GS-07F-6099R
Contract period: March 26, 2010 - September 28, 2025
SIN 334519
SIN 339999E

When placing a purchase order against this quote, please use the Mandatory PO language for state/local orders using the Cooperative Purchasing Program as follows:
"This order is placed under GSA contract number GS-07F-6099R under the authority of the GSA Cooperative Purchasing Program. In the event of a conflict between the terms of this order and those of the GSA Schedule, GSA's terms shall govern."

Pos.	Product Code	Product Name	Discount	Sales Price	Quantity	Total Price
1.00	800-01045-01 GSA Item	**TruNarc, Unlimited, Warranty - 5 Yrs, Train-12** ***List Price:*** *USD 33,300.00* TruNarc Unlimited Model with 5 years of warranty. Includes factory repair, loaner units when available and 24/7 technical support. Companion PC TruNarc admin software, unlimited access to TruNarc eLearning course and free basic software updates to core narcotics library are provided for the life of the instrument. Includes TruNarc on-site instructor led training for up to 12 students within the Continental United States (CONUS) - expires 9 months after date of purchase.	6.30%	USD 31,203.02	1.00	USD 31,203.02
2.00	810-01462-01	**TruNarc Solution Kit (Type H) - 100, English** ***List Price:*** *USD 601.00* TruNarc Solution Kit (Type H) for identification of Heroin and other special narcotics. Kit includes 100 Test Sticks and 100 Solution Vials with Ethanol. Note that because	0.00%	USD 601.00	1.00	USD 601.00

Open Market Item	of the Ethanol, this product ships as a Hazardous Goods shipment. The shelf life for Type H-sticks is approximately one year from shipment.

Total Discount: **USD 2,096.98** **Total:** **USD 31,804.02**

Important Note: Please issue POs to Thermo Scientific Portable Analytical Instruments Inc

Federal Tax ID No.: 01-0650031

CAGE CODE: 392A9

DUNS #: 11-289-3131

Bank of America ABA# for Wire Payments: 026 009 593

Bank of America ABA# for ACH Payments: 111 000 012

Beneficiary Account Number: 4426843850

Report to the
Finance Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
May 24, 2022	

AGENDA ITEM # E.4

For consideration and possible action of accepting a State Harbor Patrol Grant of $21,756 to reimburse 75% of the Marine Unit Board #109 sponson replacement.

BACKGROUND

RECOMMENDATION

Approve.

FISCAL IMPACT

ATTACHMENTS

1. Marine Unit Boat 109 Sponson
2. sharpscans@greenbaywi.gov_20220519_175345

CITY OF GREEN BAY 1854
TITLETOWN USA

Department of Police

Chris A. Davis
Chief of Police

To: Finance Committee

From: Chief Chris Davis

Re: Marine Unit Boat #109 sponson replacement request

Date: 5/19/22

Cc: Mayor Genrich, Diana Ellenbecker, Pam Manley, Tom Walenski, File.

The Green Bay Police Marine unit is in need of replacing the sponson on Boat #109 (30' Aluminum Zodiac). The Marine unit is primarily funded by the Wisconsin Department of Natural Resources.

A sponson is the rubber inflatable portion of the hull. It is roughly 6+ years past its recommended replacement date. The OIC of our Marine Unit, Lt. Jordan Atlas, worked with the WI DNR regarding the funding to replace the sponson. The DNR instructed Lt. Atlas to obtain quotes from the only two vendors who produce the sponson which is custom made for this model of boat. They have approved the low bid of $29,008 from Wing Inflatables. The DNR is willing to reimburse us 75% ($21,756) over a 5 year period through the State Harbor Patrol grant (Fund 825, Project 27225). The city's 25% share ($7,252) will be covered through the GBPD operating budget. This is the same procedure we used with the DNR when we purchased the 25' USCG safe boat (Boat #165).

Thank you for your consideration of our request.

307 South Adams Street □ Green Bay, WI. 54301-4582 □ (920) 448 3200 □ Fax (920) 448 3248

World Wide Web http://www.ci.green-bay.wi.us/

Wing
3701 Mt Diablo Blvd
Ste 100
Lafayette CA 94549-3514
United States
sales@winggroup.com
+17078262887

WING
INFLATABLES

Quote

#QUOWI000146

02/21/2022

Bill To

Joe Merrill
Green Bay Police Department
307 S. Adams St
Green Bay WI 54301
United States

Ship To

Joe Merrill
Green Bay Police Department
307 S. Adams St
Green Bay WI 54301
United States

TOTAL

$29,008.00

Expires: 04/30/2022

Expires	Terms	Project	Sales Rep	Partner	Shipping Method
04/30/2022	33% Down Net 28				XPO Standard - Wing

Quantity	Item	Price	Amount
1	**E9200197-DR-PRIMARY Zodiac 920 Air GREY / Port Side Air-Foam Dive Door /9.5Õ Cab** Zodiac 920 Air GREY / Port Side Air-Foam Dive Door / 9.5' Cabin / Auto-Inflate / 2x8" Rubstrake BLACK / Full Fabric Chafe / Fuel Sleeve & Tab Portside / Outboard Lifelines / UV Logo- 1.75" Wing (Black)	$21,460.00	$21,460.00
1	**EB3520000 REPAIR KIT BASIC 2 PART** REPAIR KIT BASIC 2 PART	$0.00	$0.00
1	**EB1620073 Hand Pump (Berry Amendment Compliant)** Hand Pump (Berry Amendment Compliant)	$148.00	$148.00
1	**Repair-Service** Installation and/or Repair Labor	$4,000.00	$4,000.00
1	**Repair-Service** Travel Expenses (plane, car, meals, etc.) incurred while completing field repairs or service Currently Estimated At $2500	$2,500.00	$2,500.00

Subtotal	$28,108.00
Discount	$0.00
Shipping Cost	$900.00
Tax Total (%)	$0.00
Total	$29,008.00

QUOWI000146

Wing
3701 Mt Diablo Blvd
Ste 100
Lafayette CA 94549-3514
United States
sales@winggroup.com
+17078262887

Quote

#QUOWI000146

02/21/2022

Terms and Conditions
*In the event Buyer fails to make payment when due and Seller engages counsel to pursue collection of sums due, Buyer shall be responsible to pay for all reasonable attorneys fees and all costs incurred in connection with such collection actions.

**All purchase orders submitted to Wing Inflatables Inc. are bound by the Terms and conditions of the company and can be found on the company's website at the following address: http://www.inflatablesolutions.com/terms.php or by request of the Wing Sales department.

Actual Shipping / Handling Charges Are the Responsibility of the Customer and Will Be Billed Upon Shipment.

QUOWI000146

ZODIAC MILPRO

Zodiac of North America
540 Thompson Creek Rd
Stevensville, MD 21666
www.zodiacmilpro.com

Date	8/20/2021
Quote #	MH08202021-4
Pages	1 of 1
Valid For:	30 Days

From: RSM Name
Office/Fax: RSM Ph/Fax
Cell: RSM Cell
Email: RSM Email.
Prepared By Melanie Hamons
Office: 410-643-4141 #6111 *Cell:*
Email: *melanie.hamons@zodiacmilpro.com*

QUOTE

Customer Info

Bill To		Ship To, if different	
Name	GREEN BAY COMMUNITY POLICE DISTRICT D	Name	
Address	MARINE UNIT	Address	
Address	307 S ADAMS ST	Address	
Address		Address	
City	GREEN BAY State WI Zip 54301	City	State Zip
Phone		Phone	
CELL	920-639-6657		
E-mail	joe.merrill@greenbaywi.gov		

ZODIAC PART NUMBER	HIN#	UNIT OF ISSUE	QTY	DESCRIPTION	Availability	Dealer	MSRP	EXT. PRICE
TU92306-AB1	XDC92117D606	SET	1	**H920 BLACK TUBESET DURARIB 40' DIVE DOOR**	Aug-22	$ 50,476.00		$ 50,476.00
				AIR HOLD NEOPRENE DR2 SHELL				
				-MIRADA 4.5				
				-C7 INFLATION VALVES				
				BLACK DRESSING				
				-LIFELINE ON D-RING				
				-RUBSTRAKE (3 ROWS)				
				-BOW SKIRT WITH ATTACHMENT FLAT BARS				
				-REPAIR KIT - RK2002-DR-B				
SS92096		EA	1	H920 DURARIB SHIPPING CRATE		$ 3,090.00		$ 3,090.00
					TOTAL		$	53,566.00

Est. Shipping	$ -	$ -	$ -	$ 6,000.00
			Grand Total	$ 59,566.00

Approval to process as an order

Signature ____________ **Date** ____

Payment Details
***Zodiac Account Number** ____________
***Credit Card Type** ____________
Name on Card ____________
CC Number ____________
Expiration Date ____________

Order Number ____________
Date ____________
Processed By ____________

Notes *QT:5055860*
FOB ORIGIN

Please note: Minimum $250 order requirement on shipments from ZHT, Delta, BC Canada.

Jordan Atlas

From: Sam Campbell <scampbell@winggroup.com>
Sent: Thursday, May 5, 2022 6:55 PM
To: Jordan Atlas; Sales
Cc: Joe Merrill; Rick Jurkanis
Subject: RE: Quote #QUOWI000146

Good Afternoon Jordan,

We can hold this price. Please let me know if you need us to send an updated quote.

Thanks,
Sam Campbell
Wing Inflatables, Inc. | WING GROUP
Sales Operations Manager
Office: 707.826.2887 x403
Mobile: 925.262.3244
PLEASE NOTE MY NEW EMAIL ADDRESS IS: scampbell@winggroup.com

www.inflatablesolutions.com

WING INFLATABLES
QMS certified ISO 9001:2015

From: Jordan Atlas <Jordan.Atlas@greenbaywi.gov>
Sent: Wednesday, May 4, 2022 6:27 AM
To: Sales <sales@winggroup.com>
Cc: Joe Merrill <Joe.Merrill@greenbaywi.gov>; Rick Jurkanis <Rick.Jurkanis@greenbaywi.gov>
Subject: Quote #QUOWI000146

Some people who received this message don't often get email from jordan.atlas@greenbaywi.gov. Learn why this is important

Good morning Wing Inflatables,

The City of Green Bay would like to move forward with the purchase of all items on Quote #QUOWI000146. While processing though our finance department and the city council it appears this quote has expired on 04/30/2022. Please advise if the total of $29,008.00 can stand or if any adjustments will be required. Please know the council will need approximately another two weeks to authorize payment.

Jordan Atlas
Green Bay Police Department
Lieutenant | Night Shift Cmdr | Marine Unit | K9
920.448.3200#0130 | Jordan.atlas@greenbaywi.gov

From: Medina, Marcus A - DNR <Marcus.Medina@wisconsin.gov>
Sent: Monday, March 28, 2022 9:27 AM
To: Jordan Atlas <Jordan.Atlas@greenbaywi.gov>
Subject: RE: GBPD Grant purchase/ multiyear depreciation authorization request

Jordan-

Sorry for the delayed response I took a spring break trip with my family. Your request is approved.

Thanks,

We are committed to service excellence.
Visit our survey at http://dnr.wi.gov/customersurvey to evaluate how I did.

Marcus Medina
Phone: 920-770-8961

From: Jordan Atlas <Jordan.Atlas@greenbaywi.gov>
Sent: Friday, March 11, 2022 2:26 AM
To: Kuhn, Darren D - DNR <Darren.Kuhn@wisconsin.gov>; Medina, Marcus A - DNR <Marcus.Medina@wisconsin.gov>
Cc: Mark Strojny <Mark.Strojny@greenbaywi.gov>; Joe Merrill <Joe.Merrill@greenbaywi.gov>; Rick Jurkanis <Rick.Jurkanis@greenbaywi.gov>
Subject: RE: GBPD Grant purchase/ multiyear depreciation authorization request

Darren and Marcus,

I've received two quotes Zodiac and Wing Inflatables reference the materials and labor to replace the sponson to Police boat #109 as we discussed in 2021.

Zodiac was nearly double the price of Wing and both companies have raised their prices in the past year due to diminished supplies. And I fear that these prices will be increasing exponentially in the near future due to this being a petroleum-based product.

My team leaders Mark Strojny and Joe Merrill visited Milwaukee PD and discussed their experiences with replacing the sponson on an identical 30 ft. Zodiac 920 patrol boat. Milwaukee PD spoke highly of WING and indicated that they planned on using their services/ products in the future.

With your approval I would like to move forward with Wing and apply this purchase to my reimbursement application on a five-year depreciation scale beginning in 2022.

Please let me know if you have questions comments or concerns.

From: Jordan Atlas <Jordan.Atlas@greenbaywi.gov>
Sent: Wednesday, August 4, 2021 4:29 AM
To: Kuhn, Darren D - DNR <Darren.Kuhn@wisconsin.gov>
Subject: GBPD Grant purchase/ multiyear depreciation authorization request

Darren,

As discussed via phone the Green Bay Police Department is needing to replace the sponson aka collar on our 30 ft Zodiac 920. The unit is fifteen years old and five years past it's life expectance and is in need of multiple repairs. I am looking for preauthorization on the purchase/ depreciation of this item which is approximately $20,000 with professional instillation.

Please let me know your findings.

From: Kuhn, Darren D - DNR <Darren.Kuhn@wisconsin.gov>
Sent: Wednesday, August 4, 2021 9:55 AM
To: Jordan Atlas <Jordan.Atlas@greenbaywi.gov>
Cc: Medina, Marcus A - DNR <Marcus.Medina@wisconsin.gov>
Subject: RE: GBPD Grant purchase/ multiyear depreciation authorization request

This is an approved purchase that will need to be depreciated over 5 years. You certainly can't be running around with a sponson falling off.

On a side note Marcus Medina has taken my spot as the RW for GBPD. I cc'd him on this message so you'll have his e-mail.

We are committed to service excellence.
Visit our survey at http://dnr.wi.gov/customersurvey to evaluate how I did.

Darren Kuhn
Phone: (920) 615-6075
Darren.kuhn@wisconsin.gov

From: Jordan Atlas <Jordan.Atlas@greenbaywi.gov>
Sent: Friday, March 11, 2022 2:26 AM
To: Kuhn, Darren D - DNR <Darren.Kuhn@wisconsin.gov>; Medina, Marcus A - DNR <Marcus.Medina@wisconsin.gov>
Cc: Mark Strojny <Mark.Strojny@greenbaywi.gov>; Joe Merrill <Joe.Merrill@greenbaywi.gov>; Rick Jurkanis <Rick.Jurkanis@greenbaywi.gov>
Subject: RE: GBPD Grant purchase/ multiyear depreciation authorization request

To: Kuhn, Darren D - DNR <Darren.Kuhn@wisconsin.gov>; Medina, Marcus A - DNR <Marcus.Medina@wisconsin.gov>
Cc: Mark Strojny <Mark.Strojny@greenbaywi.gov>; Joe Merrill <Joe.Merrill@greenbaywi.gov>; Rick Jurkanis <Rick.Jurkanis@greenbaywi.gov>
Subject: RE: GBPD Grant purchase/ multiyear depreciation authorization request

CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Darren and Marcus,

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Zodiac was nearly double the price of Wing and both companies have raised their prices in the past year due to diminished supplies. And I fear that these prices will be increasing exponentially in the near future due to this being a petroleum-based product.

My team leaders Mark Strojny and Joe Merrill visited Milwaukee PD and discussed their experiences with replacing the sponson on an identical 30 ft. Zodiac 920 patrol boat. Milwaukee PD spoke highly of WING and indicated that they planned on using their services/ products in the future.

With your approval I would like to move forward with Wing and apply this purchase to my reimbursement application on a five-year depreciation scale beginning in 2022.

Please let me know if you have questions comments or concerns.

Jordan Atlas
Green Bay Police Department
Lieutenant | Night Shift Cmdr | Marine Unit | K9
920.448.3200#0130 | Jordan.atlas@greenbaywi.gov

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Darren Kuhn
Phone: (920) 615-6075

Darren.kuhn@wisconsin.gov

From: Jordan Atlas <Jordan.Atlas@greenbaywi.gov>
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To: Kuhn, Darren D - DNR <Darren.Kuhn@wisconsin.gov>
Subject: GBPD Grant purchase/ multiyear depreciation authorization request

Darren,

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Please let me know your findings.

Jordan Atlas
Patrol Lieutenant | Shift Commander | Marine Unit
Green Bay Police Department
920.448.3200#0130 | Jordan.atlas@greenbaywi.gov

Report to the
Finance Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
May 24, 2022	

AGENDA ITEM # E.5

For consideration with possible action the approval to purchase two chassis and remounts from Custom Fire Apparatus, Inc. for up to $920,000.

BACKGROUND

The 2022A bonding included $920,000 for the remount of these two engines. The current quotes for the two refurbs is for $897,122.52. Do to the nature of the work and using several components off the donor apparatus (pump, pump housing, body, etc.) we do not know for sure how much extra work or parts will have to be performed or needed.

The request is to approve the current quotes to complete the work and have an allowance up to a total of $920,000 for extra work needing to be done and to cover any surcharges that may be assessed due to supply chain issues and material cost increases.

RECOMMENDATION

Approve.

FISCAL IMPACT

ATTACHMENTS

1. 5-24-22 Finance Agenda Report - Remount Pumper

Purchasing Department
100 North Jefferson Street • Room 101
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

TO: Finance Committee Procurement Manager

DT: May 24, 2022

RE: Purchasing Report

Cc: Diana Ellenbecker, Pam Manley

Report of the Procurement Manager:

1. Purchase of two (2) chassis and remounts for two (2) Fire Engine body, pump and pump housing done by Custom Fire, which is the original builder of these Spartan bodies. Price for both remount estimate is $920,000. This request is to cover the purchase of the chassis, remounts and any findings/ issues during the remounts and any surcharges which may incur.

   This remount is a Sole Source as Custom Fire is the original builder of this equipment and only builder that uses this body fastener system, and they are experienced with how to repair. They will also be rewiring the bodies using the same design, originally engineered by Custom Fire. The pump and pump housing will also be remounted onto new chassis', again, designed and built by Custom Fire.

   Account: 424400-55140-41204 Fire Equipment Replacement

City of Green Bay, Wisconsin

REQUEST FOR APPROVAL OF "NO SUBSTITUTE" PURCHASE SPECIFICATION

TO : Purchasing Division/Administrative Services **DATE:** 45/3/2022

FROM: FIRE DEPT. **REQUISITION #**

List "No Substitute" Item(s) here: (2) Fire Engine body, pump, and pump housing remounts from existing Spartan chassis, onto new Spartan chassis.

Select One:

- [X] 1) One Time Purchase — Estimated Cost: $ 460,000
- [ ] 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.

- [X] 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:

*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): These fire engine remounts will be going back to the original builder. Custom Fire is the only builder that uses this body fastener system, and they are most familiar with how to repair. They will also be rewiring the bodies using the same design, originally engineered by Custom Fire. The pump and pump housing will also be remounted onto new chassis', again, designed and built by Custom Fire.

Approvals:

Requestor:	[signature]	Date:	5/3/2022
Department Head:	[signature]	Date:	5/2/22
Purchasing Manager:	[signature]	Date:	5/11/22

Custom Fire Apparatus Inc.
509 68th Ave
Osceola, WI 54020
800.443.8851

o: **Green Bay Fire Department**
Green Bay, Wisconsin

March 8, 2022

SALES/SERVICE PROPOSAL

We hereby propose and agree to furnish, after your acceptance of this proposal and the signing of a contract, the following Apparatus and Equipment:

"One (1) Re-chassis of your existing pumper apparatus onto a new model year Spartan Metro Star (chassis pricing below) in accordance with the following line-item work:

Open Top Mount Pump Module Upgrades:

Change pump module configuration to providing speed-lays in lieu of cross-lays *(Retain original location)*

Inspect pump and provide status report to GBFD

Rebuild valves

Recertify pump

Replace rubber discharge hoses

Replace Pump compartment heater with new unit

Connect Front bumper lines to new bumper configuration as provided on selected chassis *(Retain chrome swivels from current chassis)*

Provide a new, additional 1.5" discharge to the rear of the truck

Remove and discard foam system components.

FRC Pressure Governor

Rework hose bed dividers

Remove existing CustomFIRE stainless steel apparatus body and pump module from donor Metro Star chassis

NOTE: *Final pricing includes credit for CustomFIRE is to retain ownership of existing chassis; Green Bay is to provide title upon receipt of completed project.*

Prep new chassis for existing apparatus body and pump module

Install pump module on new chassis

Install existing apparatus body on new chassis

Running of MDT Cables

Running of Radio Cables

Power run to EMS cabinet

Led light head upgrade replacements on body to include the following:

Emergency flashers replaced with same updated model

Pedestal scene lights on catwalks model PFH2

Amber marker lights replace with same updated model

Red marker lights in tail board replace with same updated model

Custom Fire Apparatus Inc.
509 68th Ave
Osceola, WI 54020
800.443.8851

Brake Taillights replace with same updated Model
Turn Arrows replace with same updated model
Back up lights replace with same updated model
Under body lights replace with updated Model
Furnish and install 2 new rear step/deck lights
Furnish and install 4 new rear hose bed lights
Furnish and install a new traffic directing lightbar on the rear of the body
Inspect Electrical system and provide status report to GBFD

Existing Apparatus Body Upgrades:
Remove existing compartment doors.
Furnish and install new painted ROM roll up doors
Remove and replace rear chevron with NFPA approved safety configuration
Replace rear step/tailboard with new
Check condition of treadplate over compartment roofs and leak test
- provide status report to GBFD
Check condition and secure bolts on ladder sleeve
Replace apparatus body wheel well with rubber Fenderetes
Furnish and install a new SCBA bottle Rack to P3 compartment
Furnish and install new Treadplate rub rails
Compartment Storage upgrades or used if further issues found during inspection
Re letter and stripe will get approved layout signed off by Fire department
Remove Generator

ONE HUNDRED FIVE THOUSAND THREE HUNDRED TWENTY-FIVE AND 26/100 DOLLARS.

$105,325.26 USD

- ***Price is subject to change if further issues are found during service. You will be notified prior to any additional charges***
- ***Due to market volatility, all surcharges attached to chassis or other purchased products post-contract execution shall be passed on to buyer at cost with no mark-up.***

Custom Fire Apparatus Inc.
509 68th Ave
Osceola, WI 54020
800.443.8851

THE SPARTAN METRO STAR NEW CHASSIS AS PER ATTACHED SPECIFICATION SHEETS CAN BE PURCHASED AND DELIVERED TO CUSTOM FIRE APPARATUS, INC. FOR THE AMOUNT OF:

THREE HUNDRED FORTY-THREE THOUSAND TWO HUNDRED THIRTY-SIX AND NO/100 DOLLARS.

$343,236.00 USD

SALES TERMS: Transportation of donor apparatus to and from CustomFIRE is to be provided by Green Bay Fire Department. Chassis Progress Payment due upon its shipment ***(7 - 9 months)*** to CustomFIRE. Balance of payment is due on the day of departure from the CustomFIRE factory.

Donor apparatus to be brought to CustomFIRE factory 4 weeks prior to anticipated delivery of new replacement chassis for disassembly. Completion of each pumper to be 4 – 5 weeks following receipt of chassis.

* **SECOND PUMPER: To provide the same Metro Star new Chassis specs and modification, above per truck pricing, terms and conditions will be honored as long as both chassis are purchased at the same time. We are able to delay delivery of and payment for the second chassis until February 14, 2023. Same surcharge conditions apply.**

Price is valid till March 25, 2022.

Thank you for your business, Service Dept.

1-715-294-5829

Trevor Carlson Service Manager

Trevor@customfire.com

ACCEPTED This 9th day of MARCH 2022

CUSTOM FIRE APPARATUS, INC.

____

Trevor Carlson/Service Manager

THE CITY OF GREEN BAY FIRE DEPARTMENT

[signature]

Fire Chief

* INCLUDE THE PURCHASE OF THE 2nd CHASIS NOW. [initials]

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 24, 2022	

AGENDA ITEM # E.6

For consideration with possible action the purchase of two Type I ambulances for $565,092.75 from Jefferson Fire & Safety.

BACKGROUND

2022 bonded a total of $636,000 for the two ambulances.

E-mails attached confirming pricing that was approved by Council 7/21/2020 is still valid for these purchases.

Lead time is around 120-160 days from order.

RECOMMENDATION

Approve

FISCAL IMPACT

ATTACHMENTS

1. 5-24-22 Ambulance packet

Purchasing Department
100 North Jefferson Street • Room 101
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

TO: Finance Committee Procurement Manager

DT: May 24, 2022

RE: Purchasing Report

Cc: Diana Ellenbecker, Pam Manley

Report of the Procurement Manager:

1. Purchase of two (2) Type I ambulances for GBMFD for the sum of $565,092.72 from Jefferson Fire & Safety, the lowest responsive, responsible bidder for RFQ #3266 dated July of 2020.

   This equipment was bid out in 2020 on RFQ #3266 and was awarded and approved (by Finance and Council) to contract with Jefferson Fire thru 2022 for ambulance purchases.

   Account: 424400-55140-41168 Fire Equipment Replacement

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

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

Recommendation:

Diana Ellenbecker

To:	Rob Little
Cc:	Drew Spielman
Subject:	RE: Two (2) Life Line superliner Type I

Rob,

Wonderful and thank you ! I believe you should see an order by Mid-June. We have to get this purchase approved by out Committees.

Thanks again !!

Diane Kruse
CPM;C.P.I.M., Buyer,
City of Green Bay
Purchasing
920.448.3051
Diane.Kruse@greenbaywi.gov

From: Rob Little <Rob@jeffersonfire.com>
Sent: Wednesday, May 11, 2022 9:37 AM
To: Diane Kruse <Diane.Kruse@greenbaywi.gov>
Cc: Drew Spielman <Drew.Spielman@greenbaywi.gov>
Subject: RE: Two (2) Life Line superliner Type I

Diane

The $1000 on the 2020 units was actually a prepayment discount. So the $1000 was deducted on the initial invoice. I don't think your planning on prepaying this time? No money down is required.

Yes you can put both on your PO, that is not an issue for us. These are being built back to back at this time. That could change if the two chassis don't arrive at the same time.

Lead time is unknown. 180 days in 2020 wasn't' an issue as we were not having supply issues or chassis delivery issues. Due to us being at the mercy of the chassis companies, we can't give any time lines. Typically once the chassis arrive, they are completed in around 120-160 days. But as back logs continue due to chassis not being delivered in a timely manner that could stretch out.

Thank you,

Rob Little, Ambulance Specialist
Jefferson Fire & Safety
Cell: 608-723-9126

From: Diane Kruse <Diane.Kruse@greenbaywi.gov>
Sent: Wednesday, May 11, 2022 9:25 AM
To: Rob Little <Rob@jeffersonfire.com>

Cc: Drew Spielman <Drew.Spielman@greenbaywi.gov>
Subject: RE: Two (2) Life Line superliner Type I

WARNING! This email is from an external source

Rob,

I do have a few questions.

- Is the lead-time for both ambulances 180 days?
- Would it be OK to put both ambulances on the same Purchase Order (we can do this if they will be arriving about the same time).
- Looks like there was a $1,000.00 down payment at time of invoice, can you waive that?

Please advise,

Diane Kruse
CPM;C.P.I.M., Buyer,
City of Green Bay
Purchasing
920.448.3051
Diane.Kruse@greenbaywi.gov

From: Rob Little <Rob@jeffersonfire.com>
Sent: Wednesday, May 11, 2022 8:47 AM
To: Diane Kruse <Diane.Kruse@greenbaywi.gov>
Cc: Drew Spielman <Drew.Spielman@greenbaywi.gov>
Subject: RE: Two (2) Life Line superliner Type I

Good Morning Diane,

My records indicate:

(2) 2022 Life Line Superliner Type I Ambulances = $282,546.36 (Ea.) Total = $565,092.72

The 2020 Bid was $261,617.00 x 8 % for 2022 = $282,546.36 Ea.

Thank you,

Rob Little, Ambulance Specialist
Jefferson Fire & Safety
Cell: 608-723-9126

From: Diane Kruse <Diane.Kruse@greenbaywi.gov>
Sent: Tuesday, May 10, 2022 3:12 PM
To: Rob Little <Rob@jeffersonfire.com>
Cc: Drew Spielman <Drew.Spielman@greenbaywi.gov>
Subject: Two (2) Life Line superliner Type I
Importance: High

WARNING! This email is from an external source

Rob,

I would like to confirm your 2022 pricing for two (2) Life Line superliner Type I body with a Ford F450 4 X4 cab & chassis? Per your bid pricing sheet #3266 see attached along with your bid submittal.

Please copy all attached to this email. I do believe we are going to be ordering exactly the same Ambulance as we did in 2020.

Want to get the ball rolling so we can get these approved by our committees and a purchase order cut shortly.

Thank you,

Diane Kruse
CPM, C.P.I.M., Buyer
City of Green Bay
Purchasing
920.448.3051
Diane.Kruse@greenbaywi.gov

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 24, 2022	

AGENDA ITEM # E.7

For consideration with possible action the use of American Rescue Plan Act (ARPA) allocation within the Capital Needs and Organization Priorities category for a total of $148,100 to be used for project #5-1-205 Police Department Fence.

BACKGROUND

Funding sources:

1) The engineer's estimate attached for the security fence is $248,100, requesting $148,100 from ARPA loss revenue category
2) In 2020 the City bonded $100,000 for this fence
3) American Rescue Plan Act resolution was approved at council on 12/7/21

RECOMMENDATION

Approve.

FISCAL IMPACT

ATTACHMENTS

1. May 24 ARPA PD fence attachment - revised

Finance Department
100 North Jefferson Street • Room 105
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3020
Fax 920.448.3050

Memo

To: Finance Committee
Diana Ellenbecker, Finance Director

From: Susan House, Grant Administrator

Date: May 12, 2022

Re: ARPA Requests- Crime Prevention and Neighborhood Enhancement

The Finance Committee and Common Council have approved, on December 7, 2021, by resolution the following ARPA fund categories:

1. $10,000,000 Capital Needs and Organizational Priorities
2. $6,000,000 Affordable Housing Development and Small Business Support
3. $3,000,000 Stormwater, Green Infrastructure, and Climate Resilience
4. $2,000,000 Crime Prevention and Neighborhood Enhancement
5. $1,500,000 Arts, Culture, and Tourism

The following request is eligible, from the Capital Needs and Organizational Priorities category.

Control #5-1-205 **Police Department Fence** **$148,100.00**

Project Summary: The Green Bay Police Department at 307 S. Adams has an unsecured parking lot for both department and employee vehicles. The department houses critical infrastructure, vehicles, and resources that are left unprotected every day. The proposed fence will secure the parking lot to protect its resources and give employees a secure area to store squads, investigative vehicles, and specialty unit vehicles/resources. In addition, the fence will provide a secure area for all employees. They will be able to work and park their personal vehicles in the fenced area. As result, this will provide them a safe environment to work and park their vehicle. Nationwide attacks on police officers are up and the department prioritizes employee safety and wellness. Installing a fence will aid in providing this safe environment as well as protecting employee and department vehicles.

Project Outcomes:	The following outcomes are expected with approval of this request: • Department resources and infrastructure will be protected and secured • Designated egress and ingress locations will provide designated access to the secure area • Department will be able to track who and when the area is accessed • Reduces the potential for attacks, suspicious situations, and unwanted parties in the secure area • Limits unauthorized access ensure to increase employee safety and overall wellness. • Provides a safe environment for all employees to park their personal vehicles. • Employee vehicles will be protected and limits access to unauthorized people
Recurring Costs:	None
Recommendation:	Motion to approve request 5-1-205, Police Department Fence project, from the Capital Needs and Organizational Priorities category for $148,100.

Total of Projects:

Capital Needs (Revenue Replacement) Remaining Balance		$7,269,431.92
5-1-205 Police Fence	$148,100.00	
Remaining Balance		$7,121,331.92

ARPA Grant Award **$23,695,516.00**
ARPA Grant Amount Received **$11,847,758.00**
ARPA Grant to be received **$11,847,758.00**

Approved Projects

Control ID	Item	Cost
3-2-001	Administrative Expenses	$200,000.00
10-6-001	One Time Expenses FY22	$655,000.00
9-2-007	NIBIN	$188,358.00
9-1-008	Recruit/ Retain	$88,000.00
9-2-009	Lot Cop	$34,301.20
12-3-001	Shot Detection System	$0.00
7-5-001	Rain Barrel/ Rain Garden	$60,000.00
5-5-001	E. Seymour Park Stormwater	$1,000,000.00
2-6-001	Roads	$1,500,000.00
2-3-002	Body-worn Cameras	$307,316.25
2-2-003	City Façade Project	$1,000,000.00
2-2-004	Blueprint Business Accelerator	$40,000.00
2-2-005	Farmers Markets	$75,000.00
2-2-006	Tourism Grants	$250,000.00
2-7-008	City Hall Audio Upgrades	$29,440.83
1-4-004	Pandemic Stipend	$38,811.00
9-3-004	Neighborhood Association projects	Hold
5-2-201	Home Improvement Loan Program	Hold
5-2-202	Curb Appeal Program	Hold
5-2-203	Great to be Home! Program	Hold
2-2-004	Homelessness Blueprint Staff	$90,000.00
9-2-214	GBACC Microbusiness Staff	$180,000.00
	Total	$5,736,227.28

Total Remaining Unobligated Balance **$6,111,530.72**

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
100 N. Jefferson Street, Room 300
Green Bay, WI 54301
Tel (920) 448-3100
Fax (920) 448-3102

ENGINEER'S ESTIMATE

PROJECT: **GBPD X-22 SECURITY FENCE**

DATE: **April 28, 2022** **BY:** KMW

ITEM NO.	DESCRIPTION	UNIT	Quantity	ESTIMATE UNIT BID PRICE	ESTIMATE AMOUNT	Transit 1-21
Option A (Squad Car Area Only)						
317.01	Mobilization	LS	1	$15,000.00	$15,000.00	$9,677
1000.01	Vinyl Coated Chain Link Fence w/ Slats	LF	330	$70.00	$23,100.00	$63
1000.02	Sliding Gates	EA	3	$28,000.00	$84,000.00	$32,692
1000.03	Pedestrian Swing Gate	EA	1	$5,000.00	$5,000.00	
1000.04	Electrical and Communications	LS	1	$12,000.00	$12,000.00	$37,553
1000.05	Bollards	EA	18	$850.00	$15,300.00	$828
1000.06	Site Restoration	LS	1	$8,000.00	$8,000.00	$31,935
1000.07	Hinged Gate	EA	1	$12,000.00	$12,000.00	
1000.08	MyQ Setup Costs (First Year)	LS	1	$5,000.00	$5,000.00	
ENGINEER'S ESTIMATE (OPTION A):					**$179,400.00**	

ITEM NO.	DESCRIPTION	UNIT	Quantity	ESTIMATE UNIT BID PRICE	ESTIMATE AMOUNT	Transit 1-21
Option B (Squad Car and Employee Area)						
317.01	Mobilization	LS	1	$20,000.00	$20,000.00	$9,677
1000.01	Vinyl Coated Chain Link Fence w/ Slats	LF	540	$70.00	$37,800.00	$63
1000.02	Sliding Gates	EA	4	$28,000.00	$112,000.00	$32,692
1000.03	Pedestrian Swing Gate	EA	3	$5,000.00	$15,000.00	
1000.04	Electrical and Communications	LS	1	$15,000.00	$15,000.00	$37,553
1000.05	Bollards	EA	18	$850.00	$15,300.00	$828
1000.06	Site Restoration	LS	1	$16,000.00	$16,000.00	$31,935
1000.07	Hinged Gate	EA	1	$12,000.00	$12,000.00	
1000.08	MyQ Setup Costs (First Year)	LS	1	$5,000.00	$5,000.00	
ENGINEER'S ESTIMATE (OPTION B):					**$248,100.00**	

RESOLUTION ADOPTING THE CITY'S PLAN FOR EXPENDITURE OF FUNDS RECEIVED PURSUANT TO THE AMERICAN RESCUE PLAN ACT OF 2021

December 7, 2021

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, on March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021 (ARPA), under which the Coronavirus State and Local Fiscal Recovery Funds will deliver $350 billion for state, local, territorial, and tribal governments to respond to the COVID-19 emergency; and

WHEREAS ARPA permits municipalities to use Fiscal Recovery Funds for four broad purposes: to respond to the public health emergency or its negative economic impacts; to respond to workers providing essential services during the public health emergency; to replace lost public sector revenue; and to invest in water, sewer, and broadband infrastructure; and

WHEREAS the City's Plan for expenditure of the Fiscal Recovery Funds received pursuant to ARPA (ARPA Plan) was created after receiving input from residents and consulting with staff as to the most appropriate and effective utilization of those funds to assist the citizens of the City of Green Bay in recovering from the COVID-19 emergency; and

WHEREAS the City of Green Bay received $11,847,758 in Fiscal Recovery Funds in May 2021, and is projected to receive a second disbursement of $11,847,758 in May 2022; and

WHEREAS the ARPA Plan described herein is intended to provide a general framework for the amount of Fiscal Recovery Funds to be spent in each of the listed categories, and contemplates expenditure of the combined disbursements; and

WHEREAS plans for specific projects and/or services funded by Fiscal Recovery Funds will be presented to the Common Council in more detail prior to the expenditure of such funds;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Green Bay hereby approves and adopts the following ARPA Plan for expenditure of Fiscal Recovery Funds in the following categories:

- $10 million for City of Green Bay capital needs (roads, bridges, etc.) and organizational priorities;
- $6 million for affordable housing development and small business support;
- $3 million for stormwater, green infrastructure, and climate resilience;

- $2 million for crime prevention and neighborhood enhancement;
- $1.5 million for arts, culture, and tourism.

BE IT FURTHER RESOLVED that the above-referenced amounts are intended to be approximate.

Adopted December 7, 2021

Approved December 8, 2021

Mayor

Clerk

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 24, 2022	

AGENDA ITEM # E.8

For consideration with possible action the use of American Rescue Plan Act (ARPA) allocation within the Capital Needs and Organization Priorities category for a total of $1,600,000.00 to be used for project #5-3-209 Pedestrian and Bike Plan project.

BACKGROUND

Funding sources:

1) American Rescue Plan Act resolution was approved at council on 12/7/21
2) $1.6M requested
3) Possible funding reductions from Green Bay Public School or other local governments use of ARPA funds

RECOMMENDATION

Approve

FISCAL IMPACT

ATTACHMENTS

1. May 24 ARPA Finance Memo Ped Plan request

Finance Department
100 North Jefferson Street · Room 105
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3020
Fax 920.448.3050

Memo

To: Finance Committee
Diana Ellenbecker, Finance Director

From: Susan House, Grant Administrator

Date: May 23, 2022

Re: ARPA Requests- Capital Needs and Organizational Priorities

The Finance Committee and Common Council have approved, on December 7, 2021, by resolution the following ARPA fund categories:

1. $10,000,000 Capital Needs and Organizational Priorities
2. $6,000,000 Affordable Housing Development and Small Business Support
3. $3,000,000 Stormwater, Green Infrastructure, and Climate Resilience
4. $2,000,000 Crime Prevention and Neighborhood Enhancement
5. $1,500,000 Arts, Culture, and Tourism

The following request is eligible, from the Capital Needs and Organizational Priorities category.

Control #5-3-209 **Safe Walk & Bike plan** **$1,600,000.00**

Project Summary: This request is a two-part project. We are asking for support for the whole project.

1. Project 1 is the installation of Rectangular Rapid Flashing Beacon (RRFB) systems throughout the City. Locations were based on recommendation from the Safe Walk & Bike Plan, at trail crossings with collector/arterial streets, and other high-visibility crosswalks with high pedestrian activity, hazard, and complaint rates. Each RRFB location will be reviewed for ADA compliance, upgraded if non-compliant, and painted with high visibility continental-style crosswalk markings.
   a. 64 Rectangular Rapid Flashing Beacon systems will be installed
   b. A walk-behind line striper using Methyl-Methacrylate (MMA) Two-Component Traffic Marking Paint will be purchased for the high-viz crosswalks.

c. MMA paint will also be purchased, as city staff will install the markings.

2. Project 2 is the replacement of all SCHOOL SPEED LIMIT 15 WHEN CHILDREN ARE PRESENT signs on collector/arterial streets with BlinkerRadar Driver Feedback systems which includes blinker LEDs around the perimeter of the school signs, plus driver feedback signs to each of those sign assemblies showing which display live motorist speeds when speeding occurs.
   a. A "BlinkLink" system which provides remote access to sign programming will be added to reduce maintenance costs.
   b. Total number of schools to receive these sign assemblies is 32
   c. with a total of 66 sign assemblies being installed.

Project Outcomes: Supplementing crosswalk signs with an RRFB has been proven to increase safety and yield rates. RRFB's are an improvement on traditional crosswalk warning lights because they use high-intensity LEDs, which are exceptionally noticeable for drivers during the day, at night, and during inclement weather. Their amber color and quick flash pattern (wig-wag + simultaneous) make them easily visible when headlight glare, wet roads, or other situations create difficult nighttime lighting conditions. Studies have shown that the RRFBs can improve driver yield rates up to 96% and reduce crashes by 47%. Driver feedback signs also highly effective at reducing motorist speeds up to 80% of the time. Giving drivers immediate feedback with speed detection helps build a stronger awareness in the community that drivers need to adjust speeds near schools.

Recurring Costs: The RRFB systems are solar-powered and will need battery replacements eventually. The reflective sheeting on the signs may need replacement due to sun fade. As with any other traffic control device, they have the potential of being knocked down and damaged. Our city's sign shop and electrical crews are well-versed in RRFB and blinker sign maintenance activities. Hi-viz crosswalk markings will need to be repainted about every five to 10 years as opposed to annual under the current water-based paint marking system.

Recommendation: Motion to approve request 5-3-209, Safe Walk and Bike Plan project, from the Capital Needs and Organizational Priorities category for $1,600,000.00.

Total of Projects:

Capital Needs (Revenue Replacement) Remaining Balance		$7,121,331.92
5-3-209 Safe Walk and Bike Plan	$1,600,000.00	
Remaining Balance		$5,521,331.92

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
May 24, 2022	

AGENDA ITEM # E.9

Referred to staff, Law and Finance, to draft a policy revision for a vote in June by the full common. A request by Ald. Brunette to the Finance Committee which states: "To create a policy or amend an existing policy to prohibit or prevent city personnel from the offices of Clerk, Mayor, Law, Finance, and IT in soliciting, accepting, or using any donation in the form of money, grants, property, or personal services from an individual or a nongovernmental entity for the purpose of funding election-related expenses, voter education, voter outreach, or voter registration programs with the exceptions of compensation of poll workers, securing leases for polling locations, and PPE for voters and volunteers."

BACKGROUND

Referred back to staff from the 5/10/22 Finance Committee meeting.

RECOMMENDATION

Refer back to staff to complete the non-governmental portion of the revised policy.

FISCAL IMPACT

ATTACHMENTS

1. Brunette communication - election donations grants
2. Grant Administration Policy - LM Markup and Comments 5-23-22

Diana Ellenbecker

From: noreply@civicplus.com
Sent: Wednesday, May 4, 2022 9:43 PM
To: Celestine Jeffreys
Subject: Online Form Submittal: Alders' Petitions and Communications

Alders' Petitions and Communications

Name	Jesse Brunette
Committee Name	Protection and Policy Committee
Text of Communication	To create a policy or amend an existing policy to prohibit or prevent city personnel from the offices of Clerk, Mayor, Law, Finance, and IT in soliciting, accepting, or using any donation in the form of money, grants, property, or personal services from an individual or a nongovernmental entity for the purpose of funding election-related expenses, voter education, voter outreach, or voter registration programs with the exceptions of compensation of poll workers, securing leases for polling locations, and PPE for voters and volunteers.

Email not displaying correctly? View it in your browser.

CITY OF GREEN BAY
GRANT ADMINISTRATION POLICY

CITY OF GREEN BAY GRANT ADMINISTRATION POLICY	
Title: Grant Administration Policy	**Policy Reference:** Chapter 15
Policy Source: Finance Department	**Legal Review Date:** 06/13/2016
Finance Committee Approval: 06/14/2016	**City Council Approval:** 06/21/2016

I. PURPOSE

To establish a common procedure for all City of Green Bay departments when both applying and accounting for any type of grant funding. Focus criteria includes: 1) solicitation of funds for programs that are consistent with the goals of the City; 2) administration of grant funds awarded in the most efficient manner (including annual audit, single audit, and grant specific compliance requirements); and 3) regular evaluation of the performance of the program(s) receiving funding.

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.~~

II. DEFINITIONS

Governmental grant ~~is~~ refers to external funding from a State or Federal agency usually awarded through a competitive application process for use for a specific purpose ~~under a specific~~within a specified period of time. Grants include ~~a~~ written agreements ~~which is~~ enforceable by law~~, and~~ pursuant to which the funds are revocable if certain conditions are not met. The funds are usually disclosed in the City of Green Bay's annual audit.

Local match refers to a specific amount of funding or goods/services ("in kind") equivalent ~~to that amount of funding ("in kind")~~ required from a grantee in order to be awarded a grant. Generally, a local match is equal to or less than the awarded amount and is meant to show commitment from the grantee.

Subrecipients~~-~~, as used in this policy, has the meaning ascribed in ~~per~~ 2 CFR § 200.331~~0~~.
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:

1. Determines who is eligible to receive what Federal assistance;
2. Has its performance measured in relation to whether objectives of a Federal program were met;
3. Has responsibility for programmatic decision-making;
4. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and

5. In accordance with its agreement, uses 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.

III. POLICY

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

IV. GOVERNMENTAL GRANTS

A. APPLICATION PROCEDURES

1. Grant Administration/Notification

Notification of grant applications must be sent to the Finance Department via electronic submission of ~~*PART*~~ *Part #1*: Grant Tracking Form (attached). This form addresses the following review criteria:

a) Consistency with City/department needs;
b) Local match requirements and/or other budget impacts;
c) Personnel requirements to implement objectives of the grant;
d) Identification of responsible staff for program compliance and fiscal monitoring;
e) Applicant Department ~~Head~~Director; and
f) Finance Department notification.

2. Personnel Committee Notification/Approval and Common Council Approval

Personnel Committee and Common Council notification prior to grant application will be required only if personnel will need to be added to the table of organization.

3. Criteria for Applications Involving Outside Subrecipient Agencies

For grants where the City is a pass-through agency of funding being distributed to subrecipients, it is pertinent that the City examine the capability of the potential subrecipients~~ agencies be examined~~. Thus, if an agency that has not previously received grant funds from the City of Green Bay expresses interest in participating in one of our grant funding sources, that agency will be subject to a screening conducted by a Finance Department representative and staff directly involved in implementation and spend down of associated grant funds. The screening will involve:

a) Examination of Agency Documents. The agency seeking to become a subrecipient will be asked to submit the following items to the City for review and verification:

i. Federal Tax Identification Number.
ii. Articles of Incorporation/Bylaws and Mission Statement.
iii. Administrative Structure Chart.

iv. Board of Directors/Officers Roster.
v. Agency Budget/Financial Statements (from previous fiscal year).

b) Interview of Potential Subrecipient. A panel consisting of a Finance Department representative and others directly associated with administration of the grant may conduct an interview with agency representative(s) to address both general agency capacity and appropriateness of activities planned to be accomplished with grant funds if they are awarded.

Upon completion of this screening, the interview panel will make a recommendation related to the capacity and appropriateness of the agency to carry out activities funded under the grant sought. This recommendation, along with the *~~PART~~ Part #1:* Grant Tracking Form, will be submitted to the appropriate committee as an action item by the applying department.

B. GRANT ACCEPTANCE PROCEDURES

1. Grant Administration/Finance Department Notification

Upon notification that the applicant department was successful in obtaining grant funding, they shall electronically submit the following to the Finance Department:

a) *Part #2:* Grant Tracking Form (attached).
b) Award Notification Letter from the Grantor/Funder including grant agreement (to determine if single audit regulations will apply).
c) Budget Amendment Form OR Budget Page Reference for the ~~G~~grant (to show that a budget amendment is not needed).

2. Committee Notification/Approval and Common Council Approval

All new grants awarded to the City ~~of Green Bay~~ must be presented to the department's appropriate committee along with its budget for approval before a grant agreement is executed. ~~In doing so~~At the time of such presentation, the ~~aforementioned~~ Grant Tracking Form shall be included as an attachment to the action item on ~~that committee~~ the meeting agenda. Applicable budget adjustments will be placed on the Finance Committee Agenda at the same time.

Following initial approval, r~~R~~ecurring annual grants do not need to be re-approved ~~after initial approval~~ unless changes to the grant have increased the workload responsibility resulting in an addition of staff or funding ~~is more than~~exceeding $100,000.~~, h~~However, the grant recipient must still provide notice to the Finance Department as required in this section, including a Grant Tracking Form.

C. GRANT TERM RESPONSIBILITIES

1. Grantee Department Financial and Reporting Responsibilities

The grantee department maintains full responsibility for fully reading and understanding the requirements of the grant contract, meeting deadlines, and complying with grant program requirements. ~~In doing so, t~~The grantee department will likewise be responsible for maintaining the following documents in a single grant file:

1. Original Grant Application.
2. Copy of Executed Grant Contract/Agreement with Original filed in Clerk's Office.
3. Payment Requests/Activity Reports Provided to the Grantor/Funder.
4. Documentation of Grant Amendments.
5. A~~nd a~~ny 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 grants objective.

The grantee department must be prepared to share this file with the Finance Department ~~at the same time~~as requested for internal monitoring ~~and specifically~~ as well as during ~~the~~ external financial and single audits ~~as well as~~and any regulatory inquiries or investigations.

For reimbursement grants, the grantee department will be expected to submit payment requests to the granting agency with a copy provided to the Finance Department. Departments will be responsible for maintaining documentation supporting all reimbursement requests. The Finance Department can assist with reimbursement requests if needed. Reimbursement should be requested in a timely manner but no later than forty-five (45) days from the date the expense is incurred. The grantee department must also ~~N~~notify the Finance Department when a grant payment is to be received.

2. Financial and Program Reporting Reviews

a) Financial Review:
   1. On an on-going basis, the grantee department will monitor the accuracy of expenditures, and grant expenditure/financial reporting requirements.
   2. The Finance Department may perform random audits throughout the grant term to ensure City compliance with grant and/or single audit requirements.

b) Program Review:
   1. On an on-going basis, the grantee department and a Finance Department designee will monitor activity related to meeting objectives/requirements of the grant.

Any financial, program, and/or performance issues identified will be brought to the attention of the grantee department head for discussion and deficiencies will be reported to the Mayor and Finance Director.

3. Procurement

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. Grantee departments are encouraged to consult with the Purchasing Manager in Administrative Services. If ~~the~~ a grant funds the purchase of IS-related equipment or software, the IT Administrator ~~must~~ shall be contacted immediately to ensure the items are compatible with the City's IT infrastructure.

4. Grant-Funded Staff

If grant funds will be used to hire~~for the hiring of~~ personnel, the grantee department must contact the Human Resources Department to determine employee status and to start the selection process. Any person hired to fill a grant-funded position is subject to all applicable City policies.

D. SPECIAL SITUATIONS/CIRCUMSTANCES

1. Unsolicited Grant Funds

~~For u~~If a City department is offered unsolicited grant fundings~~,~~ without having to participate in an application process, and said grant exceeds ~~or those offered to a City department without an application process, in excess of~~ $10,000, the recipient department must follow the instructions in Section IV.B., Grant Acceptance Procedures, and follow all City purchasing policies and procedures.

2. Items Received in Lieu of Grant Funds (Donations)

For donated items or in-kind services (i.e., materials/equipment) with a market value in excess of $10,000, the Finance Department must assess whether there are any compliance items to monitor or any single audit implications. Accordingly, the recipient department shall informationally notify ~~their~~ its appropriate committee of ~~the~~ said donation(s)~~,~~ and providein ~~addition to providing~~ written documentation of the monetary value of the donation(s), as well as ~~and~~ a related budget adjustment, to the Finance Department within thirty (30) days of receipt ~~in order to assess whether there are any compliance items to monitor or single audit implications~~.

3. Critical Timing Issue

If a situation arises where the Grant Administration Policy will not accommodate the timeframe in which to apply or accept a grant, the Finance Director, Mayor, and ~~D~~department ~~D~~director responsible for the grant can expedite the process and/or acquire the appropriate authorization in order to apply for or accept a grant, provided that the grant in question does not require a local match. ~~with the exception that there is no match required of the City.~~ Critical Timing Issue utilization will be monitored, however, ~~so that it is~~and may not be used as a method to avoid compliance with the intent of the Grants Administration Policy. Any decisions made will be reported out to the Finance Committee at the next available meeting.

V. NON-GOVERNMENTAL GRANTS

A. APPLICATION PROCEDURES

B. GRANT ACCEPTANCE PROCEDURES

C. GRANT TERM RESPONSIBILITIES

Commented [LM1]: Because of the way Grants are currently defined under our existing policy (i.e., only State or Federal sources), it makes more sense to break the policy up into two separate sections in order for the requested addition to have any meaning: 1) Governmental Grants, and 2) Non-Governmental Grants.

To accomplish this, Law and Finance will need more time to draft the non-governmental part of this policy. It may be that much of the governmental portion will apply to non-governmental grants as well; however, we need to research to make sure we are addressing all of the City's fiduciary obligations and not guessing or assuming.

For now, this would be the only provision that applies to anything other than governmental grants. It actually would be inconsistent with the current policy as written if we just added it in somewhere, since this provision specifically exempts governmental grants, and by definition the rest of the policy only applies to those types of grants.

D. SPECIAL SITUATIONS/CIRCUMSTANCES

1. Limitation on Resources for Elections

No department may solicit any money, property, or services from an individual or nongovernmental entity for election-related expenses, including but not limited to voter education, voter outreach, or voter registration. This prohibition does not apply to soliciting such money, property, or services for purposes of compensating poll workers, purchasing equipment, or securing leases for polling locations.

Report to the
Finance Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
May 24, 2022	

AGENDA ITEM # E.10

A request by Ald. Brunette to the Finance Committee which states: "For staff to prepare a list of five to ten ideas for acceptable uses of remaining ARPA funds under each of the five already approved categories with the goal being a more holistic approach for allocating funds."

BACKGROUND

Attached is a spreadsheet as of 5/17/2022 of how much ARPA dollars have been approved, total obligated and remaining by category.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2022-05-17 Dist 12 to Finance
2. May 18 ARPA totals

Celestine Jeffreys

From:	noreply@civicplus.com
Sent:	Thursday, May 19, 2022 7:19 AM
To:	Celestine Jeffreys
Subject:	Online Form Submittal: Alders' Petitions and Communications

Alders' Petitions and Communications

Name	Jesse Brunette
Committee Name	Finance Committee
Text of Communication	For staff to prepare a list of five to ten ideas for acceptable uses of remaining ARPA funds under each of the five already approved categories with the goal being a more holistic approach for allocating funds.

Email not displaying correctly? View it in your browser.

December 17, 2021 Resolution Amounts:

Categories	Amount
Capital Improvements & Organizational Priorities	$10,000,000.00
Housing Devel Small Business	$6,000,000.00
Stormwater Green Infrastructure	$3,000,000.00
Crime Prevent Neighbor Enhance	$2,000,000.00
Arts, Culture, Tourism	$1,500,000.00
	$22,500,000.00

Approved Requests:

Control ID	Item	Cost	Category
3-2-001	Administrative Expenses	$200,000.00	RevRep
10-6-001	One Time Expenses FY22	$655,000.00	RevRep
9-2-007	NIBIN	$188,358.00	Police
9-1-008	Recruit/ Retain	$88,000.00	Police
9-2-009	Lot Cop	$34,301.20	Police
12-3-001	Shot Detection System	$0.00	Police
7-5-001	Rain Barrel/ Rain Garden	$60,000.00	Storm
5-5-001	E. Seymour Park Stormwater	$1,000,000.00	Storm
2-6-001	Roads	$1,500,000.00	RevRep
2-3-002	Body-worn Cameras	$307,316.25	RevRep
2-2-003	City Façade Project	$1,000,000.00	Small
2-2-004	Blueprint Business Accelerator	$40,000.00	Small
2-2-005	Farmers Markets	$75,000.00	Small
2-2-006	Tourism Grants	$250,000.00	Tour
2-7-008	City Hall Audio Upgrades	$29,440.83	RevRep
1-4-004	Pandemic Stipend	$38,811.00	RevRep
9-3-004	Neighborhood Association projects	Hold	Small
5-2-201	Home Improvement Loan Program	Hold	Small
5-2-202	Curb Appeal Program	Hold	Small
5-2-203	Great to be Home! Program	Hold	Small
2-2-004	Homelessness Blueprint Staff	$90,000.00	Small
9-2-214	GBACC Microbusiness Staff	$180,000.00	Small
	Total	$5,736,227.28	

Amount Obligated by Category

Category	Obligated Totals
Capital Improvement & Organizational Priorities	$2,730,568.08
Housing Devel Small Business	$1,385,000.00
Stormwater Green Infrastructure	$1,060,000.00
Crime Prevent Neighbor Enhance	$310,659.20
Arts, Culture, Tourism	$250,000.00
	$5,736,227.28

Amount Remaining by Category

Category	Remaining Totals
Capital Improvement & Organizational Priorities	$7,269,431.92
Housing Devel Small Business	$4,615,000.00
Stormwater Green Infrastructure	$1,940,000.00
Crime Prevent Neighbor Enhance	$1,689,340.80
Arts, Culture, Tourism	$1,250,000.00
	$16,763,772.72

ARPA Grant Award	**$23,695,516.00**
ARPA Grant Amount Received	**$11,847,758.00**
ARPA Grant Amount to be Received (by June 1)	**$11,847,758.00**