



AGENDA OF THE FINANCE COMMITTEE

TUESDAY, JUNE 21, 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 24, 2022 meeting.

E. Regular Business.

1. Request approval to purchase Motorola radios for GBFD from Motorola Solutions through Baycom Enterprises for \$456,241.52.
2. For consideration with possible action to adopt the newly created Capitalization policy for the City of Green Bay.
3. For consideration with possible action acceptance of the allocation from Department of Justice (DOJ) grant for \$151,145.00 for Coronavirus Emergency Response Funding.
4. For consideration with possible action acceptance of the allocation from Wisconsin Department of Administration for \$391,107.98 for Local Law enforcement Agency Initiative grant – Safer communities funding.
5. For consideration with possible action a budget amendment resolution to transfer \$15,703.00 from Contingency account to Elections budget.

6. For consideration with possible action a motion by Ald. Galvin for a report with bullet points explaining what the City did with the monies as it relates to voter education, outreach, and registration.
7. To refer to staff, Law and Finance, to continue 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 service 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.” From the May 24th Finance Committee meeting.
8. To refer to staff to work with Ald. Brunette to bring forward to the Common Council a request by Ald. Brunette which states: “For a status update and discussion regarding legal services received from Law Forward states United Democracy Center, and Stafford Rosenbaum LLP with possible action such as continuing or discontinuing legal service received.” From the May 10th Finance Committee meeting.
9. For consideration with possible action to approve transfer ownership of K9 Bose from the Green Bay Police Department to Retired Officer Matt Lynch.
10. In response to 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 allocation funds.” To refer to staff until the June 21st Finance meeting for proposals that have been presented or held for possible consideration, and to place this item for discussion on the July 26th Finance agenda for consideration of additional ideas presented by staff and Council. From the May 24th Finance Committee Meeting.
11. For consideration and possible action the approval of American Rescue Plan Act (ARPA) allocation within the Capital Needs and Organizational Priorities category for \$25,000.00.

F. Informational.

1. 2022 Contingency Account: \$200,000.00.
2. The next Finance Committee meeting will be held on Tuesday, July 26, 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=ekliUHNVYTJlRFpOUHVubTdXOHZYZz09>

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/j/88142524379>

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.

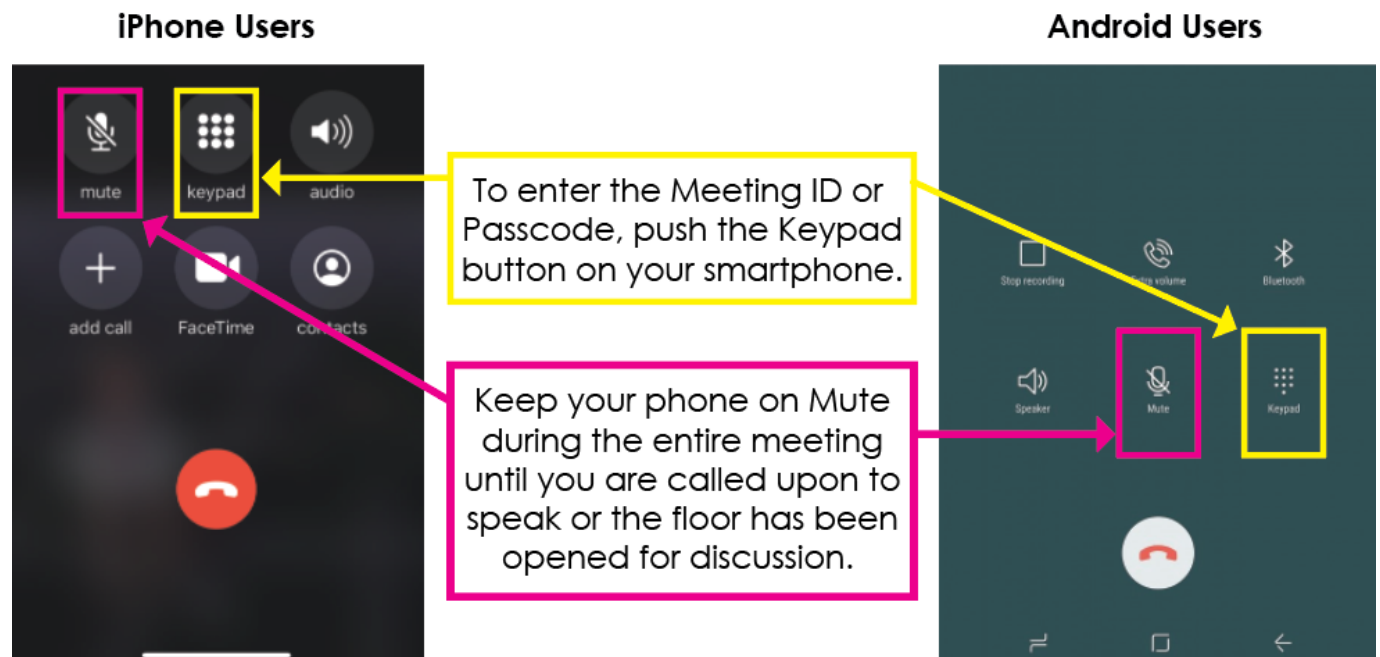
Additional Information

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

June 21, 2022

PREPARED BY

AGENDA ITEM # E.1

Request approval to purchase Motorola radios for GBFD from Motorola Solutions through Baycom Enterprises for \$456,241.52.

BACKGROUND

2022 budgeted \$468,000.

RECOMMENDATION

Approve.

FISCAL IMPACT

ATTACHMENTS

- I. Finance Agenda



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

Phone 920.448.3047
Fax 920.448.3050

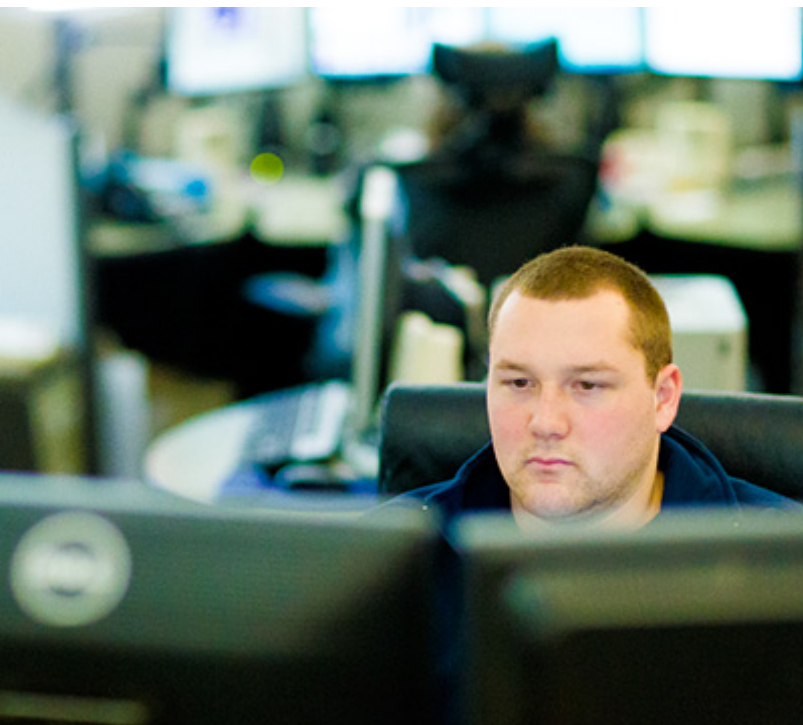
TO: Finance Committee
FR: Diane Kruse
DT: June 16, 2022
RE: Purchasing Report
Cc: Diana Ellenbecker, Pam Manley, Chief David Litton, Eric Jeltima and Robert Jones

Report from the Procurement Department:

1. Request approval to purchase Motorola radios for GBFD from Motorola Solutions through Baycom Enterprises for \$456,241.52.

The following items were openly and competitively offered through the Wisconsin Counties Association Contract #24752:

DESCRIPTION	FUNDING SOURCE	AWARDED VENDOR	RESPONSES	\$ AMOUNT
Radios GBFD	424400-55140-41196 Fire Equipment Replacement	Motorola Solutions	Bought off of Wisconsin Counties Association Contract #24752 which was competitively bid	\$456,241.52



GREEN BAY DEPT OF PUBLIC WORKS, CITY OF

Green Bay; (56) APX8000

06/07/2022

06/07/2022

GREEN BAY DEPT OF PUBLIC WORKS, CITY OF
1820 MILLS ST
GREEN BAY, WI 54307

RE: Motorola Quote for Green Bay; (56) APX8000
Dear Robert Jones,

Motorola Solutions is pleased to present GREEN BAY DEPT OF PUBLIC WORKS, CITY OF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide GREEN BAY DEPT OF PUBLIC WORKS, CITY OF with the best products and services available in the communications industry. Please direct any questions to Eric Schroeder at eschroeder@baycominc.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Eric Schroeder
Communications Consultant

Motorola Solutions Manufacturer's Representative

Billing Address:
GREEN BAY DEPT OF PUBLIC
WORKS, CITY OF
1820 MILLS ST
GREEN BAY, WI 54307
US

Quote Date:06/07/2022
Expiration Date:09/05/2022
Quote Created By:
Eric Schroeder
Communications Consultant
eschroeder@baycominc.com
920-544-4203

End Customer:
GREEN BAY DEPT OF PUBLIC WORKS,
CITY OF
Robert Jones
Robert.Jones@greenbaywi.gov
920-391-3651

Contract: 24752 - WCA
Payment Terms:30 NET

Radio programming if needed will be invoiced separately.

Line #	Item Number	Description	Qty	List Price	Contract Price
	APX™ 8000 Series	APX8000			
1	H91TGD9PW6AN	APX 8000 ALL BAND PORTABLE MODEL 2.5	56	\$7,108.00	\$5,188.84
1a	H869BW	ENH: MULTIKEY	56	\$363.00	\$264.99
1b	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA*	56	\$6.00	\$4.38
1c	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	56	\$567.00	\$413.91
1d	Q361AN	ADD: P25 9600 BAUD TRUNKING	56	\$330.00	\$240.90
1e	QA05594AA	ALT: BATT IMPRES 2 LIION DIV2 3400	56	\$143.00	\$104.39
1f	QA05100AA	ENH: STD 1 YR WARRANTY APPLIES NO SFS	56	\$0.00	\$0.00
1g	H38BS	ADD: SMARTZONE OPERATION	56	\$1,650.00	\$1,204.50
1h	Q629AH	ENH: AES ENCRYPTION AND ADP	56	\$523.00	\$381.79
2	PMNN4504A	BATT IMPRES 2 LIION UL2054 DIV2 R IP68 3400T	56	\$212.30	\$154.98



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Contract Price
3	PMMN4136B	ACCESSORY KIT,XVP830 REMOTE SPEAKER MICROPHONE, NO CHANNEL KNOB	56	\$486.00	\$354.78

Grand Total	\$456,241.52(USD)
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Notes:

- Additional information is required for one or more items on the quote for an order.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.





Purchase Order Checklist

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept

Ship To Contact Name & Phone #

Tax Exemption Status

Signatures (As required)



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

PREPARED BY**AGENDA ITEM # E.2**

For consideration with possible action to adopt the newly created Capitalization policy for the City of Green Bay.

BACKGROUND

- Policy is to assure the City is consistent on how capital assets are reported on financial reports.
- Policy was created with feedback from department heads and staff.
- Reflects current processes and how we report capital assets.
- Per a suggestion from our auditors from our 2020 & 2021 audits, it was recommended we create a policy regarding our capital asset processes.

RECOMMENDATION

Approve.

FISCAL IMPACT**ATTACHMENTS**

- I. City of Green Bay Asset Capitalization Policy 6.1

City of Green Bay Asset Capitalization Policy

Capital assets include land and land improvements, buildings and building improvements, equipment, vehicles, construction work in progress, infrastructure, and all other tangible and intangible assets that are used in operations that have initial useful lives extending beyond a single reporting period.

Infrastructure assets are generally long-lived capital assets that are stationary in nature.

This policy establishes the minimum cost value (capitalization amount) that shall be used to determine the capital assets, including infrastructure assets that are to be recorded in the city's annual financial statements. This policy also addresses other considerations for recording and depreciating fixed assets.

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

Capitalization Threshold

Capital assets may be acquired through purchase, self-construction, or donation. The asset value when purchased will be the initial cost plus the trade-in value of any old asset traded, plus all costs related to placing the asset into operation. Donated or contributed assets are recorded at fair market value as of the date the asset is acquired. The cost of self-constructed assets will include all costs of construction.

Capital asset value thresholds for capitalization are to be applied to individual capital assets rather than to groups of similar capital assets. Expenditures less than the stated thresholds are not considered for capitalization and shall be expensed. For relevant categories, expenses exceeding the stated thresholds shall be compared to the policy stated in Exhibit A to determine if the expenditure is expensed or capitalized.

Construction work in progress (CWIP) is reported for assets that are not yet completed including retainage. Assets will be capitalized based on the completion date.

Any contracts that require retainage will be reviewed and recorded at year end. A log will be maintained throughout the year.

Class of Asset	Costs to be Capitalized	Capitalization
Land	Purchase price or market value, closing costs, cost of preparing land for use, demolition of existing buildings and improvements	Capitalize All Land
Land Improvements	Included parking lots, outdoor lighting, fences, tennis courts, playground equipment, athletic fields, trails, retaining walls	\$5,000
Equipment & Machinery	Purchase price, freight charges, assembly, installation	\$5,000
Buildings	Materials, labor, design costs, site excavation, purchase price. See also Exhibit A	\$5,000
Building Improvements	Component units when separately replaced. Major	\$5,000

	renovation or alterations of original building.	
Vehicles	The initial cost plus the trade-in value of any old asset traded, plus all costs related to placing the asset into operation.	\$5,000
Intangible assets	Software, land use rights, patents, copyrights, trademarks	\$25,000
Infrastructure	See Exhibit A	\$25,000

Exhibit A

Buildings	Costs to be Capitalized	Costs to be Expensed
Buildings including parking structures	Activities that do change the use of the building, affect structural integrity or change the life expectancy-shower/locker room renovations, roof replacement window replacement.	Activities that do not contribute to change of use to the building, or change the life expectancy-tuck pointing, parapet wall repairs, interior wall repairs.
Infrastructure	Costs to be Capitalized	Costs to be Expensed
Roads/Streets	Resurfacing, Reconstruction, Intersections	Joint sealing, crack sealing, pothole patching
Traffic Signals	Reconstruction-new poles, signal heads, detection hardware, buttons & signal indicators or pre-emption devices. Installation of new features not previously part of the intersection-buttons, posts, bases, signal detection.	Replacement of existing traffic signal components-control cabinets, bulbs/lens, isolated poles.
Sewers	New sewers installed in areas where that utility did not exist previously. Any removal and replacement of Cured-In-Place Pipe projects from CIP.	Emergency repairs on existing sewer lines and/or manholes which are deemed necessary that are greater than 50% of the horizontal dimension.
Surface Parking Lots	Resurfacing or reconstruction of the lot	Slurry seal, pothole patching, pavement marking
Street Lighting, including pedestrian level lighting and decorative lighting	New installations, replacement of poles, luminaries, and ancillary equipment for an entire circuit from a feed point	Bulb replacement, festoon replacement/repair, isolated pole replacement due to damage or wear
Bridges	Rehabilitation and reconstruction	All other costs.

Capital assets having values of \$250 to \$4,999 are to be controlled at the department level for insurance and inventory reporting purposes. However, these capital assets will not be capitalized and will not be reported as capital assets.

A listing of capital assets is to be kept, annually reconciled, and reported in the annual financial statements.

Useful Lives

Consider the following with determining the useful life of an asset:

- The length of time these assets have historically lasted.
- Anticipated changes in technology.
- Specific asset use.
- Maintenance practices-among City departments, similar assets may be assigned different useful lives, depending on asset use and maintenance.

	<u>Years</u>
	Governmental
	<u>Activities</u>
Buildings	25-50
Land Improvements	15-100
Machinery and Equipment	2-20
Infrastructure	25-75

The useful lives of the general capital assets and infrastructure capital assets will be reviewed annually, and adjustments will be made to the capital asset records as necessary.

Disposition

Fixed assets may be disposed of due to sale, obsolescence, loss, destruction or replacement. Upon disposal of an asset, the capital asset records will be relieved of the cost and related depreciation. If an original cost is unknown a calculation can be made using the Construction Cost Index (CCI) as published by Engineering News-Record (ENR) to back into the estimated original value.

Depreciation Method

The straight-line depreciation method will be used for all general capital assets and infrastructure capital assets. In addition, depreciation will be calculated in the year of addition based on a full year's depreciation regardless of when in the year the asset was put into use. For accounting and interim financial reporting purposes, depreciation expense will be recorded on an annual basis.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

PREPARED BY**AGENDA ITEM # E.3**

For consideration with possible action acceptance of the allocation from Department of Justice (DOJ) grant for \$151,145.00 for Coronavirus Emergency Response Funding.

BACKGROUND

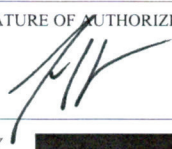
- One year extension – grant runs through 1/31/23
- Will focus on the IT and technology needs
- Reimbursement grant

RECOMMENDATION

Approve.

FISCAL IMPACT**ATTACHMENTS**

- I. \$151K Grant backup

 Department of Justice (DOJ) Office of Justice Programs Bureau of Justice Assistance		Grant		PAGE 1 OF 16
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Green Bay 307 South Adams Street Green Bay, WI 54301-4515		4. AWARD NUMBER: 2020-VD-BX-1430		
		5. PROJECT PERIOD: FROM 01/20/2020 TO 01/31/2022 BUDGET PERIOD: FROM 01/20/2020 TO 01/31/2022		
2a. GRANTEE IRS/VENDOR NO. 396005459		6. AWARD DATE 06/04/2020	7. ACTION Initial	
2b. GRANTEE DUNS NO. 868451816		8. SUPPLEMENT NUMBER 00		
3. PROJECT TITLE City of Green Bay Coronavirus Emergency Response		9. PREVIOUS AWARD AMOUNT \$ 0		
		10. AMOUNT OF THIS AWARD \$ 151,145		
		11. TOTAL AWARD \$ 151,145		
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).				
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY20(BJA - CESF) Pub. L. No. 116-136, Div. B; 28 U.S.C. 530C				
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.034 - Coronavirus Emergency Supplemental Funding Program				
15. METHOD OF PAYMENT GPRS				
AGENCY APPROVAL		GRANTEE ACCEPTANCE		
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Katharine T. Sullivan Principal Deputy Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Andrew Smith Chief		
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 		19A. DATE 6-8-20
AGENCY USE ONLY				
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B VD 80 00 00 151145		21. VVDUGT1438		

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)

**FY 2020 Coronavirus Emergency Supplemental Funding
Program Solicitation FY 2020 Formula Grant Solicitation
2020-H4717-WI-VD**

BUDGET NARRATIVE

City of Green Bay-Green Bay Police Department

Through the 2020 Coronavirus Emergency Supplemental Funding Program Solicitation FY 2020 Formula Grant Solicitation the City of Green Bay-Green Bay Police Department will purchase the following Equipment and Supplies (Please see Budget Detail Worksheet for cost breakdown):

Equipment:

- Medical Personal Protective Equipment
- IT equipment such as computers/laptops/tablets with accessories, remote access hardware/software/Licenses, command center technological needs, etc.
- Sanitizing machines

Supplies:

- Gloves
- Masks
- Face Shields
- Thermometers
- Hand Soap
- Hand Sanitizer
- Disinfectant Cleaners for building and vehicle sanitizing
- Other Personal PPE including barriers and guards

\$151,145 in 2020 Coronavirus Emergency Supplemental Funding Program Solicitation FY 2020 Formula Grant Solicitation funding makes up the total project cost for the City of Green Bay-Green Bay Police Department portion of the funding.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

PREPARED BY

AGENDA ITEM # E.4

For consideration with possible action acceptance of the allocation from Wisconsin Department of Administration for \$391,107.98 for Local Law enforcement Agency Initiative grant – Safer communities funding.

BACKGROUND

- Grant runs through 6/30/2023
- Reimbursement grant
- Gov. Evers announced the allocation in Green Bay
- Focus on recruitment

RECOMMENDATION

Approve.

FISCAL IMPACT

ATTACHMENTS

- I. \$391,107 Grant backup



GRANT TRACKING FORM

PART #1: Notification of Grant Funds

(emailto:PamelaMa@greenbaywi.gov)

APPLICANT DEPARTMENT: Police

DATE: 6 / 8 / 2022

APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE: Rick Jurkanis, Business Manager

APPROPRIATE COMMITTEE: Finance

NAME OF GRANT/FUNDING SOURCE: Safer Community Funds-WI Department of Administration

AMOUNT OF GRANT REQUEST: \$391,000

LOCAL MATCH REQUIREMENT: \$0

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

TIMEFRAME OF GRANT: 3/15/2022 through 6/30/ 2023

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

PURPOSE OF GRANT (summary): Recruitment and Retention, Enhanced Public Safety, Training and Wellness

How does the grant meet City/Department needs? Additional Funding

What are the personnel requirements (include both existing and new staff) of the grant? Grant Administration and Support

DEPARTMENT HEAD SIGNATURE: 

PART #2: Request to Accept Grant Funds

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

AMOUNT OF GRANT AWARD: \$391,000

CFDA/STATE ID #: _____

LOCAL MATCH REQUIREMENT: \$0

Please describe the source of match, if applicable: N/A

Please describe any major changes in proposed grant-funded activities: N/A

Please describe what the grant money will be spent on: Recruitment and Retention, Enhanced Public Safety, Training and Wellness

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

FC = Finance Committee

Law Enforcement Agency Grant

June 3, 2022

Program: Tribal and Local Law Enforcement Agency Initiative

Award Amount: Each tribal and local law enforcement agency in the State of Wisconsin (referred to herein as "LEAs" or "Grantees") has been allocated a certain sum (its "Allocation") based on the size of the population it serves, with an add-on for LEAs serving communities where violent crime exceeds the state average. The Allocation for each LEA is available [here](#) and incorporated by reference herein.

Program Duration: An LEA may use its Allocation to reimburse eligible expenditures incurred **between March 15, 2022 and June 30, 2023**. Expenditures incurred outside that time window are not eligible for reimbursement under this Program. For purposes of this Program, an expenditure is not "incurred" until the LEA or its affiliated Tribal or local government has paid it.

How it Works: During a quarterly Reporting Period, an LEA may draw down its Allocation and receive allocated funds by reporting eligible expenditures for reimbursement through the Program's online reporting system. DOA will process these submissions and reimburse each LEA's reported eligible expenditures from the remaining balance of its Allocation. The first Reporting Period is expected to occur during a two-week period in September 2022; they will occur on a quarterly basis thereafter until the completion of the Program.

Example: An LEA has a \$20,000 allocation. During the September 2022 Reporting Period, it uses the online reporting system to report \$8,000 in eligible expenditures incurred since March 15, 2022. DOA processes the reimbursement request and pays \$8,000 to the LEA, leaving \$12,000 in the LEA's Allocation. In the next quarterly Reporting Period, the LEA submits another \$7,000 in eligible expenditures. Those eligible expenditures are again processed and reimbursed, leaving the LEA with \$5,000 of its Allocation remaining to reimburse expenditures reported in subsequent Reporting Periods.

Permitted Uses of Funds: The Program is intended to provide LEAs with additional resources to help offset certain costs associated with hiring, training, testing, and equipping law-enforcement officers, as well as updating certain technology and policies and implementing new crime-reduction initiatives. The following expenditures are eligible for reimbursement under the Program, subject to the limitations set forth in the MOU, this Program Schedule, and applicable state and federal law:

1. **Recruitment incentives.** The Program will reimburse the costs of certain financial incentives to recruit new officers, jail personnel, and dispatchers (referred to collectively below as "new hires"), as follows:

- a. The costs of a new hire's academy or other formal preparatory training, to the extent the new hire's training costs are reimbursed by the LEA following acceptance of employment.
- b. A signing bonus of up to \$2,000 for each new hire.
- c. For each new hire whose most recent employer was an out-of-state governmental agency, an additional bonus of up to \$500 for each year of relevant out-of-state experience as a law enforcement officer, jailer, or dispatcher, up to an additional \$2,000. Thus, for a new hire from an out-of-state law governmental agency with four or more years' relevant experience, this Program will reimburse the cost of providing a signing bonus of up to \$4,000.

Each new hire who receives recruitment incentives that are reimbursed through this Program must provide the LEA with a written statement affirming that the new hire intends to complete at least three years' continuous employment with the LEA. The LEA is responsible for collecting and maintaining those statements; it does not need to provide copies of those statements when making reimbursement requests unless specifically requested by DOA.

Each LEA is responsible for conducting appropriate background checks on employment candidates. New hires with a record of misconduct are not eligible to receive recruitment incentives that are reimbursed through this Program.

2. **Medical testing.** The Program will reimburse the costs of job-related medical testing of officers, including physical examinations, hearing tests, drug tests, pre-employment psychological examinations, and other medical testing.
3. **Training.** The Program will reimburse the costs of providing training to help reduce violence and improve community safety, including programs to train officers in any of the following subject areas:
 - a. Crisis intervention, including training for interactions with individuals suffering from mental illness and addiction.
 - b. Resiliency and suicide prevention.
 - c. Use-of-force options and de-escalation tactics, including scenario-based training aimed at stabilizing potentially dangerous situations to allow more time and options for safe resolution.
 - d. Implicit bias.
 - e. "Active bystander" training.
 - f. The emergency detention process.
 - g. Homicide investigation.
 - h. Any annual recertification training required by the Wisconsin Law Enforcement Standards Board.
4. **Wellness and counseling programs.** The Program will reimburse the costs of providing wellness, counseling, or behavioral health programs or services to officers.
5. **Officer equipment and technology, excluding weapons.** The Program will reimburse the costs of purchasing the following equipment or technology:
 - a. Uniforms, duty belts, holsters, handcuffs, boots, bulletproof vests and other protective gear, radios, flashlights, and other equipment of a similar nature.
 - b. License-plate readers, security cameras, and smart cameras.
 - c. Mobile data computers.
 - d. Body cameras and body camera-activating holsters.

Weapons (including non-lethal weapons) and ammunition are not eligible for reimbursement through this Program.

6. **Temporary contract personnel.** The Program will reimburse the costs of retaining temporary contract personnel to assist with processing evidence, reducing backlogs, or other tasks that help LEAs conduct criminal investigations. When reporting these expenditures in the online reporting system, the LEA must identify the contractor used and the nature of the services performed.
7. **Sworn law enforcement officers, jail personnel, and dispatchers.** The Program will reimburse certain costs associated with sworn law enforcement officers, as follows:
 - a. The additional payroll costs associated with increasing part-time officers, dispatchers, or jail personnel to full-time positions.
 - b. For LEAs that adopt or engage in initiatives to reduce violent crime (including offenses involving firearms), the payroll costs of officers for time worked on such initiatives.
 - c. The payroll costs of officers for time worked on Crisis Intervention Teams.
 - d. For LEAs serving communities where the violent crime rate exceeds the state average, as identified in Appendix 1, the full payroll costs for new hires (as defined in paragraph 1 above) made on or after March 15, 2022.
8. **K9 units.** The Program will reimburse the costs associated with purchasing canines to assist officers with law enforcement functions, including any related training costs.
9. **Community policing initiatives.** The Program will reimburse costs associated with designing and implementing community policing initiatives, including training, equipment and technology (excluding weapons), temporary contract personnel, or other expenses associated with such

initiatives. For purposes of this Program, “community policing initiatives” refer to place-based, community-oriented crime reduction strategies in targeted neighborhoods suffering from chronic crime issues.

10. Initiatives to address carjacking and vehicle theft. The Program will reimburse costs associated with designing and implementing initiatives to prevent and investigate incidents of carjacking and vehicle theft, including training, equipment and technology (excluding weapons), temporary contract personnel, or other expenses associated with such initiatives.

11. Updating use-of-force policies to comply with Act 75. The Program will reimburse costs associated with updating their use-of-force policies to comply with the standards set forth in 2021 Wisconsin Act 75, including any costs of training related to these standards.

Expenditures not included in the above categories are not eligible for reimbursement through this Program.

Procurement limitations: All expenditures submitted for reimbursement through this Program must comply with Grantee’s local procurement procedures and must avoid conflicts of interest, acquisition of unnecessary or duplicative items, excessive costs, or other waste.

March 15, 2022

In March, Governor Evers announced a new investment of more than \$50 million to help make Wisconsin communities safer, including nearly \$19 million to be allocated to every local and tribal LEA across the state. The allocation for each LEA is based on the size of the population served, with an add-on for communities where violent crime exceeds the state average. You can find the amount allocated to your LEA here.

Each LEA can use its allocated funds to reimburse eligible expenditures incurred between March 15, 2022 and June 30, 2023. The Department of Administration (DOA) currently anticipates that the first round of reimbursement payments will be made in September 2022. In the coming weeks, the DOA will provide details on the types of expenditures that are eligible for reimbursement through the program, how an LEA reports them to the DOA, and other terms and conditions. We will send an email notice to you once those details are finalized.

For questions please contact LEAGrant@wisconsin.gov.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

PREPARED BY

AGENDA ITEM # E.5

For consideration with possible action a budget amendment resolution to transfer \$15,703.00 from Contingency account to Elections budget.

BACKGROUND

Total contingency request for \$15,703.00 to Election budget to help cover these items above the 2022 budget.

Seasonal Salaries:

- To cover extra nights and weekend for In Person Absentee Voting
- Concerned about recruiting and retaining pollworkers
- Central count for Aug / Nov
- Temp help
- Requesting \$11,767.00 for additional seasonal salaries

Office Supplies:

- Due to the high volume of absentee ballot requests, re-stock EL-122 Absentee Ballot Certificate Envelope and EL-120 outside envelope
- Based 2022 budget on 2020 budget, where the 2020 actual was \$1,408.42
- The 2022 cost for envelopes (EL-122 and EL-120) is \$3,936.00 and \$2,165.00, respectively.
- I would like to use \$3,936.00 of contingency to cover this unexpected cost.

RECOMMENDATION

Approve.

FISCAL IMPACT

ATTACHMENTS

- I. \$15,703 Election contingency request

2022	persons	elections	hours	pay		
poll workers	275	2		225	\$	123,750.00
central count	45	2		225	\$	20,250.00
CI	46	2		340	\$	31,280.00
temp help	3		174	\$ 15.00	\$	7,830.00
techs	5	2	80	26.49	\$	21,192.00
TOTAL					\$	204,302.00
2022 Budget ytd remaining funds					\$	(192,535.00)
ASK					\$	11,767.00

2023 projected

poll workers	275	2		225	\$	123,750.00
central count	20	2		225	\$	9,000.00
CI	46	2		340	\$	31,280.00
training	361			40	\$	14,440.00
temp help	0	0	0	\$ -	\$	-
techs	5	2	80	26.49	\$	21,192.00
TOTAL					\$	199,662.00

2024 projected

poll workers	275	4		225	\$	247,500.00
central count	130			225	\$	29,250.00
CI	46	4		340	\$	62,560.00
training	451			40	\$	18,040.00
temp help	3		174	\$ 15.00	\$	7,830.00
techs	5	4	80	26.49	\$	42,384.00
TOTAL					\$	407,564.00

**RESOLUTION AUTHORIZING
TRANSFER OF FUNDS**

June 28, 2022

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

Pursuant to the recommendation of the Finance Committee at its meeting of June 21, 2022, the following 2022 transfer of funds is hereby authorized:

	<u>ACCOUNT</u>	<u>AMOUNT</u>
From:	101099-59001 Contingency	\$15,703.00
To:	101104-50003 Seasonal Salaries	\$11,767.00
	101104-54002 Office supplies	\$ 3,936.00

Adopted _____

Approved _____

Mayor

Clerk



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

PREPARED BY

AGENDA ITEM # E.6

For consideration with possible action a motion by Ald. Galvin for a report with bullet points explaining what the City did with the monies as it relates to voter education, outreach, and registration.

BACKGROUND

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. Report from Clerk on voter outreach

2020 Voter Outreach

Questions from alders:

- How did we do outreach and education?
- Did we work with NGOs (non-profits)? If we did, who were they and what did we do with them?
- If we worked alone, what did the outreach/education look like? Brochures, mailings, social media and the like?
- Did we focus on any specific groups, such as non English speaking, political affiliation, religious, income level or anything like that, or did we just do mass notifications to any and all?

How did we do outreach and education?

We engaged HVS/KW2 to create a media plan. Their final report is attached.

Total cost: \$100,000 or 8% of the **\$1,255,705.69** grant dollars spent

Did we work with NGOs (non-profits)? If we did, who were they and what did we do with them?

Yes, we worked with COVO, a local group who helps voters and COMSA, a local group who helps Somali residents and citizens. We granted funds for a tablet, a wifi hotspot and a tents. Each organization assisted voters. They used the wifi hotspot and tablet so that voters without internet access could make their own absentee ballot request through the state's website, www.myvote.wi.gov. Importantly, the voter created their own absentee ballot request.

We also worked with the agencies that help those who are homeless (Golden House and House of Hope submitted requests for reimbursements). We granted them funds to help citizens obtain documents so they could register to vote.

Total cost: \$2199 or 0.2% of grant dollars

If we worked alone, what did the outreach/education look like? Brochures, mailings, social media and the like?

We published a voter guide. Social media was completed in conjunction with HVS/KW2. We also used digital geofencing, which are ads that pop up on mobile phones located in a certain geographic area. These ads encouraged voters to visit myvote.wi.gov and the clerk's office. We created voter-related art from local artists including an "I voted" sticker, a voter mural and a selfie mural at City Hall. We designed and mailed an informational post card to all residents.

Total cost: \$24,452 or 1.9% of grant dollars

Did we focus on any specific groups, such as non English speaking, political affiliation, religious, income level or anything like that, or did we just do mass notifications to any and all?

We had advertisements, created by HVS/KW2, in Spanish. We also had, and continue to have, voter guides in English, Spanish, Hmong and Somali.

We did not focus on voters based on income, political affiliation or religion. This information is not available to the clerk's office through state databases.

We mailed a postcard to all residents providing essential information (the expenditure was included in the previous category).

Total cost: \$4717 or 0.4% of grant dollars



OTT & Earned Media Report

Date: 11/23/20
To: CGB
From: KW2/HVS
Subject: OTT & Earned Media Campaign Efforts

OTT Media

The Over-The-Top (OTT) digital ad campaign went live on October 22nd and ran through November 3rd. The objective of these ads was to encourage and promote voter education in the City of Green Bay by informing eligible voters of the process and options for registering and voting in the 2020 General Election. The campaign audience consisted of all eligible voters in the City of Green Bay (+18 years old).

Campaign Overview:

- Timing: October 22, 2020 – November 3, 2020
- Geography: City of Green Bay, WI
 - Zip Codes: 54155, 54229, 54301, 54302, 54303, 54304, 54311, 54313.
- Media Tactics: OTT, Pre-roll, YouTube & Address IQ via OTT.
- Campaign objective: Encourage and promote voter education and information to eligible voters in the City of Green Bay.

Highlights:

- A total of 942,182 impressions were delivered by the campaign.
 - 359,348 of these total impressions were Spanish ad impressions.
- The campaign focused on daily optimizations and delivery was opened from OTT to Pre-roll, YouTube and WeAreGreenBay.com mobile video delivery across the news website and all the apps (see appendix for platform and domain details).
- During the last two days of the campaign, OTT delivery was opened to Address IQ (the digital equivalent to direct mail) to further maximize the campaign's reach.

Tactic	Impressions	Spanish Impressions	100% Completions	Video Completion Rate (VCR) %
OTT	24,020	69,051	53,931	57.95%
AIQ OTT	51,592	6,785	35,026	59.99%
Pre-roll	418,538	271,918	397,320	57.54%
YouTube	7,969	11,594	11,126	56.87%
WeAreGreenBay.com Pre-roll & Apps	80,715		n/a	n/a
Total	942,182			



Top 10 OTT Platforms:

- Apple TV (45,394 impressions)
- Samsung (17,361 impressions)
- Roku (14,326 impressions)
- Amazon (7,030 impressions)
- Other Platform (3,570 impressions)
- Microsoft (2,258 impressions)
- Google (1,294 impressions)
- LG (1,148 impressions)
- Vizio (426 impressions)
- Sony (203 impressions)

Performance by Device:

- Mobile
 - 306,925 impressions
 - 1,512 clicks
 - 0.49% click rate
- Desktop
 - 298,702 impressions
 - 218 clicks
 - 0.07% click rate
- Tablet
 - 97,440 impressions
 - 1,162 clicks
 - 1.19% click rate
- Other
 - 6,960 impressions
 - 2 clicks
 - 0.21% click rate

Best Performing Ads (English & Spanish)

- Ready to Register – English version
 - 136,386 impressions
 - 665 clicks & 0.49% click rate
 - 79,593 completions & 58.36% video completion rate
- Ready for your Safety – Spanish version
 - 82,942 impressions
 - 279 clicks & 0.34% click rate
 - 50,653 completions & 61.07% video completion rate



Earned Media

The following earned media efforts were completed during the campaign:

Deliverable	Status	Notes
News Release #1: Kickoff Press Event Media Advisory	Complete	Sent via CGB NewsFlash 10/12/20
Kickoff Press Conference 10/13/2020 12:30 pm	Complete	Outlined news conference and drafted comments for Mayor Genrich and Celestine Jeffreys.
CGB Vote Countdown copy for SM and talking points	Complete	Countdown used for CGB Facebook posts.
News Release #2 for 10/19: Mail It Monday	Complete	Sent via CGB NewsFlash 10/19/20
Election Day Media Plan memo	Complete	Outline of comms responsibilities on Election Day.
Op-Ed Column for <i>Green Bay Press Gazette</i> and <i>Press Times</i>	Complete	Both publications printed Mayor Genrich's Op-Ed: Press-Times: 10/23; GBPG: 10/25
News Release #3 for 10/26	Complete	Sent via CGB NewsFlash 10/26/20
Media Advisory: Election Day Media Guidelines	Complete	Emailed this advisory directly to local Editors, News Directors and Assignment Managers on 10/27. Re-sent on 11/2 with contact info for Lt. Shauna Welsh, Election Day PIO.
News Release #4 for 11/2	Complete	Sent via CGB NewsFlash 11/2/20
"How Green Bay is Ready For Your Vote" Talking Points	Complete	Distributed to City Staff 10/27 for reference during radio interviews as well as social media posts.
Pitch and coordinate radio interviews: WTAQ AM-FM 10/26, 7:45am WNCY FM "Y-100" 10/29, 8:10 am WIXX FM 10/29, 8:45am	Complete	WTAQ – Mayor Genrich on <i>Morning News with Matt and Earl</i> ; approx. 7 mins. WNCY – Mayor on <i>Shotgun & Charli Show</i> approx. 3 mins. WIXX – Celestine Jeffreys on <i>Murphy In The Morning Show</i> approx. 3 mins.
Election Day Crisis Communication planning	Complete	Collaborated with election mentors, city staff and law enforcement to create a plan for communications on Election Day for routine and crisis communications.
Final week lead-up to Election Day Media Coordination	Complete	Fielded emails and calls from local media following the 10/27 Media Advisory. Media were directed to alert HVS to which polling place or central count they planned to attend on Election Day; HVS communicated this info to PIO.
News Conference: Monday, 11/2	Complete	Created an outline and draft talking points for news conference, which was coordinated internally by city staff.
Election Day Media Coordination	Complete	Worked with media all day 11/3 on where they could and could not be; rules of engagement by media members; helping to fulfill interview requests. Started at Johnsonville Tailgate Village at 6:30am; then to Sears building followed by Bay Beach, then Central Count. Remained at Central Count until 10:45pm.



OTT Appendix

PERFORMANCE BY PLATFORM

PLATFORM	IMPRESSIONS	25% COMPLETED	50% COMPLETED	75% COMPLETED	100% COMPLETED
 Apple	45,394	69.87%	54.04%	42.06%	32.68%
 Samsung	17,361	81.13%	75.57%	71.94%	70.24%
 Roku	14,326	98.79%	98.48%	98.17%	97.92%
 Amazon	7,030	95.79%	95.32%	94.98%	94.71%
 Other Platform	3,570	79.66%	73.56%	70.87%	68.63%
 Microsoft	2,258	91.23%	91.19%	91.05%	91.01%
 Google	1,294	54.33%	45.98%	41.58%	38.56%
 LG	1,148	65.68%	55.92%	50.35%	47.74%
 Vizio	426	96.24%	96.24%	96.24%	96.01%
 Sony	203	98.03%	97.54%	97.54%	96.55%

PERFORMANCE BY FEATURED NETWORK

 30.75%	 15.52%	 10.35%	 82.53%	 99.68%
 16.09%	 0.38%	 89.96%	 95.34%	 95.05%



Pre-Roll Top 10 Domains

PERFORMANCE BY PLACEMENT

DOMAIN	IMPRESSIONS	CLICKS	CLICK RATE
Words With Friends 2	38,943	1,079	2.77%
Spider Solitaire	2,410	579	24.02%
Words With Friends	21,693	525	2.42%
microsoftcasualgames.com	4,335	117	2.70%
WordScapes	3,119	109	3.49%
nypost.com	5,394	29	0.54%
fifty.com	744	23	3.09%
legacy.com	166,638	22	0.01%
Jigsaw Puzzle	468	21	4.49%
foxnews.com	19,418	20	0.10%

Performance by Device

DESKTOP MOBILE TABLET OTHER



DEVICES	IMPRESSIONS	CLICKS	CLICK RATE
Mobile	306,925	1,512	0.49%
Desktop	298,702	218	0.07%
Tablet	97,440	1,162	1.19%
Other	6,960	2	0.21%
Total	710,027	2,894	0.41%

Best Performing Ads

HVS - READY TO REGISTER - ENGLISH VIDEO

IMPRESSIONS
136,386

CLICKS
665

CLICK RATE
0.49%

COMPLETIONS
79,593

COMPLETION RATE
58.36%



HVS - READY FOR YOUR SAFETY - SPANISH VIDEO

IMPRESSIONS
82,942

CLICKS
279

CLICK RATE
0.34%

COMPLETIONS
50,653

COMPLETION RATE
61.07%



25% COMPLETE
76.86%

50% COMPLETE
68.60%

75% COMPLETE
62.95%

100% COMPLETE
58.36%

25% COMPLETE
79.64%

50% COMPLETE
71.69%

75% COMPLETE
66.13%

100% COMPLETE
61.07%



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

PREPARED BY

AGENDA ITEM # E.7

To refer to staff, Law and Finance, to continue 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 service form 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.” From the May 24th Finance Committee meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. DRAFT GRANT ADMINISTRATION POLICY (CLEAN VERSION)
2. DRAFT GRANT ADMINISTRATION POLICY-REDLINE



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:
Finance Committee Approval:	City Council Approval:

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 guidelines set out by the US Office Management and Budget “Super-circular.”

II. DEFINITIONS

Governmental grant refers to external funding from a State or Federal agency usually awarded through a competitive application process for use for a specific purpose within a specified period of time. Grants include written agreements enforceable by law 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 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 2 CFR § 200.331. 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 the content, accounting, and compliance responsibilities associated with each grant, in addition to procedures for acceptance and ongoing administration of awarded funds until grant close-out. The policy pertains to all agencies, departments, and offices of the City, and those committees, boards, 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 #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 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. 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 #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 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 must be presented to the department's appropriate committee along with its budget for approval before a grant agreement is executed. At the time of such presentation, the Grant Tracking Form shall be included as an attachment to the action item on the meeting agenda. Applicable budget adjustments will be placed on the Finance Committee Agenda at the same time.

Following initial approval, recurring annual grants do not need to be re-approved unless changes to the grant have increased the workload responsibility resulting in an addition of staff or funding exceeding \$100,000. 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. 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. 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 grants objective.

The grantee department must be prepared to share this file with the Finance Department as requested for internal monitoring as well as during external financial and single audits 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 notify the Finance Department when a grant payment is to be received.

2. Financial and Program Reporting Reviews

a) Financial Review:

- i. On an on-going basis, the grantee department will monitor the accuracy of expenditures, and grant expenditure/financial reporting requirements.
- ii. 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:

- i. 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, those requirements must be followed. Grantee departments are encouraged to consult with the Purchasing Manager in Administrative Services. If a grant funds the purchase of IS-related equipment or software, the IT Administrator 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 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

If a City department is offered unsolicited grant funding without having to participate in an application process, and said grant exceeds \$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)

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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 department 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. Critical Timing Issue utilization will be monitored, however, 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

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- 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 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. 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:

- c) 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).
- d) 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 #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 grant (to show that a budget amendment is not needed).

2. Committee Notification/Approval and Common Council Approval

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Following initial approval, recurring annual grants do not need to be re-approved unless changes to the grant have increased the workload responsibility resulting in an addition of staff or funding exceeding \$100,000. 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. The grantee department will likewise be responsible for maintaining the following documents in a single grant file:

6. Original Grant Application.
7. Copy of Executed Grant Contract/Agreement with Original filed in Clerk's Office.
8. Payment Requests/Activity Reports Provided to the Grantor/Funder.
9. Documentation of Grant Amendments.
10. 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 grants objective.

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

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2. Financial and Program Reporting Reviews

c) Financial Review:

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

d) Program Review:

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

D. SPECIAL SITUATIONS/CIRCUMSTANCES

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If a City department is offered unsolicited grant funding without having to participate in an application process, and said grant exceeds \$10,000, the recipient department must follow the instructions in Section IV.B., Grant Acceptance Procedures, and follow all City purchasing policies and procedures.

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4. 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.



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~~ ~~specifiewithin 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 §.200.3310.~~ 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

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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.

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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.

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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.
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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).
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Following initial approval, rRecurring 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. hHowever, 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, tThe grantee department will likewise be responsible for maintaining the following documents in a single grant file:

1. Original Grant Application.
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4. Documentation of Grant Amendments.
5. ~~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 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.

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2. Financial and Program Reporting Reviews

a) Financial Review:

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

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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.

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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.

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D. SPECIAL SITUATIONS/CIRCUMSTANCES

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~~For~~ ~~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.~~

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- d) ~~Identification of responsible staff for program compliance and fiscal monitoring;~~
- e) ~~Applicant Department Director; and~~

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Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

PREPARED BY

AGENDA ITEM # E.8

To refer to staff to work with Ald. Brunette to bring forward to the Common Council a request by Ald. Brunette which states: "For a status update and discussion regarding legal services received from Law Forward states United Democracy Center, and Stafford Rosenbaum LLP with possible action such as continuing or discontinuing legal service received." From the May 10th Finance Committee meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Timeline of Representation
2. Legal Representation Memo

Timeline Summary

- October 1, 2021
 - City receives legislative subpoenas related to investigations of the administration of the November 2020 elections.
- October 5, 2021
 - City of Green Bay retained Law Forward , States United Democracy Center, and Stafford Rosenbaum, LLP (collectively, Outside Counsel).
- October 2021
 - Outside counsel corresponds with Office of Special Counsel to effectuate response to the issued subpoenas.
 - An agreement is reached to produce documents in lieu of testimony by City officials and or employees.
- October 14, 2021
 - Outside counsel compiles and provides first set of documents in response to subpoenas.
- November 23, 2021
 - Outside Counsel provides supplemental production, bringing the total number of pages produced to approximately 21,000 pages.
- November 29, 2021
 - Mr. Gableman files two petitions for “Writs of Attachment of the Person.” One petition names City of Green Bay Mayor Eric Genrich as a respondent. The Court initially sets a hearing for December 22, 2021 and instructs Mr. Gableman to inform the respondents.
- December 1, 2021
 - Mr. Gableman reveals the existence of his petitions during a hearing of the Assembly Committee on Campaigns and Elections. He does not communicate directly with the respondents.
- December 2, 2021
 - In response to Mr. Gableman’s announcement and on behalf of Mayor Genrich, Attorney Mandell files a letter with the Court, making a number of objections to the petition.
 - The Court converts this matter to a civil case, permitting electronic filing and CCAP access.
 - The Court sets a scheduling conference for December 10, 2021.
- December 9, 2021
 - Mr. Gableman’s attorney responds to Mr. Mandell’s letter regarding the Writs of Attachment via a filing to the Court. The

Department of Justice files a letter with the Court, providing information regarding the ongoing proceeding in Dane County Circuit Court regarding subpoenas. The City of Madison City Attorney files a letter with the Court regarding the petition naming Mayor Satya Rhodes-Conway as a respondent.

- December 10, 2021
 - The Court holds a scheduling conference, at which attorneys for Mr. Gableman, Mayor Genrich, and Mayor Rhodes-Conway appear.
 - At the request of Mr. Gableman's counsel, the matter is adjourned for 30 days pending the outcome of a hearing in Dane County Circuit Court.
 - During the hearing, the Court instructs Mr. Gableman's counsel to provide information about the proper legal mechanism to enforce a legislative subpoena in Wisconsin.
- January 4, 2022
 - Mayor Genrich, through Outside Counsel, files a motion for sanctions, seeking largely non-monetary sanctions against Mr. Gableman for making misleading or untrue statements about the Mayor and the City, and for pursuing a legally baseless action.
- January 20, 2022
 - Mr. Gableman's attorney files a five-page letter brief, stating why they believe that Wis. Stat. § 885.12, which does not pertain to legislative subpoenas, is the proper mechanism for enforcement.
 - Mr. Gableman's attorney also files a motion from the Assembly Committee on Campaigns and Elections.
- January 21, 2022
 - The Court holds another hearing and receives an update on the matter.
 - Mr. Gableman's attorney requests that the Court enter the writs.
 - Outside Counsel requests that the matter be dismissed.
 - The Court orders a briefing schedule and requires that the parties brief the Court's authority to issue the writs, the correct procedure, and the factual basis of the writs.
 - The Court sets a hearing for April 22, 2022.
- February 18, 2022
 - The Friday before his brief is due, Mr. Gableman files an Amended Petition, naming six additional respondents: three from the State of Wisconsin, including the then-Chair of the Wisconsin Elections Commission and two state employees; two employees of the City of Milwaukee, including the chief information officer; and the Mayor of the City of Racine, Cory Mason.

- February 11, 2022
 - *Sipes* – WEC complaint filed alleging the City violated the law by using drop boxes in the November 2020 election.
- February 21, 2022
 - Mr. Gableman’s attorney files a “Brief of Petitioner Regarding the Court’s Order of January 21, 2022.”
- February 23, 2022
 - On behalf of the new respondents from the State of Wisconsin, attorneys from the Department of Justice appear in the case, make several objections to the Amended Petition, and indicate they intend to file a motion.
- March 1, 2022
 - An individual from Allouez files a letter with the Court, requesting that the Court refuse to jail the respondents.
- March 4, 2022
 - The City of Racine City Attorney files a letter on behalf of Mayor Mason and requests a separate briefing schedule to address the Amended Petition.
- March 7, 2022
 - The City of Milwaukee City Attorney, on behalf of the two Milwaukee employees, appears in the case and requests to participate.
 - The Court sets a response date of April 4 for the City of Milwaukee and indicates it will hold another scheduling conference.
- March 9, 2022
 - Outside counsel files 30 page response with exhibits in the *Sipes*-WEC complaint on behalf of the City of Green Bay, Mayor Genrich and Clerk Jeffreys to the WEC.
- March 14, 2022
 - The City of Racine City Attorney enters an appearance in Writ of Attachment action.
- March 15, 2022
 - The Waukesha Circuit Court presiding over the Writ of Attachment action schedules another scheduling conference for April 1, 2022.
 - In light of the new parties and scheduling conference, Mayors Genrich and Rhodes-Conway, by counsel, file an expedited motion to adjourn the briefing schedule.
 - Mayor Mason, by his attorney, files a separate expedited motion to

- adjourn the briefing schedule and the April 22 hearing.
 - The Court adjourns the briefing schedule, indicates it will take up scheduling at the April 1 hearing.
- April 1, 2022
 - At the scheduling conference, Mr. Gableman's attorneys state they would like another opportunity to file a brief and request 30 days to do so.
 - The Court enters a new briefing schedule for all parties and schedules a new hearing for July 11, 2022.
- April 28, 2022
 - WEC issues letter dismissing the *Sipes*-WEC complaint.
 - In further, WEC orders that all future Wis. Stats. §§ 5.05 and 5.06 complaints relating to the acceptance and use of 2020 CTCL election grant funds shall be considered untimely, barred by laches and issue preclusion, or otherwise nonjusticiable under those statutes.
- May 4, 2022
 - Mr. Gableman's attorneys file another brief, which is substantively identical to the brief they filed in February 2022.
 - In addition, Mr. Gableman files a motion to supplement the petition.
- May 12, 2022
 - The Court files the amended briefing schedule from the April 1 scheduling conference.
- June 1, 2022
 - Mr. Gableman's new attorney files a motion to adjourn the July 11, 2022 hearing.
 - The Court adjourns the hearing to August 30, 2022.
- June 6, 2022
 - Outside counsel prepares and collaborates with other respondents from the Cities of Green Bay, Madison, Milwaukee, and Kenosha to file a combined responsive brief in the Writ of Attachment Action. The brief is 83 pages long.
 - Each municipality also files a supporting affidavit, some including numerous exhibits.
 - The Department of Justice, on behalf of the State of Wisconsin respondents, files a separate brief.

- June 10, 2022
 - Outside Counsel received correspondence from Attorney Kardaal in the *Carlstedt* appeal seeking a stipulated voluntary dismissal of the case in Brown County Circuit Court.
- August 30, 2022
 - Oral Arguments scheduled for a half day hearing in the Writ of Attachment matter in Waukesha County Circuit Court. This was adjourned from July 11, 2022 at the request of the Office of Special Counsel.

Legal Representation Memo and Summary:

*Investigations and Litigation Relating to the
Administration of the November 2020 Election*

I. Nature of Representation and Engagement with the City of Green Bay

On October 5, 2021, the City of Green Bay Common Council voted to retain Law Forward, Inc. ("Law Forward"), Stafford Rosenbaum, LLP ("Stafford"), and States United Democracy Center ("SUDC") as Outside Counsel to the City regarding investigations into the 2020 General Election.

a. City's Engagement of Outside Counsel

The City's engagement of SUDC was memorialized in an engagement letter executed on October 5, 2021; a separate engagement letter between the City, Law Forward and Stafford was executed on October 6, 2021. Both letters provide that Outside Counsel will "provide legal advice and services in connection with investigations related to the City's election administration in 2020, including but not limited to the legislative subpoena received by a City employee on October 1, 2021." Outside Counsel and the City agreed that the firms would provide strictly legal services to the City. The engagement letters also specify that Outside Counsel will keep the City informed about the status of any matter and consult with the City before making any significant decisions regarding the matter. Outside Counsel also agreed to abide by the City's policies for outside counsel, including "Best Practices and General Requirements" and "Litigation and Case Management."

These practices, among many other provisions, include an explicit expectation that outside firms work closely with the City Law Department and that attorneys from the Law Department are to be fully involved. These policies also specify numerous decisions which cannot be made without the prior approval of the City Attorney, as well as a requirement that the City Attorney approve all legal pleadings.

Consistent with these requirements and the rules governing attorney conduct in the State of Wisconsin, but without disclosing the substance of any protected communication, Outside Counsel have met weekly with city staff, including the City Attorney, to keep the City up to

date on all legal developments and consult regarding any substantive decisions. Pursuant to their agreement with the City, each firm has one attorney at each firm acting as primary attorneys in the representation. As required by the demands of each matter, other attorneys are assigned and work on projects.

Outside Counsel agreed to represent the City on a pro bono basis and have not billed the City for any of the work described in this memorandum or any related expenses. Outside Counsel will continue to provide legal services without cost to the City.

II. Legal Services Provided to Date.

Since the City of Green Bay retained Outside Counsel, our firms represented the City and its employees in the following matters:

a. Response to Subpoenas

- i. Nature of the Matter: In October and December of 2021, the Legislature issued subpoenas for documents and testimony to the City of Green Bay and various officials within the City. Outside Counsel has worked with the City to respond to the subpoenas, including by providing over 21,000 pages of documents to the Legislature's Special Counsel.
- ii. Description of Legal Services Performed: Each of the subpoenas individually, and all of the subpoenas in combination, demanded a broad range of information, including any and all documents from the City regarding the 2020 General Election. In response, Outside Counsel contacted the Office of Special Counsel to reach an agreement by which the City would voluntarily produce to the Special Counsel all documents that had been produced in response to open records requests regarding the November 2020 General Election, as well as additional public documents regarding the City's administration of the 2020 election, including all City filings in litigation related to the election. Outside Counsel has, to date, produced over 21,000 pages of documents to Mr. Gableman and his staff, while simultaneously explaining and preserving certain legal objections in order to protect the City's rights and ability to function properly, as well as the right of privacy enjoyed by the citizens of Green Bay. The City of Green Bay, through Outside Counsel, has produced more documents to date than any other municipality which received similar subpoenas.

Effectively responding to these subpoenas required knowledge of various issues surrounding legislative subpoenas, which had not been used in Wisconsin for 50 years prior to 2021. These subpoenas, specifically, raised novel issues regarding the nature of the Legislature's and Special Counsel's authority. Numerous legal issues

related to these subpoenas are currently being litigated in Dane County Circuit Court. Although the City of Green Bay is not a party to the Dane County litigation, Outside Counsel has been actively monitoring it, along with related appeals.

The subpoenas also required Outside Counsel to be versed in various rules and statutes governing normal discovery and civil procedure in this state. Due to some of the requests contained the subpoena, Outside Counsel also had to research and address issues touching on state and federal law regarding security requirements for election equipment, statutory privacy rights, contract law, and privilege. Outside Counsel also had to be familiar with the documents and information being produced, what other information which the City makes available to the public (including financial information, information regarding election results, and information regarding election administration), certain structures of City government, and how the City conducted the 2020 General Election.

Outside Counsel wrote no fewer than six extensive letters to Mr. Gableman and his staff in late 2021 and early 2022, variously explaining the City's legal positions regarding his subpoenas and providing information and documents. Due to the nature of the investigation, Outside Counsel also has devoted considerable time to reviewing public appearances and reports issued by Mr. Gableman and his office.

- iii. Firm/Attorney Involvement: Law Forward, Stafford, and SUDC have all contributed significant attorney time to responding to the subpoenas. Over the course of approximately five months, at least eight attorneys worked on this matter.

b. Gableman v. Genrich et al. (Waukesha County Circuit Court Case No. 21CV1710)

- i. Nature of the Matter: Despite the steps described above, on November 29, 2021, Michael Gableman filed for a "Writ of Attachment of the Person" against Mayor Genrich. Mr. Gableman sought an *ex parte* order against the Mayor. Mr. Gableman did not serve the Mayor or any other City employee with his filings. The City and Outside Counsel learned of the filing on December 1, 2021, following Mr. Gableman's testimony before the Assembly Committee on Campaigns and Elections.
- ii. Description of Legal Services Performed: Given the nature of Mr. Gableman's request, Outside Counsel had to immediately write to the Waukesha County Circuit Court to avoid any prejudice to the City or its officers. Outside Counsel's initial correspondence raised issues including (1) the nature of a "writ of attachment," which is a specific

legal mechanism relevant to civil disputes involving money damages; the nature of the legislative subpoenas on which the “writ” was apparently based, including the relationship to ongoing litigation; (3) jurisdictional defects in the request, (3) whether Mr. Gableman had standing to pursue a remedy under Wis. Stat. § 885.12, which is a specific statute generally applicable to compelling testimony before executive bodies; and (4) factual issues regarding Outside Counsel’s negotiations and cooperation with the Office of Special Counsel.

Since then, Outside Counsel has drafted and filed a motion for sanctions with a supporting brief and affidavits, various procedural motions, correspondence to the Dane County Circuit Court judge hearing the related matter, attended three status hearings, and reviewed pleadings and filings in a case that now involves 11 parties.

Most recently, Outside Counsel assisted the City and other respondents in drafting and filing a joint response to Mr. Gableman’s petition. Again due to the unusual and historically uncommon nature of both the subpoena and the petition, as well as the complex factual background, Outside Counsel presented various specialized and technical arguments regarding statutory history, the canons of statutory construction, the appropriate remedies available under a specific and uncommonly-used statutory provisions, the appropriate standard and its application of the facts of the case, the nature and scope of legislative subpoenas under Wisconsin Law, and several procedural defects. Each of these legal issues is complex, and some of them are novel or issues of first impression. Work on this response involved not only discussion of Wisconsin caselaw and statutes, but historical documents, statutory history, and various constitutional provisions. The combined brief ended up being over 80 pages long .

Mr. Gableman’s petition and a related motion is scheduled for a half-day of oral argument August 30. Outside Counsel expects to participate along with attorneys for the other respondents. Given the nature of the litigation, an appeal of any decision is likely, including a subsequent appeal and oral argument before the Wisconsin Supreme Court.

- iii. Firm/Attorney Involvement: Law Forward, Stafford, and SUDC have all contributed significant attorney time to this litigation. Although the case only really began in December, 2021, at least nine attorneys have spent time researching and drafting pleadings, and/or appearing in court. Outside Counsel expects to spend approximately 200 hours of additional attorney time on any appeal.

c. *Carlstedt et al. v. Wisconsin Elections Commission (Brown County Circuit Court Case No. 22CV24)*

- i. Nature of the Matter: On April 13, 2021, several individuals filed a complaint with the Wisconsin Elections Commission, claiming that Mayor Genrich, former Clerk Kris Teske, and Clerk Jeffreys violated the law by accepting grant funds in 2020. WEC dismissed that complaint on December 8, 2021. The Complainants filed an action for judicial review in Brown County Circuit Court.
- ii. Description of Legal Services Performed: The Complaint in this matter is 40 pages long, consisting of 142 numbered paragraphs. The underlying complaint before WEC was 33 pages long, consisting of 108 numbered paragraphs, and was accompanied by approximately 400 pages of other materials.

Because this action for judicial review specifically addresses decisions made by the City of Green Bay Common Council and officials and staff within the City, Law Forward and Stafford, on behalf of the Mayor and Clerk Jeffreys, filed a Notice of Appearance, responding to each allegation in the Complaint. Judicial review of administrative decisions involve very specific substantive and procedural rules, including rules regarding the nature of the court's jurisdiction. These rules are further complicated in a review of a WEC decision, which has its own governing provisions.

Apart from the legal technicalities attendant to an action for judicial review of an administrative decision, the Complaint raises issues that touch on specialized questions of Wisconsin election law, issues under the U.S. Constitution, mootness, justiciability, laches, and issue preclusion.

- iii. Firm/Attorney Involvement: Law Forward and Stafford represent the City of Green Bay Respondents in this matter. On June 10, 2022, counsel for the Petitioners have indicated they wish to seek a voluntary dismissal of the case. If in the event a dismissal is not ultimately filed, we expect that the Court will issue a briefing schedule in the near future and that Outside Counsel will be required to spend 50 to 100 hours of attorney time reviewing and responding to the plaintiffs' arguments, plus any additional time required by an appeal.

d. *Sipes v. Genrich et al. (Brown County Circuit Court Case No. 2022CV612)*

- i. Nature of the Matter: On February 11, 2022, two individuals filed another WEC complaint regarding grant funding in 2020, and alleging

that the City violated the law by using absentee drop boxes in the 2020 General Election.

- ii. Description of Legal Services Performed: As both cases involve grant funding and are from the same attorney, the *Sipes* complaint, like *Carlstedt* raises Wisconsin election law, mootness, justiciability, laches, and issue preclusion, all of which Outside Counsel addressed in their brief to the WEC. The City's issue preclusion argument, for example, spanned approximately eight pages and required ten sub-sections to address the relevant factors. The Complaint was again quite long—60 pages, consisting of 198 numbered paragraphs, and was accompanied by 676 pages of exhibits.

The City's brief also included substantive discussion of Wisconsin election law, particularly the application of the election bribery statute. This included arguments regarding long-standing precedents, canons of construction, and the nature of the WEC's authority.

Due to certain actions by the Complainants, the City was forced to quickly file a motion to strike and additional brief. The City's motion included technical arguments about the proper procedure in complaints before WEC. The brief included additional specialized arguments regarding Wisconsin election law and WEC procedure, as well as further discussion regarding the doctrines of claim preclusion and timeliness.

This case was fully briefed in March and on April 28, 2022, the WEC issued its determination, finding that the matter was precluded from further review and that the WEC would consider no further 2020 CTCL grant related complaints. On May 25, the Complainants filed a new civil case – *Sipes v. City of Green Bay*, which named the City and Clerk Jeffreys as defendants. This new complaint, which is also about the 2020 General Election, and includes some new procedural defects and substantive election-law arguments requiring response.

- iii. Firm/Attorney Involvement: Law Forward and Stafford represented the City of Green Bay Respondents and the City in this matter. Five attorneys were involved in the various documents filed before the WEC.

III. Conclusion

Outside Counsel continues to appreciate the opportunity to be of service to the City of Green Bay and to work under the direction of the City's Law Department. To date, the legal positions we have presented, and which have been decided, have been accepted by WEC and the Courts. No court or administrative body has entered a substantive order or judgment adverse to the City in these matters.

In all of the work to date, and pursuant to the agreements with the City, Outside Counsel has worked at the direction of the City's Law Department. Outside Counsel meets regularly with representatives of the City to ensure it is apprised of ongoing developments in litigation. The Law Department reviews and approves legal filings drafted by Outside Counsel before they are submitted. Where appropriate, and also with the approval of the City, Outside Counsel has also provided counsel and advice to individual officials and employees.

Law Forward attorneys have performed over 227 hours of what would normally be billable legal services for the City of Green Bay. Attorneys at Stafford Rosenbaum provided over 175 hours. Attorneys at States United Democracy Center provided over 250 hours of legal services. This time does not include various internal meetings or discussions regarding our legal work on behalf of the City. Both Law Forward and States United have dedicated a full-time attorney to matters related to the City of Green Bay; each of these attorneys spends approximately half of their time on these matters. All three firms also provide administrative support.

While making predictions regarding the time and expense of future legal work is inherently uncertain, Outside Counsel conservatively estimates that the City would need to spend between \$75,000-\$125,000, if not more, in the second half of 2022 alone if it were paying for these types of legal services. The City may also have to pay additional start-up costs to bring on-board new counsel. The value of the legal services provided to date exceeds \$250,000.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

PREPARED BY

AGENDA ITEM # E.9

For consideration with possible action to approve transfer ownership of K9 Bose from the Green Bay Police Department to Retired Officer Matt Lynch.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

PREPARED BY

AGENDA ITEM # E.10

In response to 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 allocation funds." To refer to staff until the June 21st Finance meeting for proposals that have been presented or held for possible consideration, and to place this item for discussion on the July 26th Finance agenda for consideration of additional ideas presented by staff and Council. From the May 24th Finance Committee Meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. ARPA Top 10 Request List

	<u>Total Approved</u>	<u>Total Proposed</u>	<u>Total Proposed & Approved</u>	<u>Total Budgeted</u>	<u>Total Remaining</u>
Capital Needs and Organizational Priorities	\$4,364,164.58	\$3,039,822.00	\$7,403,986.58	\$10,000,000	\$2,596,013.42
Affordable Housing Development and Small Business Support	\$1,470,000.00	\$2,980,000.00	\$4,450,000.00	\$6,000,000	\$1,550,000.00
Stormwater, Green Infrastructure, and Climate Resilience	\$1,060,000.00	\$0.00	\$1,060,000.00	\$3,000,000	\$1,940,000.00
Crime Prevention and Neighborhood Enhancement	\$600,100.00	\$367,000.00	\$967,100.00	\$2,000,000	\$1,032,900.00
Arts, Culture, and Tourism	\$325,000.00	\$270,000.00	\$595,000.00	\$1,500,000	\$905,000.00
	\$7,819,264.58	\$6,656,822.00	\$14,476,086.58	\$22,500,000	\$8,023,913.42

File Number	Requestor	Category	Request Amount	Project/ Activity	Status
2-6-001	DPW	Capital Needs and Organizational Priorities	\$1,500,000	Roads	Approved
1-4-004	HR	Capital Needs and Organizational Priorities	\$84,407.50	The recommendation is to pay all hourly (non-exempt) employees a lump sum of \$500 for premium pay. The hourly employees are eligible as they are government employees, they provided essential work because they either interacted with the public or coworkers on a regular basis, and no written justification is needed because they are hourly employees and not exempt from FLSA overtime provisions. For all other employees, the recommendation is to use loss revenue funds to pay a \$500 stipend to them.	approved
2-7-008	Mike Hronek	Capital Needs and Organizational Priorities	\$29,440.83	Conference room upgrades and enhancements for zoom/ hybrid meetings.	Approved
5-3-209	Stephanie Hummel , Dave Hansen	Capital Needs and Organizational Priorities	\$1,600,000	3.9 Healthy Childhood Environments: Other Project 1 is the installation of 64 Rectangular Rapid Flashing Beacon (RRFB) systems throughout the City. Each RRFB location will be reviewed for ADA compliance, upgraded if non-compliant, and painted with high visibility continental-style crosswalk markings. A walk-behind line striper using Methyl-Methacrylate (MMA) Two-Component Traffic Marking Paint will be purchased for the high-viz crosswalks. MMA paint will also be purchased, as city staff will install the markings. 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 "BlinkLink" system which provides remote access to sign programming will be added to reduce maintenance costs. Total number of schools to receive these sign assemblies is 32, with a total of 66 sign assemblies being installed.	Approved
10-7-003	Finance	Capital Needs and Organizational Priorities	\$18,000	Single audits for FY22-25	Approved
3-7-001	Finance	Capital Needs and Organizational Priorities	\$170,000	Salary, indirect costs for Administrator of Grant	Approved
10-6-001	Mayor	Capital Needs and Organizational Priorities	\$655,000	one time purchases needed that are not able because of loss revenue.	Approved
2-3-002	Chief Chris Davis	Capital Needs and Organizational Priorities	\$307,316.25	Body Cameras- CIP list	Approved

File Number	Requestor	Category	Request Amount	Project/ Activity	Status
9-2-015	Celestine	Capital Needs and Organizational Priorities	\$79,411	Spanish translator for 3 years to translate documents	Proposed
10-6-205	Mike Hronek	Capital Needs and Organizational Priorities	\$125,000	Upgrade microphones and enhance the capability of hybrid meetings.	Proposed
11-7-002	Joe Faulds	Capital Needs and Organizational Priorities	\$5,411	Tremetrics RA360 Audiometer Comprehensive Package with audiocups, installation and Shipping \$5,411.00	Proposed
10-6-006	Mike Hronek	Capital Needs and Organizational Priorities	\$500,000	Replace Datacenter at City Hall and Disaster Recovery Site	Proposed
6-6-201	Paul Van Calster	Capital Needs and Organizational Priorities	\$80,000	6.1 This project consists of scanning about 54 4-drawer file cabinet of old construction documents, permit data, variances, utility info , violations, orders, etc. for all the addresses in the City. This documentation is utilized often by City Staff from multiple Departments (to name a few: DCED, DPW and Law) and requested by constituents weekly. The scanning of these documents will also further enable remote work if COVID restrictions are enacted again being able to access those files from offsite and will offer more space for staff to spread out if Staff need to come in to the office to work.	Proposed
5-2-210	Dan Ditscheit	Capital Needs and Organizational Priorities	\$800,000	Bay Beach: Replacing two rides that have been removed at Bay Beach	Proposed
5-2-211	Dan Ditscheit	Capital Needs and Organizational Priorities	\$1,450,000	Bay Beach Pavilion: Roof Repair, Winterizing, Renovations, Energy Upgrades	Proposed

Total Approved \$4,364,164.58
 Total Proposed \$3,039,822.00
 Total \$7,403,986.58

Total Allocated \$10,000,000.00
 Remaining Amount \$2,596,013.42

File Number	Requestor	Category	Request Amount	Project/ Activity	Status
9-2-214	Mayor	Affordable Housing Development and Small Business Support	\$180,000	1.10 Aid to Impacted Industries. This 3-year role would serve as central engagement for small business services in Green Bay, helping to create a 21-Century model that creates a robust successful ecosystem for our local businesses most impacted by COVID-19. The coordinator would utilize direct contact engagement that will build a public facing directory for community use, develop a report on the small business needs of the impacted population and play a match maker to City and Chamber services	approved
2-2-003	Neil Stechschulte	Affordable Housing Development and Small Business Support	\$1,000,000	The City of Green Bay currently facilitates a Commercial Façade Improvement Grant program. The program provides competitive funding to renovate or restore the exterior facade of commercial properties located in Facade Grant Eligible Areas	approved
2-2-004	Neil Stechschulte	Affordable Housing Development and Small Business Support	\$40,000	The Blueprint Green Bay is an accelerator program located in the Urban Hub and operated by the Green Bay Area Chamber of Commerce that provides entrepreneurs of color, female and veteran-owned businesses and startups in the Green Bay area with mentorship, technology training and the opportunity to secure seed funding via two focused cohorts (an idea session and a market validation session).	approved
2-2-006	Neil Stechschulte	Affordable Housing Development and Small Business Support	\$250,000	competitive grant program be established to provide direct operating and marketing assistance grants to organizations that host and operate existing or new tourism events	approved
	Neil Stechschulte	Affordable Housing Development and Small Business Support	\$1,500,000	Large-Scale Affordable Housing Development	proposed

File Number	Requestor	Category	Request Amount	Project/ Activity	Status
5-2-201	Cheryl Renier-Wigg	Affordable Housing Development and Small Business Support	\$500,000	2.18 Housing Assistance: Other support The HILP Program offers property owners at or below 80% of median income, an interest free, pay it back when you move or sell loan to make home improvements to their properties. It is administered by NeighborWorks Green Bay and is primarily funded through the City's HOME allocation. This is a very popular program with a current a waiting list of over 100 people. The ARPA funding would be used to subsidize each loan. The owner would be eligible for a grant of up to \$10,000 to be used for energy efficiency improvements at the home such as furnaces, water heaters, windows, doors etc. This subsidy would help the owner pay for items that would have a cost savings to the household by decreasing energy costs. The City has been administering an owner rehab loan program for over 30 years. It has been a very successful program that has allowed working families and elderly residents the ability to stay in their homes, thus providing housing security and a safe living environment. The additional grant dollars will ensure all needed repairs can be completed with essential energy efficiency improvements included in the project. These grant dollars will assist over 50 low income home owners in Green Bay.	on hold
5-2-202	Cheryl Renier-Wigg	Affordable Housing Development and Small Business Support	\$300,000	2.18 Housing Assistance: Other support. The Curb Appeal Program is a program set up for property owners to complete exterior improvements to their properties, specifically items that aren't eligible under the City's HOME funded rehab programs. Staff discovered that there were a number of properties in our older neighborhoods that were in good shape, but had overgrown or missing landscaping, gravel driveways, dying trees and minor exterior repair issues that needed correction. Providing this grant allows the owners to have a funding resource to make these exterior improvements, thus improving the overall beautification of the neighborhood. This is a program that provides a grant of up to \$7,500 to cover the cost of exterior repairs. Historically, the average curb appeal grant has been \$4,000. Staff has packaged 29 of these grants in the past. Based on this average \$4,000 grant, 75 properties would be improved. This program would operate within the eligible Qualified Census Tracts only. It would be administered by Community and Economic Development Staff	on hold

File Number	Requestor	Category	Request Amount	Project/ Activity	Status
5-2-203	Cheryl Renier-Wigg	Affordable Housing Development and Small Business Support	\$500,000	2.2Household Assistance: Mortgage Great Being Home is a homeownership program serving employees of participating Green Bay employers. Eligible buyers will receive a \$5,000 grant in addition to other assistance programs for which they may qualify (up to \$10,000) Staff worked with our outside partners, NeighborWorks Green Bay and the Greater Green Bay Chamber of Commerce (Housing Committee) to craft this program. Great Being Home will help employers attract and retain talent, increase awareness and resources for homeownership among local employees, increase homeownership rates within the City, and strengthen neighborhoods. The City of Green Bay is currently under contract with NeighborWorks Green Bay to provide down-payment assistance under the City's HOME Program. We would continue to use NWGB to administer this program along with the HOME funded program. We will also continue to work with the Chamber of Commerce in attracting larger employers to participate in this program by making a donation on behalf of their employees. If fully funded, 100 buyers would be assisted in purchasing homes in Green Bay.	on hold
5-1-204	Mayor	Affordable Housing Development and Small Business Support	\$180,000	1.8 Assistance to Small Business^ For a staff person that engages small and micro businesses of color over 3 years implemented by the Chamber of Commerce	on hold

Total Approved	\$1,470,000
Total Proposed	\$2,980,000
Total	\$4,450,000

Total Allocated	\$6,000,000
Remaining Amount	\$1,550,000

File Number	Requestor	Category	Request Amount	Project/ Activity	Status
5-5-001	Public Works/ Parks	Stormwater, Green Infrastructure, and Climate Resilience	\$1,000,000	Stormwater feature at Seymour Park East.	approved
7-5-001	Public Works	Stormwater, Green Infrastructure, and Climate Resilience	\$60,000	Project intended for residential properties and non-profits. Rebates and cost-share structures: •Rain barrels = Free if City of Green Bay provides; Rebate of up to \$70/rain barrel if purchased separately •Rain gardens = Reimbursement rebate of 75% or 90% of actual project cost (up to a pre-approved maximum) for design and construction. Reimbursement percentage depends on location in watershed. An additional incentive is paid with proof of rain garden maintenance within two years of installation. •Shade/Stormwater trees/bushes= \$50/tree (no limit) or City- provided seedlings at no cost. •Maximum of up to \$5,000 per property for all eligible GI projects.	approved
1-5-001	Roosevelt St. Green Infrastructure (GI)	Stormwater, Green Infrastructure, and Climate Resilience	\$360,000	Biofiltration systems installed in the street terrace of Roosevelt St. Stormwater runoff enters the system through a curb-inlet opening or pipe and flows through a specially designed filter media mixture contained in a landscaped concrete container. The filter media captures and immobilizes pollutants; those pollutants are then decomposed, volatilized and incorporated into the biomass of the system's micro/macro fauna and flora. Stormwater runoff flows through the media and into an underdrain system at the bottom of the container, where the treated water is discharged.	no vote
1-5-003	S. Van Buren St. #2	Stormwater, Green Infrastructure, and Climate Resilience	\$570,000	Installation of ~850 feet of permeable pavement and biofiltration systems on Van Buren St, from E. Mason St to Stuart St. The biofiltration systems will be located in the street terrace and planted with native vegetation. This type of GI filters pollutants from stormwater and reduces the quantity of stormwater entering the stormsewer system. Permeable pavement catches water where it falls and allows stormwater and snowmelt to infiltrate into a subsurface storage layer.	no vote
5-4-6	Public Works	Stormwater, Green Infrastructure, and Climate Resilience	TBD	Large scale stormwater project(s)	Proposed
	Public Works	Stormwater, Green Infrastructure, and Climate Resilience	TBD	Grant Program for Private, Large Scale stormwater needs to catalyze development	Proposed

Total Approved \$1,060,000
 Total Proposed \$0
 Total \$1,060,000

Total Allocated \$3,000,000
Remaining Amount \$1,940,000

File Number	Requestor	Category	Request Amount	Project/ Activity	Status
9-1-008	Capt Allen	Crime Prevention and Neighborhood Enhancement	\$15,000	The Green Bay Police Department currently has 9 vacant sworn positions, with additional vacancies anticipated as more officers become eligible for retirement over the next few years. Our proposal is to set aside \$150,000 in American Rescue Plan Act (ARPA) funding for recruiting and retention efforts over the next three years. Up to \$100,000 of this funding could be used in 2022 and 2023 to pay up to \$10,000 in moving expenses for new-hires from outside the area. The remainder of the funds would be used for contract resources for wellness programming, including training and consultation for employees on nutrition, exercise, sleep deprivation, and mental health. Any funds earmarked for relocation or signing bonuses not used by January, 2024 would be re-programmed for additional wellness programming.	Approved
9-2-009	Capt Balza & Lt Jason Allen	Crime Prevention and Neighborhood Enhancement	\$35,000	Lot Cop/Law Enforcement Surveillance Trailer. The Lot Cop/Law Enforcement Surveillance Trailer is an enclosed hybrid powered trailer system that contains a large battery bank with solar charge assist for self sustaining use and deployment anywhere in the City. It contains a 25 foot telescoping mast with 1080P High Definition cameras with clarity in both dark and light areas that pan/tilt and 32x optical zoom with 24/7 video recording which provides valuable evidence to interdict criminal behavior and act as a visual deterrent.	Approved
11-3-001	Chief Chris Davis	Crime Prevention and Neighborhood Enhancement	\$88,000	Employee Recruitment and Retention. Creation of a branding strategy that evokes an emotional connection to potential candidates will allow for applicants to discover our organization and will become excited to join the Green Bay Police Department. Further development and training of the recruitment team staff to help identify strategies that will allow the recruitment team to identify and pursue qualified quality candidates.	Approved
5-1-205	Chief Chris Davis	Crime Prevention and Neighborhood Enhancement	\$148,100	1.11 Community Violence Intervention 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.	Approved
9-2-006	Cmdr Ebel & Capt Richgels	Crime Prevention and Neighborhood Enhancement	\$314,000	NIBIN. The NIBIN database links crimes more quickly, generates investigative leads that would otherwise not been detected and also gives prosecutors admissible evidence to corroborate witness testimony	Approved
12-3-001	Chief Chris Davis	Crime Prevention and Neighborhood Enhancement	TBD	Shot Detection system \$655,000 requested	approved for RFP, no funding at this time

File Number	Requestor	Category	Request Amount	Project/ Activity	Status
9-1-001	Chief Chris Davis & Cmdr Kevin Warych	Crime Prevention and Neighborhood Enhancement	TBD	Gun violence reduction strategy. NICJR will work with the Green Bay Police Department to create an Office of Violence Prevention (OVP) to develop effective Gun Violence Reduction Strategies	Proposed
H	Neil Stechschulte	Crime Prevention and Neighborhood Enhancement	\$150,000	Neighborhood support. A specific focus will be on leadership development and representation of disadvantaged populations in these neighborhoods. Strong neighborhoods are a key factor in the City's ability to attract and retain a vibrant workforce and to remain economically competitive. Revitalized neighborhood associations would have significant positive affect on the ability to communicate on City initiatives and the overall effectiveness of local government. A functioning neighborhood network would also make communicaiton and implementation of public health policies more efficient and effective.	On Hold
9-2-007	Steve Meadowcroft	Crime Prevention and Neighborhood Enhancement	\$217,000	FLOK Safety System-License plate recognition system. Implementation of a License Plate Recognition Camera system at eleven key enterances, exits, and throughways in the city using 28 cameras	Proposed

Total Approved \$600,100
Total Proposed \$367,000
Total \$967,100

Total Allocated \$2,000,000
Remaining Amount \$1,032,900

File Number	Requestor	Category	Request Amount	Project/ Activity	Status
2-2-005	Neil Stechschulte	Arts, Culture, and Tourism	\$75,000	The three active farmers markets that operate in the City of Green Bay are a primary tourism attraction for visitors during the summer months. These outdoor events are critical to supporting small businesses within our Business Improvement Districts. Pandemic conditions have negatively impacted these events, and caused additional expenses and reduced revenues. Staff is recommending that grants up to \$25,000 be awarded to the hosting organizations to help with costs related to operating and marketing these events in 2022. Events are: Saturday Farmers Market, Farmers Market on Broadway and the Market on Military.	Approved
2-2-006	Neil Stechschulte	Arts, Culture, and Tourism	\$250,000	competitive grant program be established to provide direct operating and marketing assistance grants to organizations that host and operate existing or new tourism events	Approved
	Neil Stechschulte	Arts, Culture, and Tourism	\$150,000	Green Bay Arts Grant Program (previously Annual Grant Program) (\$50,000 per year for 3 years)	Proposed
	Neil Stechschulte	Arts, Culture, and Tourism	\$50,000	Rotating Art Program (\$50,000 for 3 years)	Proposed
	Neil Stechschulte	Arts, Culture, and Tourism	\$70,000	Implementation of Shared Corridor Vision Plan	proposed
		Arts, Culture, and Tourism	TBD	Proposals to be submitted by BIDs to spur economic activity and employment within the arts/culture sector	Proposed

Total Approved \$325,000
Total Proposed \$270,000
Total \$595,000

Total Allocated \$1,500,000
Remaining Amount \$905,000

File Number	Requestor	Category	Request Amount	Project/ Activity	Status
6-1-204	Alder 1, Alder 11	3. Revenue Replacement	\$25,000	1.7 Capital Improvement We have 2 fire houses (station 1 & 3) that are structurally unsafe with a large financial impact to repair. We would like both a size and location analysis done to know future costs of combining the 2 stations to one, at a new location.	Pending Assessment
6-1-205	Alder 1, Alder 11	3. Revenue Replacement	\$9,000,000	1.7 Capital Improvement We have 2 fire houses (station 1 & 3) that are structurally unsafe with a large financial impact to repair. We would like to combine the 2 stations to one, at a new location.	Pending Assessment/ insufficient funds
6-2-206	Alder 7	1b. Negative Impacts (hospitality/ tourism/ Housing	\$55,000	2.35 Aid to tourism \$55 thousand for a bronze tree marker sculpture to be placed between the Hampton and Ray Nietzsche bridge. This is the end point of the old Military Road connecting Green Bay to Chicago that was constructed on an Indian trail. There is already a bronze statue at the Chicago end. The sculpture would be a recognition of Native American's impact in Green Bay and a way to honor the Ho Chunk, Menominee, and other local tribes.	Pending Assessment

File Number	Requestor	Category	Request Amount	Project/ Activity	Status
6-2-207	Alder 6	3. Revenue Replacement	\$650,000	2.2 Strong Healthy Communities: Neighborhood Features that Promote Health and Safety replace and relocate the playground, splashpad and basketball court at Farlin Park. The existing playground was installed in 1994 and is in current need of replacement. The existing splash pad was installed in 2000. The existing basketball court was last resurfaced in 2004.	Pending Assessment
12-2-002	Alders Steur & VanderLeest	1b. Negative Impacts (hospitality/ tourism/ Housing	\$100,000	Assist Business districts in improvements that were not able to be completed because of covid-19 \$100,000	Partially approved and currently contemplated in other sections
1-2-005	Alder 8	1a. Public Health	\$100,000	LTE positions for attorneys and support staff in the Brown County DA office due to cases being at an overwhelming number with a majority coming from the city of Green Bay.	Pending Assessment/more information
5-1-208	Alder 12	1a. Public Health	\$22,000	1.11 Community Violence Intervention Speed Boards	Pending Assessment/more information



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

June 21, 2022

PREPARED BY

AGENDA ITEM # E.11

For consideration and possible action the approval of American Rescue Plan Act (ARPA) allocation within the Capital Needs and Organizational Priorities category for \$25,000.00.

BACKGROUND

RECOMMENDATION

Approve.

FISCAL IMPACT

ATTACHMENTS

- I. June 21 Finance Memo PD updated 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: June 9, 2022

Re: ARPA Requests- 2 Categories

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.

Capital Needs and Organizational Priorities

Control #5-1-206 Community Policing Roof Replacement \$25,000.00

Project Summary: The Green Bay Police Department is working on a comprehensive gun violence reduction strategy. The foundation of this strategy is implementing an Office of Violence Prevention (OVP). The OVP will be led by a program director that will analyze, strategize, and empower life coaches to intervene in people's lives who are at most risk of being victims or suspects of gun violence.

Based on research and the recommendation from the National Institute of Criminal Justice Reform, the OVP should not be within the police department. Our intention is to house the OVP within the community policing (CP) center at 807 N. Irwin Ave. The CP center is a commercial

property in the “Old North Neighborhood.” In preparation of the OVP, we are updating the CP Center so all officers and staff of the OVP can work there. The CP center is currently in need of a new roof. We anticipate that the roof will be less than \$25,000. We need to replace the roof to ensure it is a safe place to work and does not create larger problems in the future. Once the roof is installed, the OVP and the community policing officers will be fully operational for many years.

Project Outcomes: The roof will ensure a safe and clean work environment. The new roof will prevent larger problems such as mold and rotten wood. The OVP will be able to work and deploy gun violence reduction strategies out of the CP center. Without the roof, the building will eventually become inhabitable and unsafe.

Recurring Costs: None.

Recommendation: Motion to approve request 5-1-206, Community Policing Roof Replacement project, from the Crime Prevention and Neighborhood Enhancement category for \$25,000.

Total of Projects:

Capital Needs (Revenue Replacement) Remaining Balance		\$5,475,735.42
5-1-206 Community Policing Roof Replacement	\$25,000.00	
	<u>\$25,000.00</u>	
Remaining Balance		<u><u>\$5,450,735.42</u></u>

Approved Projects

Control ID	Item	Amount
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
5-1-205	Police Fence	\$148,100.00
5-3-209	Safe Walk and Bike Plan	\$1,600,000.00

Total \$7,484,327.28

Award \$23,695,516.00
 Obligated \$7,484,327.28
 Remaining \$16,211,188.72

**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;

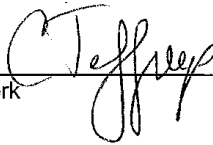
ARPA Plan Resolution
Page 2

- \$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

Clerk 


Mayor