AGENDA OF THE FINANCE COMMITTEE

TUESDAY, JULY 23, 2024, 4:30 PM
Immediately Following Personnel Committee Meeting
In person at City Hall, Room 207.
Virtual attendance is also available via Zoom.

A. Zoom Meeting Information.

1. Join Zoom Meeting Online:
   https://us02web.zoom.us/j/88142524379?pwd=ekliUHNVYTJ1RFpOUHVubTdXOHZYZz09

   Or call in by phone: +1 312 626 6799
   Meeting ID: 881 4252 4379
   Passcode: 846368

   If you wish to speak at this public meeting or leave a comment, please fill out the online Comment Form prior to the meeting. More detailed Zoom Instructions can be found online.

B. Roll Call.

C. Approval of the Agenda.

1. Approval of the Finance Committee agenda for the Tuesday, July 23, 2024 meeting.

D. Approval of Minutes.

1. Approval of the Finance Committee minutes from the Tuesday, June 18, 2024, meeting.

E. Regular Business.

1. Consideration with possible action on a request by the Finance Director to review and discuss 2023 year-end financial results for the City. The City's audit firm, Baker Tilly, will present to the committee.

2. Consideration with possible action to approve the purchase of 58 Panasonic Toughbook FZ-55JZ006BM Laptops for a total cost of $236,610.00 using funding source 1013420-55140, Equipment Replacement.

3. Consideration with possible action to approve the purchase of 22 Motorola Radios for a total cost of $107,871.28. Using funding sources, a JAG grant for $53,667.00 and 2024 Bonded Money for $54,204.28.

4. Consideration with possible action to approve a six (6) month extension to the planning option for the development of the City-owned parcel located at 3855 Finger Road (Parcel 21-24).

5. Consideration with possible action on the City of Green Bay 2025 Fee Schedule resolution.

6. Consideration with possible action the Q2 2024 general fund overtime report compared to budget.

7. Consideration with possible action the 2024 Tax Increment District (TID) borrowing request resolution for the JBS Subdivision and Park project.

8. Consideration with possible action on request by DPW to award JBS Subdivision and Park-Phase 2 Infrastructure Package contract to Calnin &Goss, LLC in the amount of $3,912,012.63.

9. Consideration with possible action on request by DPW to award JBS Subdivision and Park-Phase 2 Park and Boulevard Package contract to Vinton Construction Company in the amount of $6,188,240.00.

10. Consideration with possible action on request by DPW to NOT award JBS Subdivision and Park-Phase 2 Urban Farm- Barn Building contract.

11. Consideration with possible action on accepting an AmeriCorps planning grant for $63,627 to hire a Community Corps Assistant for a limited 1-year term.

12. Consideration with possible action on using $9,400 of existing Contingency funds as a match to the AmeriCorps planning grant and to include the remaining $13,009 of required matching funds in the 2025 budget.

13. Consideration with possible action the updated City of Green Bay Investment Policy.

14. Considerations with possible action on a request by the City Treasurer to approve the resolution of financial institutions the City does business with.

15. Consideration with possible action for a budget amendment for 2024 unbudgeted overtime.

16. Consideration with possible action on approval of the Clams Committee report.

The Committee may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Committee will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

F. Report of the Ad Hoc Facilities Committee (June 24, 2024)

1. To refer to the Finance Committee to award FGM Architects the Space Needs Analysis and Feasibility Study up to $110,000.

2. To refer to staff to explore environmental remediation assessment for Station #1 and

prepare an RFP for the eventual disposition of the building by the City.

3. To refer to staff to incorporate City Hall security recommendations into the Space Needs Analysis and Feasibility Study.

4. To receive and place on file the Executive Summary for the Common Council and future needs of this committee.

G. Informational.

1. 2024 Contingency Account: $238,788.00

2. The next Finance Committee meeting will be held on Tuesday, August 20, 2024, at 4:30 PM.

H. 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.

Report to the
Finance Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.1

Consideration with possible action on a request by the Finance Director to review and discuss 2023 year-end financial results for the City. The City's audit firm, Baker Tilly, will present to the committee.

BACKGROUND

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

1. FS Highlight - Final for 2023 Audit

City of Green Bay

2023 financial highlights

Prepared for the July 22, 2024 Finance Committee Meeting

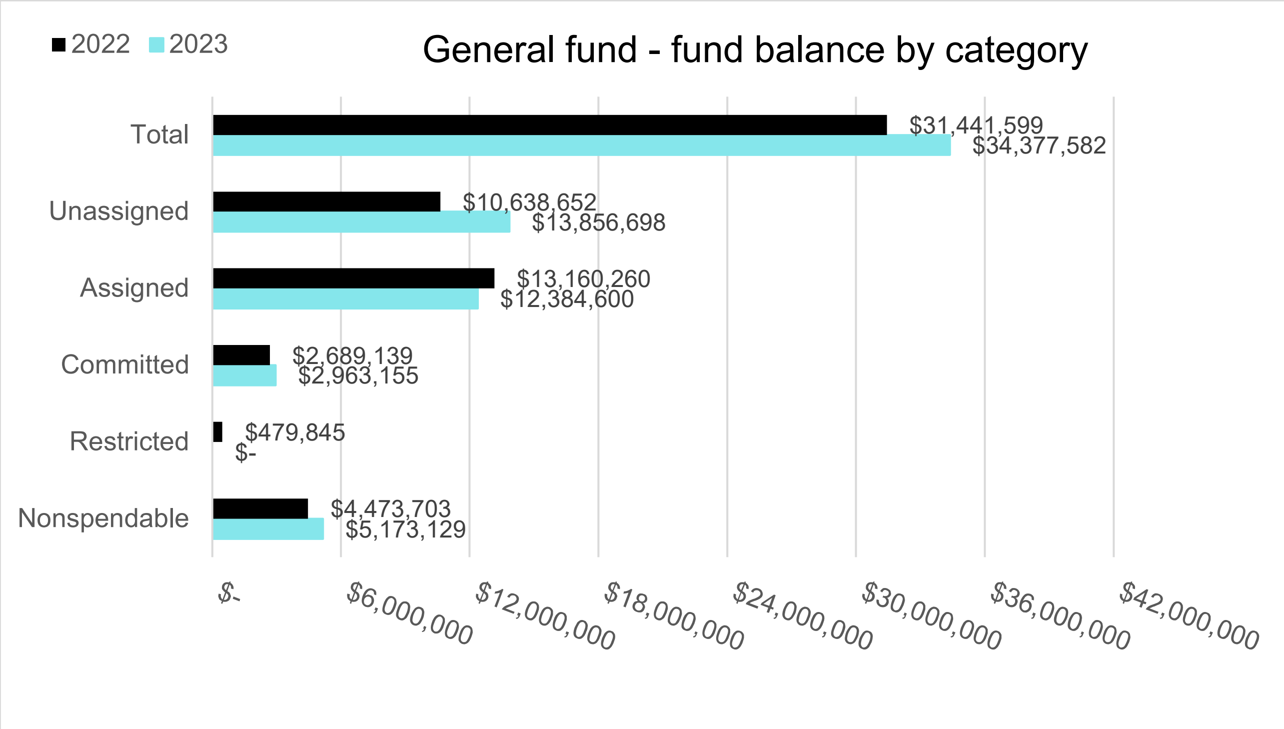
Client service team

Sheanne M. Hediger, CPA, Principal
sheanne.hediger@bakertilly.com
612.876.4599

Amanda R. Mboga, CPA, Senior Manager
Vanessa J. Kane, CPA, Manager

City of Green Bay

General fund results



Summarized income statement

	Actual	Final budget	Variance
Revenues and other financing sources	$ 103,109,176	$ 100,190,535	$ 2,918,641
Expenditures and other financing uses	(100,173,193)	(101,466,759)	(1,293,566)
Net change in fund balance	$ 2,935,983	$ (1,276,224)	$ 4,212,207

Fund balance category definitions

Nonspendable - amounts cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained in tact.

Restricted - amounts that can be spent only for the specific purposes stipulated by an external source.

Committed - amounts constrained for specific purposes that are internally imposed through formal action of the governing body.

Assigned - spendable amounts that are intended to be used for specific purposes that are not considered restricted or committed.

Unassigned - residual amounts that have not been classified within other categories above.

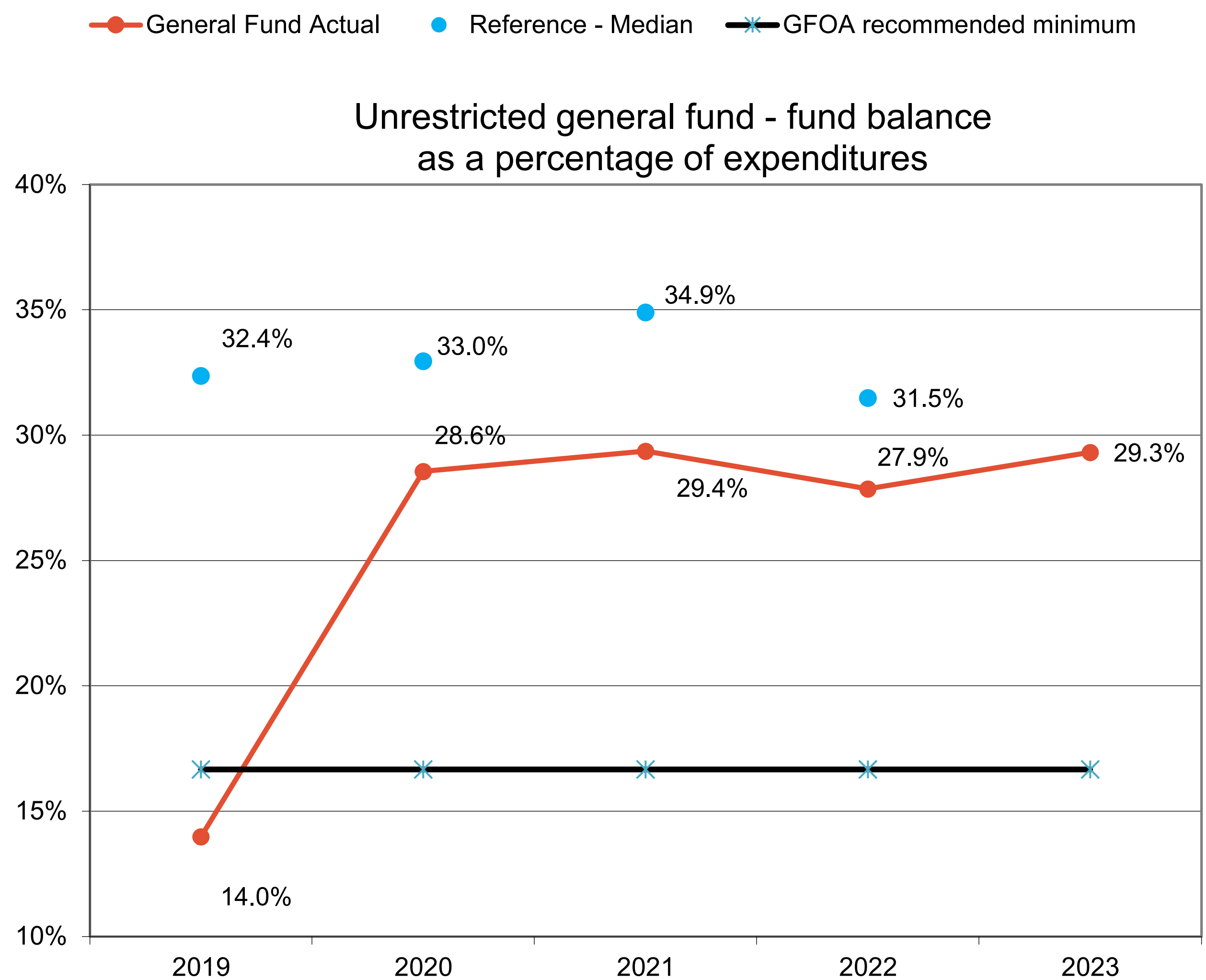
Source: current and prior year financial statement information and other benchmark information as noted.

City of Green Bay

General fund - fund balance trends

Fund balance policy:

The City's policy is to maintain an unassigned general fund balance of 9-16% of expenditures. Unassigned fund balance as of 12/31/2023 was 14% of expenditures.



Other reference values

GFOA recommends a minimum of no less than 2 months (16.7%) of general fund expenditures.

Median reference value generated from 2019 - 2022 Baker Tilly municipal client data for population range of 30,000 to 150,000.

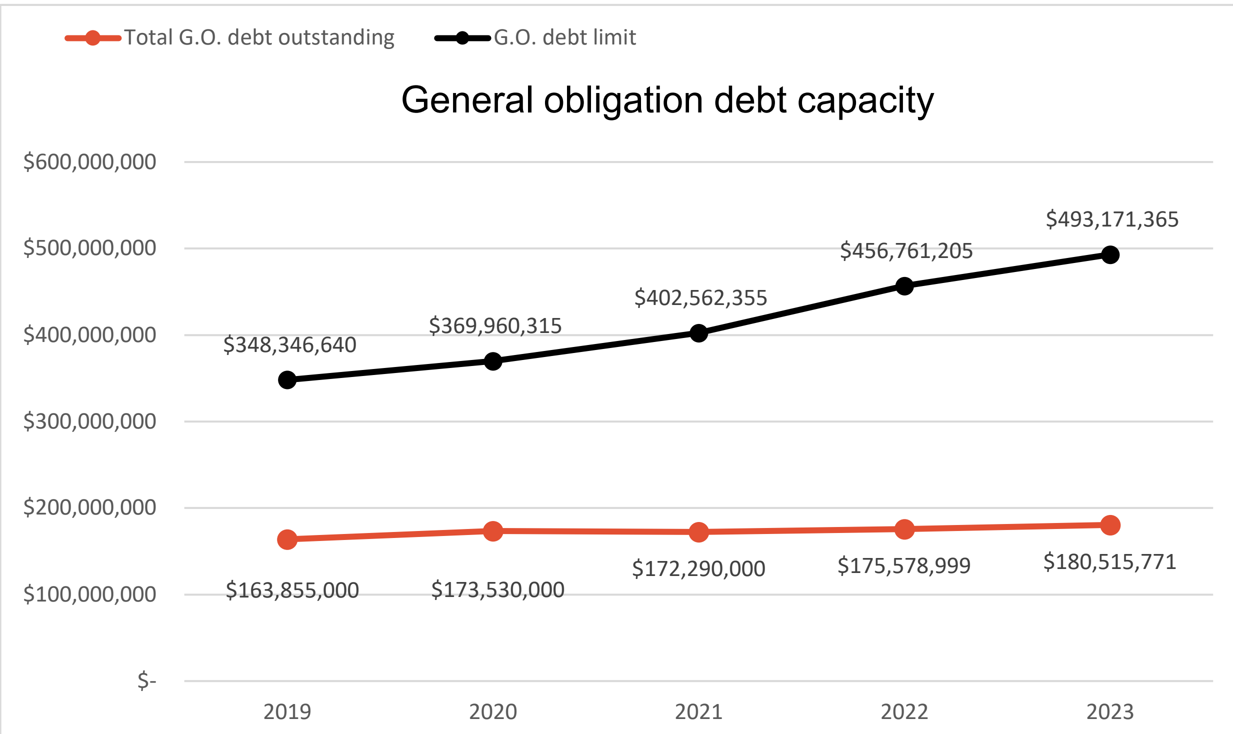
Source: current and prior year financial statement information and other benchmark information as noted.

City of Green Bay
General obligation debt

Debt management policy:

The City follows Wisconsin Statutes whereas the total general obligation indebtedness of the City may not exceed 5 percent of the equalized value of the taxable property within the City's jurisdiction.

Actual percentage of debt limit at 12/31/23: **37%**



Total debt outstanding by type at 12/31/2023

	General obligation	Revenue debt	Premiums	Total
City	$ 180,515,771	$ 38,064,000	$ 8,697,585	$ 227,277,356
Total	$ 180,515,771	$ 38,064,000	$ 8,697,585	$ 227,277,356

Comparative metrics available online through the Wisconsin Policy Forum.

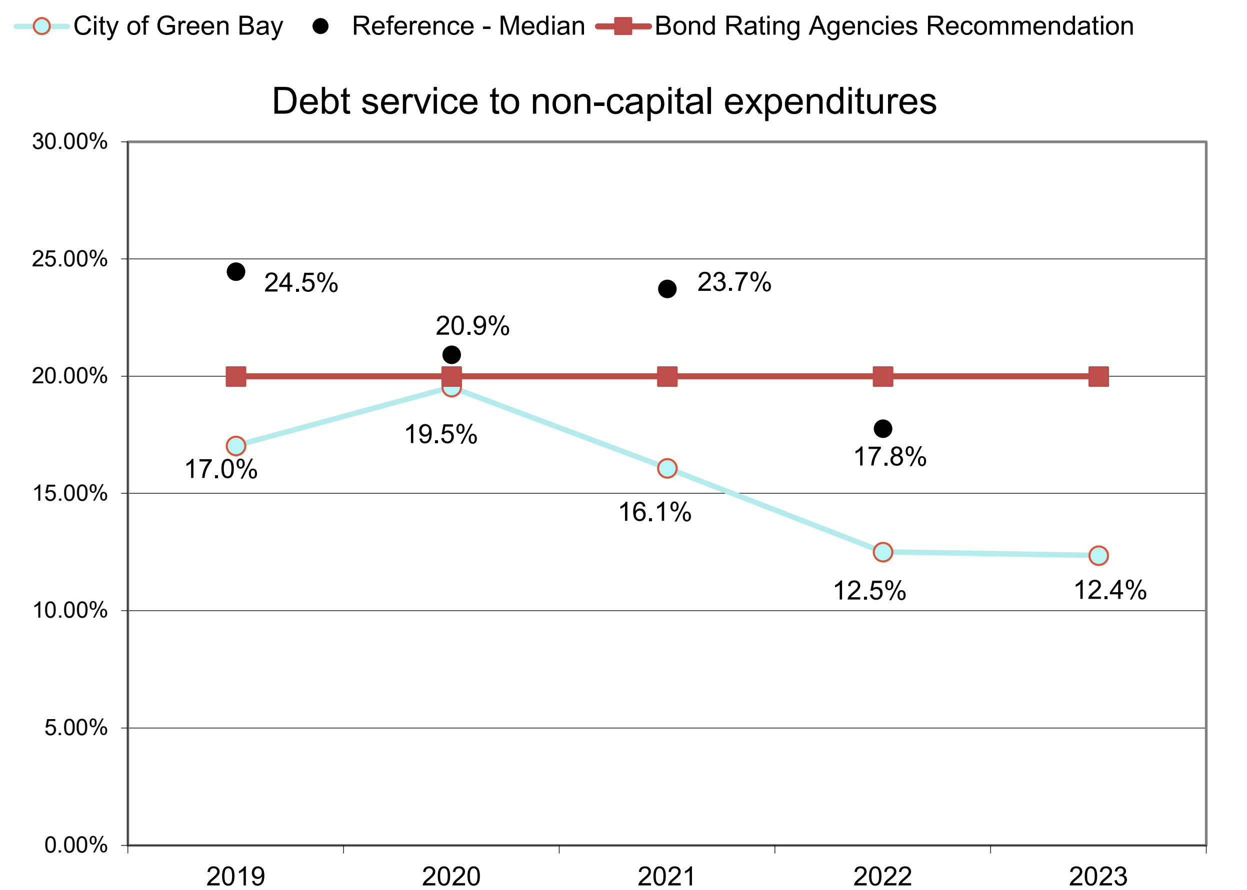
https://wispolicyforum.org/research/municipal-datatool-examining-and-comparing-wisconsin-cities-and-villages/

General obligation debt per capita as of 12/31/2021 (latest information available) ranks the City of Green Bay as 203 out of 602 cities and villages in Wisconsin.

Of the 10 largest cities in Wisconsin, Green Bay ranks 8th in highest debt per capita. Of those municipalities, Green Bay ranks 7th in the highest used percentage of the state debt limit.

City of Green Bay

Governmental funds - debt service



Current and prior year data

		2023		2022
Principal	$	15,844,229	$	15,052,001
Interest		6,525,923		5,873,814
Total	$	22,370,152	$	20,925,815
Non-capital expenditures	$	180,955,419	$	167,192,835

Other reference values

Median reference value generated from 2019 - 2022 Baker Tilly municipal client data for population range of 30,000 to 150,000.

Fund balance - other governmental funds

	2023	2022
Major Funds:		
Sanitary Sewer Special Revenue Fund	$ 24,237,737	$ 19,024,375
Unrestricted fund balance as a % of expenditures	103%	83%
COVID Grants Special Revenue Fund	$ 1,403,163	$ 280,963
Assigned for public health and safety & nonspendable for prepaid item		
Debt Service - General	$ 3,923,121	$ 3,836,258
Restricted for debt service		
Nonmajor Funds:		
Storm Sewer Special Revenue Fund	$ 10,456,692	$ 9,169,061
Wheel Tax	2,182,347	1,314,449
Street Construction	7,332,791	3,895,159
Sanitary Sewers Construction	5,705,059	6,052,177
DPW Building Capital Improvements	2,054,885	1,033,044
Park Acquisition	3,983,591	3,365,294
Storm Sewers Constuction	5,649,128	5,361,723
Fire Equipment Replacement	1,141,955	2,920,060
Sanitary Sewer Equipment Replacement	3,750,007	3,242,848
Storm Water Equipment Replacement	3,743,961	2,861,851
Bay Beach Development	2,879,616	3,200,360
TIF District #12	6,094,853	4,502,649
TIF District #14	(3,090,932)	(2,862,652)
TIF District #21	2,521,781	2,123,048
TIF District #22	4,698,748	4,528,444
Other Special Revenue Funds	7,385,398	7,049,102
Other Capital Project Funds	11,967,909	11,560,645
Total fund balance - nonmajor funds	$ 78,457,789	$ 69,317,262

Net position - internal service funds

Health, Workers Compensation and Liability Self-Insurance	$ 3,459,900	$ 3,382,629

Unmodified opinion - financial statements are presented fairly in accordance with generally accepted accounting principles.

Emphasis of matter for the implementation of GASB Statement. No 96, *Subscription-Based Information Technology Arrangements,* Effective January 1, 2023.

Management is responsible for the preparation and fair presentation of the financial statements as well as for the design, implementation and maintenance of internal controls.

Objective of the audit is to obtain reasonable assurance about whether the financial statements are free from material misstatement; reasonable assurance is a high level of assurance but not absolute.

In accordance with *Government Auditing Standards*, we have issued a separate report on our consideration of the City's internal control over financial reporting and our tests of compliance with laws, regulations, contracts and grant agreements.

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.2

Consideration with possible action to approve the purchase of 58 Panasonic Toughbook FZ-55JZ006BM Laptops for a total cost of $236,610.00 using funding source 1013420-55140, Equipment Replacement.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

1. Finance Request V2 Police Toughbooks 7-2024

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

Phone 920.448.3047
Fax 920.448.3050

7/16/2024

Finance Committee 7/23/2024.

Consideration and possible action to approve the purchase of 58-Each Panasonic Toughbook FZ-55JZ006BM Laptops. After a competitive quote process it was determined that BayCom had the most competitive pricing (See Bid Summary). In this case the State of Wi. Contract Pricing 50ENT-O24-NASPOCOMPUT-04 was the best option. The COGB Police also qualify for GSA Pricing and that was checked and verified to not be the lowest cost on this one. Total cost for the 58 each Toughbooks is $263,610.00 including Docking Station, Power Cords and Warranty.

Funding Source: 1013420-55140 Equipment Replacement

Respectfully Submitted,

Thomas J. Walenski

Thomas J. Walenski
Procurement Manager
City of Green Bay

Green Bay Police Department

2024 Budget

Requisition #179

Department Contact for this Requisition: Steve Meadowcroft @ 3160

Purchase request: 58 Panasonic Toughbooks, docking stations, power cords and 1-year extended warranty

Cost: $263,610   (Approved 2024 Budget expense-$270,000)

Account Number: 1013420-55140

Created and Approved by Rick Jurkanis 7/16/24

Please see the attached bid summary. Low bid vendor Baycom. State Contract price. Please confirm quote/specs with Steve Meadowcroft before issuing purchase order.

(58) Panasonic Toughbooks: $204,334

(58) 1-year extended warranty: $11,484

(58) Havis FZ-55 Vehicle Docking Station DUAL RF: $39,324

(58) Docking Station Power Supply: $8,468

CITY OF GREEN BAY BID SUMMARY
RFQ Police Toughbook Laptops

	VENDOR #1		VENDOR #2		VENDOR #3		VENDOR #4	
	Baycom		BZ Defense LLC		CDW		Vanguard Computers, Inc.	
DESCRIPTION	**Unit Price**	**Total Cost**	**Unit Price**	**Total Cost**	**Unit Price**	**Total Cost**	**Unit Price**	**Total Cost**
Panasonic TOUGHBOOKS 55 Qty: 58	$3,523.00	$204,334.00	$4,163.73	$241,496.34	$3,871.03	$224,519.74	$3,998.00	$231,884.00
Total Amount:	$204,334.00		$241,496.34		$224,519.74		$231,884.00	

BAYCOM A Lifeline in the Moments that Matter

TIM COONEY
2040 RADISSON ST.
GREEN BAY, WI 54302
PHONE: 920-544-4282
FAX: 920-468-8615
tcooney@baycominc.com

GREEN BAY POLICE DEPT.
STEVE MEADOWCROFT
307 S. ADAMS ST.
GREEN BAY, WI 54301
6/18/2024
920-448-3160
steve.meadowcroft@greenbaywi.gov

QUOTE NO. TC20240618F

PRICING AND FINANCIAL OPTIONS SPECIFIC TO THIS OFFERING:
EQUIPMENT DETAILS AND PRICING

QTY	MODEL AND DESCRIPTION	UNIT PRICE	TOTAL PRICE
	State Contract# 505ENT-O24-NASPOCOMPUT-04		
58	**Panasonic Toughbook FZ-55JZ006BM**	$3,523.00	$204,334.00

Intel Core i7-1370P vPro Processor
14" Full HD LED Gloved Touch Display
32GB SDRAM
1TB Solid State Hard Drive
802.11a/b/g/n/ac
Ethernet NIC 10/100/1000
Bluetooth v4.0
Windows 11 Pro
Emissive Backlit Keyboard
Standard Battery and AC Power Adapter
3 Year Parts & Labor Warranty
4G LTE w/ Satellite GPS and Dedicated GPS

WARRANTY OPTIONS:
1 Year Extended Warranty: $198.00 each
2 Year Extended Warranty: $321.00 each
3 Year No Fault Warranty Upgrade: $269.00 each
1 Year Warranty Extension with No Fault: $469.00 each
2 Year Warranty Extension with No Fault: $719.00 each
(Note: The 2 Year Warranty Extension with No Fault provides a full 5 year warranty including Accidental Damage)

DOCKING STATION OPTIONS:

Havis FZ-55 Vehicle Docking Station DUAL RF: $678.00 each
Docking Station Power Supply: $146.00 each

Gamber FZ-55 Vehicle Docking Station DUAL RF: $813.00 each
Vehicle Docking Station Power Supply: $146.00 each

EQUIPMENT COST:	$204,334.00
SHIPPING:	Included
TAX:	Exempt
TOTAL:	**$204,334.00**

Payment Terms: Net 30 Days
Quotation Good for 90 Days
We impose a surcharge of 2% on credit card purchases over $1,000.00 which is not greater than our cost of acceptance.
Your signature is an agreement to purchase and an acceptance of Baycom's Terms & Conditions (http://terms.baycominc.com)

Approved By: ______________________ / ____________
AUTHORIZED CUSTOMER SIGNATURE DATE

All of the information listed on this proposal is confidential and proprietary information.
If You Have Any Questions, Please Contact Tim Cooney at 920-544-4282

Thank you for choosing CDW. We have received your quote.

QUOTE CONFIRMATION

KRISTI WISE,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NXVC489	6/20/2024	NXVC489	2920254	$4,628.97

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Panasonic Toughbook 55 - 14" - Intel Core i7 - 1370P - 32 GB RAM - 1 TB SSD Mfg. Part#: FZ-55JZ006BM Contract: Wisconsin Panasonic Computer Equipment (505ENT-O24-NASPOCOMPUT-04)	1	7725601	$3,871.03	$3,871.03
Panasonic ProServices Ultimate Care - accidental damage coverage - 5 years Mfg. Part#: CF-SVCLTUCNF5Y Electronic distribution - NO MEDIA Contract: Wisconsin Panasonic Computer Equipment (505ENT-O24-NASPOCOMPUT-04)	1	4453120	$757.94	$757.94

SUBTOTAL	$4,628.97
SHIPPING	$0.00
SALES TAX	$0.00
GRAND TOTAL	$4,628.97

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CITY OF GREEN BAY PURCHASING DEPT 100 N JEFFERSON ST GREEN BAY, WI 54301-5026 **Phone:** (920) 448-3005 **Payment Terms:** VISA	**Shipping Address:** CITY OF GREEN BAY PURCHASING DEPT 100 N JEFFERSON ST GREEN BAY, WI 54301-5026 **Phone:** (920) 448-3005 **Shipping Method:** DROP SHIP-GROUND
	Please remit payments to:
	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515

BZ DEFENSE LLC

Company ID : L8GHFAS7N2M1
Tax ID : 46-1346448
1855 1st Avenue
STE 103
San Diego California 92101
U.S.A

QUOTE

Quote #	**: Q-706963**
Quote Date	**: 06/13/2024**
Expiry Date	**: 07/15/2024**

Bill To

Thomas Walenski
City of Green Bay - Purchasing Department
100 N Jefferson St.
Green Bay
WI 54301

Ship To

100 N Jefferson St.
Green Bay
WI 54301

#	Item & Description	MPN	Mfg. Name	Qty	Unit Price	Total Price
1	 Panasonic TOUGHBOOK 55 SKU : 8824523 Win11 Pro, Intel Core i7-1370P vPro (up to 5.2GHz), AMT, 14.0IN FHD 1000 nit Gloved Multi Touch, 32GB, Intel UHD, 1TB OPAL SSD, Intel Wi-Fi 6E, Bluetooth, 4G EM7511, GPS, Dual Pass (Ch1:GPS/Ch2:WWAN), Mic and Infrared 2MP Webcam, Standard Battery, TPM 2.0, Emissive Backlit Keyboard, Flat	FZ-55JZ006BM	Panasonic	58.00 EA	4,163.73	241,496.34

Sub Total	241,496.34
Total	**$241,496.34**

Notes

Looking forward for your business.
Our price includes delivery FOB destination Green Bay, WI 54301.

BZ DEFENSE is a wholesaler and distributor of commercial off-the-shelf equipment.
We are experts in procurement, supply-chain and fulfillment of orders.

Vanguard Computers, Inc.
13100 W. Lisbon Road, Suite 100
Brookfield, Wisconsin 53005
United States
(P) 262-317-1900

Quotation (Open)
Quote #: 44853 1 rev of 1
Modified Date: May 31, 2024 12:39 PM CDT
Expiration Date: 06/28/2024
Description: Panasonic TOUGHBOOK 55

Sales Associates
Preparer: Bunker, Jordan
E-mail: jordan.b@vanguardinc.com
Phone: 262-317-1996
Account Manager: Steffel, Chuck
E-mail: Chuck.s@vanguardinc.com

Customer
City of Green Bay (00039960)
Meadowcoft, Steve
100 N Jefferson St
Rm. 416
Green Bay, WI 54301
United States
(P) 0000000000

Bill To
City of Green Bay
Dept, Purchasing
100 N Jefferson St
Rm. 101
Green Bay, WI 54301
United States

Ship To
City of Green Bay
Technology, Info
100 N Jefferson St
Rm 416
Green Bay, WI 54301
United States

Payment Method
Terms: Purchase Order (Net 30 Days)

Shipping Info
Delivery Method: Custom
Carrier Account #:
Special Instructions:

#	Description	Part #	Qty	Unit Price	Total
1	Panasonic TOUGHBOOK 55 Win11 Pro,Intel Core i7-1370P vPro(up to 5.2GHz),AMT,14FHD 1000nit Gloved Multi Touch,32GB,Intel UHD,1TB OPAL SSD,Intel Wi-Fi 6E,Bluetooth,4G EM7511,GPS,Dual Pass(Ch1:GPS/Ch2:WWAN),Mic&Infrared 2MP Webcam,Standard Battery,TPM2,Emissive Backlit Keyboa	FZ-55JZ006BM	1	$3,998.00	$3,998.00
2	Panasonic ProServices Ultimate Care Accidental damage coverage - parts and labor - 5 years	CF-SVCLTUCNF5Y	1	$739.00	$739.00

Subtotal:	**$4,737.00**
Tax (.0000%):	$0.00
Shipping:	$0.00
Total:	**$4,737.00**

DROPSHIP NOTICE: For orders that ship directly from our supplier to your facility, please ask your receiving department (or person) to inspect these orders upon arrival to verify all items have arrived undamaged. Please notify your account manager or sales support within 5 days of receipt if any items are missing or damaged, so we can notify our supplier immediately.

- *Verify packaging and/or pallets have no visible signs of damage or tampering.*
- *Verify the correct product numbers and quantity have been shipped/delivered against the bill of lading.*
- *Please notate any signs of damage, tampering, or discrepancies on the BOL and inform the delivery driver.*

AUTHORIZED REPAIR CENTER: Vanguard Computers is an Authorized Service Provider for HP, LENOVO, APPLE, and DELL desktops, laptops, and Chromebooks. Keep your devices performing like new with quick and easy warranty and accidental damage repair by our professional factory certified technicians. We even offer scheduled pickup/delivery courier service in many parts of WI. Contact our sales team today to learn how we can save your organization time and money with ProGuard Fleet Maintenance Services or visit https://www.vanguardinc.com/authorized-service-provider.

IT LIFECYCLE SERVICES: Did you know all your equipment can arrive unboxed, asset tagged, and ready to install for a flat rate fee? How about device shipment and recovery for remote workers? Don't waste your time and energy moving and opening all those boxes. Let our IT lifecycle and logistics team do the work for you! We also offer Windows and Apple imaging, Chrome white-glove services, full-service device installation, removal, surplus, and recycling services, as well as complete project management for your next IT lifecycle. Contact our sales team today to learn how we can save your organization time and money with our Professional IT Lifecycle Services or visit https://www.vanguardinc.com/secure-managed-it-lifecycle.

This configuration is presented for your convenience only. Vanguard will not be responsible for typographical or other errors or omissions regarding prices or other information. Prices and configurations are subject to change without notice and may not include shipping charges or applicable taxes. The prices quoted are for hardware/software only and do not include delivery, setup, or installation by Vanguard Computers unless otherwise noted. A 15% restocking fee and $25.00 processing will be charged for any returned part. No returns will be accepted without a pre-approved RMA Number from Vanguard, please contact your account manager or sales support for assistance.

Visit https://www.vanguardinc.com/terms for complete details. Contact sales support for assistance with your order at sales-support@vanguardinc.com.

Thank you, we appreciate your business!

Please sign below to authorize purchase of this quote for the above quantities per Vanguard terms and conditions:

Signature Date

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.3

Consideration with possible action to approve the purchase of 22 Motorola Radios for a total cost of $107,871.28. Using funding sources, a JAG grant for $53,667.00 and 2024 Bonded Money for $54,204.28.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

1. Finance Request Police Radios 7-2024

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

Phone 920.448.3047
Fax 920.448.3050

7/16/2024

Finance Committee 7/23/2024.

Consideration and possible action to approve the purchase of 22-each Motorola Radios APX6000 7/800 for a total cost of $107,871.28. The Radios are quoted from BayCom under the State of Wisconsin Contract 505ENT-022-SAFETYCOMM-00 19860 NASPO 00318.

Funding Source: Purchase to be funded from two sources - $53,667.00 Under the JAG Grant and $54,204.28 under 2024 Bonded Money.

Respectfully Submitted,

Thomas J. Walenski

Thomas J. Walenski
Procurement Manager
City of Green Bay

Green Bay Police Department

Approved Funds: 2024 Bond and 2023 JAG grant

Requisition #181

Department Contact for this Requisition: Marc Opicka @ 0269

Purchase request: (22) APX6000 7/800 Portable Radios

Cost: $107,871.28

Account Number: See Below

Created and Approved by Rick Jurkanis 7/12/24

Please see attached quote for specifications and work with department contact to finalize specifications. Vendor is Motorola Solutions. Approved State Contract Price. Please confirm the quote before issuing purchase order.

Please use the following funding sources:

1. $53,667.00: 2023 JAG grant 825300-55140-27333
2. $54,204.28: 2024 Bond 423300-55140-27336

QUOTE-2683410

MOTOROLA SOLUTIONS

GREEN BAY POLICE DEPT, CITY OF

Green Bay Police; (22) APX6000 7/800 Portable Radios

06/17/2024

QUOTE-2683410

06/17/2024

GREEN BAY POLICE DEPT, CITY OF
100 N JEFFERSON ST
RM 101
GREEN BAY, WI 54301

RE: Motorola Quote for Green Bay Police; (22) APX6000 7/800 Portable Radios
Dear Marc Opicka,

Motorola Solutions is pleased to present GREEN BAY POLICE DEPT, 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 POLICE DEPT, 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 POLICE DEPT, CITY OF
100 N JEFFERSON ST
RM 101
GREEN BAY, WI 54301
US

Quote Date:06/17/2024
Expiration Date:08/16/2024
Quote Created By:
Eric Schroeder
Communications Consultant
eschroeder@baycominc.com
9205444203

End Customer:
GREEN BAY POLICE DEPT, CITY OF
Marc Opicka
Marc.opicka@greenbaywi.gov
920-448-0269

Contract: 19860 - NASPO 00318
Payment Terms:30 NET

WISCONSIN STATE CONTRACT # 505ENT-O22-SAFETYCOMM-00

19860 - NASPO 00318

Radio programming in needed will be invoiced separately at $85 per radio.

Line #	Item Number	Description	Qty	List Price	Contract Price
	APX™ 6000 Series	APX6000			
1	H98UCD9PW5BN	APX6000 7/800 MHZ MODEL 1.5 PORTABLE	22	$3,213.00	$2,345.49
1a	H869BZ	ENH: MULTIKEY	22	$363.00	$264.99
1b	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA	22	$6.00	$4.38
1c	Q361AR	ADD: P25 9600 BAUD TRUNKING	22	$330.00	$240.90
1d	H38BT	ADD: SMARTZONE OPERATION	22	$1,320.00	$963.60
1e	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	22	$567.00	$413.91
1f	Q629AK	ENH: AES ENCRYPTION AND ADP	22	$523.00	$381.79
1g	QA05100AA	EHN: STD 1 YR WARRANTY APPLIES	22	$0.00	$0.00

Line #	Item Number	Description	Qty	List Price	Contract Price
1h	QA05570AA	ALT: LI-ION IMPRES 2 IP68 3400 MAH	22	$115.50	$84.32
1i	QA09113AB	ADD: BASELINE RELEASE SW	22	$0.00	$0.00
2	PMMN4069AL	MICROPHONE,IMPRES RSM, 3.5MM JACK, IP55	22	$143.64	$104.86
3	PMNN4486A	BATT IMPRES 2 LIION R IP67 3400T	22	$188.27	$99.00

Grand Total $107,871.28(USD)

Notes:

- 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.

MOTOROLA SOLUTIONS

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	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.4

Consideration with possible action to approve a six (6) month extension to the planning option for the development of the City-owned parcel located at 3855 Finger Road (Parcel 21-24).

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

1. Extension Report to the Finance Committee
2. Site Plan
3. Renderings
4. Narrative
5. GIS Map

100 North Jefferson Street, Green Bay, Wisconsin 54301-5026
greenbaywi.gov

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	Matt Buchanan, Deputy Development Director

AGENDA ITEM

Consideration with possible action to approve a six (6) month extension to the planning option for the development of the City-owned parcel located at 3855 Finger Road (Parcel 21-24).

BACKGROUND

In January 2024 the City of Green Bay awarded a six (6) month planning option to Hoban Family Holdings LLC to plan for an industrial development at the City-owned property at 3855 Finger Road (Parcel 21-24). The City previously acquired this 12.7 acre property to attract industrial development.

Since the approval of their initial six-month planning option, the developer has worked diligently with their engineering consultants and contractor to prepare a site plan and renderings. Additionally, the developer has shared that their development supports the expansion of a local business, Cleveland Hardware & Forging Company/Green Bay Drop Forge. The developer has held a neighborhood meeting, modified their plans based on neighbors' feedback, and received approvals from the City's Plan Commission and Common Council for a Conditional Use Permit.

The developer has requested a six-month extension to the original planning option. The additional time is necessary to finalize construction plans and negotiate a development agreement with City staff.

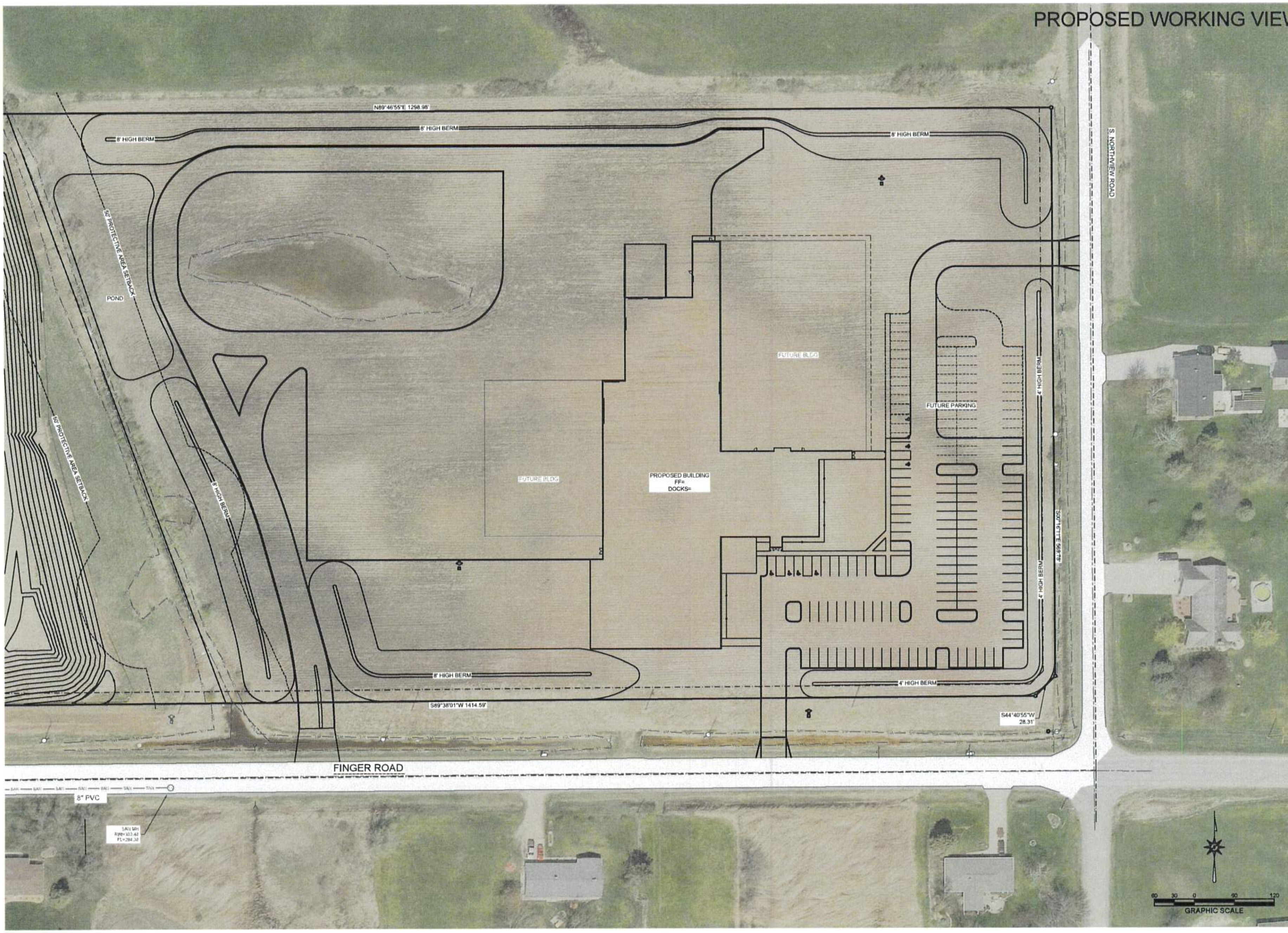
RECOMMENDATION

To approve a six (6) month extension to the planning option for the development of parcel 21-24.

FISCAL IMPACT

ATTACHMENTS

1. GIS Map
2. Site Plan
3. Renderings
4. Narrative



DESIGN / BUILD
GENERAL CONTRACTING
STEEL FABRICATION
METAL BUILDINGS

[redacted]

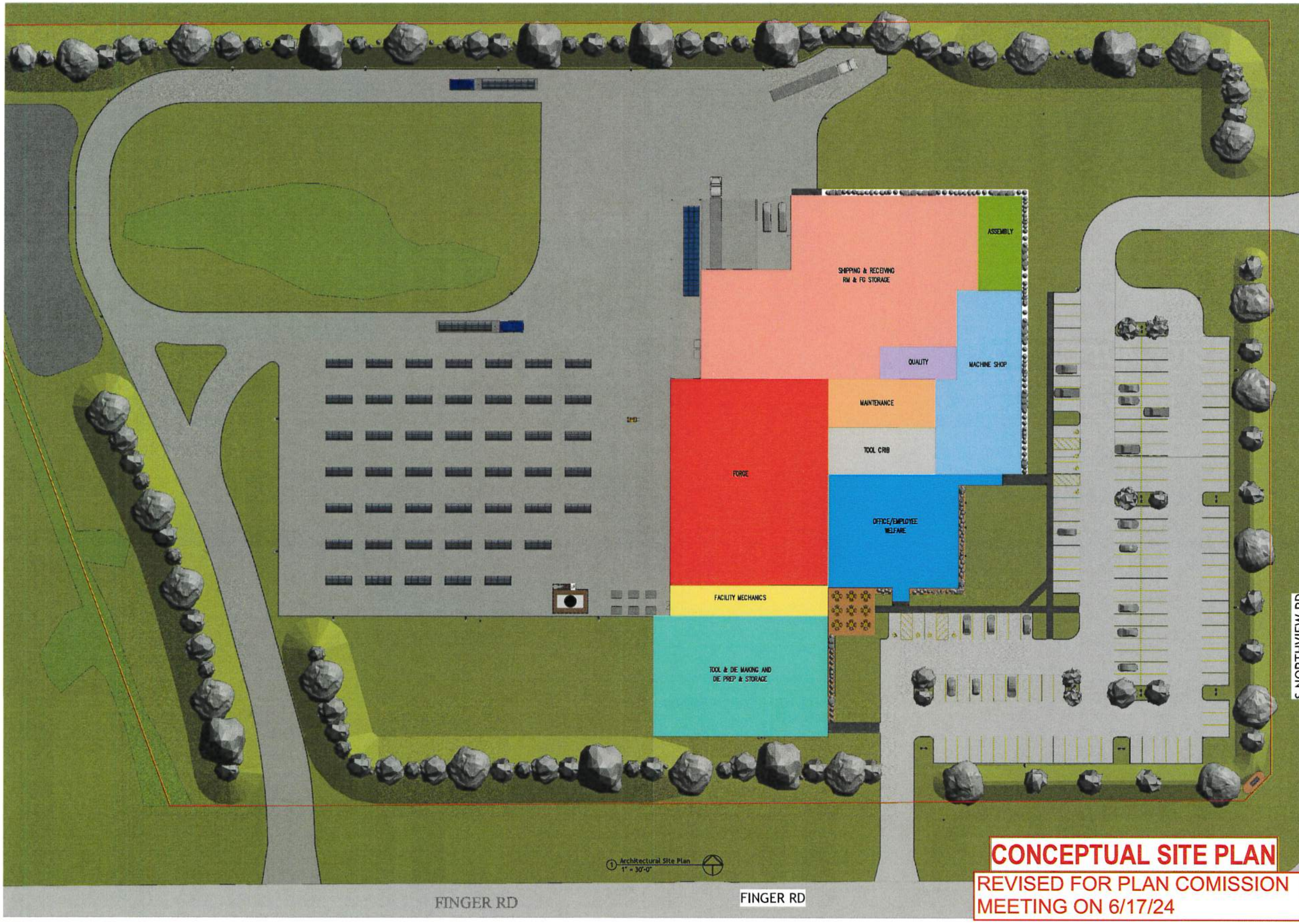
Schuh
CONSTRUCTION, INC.
Established 1976
State ID# 680499

MACH IV
ENGINEERING • SURVEYING • ENVIRONMENTAL

PROJECT:
GREEN BAY DROP FORGE
NEW FACILITY
3855 FINGER ROAD
GREEN BAY, WI 54311

PROJECT NO.:
24-100

SHEET NO.:
C0.1



CONCEPTUAL SITE PLAN

REVISED FOR PLAN COMISSION MEETING ON 6/17/24

DESIGN / BUILD
GENERAL CONTRACTING
STEEL FABRICATION

Schuh CONSTRUCTION, INC.

BUTLER METAL BUILDINGS

T.920.833.6465 / SCHUHCONSTRUCTION.COM / Established 1976

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Sheet Issue Date: 05/24/24

Revision History

Revision Number	Revision Date
2	06/05/24

PROJECT:
CLEVELAND HARDWARE & FORGING CO.
NEW FACILITY
Enter address here
Address Line 2

PROJECT NO.: 24-100

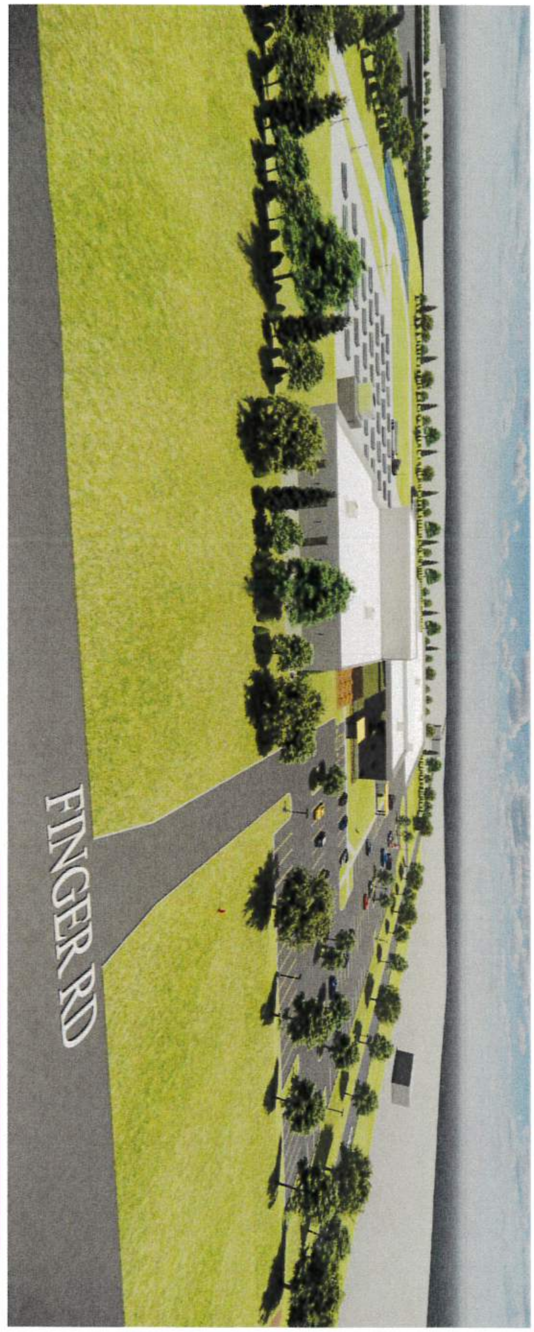
SHEET NO.: AC1

ARCHITECTURAL CIVIL PLAN

(2) Southeast
1" = 30'-0"

REVISED FOR PLAN COMISSION
MEETING ON 6/17/24

CONCEPTUAL RENDERS
(NOT TO SCALE)



(1) Front
1" = 30'-0"

A3.1	SHEET NO.: 24-100 PROJECT NO.:	PROJECT: CLEVELAND HARDWARE & FORGING CO. NEW FACILITY Enter address here Address Line 2	Revision Number: 2 / Revision Date: 06/05/24	Revision History	Sheet Issue Date: 05/24/24	Schuh CONSTRUCTION, INC. DESIGN / BUILD GENERAL CONTRACTING STEEL FABRICATION BUTLER METAL BUILDINGS T.920.833.6465 / SCHUHCONSTRUCTION.COM / Established 1976

EXTERIOR RENDERINGS PHASE 1

① Northeast
1" = 30'-0"

② Northwest
1" = 30'-0"

CONCEPTUAL RENDERS
(NOT TO SCALE)

REVISED FOR PLAN COMISSION
MEETING ON 6/17/24

③ Southwest
1" = 30'-0"

DESIGN / BUILD
GENERAL CONTRACTING
STEEL FABRICATION

Schuh CONSTRUCTION, INC.

BUTLER METAL BUILDINGS

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Sheet Issue Date:
05/15/24

Revision History

Revision Number	Revision Date
2	06/05/24

PROJECT:
CLEVELAND HARDWARE & FORGING CO.
NEW FACILITY
Enter address here
Address Line 2

PROJECT NO.:
24-100

SHEET NO.:
A3.2

EXTERIOR RENDERINGS PHASE 1

WHO ARE WE?

Cleveland Hardware and Forging Company "CHFC" is comprised of three business units: Cleveland Hardware, Green Bay Drop Forge and Fox Valley Forge.

Cleveland Hardware was established in 1878 in Cleveland, OH. In 2019 the facility in OH was shut down and the operations were moved to Green Bay, WI. Today this business unit assembles and distributes hardware for bus manufacturers, industrial equipment, aviation, heavy & specialized trucks and service vehicles.

Green Bay Drop Forge was founded in 1914 and produces custom forged parts weighing <10 pounds for a variety of industries including tool manufacturers, lawn and garden, railroad, solar, energy, mining, defense, medical and distribution. They use 1500, 2500 and 3000 lb. drop hammers, as well as small upsetters and machining tools to produce a saleable product.

Fox Valley Forge was founded in 1948 and produces near final parts, weighing 20-100 pounds for a variety of industries including heavy and specialized truck, off highway construction vehicles, energy, agriculture, oil, gas and water and material handling. They use a large 2500 Ton Mechanical, a 3000 Ton Hydraulic press, large upsetters and machining equipment to produce a saleable product.

PROJECT SCOPE

Our commitment to modernization consists of constructing a 100,000 ft^2 manufacturing facility and investing in equipment advancements tailored specifically for our forging operations.

An overview of the major equipment investments includes:

1. New fully automated Lasco press line composed of a VPA 1000/200 hydraulic preforming press and SPR 2000 SO screw press with in-line saw and induction heating. This two-press solution will replace both current press lines that currently use outdated induction furnaces, no longer offer the best technical solution for our product and processes, and increase output from ~70 pcs/hr to 120-150 pcs/hr.
2. Two new semi-automated Lasco hammer lines composed of a hydraulic double-acting forging hammer HO-U 315 and hydraulic double-acting forging hammer HO-U 160 with induction heating and offline saw. These two hammer line investments will replace all eleven existing board drop hammers and nine gas furnaces with new equipment that will increase output from ~100-200 pcs/hr to ~300-400 pcs/hr.
3. We are still in beginning stages of scoping out new fully automated upset line(s). This investment will replace all nine existing upset machines and nine gas furnaces. Current processes are currently averaging ~75 pcs/hr, but with the new solutions we are looking to achieve rates of ~120 pcs/hr.

PROJECT TIMELINE

CHFC is currently working with Schuh Construction and Mach IV, on site and facilities design. Construction is scheduled for August 2024. The installation and commissioning of the four new pieces of equipment will be staged from June-August 2025 with full production no later than September 2025.

PROPOSED OPERATIONS

Press Production: Monday-Friday 24 hours
Hammer/Machine Shop/Upset Production: Monday-Thursday 5-3, OT on Fridays
Office: Monday-Friday 8-5

115-130 employees

Titles & Roles:

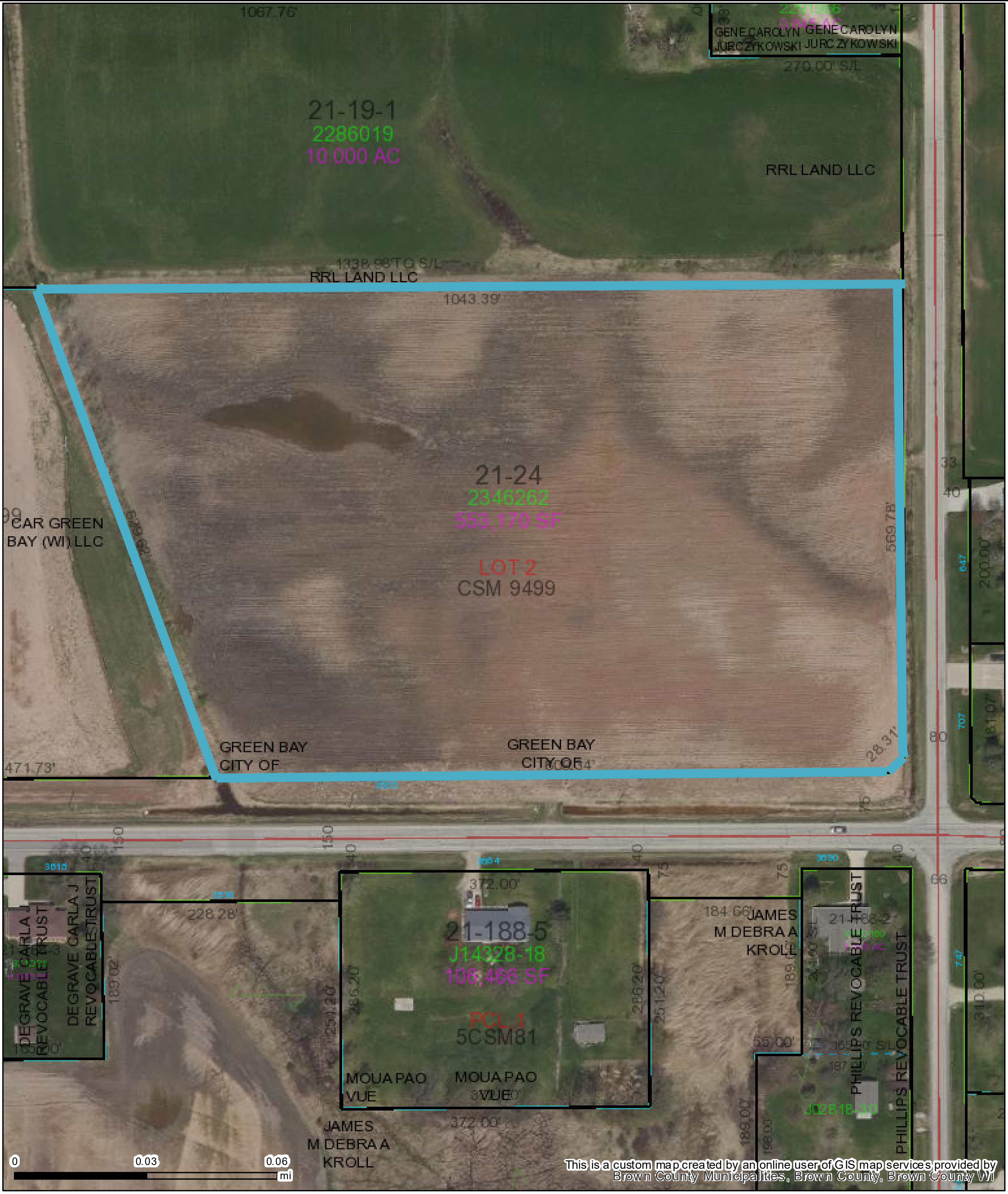
- Production Laborers
- Engineering
- Safety
- Operations Managers/Supervisors
- Accounting/IT/HR
- Purchasing/Supply Chain
- Sales/Customer Service
- Quality
- Maintenance
- Shipping

WHAT ARE WE FOCUSED ON?

We as leaders in the company are looking at current restraints and challenges that we are faced with every day and are in the process of making decisions that will take CHFC into the next 100+ years.

We recognize that we need to accomplish the following to meet our long-term objectives:

- We will make improvements/upgrades to our facilities to continue to be an employer of choice.
- We will advance current technologies to ensure that we can remain competitive in the market and expand into new ones.
- We will strengthen customer relationships and capitalize on the demand that exists in the market.



Part of Brown County WI

Map printed on 1/23/2024

1:1,800
1 inch = 150 feet*
1 inch = 0.0284 miles*
original page size: 8.5"x11"
Appropriate format depends on zoom level

Parcel ownership key

- Parcel Boundary
- Condominium
- Gap or Overlap

"hooks" indicate parcel ownership crosses a line

- Parcel line
- Right of Way line
- Meander line
- Lines between deeds or lots
- Historic Parcel Line
- Vacated Right of Way

A complete key (legend) is available at:
tinyurl.com/BrownDogLegend

(920) 448-6480
www.browncountywi.gov

Report to the

Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.5

Consideration with possible action on the City of Green Bay 2025 Fee Schedule resolution.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

1. Draft Resolution Fee Schedule 2025 (redline)
2. Draft Resolution Fee Schedule 2025 (clean)

RESOLUTION ADOPTING
CITY OF GREEN BAY 2025 FEE SCHEDULE

July 30, 2024

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

That the City of Green Bay 2025 Fee Schedule, attached hereto as Exhibit A, is hereby adopted.

Adopted __________________________

Approved _________________________

____
Eric Genrich, Mayor

____
Celestine Jeffreys, Clerk

law

Attachment – Exhibit A, City of Green 2025 Bay Fee Schedule

Exhibit A

CITY OF GREEN BAY

FEE SCHEDULE

Code Section	Description	2024 Fee	**2025 Fee**
Chapter 2—Administration			
2-217	Municipal vehicle registration fee	$20.00	**$25.00**
	Exemption from the municipal vehicle registration fee for vehicles registered by the State of Wisconsin under Wis. Stats. § 341.26	$5.00	
Chapter 4—Alcohol Beverages			
4-6	License fees		
	Class "A" (beer)	$425.00	
	Class "B" (beer)	$75.00	
	Special event or picnic license	$10.00	
	"Class A" (liquor)	$425.00	
	"Class B" (liquor)	$475.00	
	Operator's license (two-year license)	$50.00	
	Initial issuance of a reserve "Class B" (liquor) license	$10,000.00	
	"Class C" (wine)	$100.00	
	Provisional retail license	$15.00	
	Publication fee	$25.00	
	Background check fee	$25.00	
	Limited Expansion of License Premise		**$10.00**
	Producer permittee for off the production premises		**$25.00**
Chapter 6—Animals			
6-1	Animal establishment license fee	$100.00	
	For each male breeding dog	$300.00	
	For each female breeding dog	$250.00	
6-2	Dog and cat license tax		
	For a neutered male dog or cat	$15.00	
	For a spayed female dog or cat	$15.00	
	For an unneutered male dog or cat	$30.00	
	For an unspayed female dog or cat	$30.00	
	Late fee	$5.00	
	Exotic animal		
	Duplicate collar tag fee	$1.00	
6-3	License fee to keep hens	$5.00	**$25.00**
	Late fee	$5.00	
6-4	**Exotic animal permit**		**$25.00**
	Excess animal permit		**$25.00**
6-11	Beekeeping annual permit fee	$25.00	
Chapter 8—Buildings and construction			
8-47	One- and two-family residential construction plan approval		
	Principal-use building plan	$50.00	
	Accessory-use building plan	$25.00	
	HVAC plan – Energy (heat loss) calculations	$0.00	
	Plumbing plan – Fixture list	$0.00	
	Multi-family residential construction plan approval		
	Principal-use building plan	$100.00	

8-47	Accessory-use building plan	$100.00	
	Sign structural plan	$50.00	
	HVAC plan – Mechanical systems plan	$100.00	
	Plumbing system plan	$100.00	
	Commercial, educational, institutional, industrial plan approval		
	Principal-use building plan	$100.00	
	Accessory-use building plan	$100.00	
	Sign structural plan	$50.00	
	HVAC plan – Mechanical systems plan	$100.00	
	Plumbing system plan	$100.00	
	One- and two-family residential construction permits		
	Principal or accessory building permits		
	New construction (per sq. foot)	$0.095	**$0.10**
	Windows/doors	$50.00	
	Move building	$50.00	
	Raze/demolish building	$50.00	
	Accessory structure building permits		
	Curb cut, culvert, driveway	$50.00	
	Landscape structures	$50.00	
	Fencing	$50.00	
	Hot tub, swimming pool	$50.00	
	Pond	$50.00	
	Satellite receiver	$50.00	
	Tower structure	$50.00	
	Subdivision or neighborhood identification signage		
	Base fee	$40.00	
	Additional fee per square foot	$0.50	
	Multi-family residential construction permits		
	Principal or accessory building permits		
	General construction; new building (per sq. ft)	$0.135	**$0.14**
	Roofing replacement	$70.00	
	Built-up or membrane (per sq. ft.)	$0.01	
	Siding	$70.00	
	Brick veneer (per sq. ft.)	$0.01	
	Move building	$70.00	
	Base fee	$70.00	
	Foundation area fee (per sq. ft.)	$0.135	**$0.14**
	Raze/demolish building	$70.00	
	Accessory structures		
	Curb cut, culvert, driveway	$70.00	
	Landscape structures	$70.00	
	Fencing	$70.00	
	Hot tub, swimming pool	$70.00	
	Pond	$70.00	
	Satellite receiver	$70.00	
	Tower structure	$70.00	
	Subdivision or neighborhood identification signage		
	Base fee	$40.00	
	Additional fee per square foot	$0.50	
	Commercial, educational, institutional, industrial use building permits		
	Principal or accessory building permits		

8-47	General construction building group 1: New building, etc. (per sq. ft)	$0.065	**<u>$0.07</u>**
	General construction building group 2: New building, etc. (per sq. ft)	$0.135	**<u>$0.14</u>**
	Roofing replacement: building group 1 & 2	$70.00	
	Built-up or membrane (per sq. ft.)	$0.01	
	Siding	$70.00	
	Brick veneer (per sq. ft.)	$0.01	
	Move building: building group 1 & 2		
	Base fee	$70.00	
	Foundation area fee (per sq. ft.)	$0.135	**<u>$0.14</u>**
	Raze/demolish building	$70.00	
	Accessory structures		
	Curb cut, culvert, driveway	$70.00	
	Landscape structures	$70.00	
	Fencing	$70.00	
	Hot tub, swimming pool	$70.00	
	Pond	$70.00	
	Satellite receiver	$70.00	
	Tower structure	$70.00	
	Subdivision or neighborhood identification signage		
	Base fee	$40.00	
	Additional fee per square foot	$0.50	
	Temporary or mobile sign	$40.00	
8-360	One- and two-family residential plumbing permit fees		
	General plumbing (per fixture)	$7.00	
	Water service connection permit	$30.00	
	Sanitary sewer connection	$30.00	
	Storm sewer connection (each)	$30.00	
	Fire suppression system (per head) ($70.00 minimum, increased per head, up to $200.00)	$2.50	
	Lawn sprinkler system-reduced pressure valve	$50.00	
	Water heater replacement	$30.00	
	Palmer valve	$50.00	
	Back water valve	$30.00	
	Multi-family residential plumbing permit fees		
	General plumbing (per fixture)	$8.00	
	Water service connection permit	$30.00	
	Sanitary sewer connection	$30.00	
	Storm sewer connection (each)	$30.00	
	Fire suppression system (per head) ($70.00 minimum, increased per head, up to $200.00)	$2.50	
	Lawn sprinkler system-reduced pressure valve	$70.00	
	Water heater replacement	$70.00	
	Commercial, educational, institutional, industrial use plumbing permits		
	General plumbing (per fixture)	$8.00	
	Water service connection permit	$30.00	
	Sanitary sewer connection	$30.00	
	Storm sewer connection (each)	$30.00	
	Fire suppression system (per head) ($70.00 minimum, increased per head, up to $200.00)	$2.50	

	Lawn sprinkler system-reduced pressure valve	$70.00	
	Water heater replacement	$70.00	
	Sewer cap	$70.00	
8-369	Private well operation permit fee	$100.00	
8-449	Re-inspections of electrical wiring	$75.00	
8-451	One- and two-family residential electrical permits		
	General electrical system (per sq. foot)	$0.045	**<u>$0.05</u>**
8-451	Electrical service	$50.00	
	Air conditioning addition	$50.00	
	Multi-family residential electrical permits		
	General electrical system (per sq. foot)	$0.085	**<u>$0.09</u>**
	Electrical service – initial	$70.00	
	Electrical service – each additional	$30.00	
	Air conditioning addition	$70.00	
	Commercial, educational, institutional, industrial electrical permits		
	General electric – building group 1 (per sq. foot)	$0.045	**<u>$0.05</u>**
	General electric – building group 2 (per sq. foot)	$0.085	**<u>$0.09</u>**
	Project cost $0-$10,000	$70.00	
	Project cost $10,001-$50,000	$140.00	
	Project cost $50,001-$100,000	$210.00	
	Project cost $100,001-$200,000	$300.00	
	Project cost $200,001-$300,000	$400.00	
	Project cost greater than $300,000	$500.00	
	Additional fee per $100,000 above $300,000	$100.00	
	Internally or externally illuminated sign	$70.00	
8-629	Roominghouse/shelter facility permit fee	$30.00	
	Additional fee per dwelling unit or rooming unit	$10.00	
8-671	Penalty fee for renewal mobile home park license applications postmarked after June 30	$25.00	
8-478	One- and two-family residential mechanical (HVAC) permits		
	General HVAC system (per sq. foot)	$0.045	**<u>$0.05</u>**
	Heating unit replacement	$50.00	
	Air conditioning addition (per unit)	$50.00	
	Multi-family residential mechanical (HVAC) permits		
	General HVAC system (per sq. foot)	$0.085	**<u>$0.09</u>**
	Heating unit replacement	$70.00	
	Air conditioning addition/replacement (per unit)	$70.00	
	Commercial, educational, institutional, industrial use mechanical (HVAC) permits		
	General HVAC: ductless unit-heater systems only (per sq. foot)	$0.045	**<u>$0.05</u>**
	General HVAC: ducted or hydronic (per sq. foot)	$0.085	**<u>$0.09</u>**
	Heating unit replacement	$70.00	
	Air conditioning addition/replacement (per unit)	$70.00	
Chapter 10—Businesses			
10-19	License for the sale of each of the following or the conduct of the business or activity		
	Ambulances		
	Per vehicle for first vehicle licensed by any person	$50.00	
	Per additional vehicle	$25.00	
	Auto salvage	$100.00	

10-19	Billiard and pool tables, gamerooms, per table or gameroom	$5.00	
	~~Canvasser, solicitor, peddler and transient merchants, and direct seller's investigation fee~~	~~$5.00~~	Removed
	Cigarettes	$100.00	
	<u>Change of agent</u>		**<u>$10.00</u>**
	Junk and secondhand dealers		
	For maintaining a building, warehouse, or yard	$50.00	
	For each hand-drawn vehicle used for junk dealing	$1.00	
	For each vehicle other than hand drawn	$3.00	
	Secondhand article dealer permit	$27.50	
	Secondhand jewelry dealer permit	$30.00	
	Secondhand article dealer: mall/flea market permit	$165.00	
	Parades	$0.00	
	Pawn brokers	$210.00	
	Residential building contractors		
	Initial	$25.00	
	Renewal	$10.00	
	Temporary permit	$0.00	
	Taxicab business licenses		
	For an organization which is exempt from federal income tax under IRC § 501(c)(3)	$0.00	
	For a nonprofit corporation under Wis. Stats. Ch. 181	$0.00	
	For any other person		
	For each taxicab with a capacity of seven or fewer passengers, not including the driver	$25.00	
	For each taxicab with a capacity of eight to 15 passengers, not including the driver	$50.00	
	Taxicab operator's licenses		
	For an operator employed by an organization which is exempt from federal income tax under IRC § 501(c)(3)	$0.00	
	For an operator employed by a nonprofit corporation under Wis. Stats. Ch. 181	$0.00	
	For any other person	$50.00	
10-90	Auto salvage storage permit fee	$100.00	
10-92	Newspaper vending machine permit fee	$50.00	
10-93	Parklet permit fee	$200.00	
10-95	Massage establishment license fee	$75.00	
10-140	Temporary facility license fee	$25.00	
10-142	Facility license fee		
	If the premises is not also licensed under Ch. 4, GBMC	$75.00	
	If the premises is also licensed under Ch. 4, GBMC	$25.00	
10-143	Facility operator's license fee	$10.00	
10-203	Sexually-oriented adult entertainment establishment license fee	$750.00	
10-205	Sexually-oriented adult entertainment establishment license renewal fee	$250.00	
10-210	Sexually-oriented adult entertainment establishment employee registration fee	$30.00	
10-238	Escort service application fee	$500.00	
	Escort service license fee	$500.00	
10-240	Escort service license renewal fee	$500.00	
10-243	Escort registration fee	$25.00	

10-274	Direct sales permit fee		
	Temporary (30-day)	$100.00	
	Annual	$350.00	
	Request for additional locations beyond three	$50.00	
	Request for change of location	$10.00	
	Solicitor's permit fee		
	Temporary (30-day)	$25.00	
	Annual	$100.00	
10-342	Junk dealer annual fee	$50.00	
10-344	Junk dealer daily reporting failure fee	$10.00	
10-374	Junk collector annual fee	$3.00	
10-428	Special event fee – Simple event		
10-428	Small non-profit park event fee		
	Resident application fee	$25.00	
	Late application fee	$25.00	
	First time event additional fee	$50.00	
	Event location change fee	$0.00	
	Event cancellation fee	$10.00	
	Small non-profit block party		
	Resident application fee	$50.00	
	Late application fee	$25.00	
	First time event additional fee	$50.00	
	Event location change fee	$0.00	
	Event cancellation fee	$10.00	
	Special event fee – Small events		
	Athletic Event		
	Resident application fee	$100.00	
	Non-resident application fee	$150.00	
	Late application fee	$50.00	
	First time event additional fee	$175.00	
	Event location change fee	$25.00	
	Event cancellation fee	$25.00	
	All other small events		
	Resident application fee	$50.00	
	Non-resident application fee	$75.00	
	Late application fee	$25.00	
	First time event additional fee	$88.00	
	Event location change fee	$13.00	
	Event cancellation fee	$13.00	
	Special event fee – Medium events		
	Athletic Event		
	Resident application fee	$200.00	
	Non-resident application fee	$300.00	
	Late application fee	$100.00	
	First time event additional fee	$350.00	
	Event location change fee	$50.00	
	Event cancellation fee	$50.00	
	All other medium events		
	Resident application fee	$175.00	
	Non-resident application fee	$263.00	
	Late application fee	$88.00	
	First time event additional fee	$306.00	

10-428	Event location change fee	$44.00	
	Event cancellation fee	$44.00	
	Special event fee – Large events		
	Athletic Event		
	Resident application fee	$300.00	
	Non-resident application fee	$450.00	
	Late application fee	$150.00	
	First time event additional fee	$525.00	
	Event location change fee	$75.00	
	Event cancellation fee	$75.00	
	All other large events		
	Resident application fee	$275.00	
	Non-resident application fee	$413.00	
	Late application fee	$138.00	
	First time event additional fee	$481.00	
	Event location change fee	$69.00	
	Event cancellation fee	$69.00	
	Special event fee - Small budget film/ photography		
	Resident application fee	$25.00	
	Non-resident application fee	$38.00	
	Late application fee	$13.00	
	Event location change fee	$6.00	
	Event cancellation fee	$6.00	
	Special event fee - Special hazard event		
	Resident application fee	$500.00	
	Non-resident application fee	$750.00	
	Late application fee	$250.00	
	First time event additional fee	$875.00	
	Event location change fee	$125.00	
	Event cancellation fee	$125.00	
10-458	Public vehicle business license fee	$25.00	
	Public vehicle business motor vehicle inspection fee	$25.00	
10-459	Public vehicle business operator’s license fee	$50.00	
10-493	Commercial quadricycle business license fee	$25.00	
	Commercial quadricycle inspection fee	$25.00	
10-494	Commercial quadricycle operator’s license fee	$50.00	
10-514	Underground sprinkler license fee	$25.00	
10-544	Lobbyist registration fee	$20.00	
10-574	Mobile food establishment license to operate fee		
	If the license is not in connection with an existing City-based business that sells food-based products	$50.00	
	If the license is in connection with an existing City-based business that sells food-based products	$50.00	
10-574	Mobile food establishment license to operate renewal fee		
	If the license is not in connection with an existing City-based business that sells food-based products	$50.00	
	If the license is in connection with an existing City-based business that sells food-based products	$50.00	
10-599	Tree and brush trimmer license fee	$25.00	
10-634	Weights and measures fees		
	Annual processing fee	$30.00	
	Product look-up (PLU) or scanner system	$100.00	

10-634		Electronic cash register (ECR) interfaced with other devices (per register)	$30.00	
		Scales (1-50 lbs.) (per device)	$35.00	
		Scales (>50 lbs. up to 1,000 lbs.) (per device)	$30.00	
		Sensitive scale (prescription, jewelry, precious metal) (per device)	$60.00	
		Vehicle scales (per device)	$100.00	
		Livestock scales (per device)	$100.00	
		Auto recycling machine (per device)	$100.00	
		Vehicle tank meters, petroleum products (per device)	$35.00	
		Vehicle tank meters, lubricant products (per device)	$35.00	
		LMDs (per device or grade listed on dispenser)	$30.00	
		LMDs high output device (per device)	$35.00	
		LMDs marina fuel dispenser (per device)	$30.00	
		Coin operated timer (per device)	$5.00	
		Taxi cab meter (per device)	$25.00	
		Miscellaneous device (per hour)	$50.00	
		Re-inspection after follow-up compliance inspection (per inspection)	$75.00	
10-740	Alarm business permit fee		$50.00	
10-741	Alarm user permit fee			
		For an alarm user who is residential obtaining a hold-up alarm or other burglar alarm system	$25.00	
		For an alarm user who is not residential obtaining a hold-up alarm system or burglar alarm system, a fire alarm system, or both	$40.00	
10-742	False alarm on hold-up alarms			
		Premises holding a permit		
		Second false hold-up alarm	$100.00	
		Third false hold-up alarm	$200.00	
		Fourth and subsequent false hold-up alarms	$350.00	
		Premises without a permit		
		First false hold-up alarm	$100.00	
		Second false hold-up alarm	$200.00	
		Third and subsequent false hold-up alarms	$350.00	
	False alarm on alarm systems other than hold-up alarms			
		Premises holding a permit		
		Second false alarm	$50.00	
		Third false alarm	$75.00	
		Fourth false alarm	$125.00	
		Fifth and subsequent false alarms	$250.00	
		Premises without a permit		
		First false alarm	$50.00	
		Second false alarm	$75.00	
		Third false alarm	$125.00	
		Fourth and subsequent false alarms	$250.00	
Chapter 16—Environment				
16-40	Erosion control permit			
		One- and two-family residential	$50.00	**$100.00**
		Multi-family residential	$100.00	**$150.00**

	Commercial, educational, institutional, industrial uses	$100.00	**$150.00**
	Underground utilities	$100.00	
	Other construction sites commencing a land disturbing activity	$100.00	
	Reinspection fee		**$75.00**
16-81	Fee in lieu of providing storm water management (per Equivalent Runoff Unit (ERU))	$4,200.00	
16-82	Storm water management plan permit fee	$500.00	
Chapter 18—Fire Prevention and Control			
18-66	Re-inspections for compliance with Ch. 18, Art. II, GBMC	$75.00	
18-93	Permit fee for the purchase and use within the City of those classes of fireworks or pyrotechnics authorized by said statute	$200.00	
18-93	Permit fee for the sale of fireworks within the City of those classes of fireworks authorized by statute	$600.00	
Chapter 24—Nuisances			
24-84	Unmanaged vegetative growth removal		
24-84	Administrative charge (per parcel)	$81.00	**$82.00**
	Labor cost (per hour)	$82.00	**$86.00**
	Equipment cost (per hour)	$82.00	
	Minimum total charge (1/2 hour)	$163.00	**$166.00**
Chapter 28—Parks and Recreation			
28-3	Protection of parks and greenways		
	Encroachment fee	$75.00	
28-7	Metro Boat Launch		
	Daily launch fee	$6.00	
	Season launch pass	$60.00	
	Seniors season launch pass	$50.00	
	Commercial season launch pass	$75.00	
Chapter 32—Solid Waste			
32-2	Yard waste collection		
	Hourly rate	$213.00	**$219.00**
	Minimum fee (1/3 hour plus administrative fee)	$91.00	**$93.00**
	Administrative fee	$20.00	
	Bulk waste collection		
	0-3 cubic yards	$100.00	
	3-10 cubic yards	$200.00	**$205.00**
	10+ cubic yards	$300.00	**$305.00**
	Appliance collection		
	Refrigerators/Freezers (each)	$50.00	**$51.00**
	Appliances with freon (each)	$50.00	**$51.00**
	All other appliances	$35.00	
	Electronics collection (each)	$65.00	
	Tipper carts		
	Garbage – 96 gallon (plus sales tax)	$100.00	
	Recycling – 96 gallon (plus sales tax)	$100.00	
	Improper cart storage (per violation)	$39.00	
	Early/Late setout (per violation)	$65.00	
	Recycling in garbage cart (per violation)	$65.00	
	Garbage in recycling cart (per violation)	$65.00	
32-3			
	Per vehicle for first vehicle licensed by any person	$25.00	
	Per additional vehicle	$5.00	

Chapter 34—Streets, Sidewalks, and Other Public Places			
34-5	Excavation permit fee	$50.00	
	First 100 square feet of excavation	$37.80	
	Each additional 100 square feet of excavation	$7.60	
34-5	Permanent repair of excavated pavement		
	Asphalt streets – Administrative fee (all streets)	$45.00	
	Asphalt streets – Concrete base (sq yard)	$79.00	**$80.00**
	Asphalt streets – Gravel base (sq yard)	$142.00	**$145.00**
	Concrete streets – Administrative fee	$45.00	
	Concrete streets (sq yard)	**	
	**Actual Cost from Annual Pavement Repair Contract		
34-8	Sidewalk builder's license fee	$25.00	
34-14	Sidewalk snow and ice management fees		
	Base fee (per instance)	$66.00	**$69.00**
	Snow/Ice removal fee (per linear foot)	$0.28	
34-64	Leicht park dock fee – Cruise ship dockage		
	Per day	$1,500.00	
	Per day/evening	$2,000.00	
Chapter 36—Subdivisions			
36-34	Review fees		
	Preliminary city/extraterritorial subdivision plat	$150.00	
	Additional fee per lot/outlot	$35.00	
	Preliminary city/extraterritorial certified survey map ("CSM")	$250.00	
	Final city/extraterritorial subdivision plat	$150.00	
	City/extraterritorial subdivision/CSM variance	$150.00	
	Preliminary condominium plat	$250.00	
	Additional fee per lot/outlot	$35.00	
	Final condominium plat	$150.00	
36-558	Parkland development fee	$350.00	
36-580	Street tree fee (per tree, calculated at 1 tree per 50 linear feet of right-of-way frontage)	$100.00	
Chapter 42— Utilities			
42-203	Equivalent runoff unit (ERU) credit application fee	$0.00	**$50.00**
Chapter 44—Zoning			
44-82	Zoning amendment fee	$375.00	
44-83	Conditional use permit fee	$375.00	
44-112	Homebased occupation fee – Initial	$25.00	
	Renewal – Annual	$10.00	
44-1552	Work done without Certificate of Appropriateness (per day)	$50.00	
44-1580	Short Term Rental Permit – Initial	$500.00	
	Short Term Rental Permit – Annual Renewal	$250.00	
44-1890	One- and two-family residential site plan approval		
	Principal use building & site development, area smaller than $1,000 square feet	$25.00	
	Principal use building & site development, area $1,000 square feet or larger	$50.00	
	Accessory use building, area larger than 150 square feet only	$25.00	
	Fencing – new construction	$0.00	
	Landscaping: land-disturbing activity or new structure	$25.00	
	Tower structure – new construction	$25.00	
	New construction or replacement of driveway, parking	$25.00	

44-1890	lot/spaces, curb cut, culvert, apron		
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)	$25.00	
	New or reconstructed subdivision or neighborhood identification signage	$25.00	
	Floodplain land use approval	$50.00	
	Shoreland/wetland land use approval	$50.00	
	~~Erosion control~~	~~$50.00~~	Removed
	Board of Appeals application and hearing fee	$125.00	
	Multi-family residential site plan approval		
	Principal use building & site development		
	Base Fee	$50.00	
	Additional fee per 1,000 sq. feet	$5.00	
	Accessory use building		
	Base Fee	$50.00	
	Additional fee per 1,000 sq. feet	$5.00	
	Fencing – new construction	$50.00	
	Landscaping: land-disturbing activity or new structure	$50.00	
	Tower structure – new construction	$50.00	
	New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron		
	Base Fee	$50.00	
	Additional fee per 1,000 sq. feet	$5.00	
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)		
	Base Fee	$50.00	
	Additional fee per 1,000 sq. feet	$5.00	
	New or reconstructed subdivision or neighborhood identification signage	$25.00	
	Floodplain land use approval	$50.00	
	Shoreland/wetland land use approval	$50.00	
	~~Erosion control~~	~~$50.00~~	Removed
	Board of Appeals application and hearing fee	$250.00	
	Commercial, educational, institutional, industrial use site plan approval		
	Principal use building & site development		
	Base Fee	$50.00	
	Additional fee per 1,000 sq. feet	$5.00	
	Accessory use building		
	Base Fee	$50.00	
	Additional fee per 1,000 sq. feet	$5.00	
	Fencing – new construction	$50.00	
	Landscaping: land-disturbing activity or new structure	$50.00	
	Tower structure – new construction	$50.00	
	New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron	$50.00	
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)	$50.00	
	New or reconstructed subdivision or neighborhood identification signage	$25.00	
	Floodplain land use approval	$50.00	
	Shoreland/wetland land use approval	$50.00	

		~~Erosion control~~	~~$50.00~~	Removed
		Board of Appeals application and hearing fee	$250.00	
Other services				
	One- and two-family residential			
		Certificate of occupancy	$30.00	
		Floodplain certificate	$50.00	
		Property compliance letter	$30.00	
		Reinspection fee	$75.00	
		Uniform dwelling code seal	$30.00	
		Zoning certificate (initial letter)	$50.00	
		Zoning certificate (reprinted)	$0.00	
	Multi-family residential			
		Certificate of occupancy	$30.00	
		Floodplain certificate	$50.00	
		Property compliance letter	$30.00	
		Reinspection fee	$75.00	
		Zoning certificate (initial letter)	$50.00	
		Zoning certificate (reprinted)	$0.00	
	Commercial, educational, institutional, industrial uses			
		Certificate of occupancy	$50.00	
		Business license compliance letter	$50.00	
		Floodplain certificate	$50.00	
		Property compliance letter	$30.00	
		Reinspection fee	$75.00	
		Zoning certificate (initial letter)	$50.00	
		Zoning certificate (reprinted)	$10.00	
Miscellaneous				
	Other miscellaneous fees may also be established by policy approved by the Council from time to time			
	Planned Unit Development and PUD Amendment fee		$425.00	
	Postponement of Development Fees		$100.00	
	Development District Map Amendment		$200.00	
	Official Map Amendment		$200.00	
	Discontinuance of a Public Utility Easement		$200.00	
	Declare City Property “City Surplus”		$200.00	
	Street Name Change		$200.00	
	Vacate Street/Alley/Pedestrian Way		$300.00	
	Comprehensive Plan Amendment		$275.00	
	Sign – Permanent (plus $.50 per square foot)		$40.00	
	Sign – Temporary		$40.00	
	Board of Appeals Initiation – All Other		$250.00	
	Land Use Permit		$50.00	
	Temporary Use Permit		$25.00	
	Annexation		$150.00	
	Cell Tower – Buildings and Colocations		$500.00	
	Cell Tower – New Towers		$1,000.00	
	Tax Incremental Financing fee			
		Projects less than $5 million dollars		**$500.00**
		Projects more than $5 million dollars but less than $10 million dollars		**$1,000.00**
		Projects more than $10 million dollars		**$2,500.00**

RESOLUTION ADOPTING
CITY OF GREEN BAY 2025 FEE SCHEDULE

July 30, 2024

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

That the City of Green Bay 2025 Fee Schedule, attached hereto as Exhibit A, is hereby adopted.

Adopted ___________________________

Approved __________________________

____
Eric Genrich, Mayor

____
Celestine Jeffreys, Clerk

law

Attachment – Exhibit A, City of Green 2025 Bay Fee Schedule

Exhibit A

CITY OF GREEN BAY

FEE SCHEDULE

Code Section	Description	2025 Fee
Chapter 2—Administration		
2-217	Municipal vehicle registration fee	$25.00
	Exemption from the municipal vehicle registration fee for vehicles registered by the State of Wisconsin under Wis. Stats. § 341.26	$5.00
Chapter 4—Alcohol Beverages		
4-6	License fees	
	Class "A" (beer)	$425.00
	Class "B" (beer)	$75.00
	Special event or picnic license	$10.00
	"Class A" (liquor)	$425.00
	"Class B" (liquor)	$475.00
	Operator’s license (two-year license)	$50.00
	Initial issuance of a reserve "Class B" (liquor) license	$10,000.00
	"Class C" (wine)	$100.00
	Provisional retail license	$15.00
	Publication fee	$25.00
	Background check fee	$25.00
	Limited Expansion of License Premise	$10.00
	Producer permittee for off the production premises	$25.00
Chapter 6—Animals		
6-1	Animal establishment license fee	$100.00
	For each male breeding dog	$300.00
	For each female breeding dog	$250.00
6-2	Dog and cat license tax	
	For a neutered male dog or cat	$15.00
	For a spayed female dog or cat	$15.00
	For an unneutered male dog or cat	$30.00
	For an unspayed female dog or cat	$30.00
	Late fee	$5.00
	Exotic animal	
	Duplicate collar tag fee	$1.00
6-3	License fee to keep hens	$25.00
	Late fee	$5.00
6-4	Exotic animal permit	$25.00
	Excess animal permit	$25.00
6-11	Beekeeping annual permit fee	$25.00
Chapter 8—Buildings and construction		
8-47	One- and two-family residential construction plan approval	
	Principal-use building plan	$50.00
	Accessory-use building plan	$25.00
	HVAC plan – Energy (heat loss) calculations	$0.00
	Plumbing plan – Fixture list	$0.00
	Multi-family residential construction plan approval	
	Principal-use building plan	$100.00
	Accessory-use building plan	$100.00

Sign structural plan	$50.00
HVAC plan – Mechanical systems plan	$100.00
Plumbing system plan	$100.00
Commercial, educational, institutional, industrial plan approval	
Principal-use building plan	$100.00
Accessory-use building plan	$100.00
8-47 Sign structural plan	$50.00
HVAC plan – Mechanical systems plan	$100.00
Plumbing system plan	$100.00
One- and two-family residential construction permits	
Principal or accessory building permits	
New construction (per sq. foot)	$0.01
Windows/doors	$50.00
Move building	$50.00
Raze/demolish building	$50.00
Accessory structure building permits	
Curb cut, culvert, driveway	$50.00
Landscape structures	$50.00
Fencing	$50.00
Hot tub, swimming pool	$50.00
Pond	$50.00
Satellite receiver	$50.00
Tower structure	$50.00
Subdivision or neighborhood identification signage	
Base fee	$40.00
Additional fee per square foot	$0.50
Multi-family residential construction permits	
Principal or accessory building permits	
General construction; new building (per sq. ft)	$0.14
Roofing replacement	$70.00
Built-up or membrane (per sq. ft.)	$0.01
Siding	$70.00
Brick veneer (per sq. ft.)	$0.01
Move building	$70.00
Base fee	$70.00
Foundation area fee (per sq. ft.)	$0.14
Raze/demolish building	$70.00
Accessory structures	
Curb cut, culvert, driveway	$70.00
Landscape structures	$70.00
Fencing	$70.00
Hot tub, swimming pool	$70.00
Pond	$70.00
Satellite receiver	$70.00
Tower structure	$70.00
Subdivision or neighborhood identification signage	
Base fee	$40.00
Additional fee per square foot	$0.50
Commercial, educational, institutional, industrial use building permits	
Principal or accessory building permits	
General construction building group 1:	$0.07

8-47			New building, etc. (per sq. ft)	
			General construction building group 2: New building, etc. (per sq. ft)	$0.14
			Roofing replacement: building group 1 & 2	$70.00
			Built-up or membrane (per sq. ft.)	$0.01
			Siding	$70.00
			Brick veneer (per sq. ft.)	$0.01
			Move building: building group 1 & 2	
			Base fee	$70.00
			Foundation area fee (per sq. ft.)	$0.14
			Raze/demolish building	$70.00
		Accessory structures		
			Curb cut, culvert, driveway	$70.00
			Landscape structures	$70.00
			Fencing	$70.00
			Hot tub, swimming pool	$70.00
			Pond	$70.00
			Satellite receiver	$70.00
			Tower structure	$70.00
			Subdivision or neighborhood identification signage	
			Base fee	$40.00
			Additional fee per square foot	$0.50
			Temporary or mobile sign	$40.00
8-360	One- and two-family residential plumbing permit fees			
		General plumbing (per fixture)		$7.00
		Water service connection permit		$30.00
		Sanitary sewer connection		$30.00
		Storm sewer connection (each)		$30.00
		Fire suppression system (per head) ($70.00 minimum, increased per head, up to $200.00)		$2.50
		Lawn sprinkler system-reduced pressure valve		$50.00
		Water heater replacement		$30.00
		Palmer valve		$50.00
		Back water valve		$30.00
	Multi-family residential plumbing permit fees			
		General plumbing (per fixture)		$8.00
		Water service connection permit		$30.00
		Sanitary sewer connection		$30.00
		Storm sewer connection (each)		$30.00
		Fire suppression system (per head) ($70.00 minimum, increased per head, up to $200.00)		$2.50
		Lawn sprinkler system-reduced pressure valve		$70.00
		Water heater replacement		$70.00
	Commercial, educational, institutional, industrial use plumbing permits			
		General plumbing (per fixture)		$8.00
		Water service connection permit		$30.00
		Sanitary sewer connection		$30.00
		Storm sewer connection (each)		$30.00
		Fire suppression system (per head) ($70.00 minimum, increased per head, up to $200.00)		$2.50
		Lawn sprinkler system-reduced pressure valve		$70.00

	Water heater replacement	$70.00
	Sewer cap	$70.00
8-369	Private well operation permit fee	$100.00
8-449	Re-inspections of electrical wiring	$75.00
8-451	One- and two-family residential electrical permits	
	General electrical system (per sq. foot)	$0.05
8-451	Electrical service	$50.00
	Air conditioning addition	$50.00
	Multi-family residential electrical permits	
	General electrical system (per sq. foot)	$0.09
	Electrical service – initial	$70.00
	Electrical service – each additional	$30.00
	Air conditioning addition	$70.00
	Commercial, educational, institutional, industrial electrical permits	
	General electric – building group 1 (per sq. foot)	$0.05
	General electric – building group 2 (per sq. foot)	$0.09
	Project cost $0-$10,000	$70.00
	Project cost $10,001-$50,000	$140.00
	Project cost $50,001-$100,000	$210.00
	Project cost $100,001-$200,000	$300.00
	Project cost $200,001-$300,000	$400.00
	Project cost greater than $300,000	$500.00
	Additional fee per $100,000 above $300,000	$100.00
	Internally or externally illuminated sign	$70.00
8-629	Roominghouse/shelter facility permit fee	$30.00
	Additional fee per dwelling unit or rooming unit	$10.00
8-671	Penalty fee for renewal mobile home park license applications postmarked after June 30	$25.00
8-478	One- and two-family residential mechanical (HVAC) permits	
	General HVAC system (per sq. foot)	$0.05
	Heating unit replacement	$50.00
	Air conditioning addition (per unit)	$50.00
	Multi-family residential mechanical (HVAC) permits	
	General HVAC system (per sq. foot)	$0.09
	Heating unit replacement	$70.00
	Air conditioning addition/replacement (per unit)	$70.00
	Commercial, educational, institutional, industrial use mechanical (HVAC) permits	
	General HVAC: ductless unit-heater systems only (per sq. foot)	$0.05
	General HVAC: ducted or hydronic (per sq. foot)	$0.09
	Heating unit replacement	$70.00
	Air conditioning addition/replacement (per unit)	$70.00
	Chapter 10—Businesses	
10-19	License for the sale of each of the following or the conduct of the business or activity	
	Ambulances	
	Per vehicle for first vehicle licensed by any person	$50.00
	Per additional vehicle	$25.00
	Auto salvage	$100.00
	Billiard and pool tables, gamerooms, per table or gameroom	$5.00

10-19	Cigarettes	$100.00
	Change of agent	$10.00
	Junk and secondhand dealers	
	For maintaining a building, warehouse, or yard	$50.00
	For each hand-drawn vehicle used for junk dealing	$1.00
	For each vehicle other than hand drawn	$3.00
	Secondhand article dealer permit	$27.50
	Secondhand jewelry dealer permit	$30.00
	Secondhand article dealer: mall/flea market permit	$165.00
	Parades	$0.00
	Pawn brokers	$210.00
	Residential building contractors	
	Initial	$25.00
	Renewal	$10.00
	Temporary permit	$0.00
	Taxicab business licenses	
	For an organization which is exempt from federal income tax under IRC § 501(c)(3)	$0.00
	For a nonprofit corporation under Wis. Stats. Ch. 181	$0.00
	For any other person	
	For each taxicab with a capacity of seven or fewer passengers, not including the driver	$25.00
	For each taxicab with a capacity of eight to 15 passengers, not including the driver	$50.00
	Taxicab operator’s licenses	
	For an operator employed by an organization which is exempt from federal income tax under IRC § 501(c)(3)	$0.00
	For an operator employed by a nonprofit corporation under Wis. Stats. Ch. 181	$0.00
	For any other person	$50.00
10-90	Auto salvage storage permit fee	$100.00
10-92	Newspaper vending machine permit fee	$50.00
10-93	Parklet permit fee	$200.00
10-95	Massage establishment license fee	$75.00
10-140	Temporary facility license fee	$25.00
10-142	Facility license fee	
	If the premises is not also licensed under Ch. 4, GBMC	$75.00
	If the premises is also licensed under Ch. 4, GBMC	$25.00
10-143	Facility operator's license fee	$10.00
10-203	Sexually-oriented adult entertainment establishment license fee	$750.00
10-205	Sexually-oriented adult entertainment establishment license renewal fee	$250.00
10-210	Sexually-oriented adult entertainment establishment employee registration fee	$30.00
10-238	Escort service application fee	$500.00
	Escort service license fee	$500.00
10-240	Escort service license renewal fee	$500.00
10-243	Escort registration fee	$25.00
10-274	Direct sales permit fee	
	Temporary (30-day)	$100.00
	Annual	$350.00

	Request for additional locations beyond three	$50.00
	Request for change of location	$10.00
	Solicitor's permit fee	
	Temporary (30-day)	$25.00
	Annual	$100.00
10-342	Junk dealer annual fee	$50.00
10-344	Junk dealer daily reporting failure fee	$10.00
10-374	Junk collector annual fee	$3.00
10-428	Special event fee – Simple event	
10-428	Small non-profit park event fee	
	Resident application fee	$25.00
	Late application fee	$25.00
	First time event additional fee	$50.00
	Event location change fee	$0.00
	Event cancellation fee	$10.00
	Small non-profit block party	
	Resident application fee	$50.00
	Late application fee	$25.00
	First time event additional fee	$50.00
	Event location change fee	$0.00
	Event cancellation fee	$10.00
	Special event fee – Small events	
	Athletic Event	
	Resident application fee	$100.00
	Non-resident application fee	$150.00
	Late application fee	$50.00
	First time event additional fee	$175.00
	Event location change fee	$25.00
	Event cancellation fee	$25.00
	All other small events	
	Resident application fee	$50.00
	Non-resident application fee	$75.00
	Late application fee	$25.00
	First time event additional fee	$88.00
	Event location change fee	$13.00
	Event cancellation fee	$13.00
	Special event fee – Medium events	
	Athletic Event	
	Resident application fee	$200.00
	Non-resident application fee	$300.00
	Late application fee	$100.00
	First time event additional fee	$350.00
	Event location change fee	$50.00
	Event cancellation fee	$50.00
	All other medium events	
	Resident application fee	$175.00
	Non-resident application fee	$263.00
	Late application fee	$88.00
	First time event additional fee	$306.00
	Event location change fee	$44.00
	Event cancellation fee	$44.00
	Special event fee – Large events	

10-428	Athletic Event	
	Resident application fee	$300.00
	Non-resident application fee	$450.00
	Late application fee	$150.00
	First time event additional fee	$525.00
	Event location change fee	$75.00
	Event cancellation fee	$75.00
	All other large events	
	Resident application fee	$275.00
	Non-resident application fee	$413.00
	Late application fee	$138.00
	First time event additional fee	$481.00
	Event location change fee	$69.00
	Event cancellation fee	$69.00
	Special event fee - Small budget film/ photography	
	Resident application fee	$25.00
	Non-resident application fee	$38.00
	Late application fee	$13.00
	Event location change fee	$6.00
	Event cancellation fee	$6.00
	Special event fee - Special hazard event	
	Resident application fee	$500.00
	Non-resident application fee	$750.00
	Late application fee	$250.00
	First time event additional fee	$875.00
	Event location change fee	$125.00
	Event cancellation fee	$125.00
10-458	Public vehicle business license fee	$25.00
	Public vehicle business motor vehicle inspection fee	$25.00
10-459	Public vehicle business operator’s license fee	$50.00
10-493	Commercial quadricycle business license fee	$25.00
	Commercial quadricycle inspection fee	$25.00
10-494	Commercial quadricycle operator’s license fee	$50.00
10-514	Underground sprinkler license fee	$25.00
10-544	Lobbyist registration fee	$20.00
10-574	Mobile food establishment license to operate fee	
	If the license is not in connection with an existing City-based business that sells food-based products	$50.00
	If the license is in connection with an existing City-based business that sells food-based products	$50.00
10-574	Mobile food establishment license to operate renewal fee	
	If the license is not in connection with an existing City-based business that sells food-based products	$50.00
	If the license is in connection with an existing City-based business that sells food-based products	$50.00
10-599	Tree and brush trimmer license fee	$25.00
10-634	Weights and measures fees	
	Annual processing fee	$30.00
	Product look-up (PLU) or scanner system	$100.00
	Electronic cash register (ECR) interfaced with other devices (per register)	$30.00
	Scales (1-50 lbs.) (per device)	$35.00

10-634	Scales (>50 lbs. up to 1,000 lbs.) (per device)	$30.00
	Sensitive scale (prescription, jewelry, precious metal) (per device)	$60.00
	Vehicle scales (per device)	$100.00
	Livestock scales (per device)	$100.00
	Auto recycling machine (per device)	$100.00
	Vehicle tank meters, petroleum products (per device)	$35.00
	Vehicle tank meters, lubricant products (per device)	$35.00
	LMDs (per device or grade listed on dispenser)	$30.00
	LMDs high output device (per device)	$35.00
	LMDs marina fuel dispenser (per device)	$30.00
	Coin operated timer (per device)	$5.00
	Taxi cab meter (per device)	$25.00
	Miscellaneous device (per hour)	$50.00
	Re-inspection after follow-up compliance inspection (per inspection)	$75.00
10-740	Alarm business permit fee	$50.00
10-741	Alarm user permit fee	
	For an alarm user who is residential obtaining a hold-up alarm or other burglar alarm system	$25.00
	For an alarm user who is not residential obtaining a hold-up alarm system or burglar alarm system, a fire alarm system, or both	$40.00
10-742	False alarm on hold-up alarms	
	Premises holding a permit	
	Second false hold-up alarm	$100.00
	Third false hold-up alarm	$200.00
	Fourth and subsequent false hold-up alarms	$350.00
	Premises without a permit	
	First false hold-up alarm	$100.00
	Second false hold-up alarm	$200.00
	Third and subsequent false hold-up alarms	$350.00
	False alarm on alarm systems other than hold-up alarms	
	Premises holding a permit	
	Second false alarm	$50.00
	Third false alarm	$75.00
	Fourth false alarm	$125.00
	Fifth and subsequent false alarms	$250.00
	Premises without a permit	
	First false alarm	$50.00
	Second false alarm	$75.00
	Third false alarm	$125.00
	Fourth and subsequent false alarms	$250.00
	Chapter 16—Environment	
16-40	Erosion control permit	
	One- and two-family residential	$100.00
	Multi-family residential	$150.00
	Commercial, educational, institutional, industrial uses	$150.00
	Underground utilities	$100.00
	Other construction sites commencing a land disturbing	$100.00

	activity	
	Reinspection fee	$75.00
16-81	Fee in lieu of providing storm water management (per Equivalent Runoff Unit (ERU))	$4,200.00
16-82	Storm water management plan permit fee	$500.00
	Chapter 18—Fire Prevention and Control	
18-66	Re-inspections for compliance with Ch. 18, Art. II, GBMC	$75.00
18-93	Permit fee for the purchase and use within the City of those classes of fireworks or pyrotechnics authorized by said statute	$200.00
18-93	Permit fee for the sale of fireworks within the City of those classes of fireworks authorized by statute	$600.00
	Chapter 24—Nuisances	
24-84	Unmanaged vegetative growth removal	
24-84	Administrative charge (per parcel)	$82.00
	Labor cost (per hour)	$86.00
	Equipment cost (per hour)	$82.00
	Minimum total charge (1/2 hour)	$166.00
	Chapter 28—Parks and Recreation	
28-3	Protection of parks and greenways	
	Encroachment fee	$75.00
28-7	Metro Boat Launch	
	Daily launch fee	$6.00
	Season launch pass	$60.00
	Seniors season launch pass	$50.00
	Commercial season launch pass	$75.00
	Chapter 32—Solid Waste	
32-2	Yard waste collection	
	Hourly rate	$219.00
	Minimum fee (1/3 hour plus administrative fee)	$93.00
	Administrative fee	$20.00
	Bulk waste collection	
	0-3 cubic yards	$100.00
	3-10 cubic yards	$205.00
	10+ cubic yards	$305.00
	Appliance collection	
	Refrigerators/Freezers (each)	$51.00
	Appliances with freon (each)	$51.00
	All other appliances	$35.00
	Electronics collection (each)	$65.00
	Tipper carts	
	Garbage – 96 gallon (plus sales tax)	$100.00
	Recycling – 96 gallon (plus sales tax)	$100.00
	Improper cart storage (per violation)	$39.00
	Early/Late setout (per violation)	$65.00
	Recycling in garbage cart (per violation)	$65.00
	Garbage in recycling cart (per violation)	$65.00
32-3		
	Per vehicle for first vehicle licensed by any person	$25.00
	Per additional vehicle	$5.00
	Chapter 34—Streets, Sidewalks, and Other Public Places	
34-5	Excavation permit fee	$50.00
	First 100 square feet of excavation	$37.80

	Each additional 100 square feet of excavation	$7.60
34-5	Permanent repair of excavated pavement	
	Asphalt streets – Administrative fee (all streets)	$45.00
	Asphalt streets – Concrete base (sq yard)	$80.00
	Asphalt streets – Gravel base (sq yard)	$145.00
	Concrete streets – Administrative fee	$45.00
	Concrete streets (sq yard)	**
	**Actual Cost from Annual Pavement Repair Contract	
34-8	Sidewalk builder's license fee	$25.00
34-14	Sidewalk snow and ice management fees	
	Base fee (per instance)	$69.00
	Snow/Ice removal fee (per linear foot)	$0.28
34-64	Leicht park dock fee – Cruise ship dockage	
	Per day	$1,500.00
	Per day/evening	$2,000.00
Chapter 36—Subdivisions		
36-34	Review fees	
	Preliminary city/extraterritorial subdivision plat	$150.00
	Additional fee per lot/outlot	$35.00
	Preliminary city/extraterritorial certified survey map ("CSM")	$250.00
	Final city/extraterritorial subdivision plat	$150.00
	City/extraterritorial subdivision/CSM variance	$150.00
	Preliminary condominium plat	$250.00
	Additional fee per lot/outlot	$35.00
	Final condominium plat	$150.00
36-558	Parkland development fee	$350.00
36-580	Street tree fee (per tree, calculated at 1 tree per 50 linear feet of right-of-way frontage)	$100.00
Chapter 42— Utilities		
42-203	Equivalent runoff unit (ERU) credit application fee	$50.00
Chapter 44—Zoning		
44-82	Zoning amendment fee	$375.00
44-83	Conditional use permit fee	$375.00
44-112	Homebased occupation fee – Initial	$25.00
	Renewal – Annual	$10.00
44-1552	Work done without Certificate of Appropriateness (per day)	$50.00
44-1580	Short Term Rental Permit – Initial	$500.00
	Short Term Rental Permit – Annual Renewal	$250.00
44-1890	One- and two-family residential site plan approval	
	Principal use building & site development, area smaller than $1,000 square feet	$25.00
	Principal use building & site development, area $1,000 square feet or larger	$50.00
	Accessory use building, area larger than 150 square feet only	$25.00
	Fencing – new construction	$0.00
	Landscaping: land-disturbing activity or new structure	$25.00
	Tower structure – new construction	$25.00
	New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron	$25.00
	New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)	$25.00

44-1890		New or reconstructed subdivision or neighborhood identification signage		$25.00
		Floodplain land use approval		$50.00
		Shoreland/wetland land use approval		$50.00
		Board of Appeals application and hearing fee		$125.00
	Multi-family residential site plan approval			
		Principal use building & site development		
			Base Fee	$50.00
			Additional fee per 1,000 sq. feet	$5.00
		Accessory use building		
			Base Fee	$50.00
			Additional fee per 1,000 sq. feet	$5.00
		Fencing – new construction		$50.00
		Landscaping: land-disturbing activity or new structure		$50.00
		Tower structure – new construction		$50.00
		New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron		
			Base Fee	$50.00
			Additional fee per 1,000 sq. feet	$5.00
		New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)		
			Base Fee	$50.00
			Additional fee per 1,000 sq. feet	$5.00
		New or reconstructed subdivision or neighborhood identification signage		$25.00
		Floodplain land use approval		$50.00
		Shoreland/wetland land use approval		$50.00
		Board of Appeals application and hearing fee		$250.00
	Commercial, educational, institutional, industrial use site plan approval			
		Principal use building & site development		
			Base Fee	$50.00
			Additional fee per 1,000 sq. feet	$5.00
		Accessory use building		
			Base Fee	$50.00
			Additional fee per 1,000 sq. feet	$5.00
		Fencing – new construction		$50.00
		Landscaping: land-disturbing activity or new structure		$50.00
		Tower structure – new construction		$50.00
		New construction or replacement of driveway, parking lot/spaces, curb cut, culvert, apron		$50.00
		New construction, addition, or alteration of water structure (swimming pool, hot tub, pond)		$50.00
		New or reconstructed subdivision or neighborhood identification signage		$25.00
		Floodplain land use approval		$50.00
		Shoreland/wetland land use approval		$50.00
		Board of Appeals application and hearing fee		$250.00
Other services				
	One- and two-family residential			
		Certificate of occupancy		$30.00
		Floodplain certificate		$50.00

		Property compliance letter	$30.00
		Reinspection fee	$75.00
		Uniform dwelling code seal	$30.00
		Zoning certificate (initial letter)	$50.00
		Zoning certificate (reprinted)	$0.00
	Multi-family residential		
		Certificate of occupancy	$30.00
		Floodplain certificate	$50.00
		Property compliance letter	$30.00
		Reinspection fee	$75.00
		Zoning certificate (initial letter)	$50.00
		Zoning certificate (reprinted)	$0.00
	Commercial, educational, institutional, industrial uses		
		Certificate of occupancy	$50.00
		Business license compliance letter	$50.00
		Floodplain certificate	$50.00
		Property compliance letter	$30.00
		Reinspection fee	$75.00
		Zoning certificate (initial letter)	$50.00
		Zoning certificate (reprinted)	$10.00
	Miscellaneous		
	Other miscellaneous fees may also be established by policy approved by the Council from time to time		
	Planned Unit Development and PUD Amendment fee		$425.00
	Postponement of Development Fees		$100.00
	Development District Map Amendment		$200.00
	Official Map Amendment		$200.00
	Discontinuance of a Public Utility Easement		$200.00
	Declare City Property "City Surplus"		$200.00
	Street Name Change		$200.00
	Vacate Street/Alley/Pedestrian Way		$300.00
	Comprehensive Plan Amendment		$275.00
	Sign – Permanent (plus $.50 per square foot)		$40.00
	Sign – Temporary		$40.00
	Board of Appeals Initiation – All Other		$250.00
	Land Use Permit		$50.00
	Temporary Use Permit		$25.00
	Annexation		$150.00
	Cell Tower – Buildings and Colocations		$500.00
	Cell Tower – New Towers		$1,000.00
	Tax Incremental Financing fee		
		Projects less than $5 million dollars	$500.00
		Projects more than $5 million dollars but less than $10 million dollars	$1,000.00
		Projects more than $10 million dollars	$2,500.00

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.6

Consideration with possible action the Q2 2024 general fund overtime report compared to budget.

BACKGROUND

Q2 2024 General Fund summary with 12 of 26 payroll complete or 46% of budget.

Row Labels	Revised Budget	Actual thru June 2024	Available Budget	% Used
10 - CLERKS/ELECTIONS	$2,900	$3,665	($765)	126.38%
12 - INFORMATION TECH AND SERVICES	$0	$1,413	($1,413)	#DIV/0!
25 - COMMUNITY AND ECONOMIC DEVELOP	$2,000	$841	$1,159	42.06%
30 - POLICE	$1,229,505	$775,681	$453,824	63.09%
40 - FIRE	$1,170,278	$529,349	$640,929	45.23%
50 - DEPT OF PUBLIC WORKS	$315,900	$149,185	$166,715	47.23%
60 - PARKS, REC AND FORESTRY	$23,484	$2,383	$21,101	10.15%
Grand Total	**$2,744,067**	**$1,462,517**	**$1,281,550**	**53.30%**

CLERKS/ELECTIONS driven by new employees who prefer overtime payments over compensatory hours not known at budget time.
INFORMATION TECH & SERVICES is driven by normal on-call overtime.Budget was in error zero for the 2024, estimated annual expense $3-4,000.
POLICE – memo attached
FIRE – memo attached
DEPARTMENT OF PUBLIC WORKS - memo attached
PARKS, REC AND FORESTRY - only 10% of overtime spent, overtime will be driven by summer seasonal.

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

1. YTD Q2 2024 General Fund OT report
2. m072424-Davis(OT Report)
3. Memo - Finance - Q2 Overtime Report - 07-16-24 SGrenier

4. Q2 OVERTIME FINANCE MEMO - Fire

City of Green Bay

CITY OF GREEN BAY
YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 GENERAL							
10 ADMINISTRATIVE SERVICES							
100 FINANCE							
1011002 50501 OVERTIME	400	0	400	.00	.00	400.00	.0%
101 CLERK/TREASURER							
101101 50501 OVERTIME	500	0	500	1,813.94	.00	-1,313.94	362.8%
104 ELECTIONS							
101104 50501 OVERTIME	2,000	0	2,000	1,851.06	.00	148.94	92.6%
TOTAL ADMINISTRATIVE SERVICES	2,900	0	2,900	3,665.00	.00	-765.00	126.4%

CITY OF GREEN BAY
YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12 INFORMATION TECH AND SERVICES							
120 INFORMATION TECH AND SERVICES							
101120 50501 OVERTIME	0	0	0	1,412.79	.00	-1,412.79	100.0%
TOTAL INFORMATION TECH AND SERVICES	0	0	0	1,412.79	.00	-1,412.79	100.0%

City of Green Bay

CITY OF GREEN BAY
YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
25 COMMUNITY AND ECONOMIC DEVELOP							
250 COMMUNITY AND ED OPERATIONS							
101250 50501 OVERTIME	1,000	0	1,000	725.94	.00	274.06	72.6%
255 INSPECTIONS AND ENFORCEMENT							
101255 50501 OVERTIME	1,000	0	1,000	115.30	.00	884.70	11.5%
TOTAL COMMUNITY AND ECONOMIC DEVELOP	2,000	0	2,000	841.24	.00	1,158.76	42.1%

City of Green Bay

CITY OF GREEN BAY
YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
30 POLICE							
300 POLICE ADMINISTRATION							
101300 50501 OVERTIME	1,143,000	86,505	1,229,505	-95,206.93	.00	1,324,711.76	-7.7%
310 INVESTIGATIONS							
1013110 50501 OVERTIME	0	0	0	95,452.03	.00	-95,452.03	100.0%
1013115 50501 OVERTIME	0	0	0	764.50	.00	-764.50	100.0%
1013120 50501 OVERTIME	0	0	0	30,030.43	.00	-30,030.43	100.0%
1013130 50501 OVERTIME	0	0	0	19,693.70	.00	-19,693.70	100.0%
1013150 50501 OVERTIME	0	0	0	3,937.81	.00	-3,937.81	100.0%
1013160 50501 OVERTIME	0	0	0	860.55	.00	-860.55	100.0%
1013190 50501 OVERTIME	0	0	0	203.61	.00	-203.61	100.0%
320 PROFESSIONAL STANDARDS							
1013210 50501 OVERTIME	0	0	0	3,498.06	.00	-3,498.06	100.0%
1013220 50501 OVERTIME	0	0	0	3,728.78	.00	-3,728.78	100.0%
1013240 50501 OVERTIME	0	0	0	824.38	.00	-824.38	100.0%
330 SUPPORT SERVICES							
1013310 50501 OVERTIME	0	0	0	325.43	.00	-325.43	100.0%
1013330 50501 OVERTIME	0	0	0	8,572.06	.00	-8,572.06	100.0%
340 POLICE OPERATIONS							
1013411 50501 OVERTIME	0	0	0	7,450.95	.00	-7,450.95	100.0%
1013412 50501 OVERTIME	0	0	0	28,382.80	.00	-28,382.80	100.0%
1013413 50501 OVERTIME	0	0	0	6,665.94	.00	-6,665.94	100.0%
1013420 50501 OVERTIME	0	0	0	2,616.19	.00	-2,616.19	100.0%
1013440 50501 OVERTIME	0	0	0	122.52	.00	-122.52	100.0%
1013450 50501 OVERTIME	0	0	0	79,546.50	.00	-79,546.50	100.0%
1013460 50501 OVERTIME	0	0	0	549,082.43	.00	-549,082.43	100.0%
1013485 50501 OVERTIME	0	0	0	406.39	.00	-406.39	100.0%

CITY OF GREEN BAY
YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1013490 50501 OVERTIME	0	0	0	25,708.50	.00	-25,708.50	100.0%
350 HUMANE OFFICER							
101350 50501 OVERTIME	0	0	0	3,014.14	.00	-3,014.14	100.0%
TOTAL POLICE	1,143,000	86,505	1,229,505	775,680.77	.00	453,824.06	63.1%

City of Green Bay

CITY OF GREEN BAY
YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
40 FIRE							
400 FIRE ADMINISTRATION							
101400 50501 OVERTIME	0	44,660	44,660	1,301.38	.00	43,358.74	2.9%
410 FIRE SUPPRESSION/OPERATIONS							
101410 50501 OVERTIME	1,125,618	0	1,125,618	484,663.13	.00	640,954.82	43.1%
420 FIRE TRAINING & SUPPORT SERV							
101420 50501 OVERTIME	0	0	0	43,384.28	.00	-43,384.28	100.0%
TOTAL FIRE	1,125,618	44,660	1,170,278	529,348.79	.00	640,929.28	45.2%

CITY OF GREEN BAY
YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
50 DEPT OF PUBLIC WORKS							
500 ENGINEERING							
101500 50501 OVERTIME	2,500	0	2,500	281.69	.00	2,218.31	11.3%
503 DPW OPERATIONS							
101503 50501 OVERTIME	260,000	0	260,000	19,279.77	.00	240,720.23	7.4%
1015210 50501 OVERTIME	0	0	0	1,719.71	.00	-1,719.71	100.0%
1015210E 50501 OVERTIME	0	0	0	2,615.50	.00	-2,615.50	100.0%
1015220E 50501 OVERTIME	0	0	0	207.61	.00	-207.61	100.0%
1015230E 50501 OVERTIME	0	0	0	62,875.66	.00	-62,875.66	100.0%
1015250E 50501 OVERTIME	0	0	0	579.42	.00	-579.42	100.0%
1015310 50501 OVERTIME	0	0	0	5,129.19	.00	-5,129.19	100.0%
1015320 50501 OVERTIME	0	0	0	143.41	.00	-143.41	100.0%
1015330 50501 OVERTIME	0	0	0	2,292.29	.00	-2,292.29	100.0%
1015361 50501 OVERTIME	0	0	0	1,381.31	.00	-1,381.31	100.0%
1015362 50501 OVERTIME	0	0	0	1,258.28	.00	-1,258.28	100.0%
1015384 50501 OVERTIME	0	0	0	3,921.52	.00	-3,921.52	100.0%
1015410 50501 OVERTIME	0	0	0	16,956.97	.00	-16,956.97	100.0%
1015420 50501 OVERTIME	0	0	0	15,733.20	.00	-15,733.20	100.0%
15530501 50501 OVERTIME	0	0	0	124.77	.00	-124.77	100.0%
15540501 50501 OVERTIME	0	0	0	345.81	.00	-345.81	100.0%
15550501 50501 OVERTIME	0	0	0	106.65	.00	-106.65	100.0%
504 TRAFFIC							
101504 50501 OVERTIME	53,400	0	53,400	.00	.00	53,400.00	.0%
1015710 50501 OVERTIME	0	0	0	1,379.09	.00	-1,379.09	100.0%
1015710E 50501 OVERTIME	0	0	0	2,541.12	.00	-2,541.12	100.0%
1015720E 50501 OVERTIME	0	0	0	10,312.22	.00	-10,312.22	100.0%
TOTAL DEPT OF PUBLIC WORKS	315,900	0	315,900	149,185.19	.00	166,714.81	47.2%

City of Green Bay

CITY OF GREEN BAY
YEAR-TO-DATE BUDGET REPORT

FOR 2024 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
60 PARKS, REC AND FORESTRY							
610 CITY HALL							
101610 50501 OVERTIME	100	0	100	54.76	.00	45.24	54.8%
630 PARKS							
101630 50501 OVERTIME	22,400	0	22,400	2,295.83	.00	20,104.17	10.2%
670 FORESTRY							
101670 50501 OVERTIME	984	0	984	32.15	.00	951.85	3.3%
TOTAL PARKS, REC AND FORESTRY	23,484	0	23,484	2,382.74	.00	21,101.26	10.1%
TOTAL GENERAL	2,612,902	131,165	2,744,067	1,462,516.52	.00	1,281,550.38	53.3%
TOTAL EXPENSES	2,612,902	131,165	2,744,067	1,462,516.52	.00	1,281,550.38	
GRAND TOTAL	2,612,902	131,165	2,744,067	1,462,516.52	.00	1,281,550.38	53.3%

** END OF REPORT - Generated by Diana Ellenbecker **

CITY OF GREEN BAY
YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	3	Y	Y
Sequence 3	4	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
Print totals only: N
Print Full or Short description: S
Print full GL account: N
Format type: 1
Double space: N
Suppress zero bal accts: Y
Include requisition amount: N
Print Revenues-Version headings: N
Print revenue as credit: Y
Print revenue budgets as zero: N
Include Fund Balance: N
Print journal detail: N
From Yr/Per: 2018/ 1
To Yr/Per: 2018/13
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1
Include additional JE comments: N
Multiyear view: F
Amounts/totals exceed 999 million dollars: N

Year/Period: 2024/ 6
Print MTD Version: N

Roll projects to object: N
Carry forward code: 1

Find Criteria

Field Name	Field Value
Fund	101
Function	
Department	
Division	
Activity	
Eligible	
Class	
PSC	
Character Code	
Org	
Object	50501
Project	
Account type	

CITY OF GREEN BAY
YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Account status
Rollup Code

Green Bay Police Department
307 South Adams Street
Green Bay, Wisconsin 54301-4582
www.gbpolice.org

Phone 920.448.3200
Fax 920.448.3248

TITLETOWN, USA

April 24, 2024

To: Common Council Finance Committee

From: Chris Davis
Chief of Police

Subject: 2024 Q2 Overtime Report

As of July 16, 2024, the Green Bay Police Department has incurred a total overtime expense of $1,223,725.82. Of this, $401,546.71 is reimbursable, meaning the actual year-to-date overtime expense to the General Fund is $793,441.02. Note that these figures do not add up to the total expense; this is because employees elect to receive some overtime as compensatory time rather than pay. Total overtime expenditure to date represents approximately 69% of our total 2024 General Fund overtime budget of $1,143,000.00.

The top ten drivers of overtime expenditure to date are:

- Patrol Backfill – Vacation/Comp/Personal Leave ($75,189.23): When an officer's use of paid leave pushes a shift below its minimum staffing level, overtime is required to meet the requirement. Officers must be given the opportunity to use accrued leave throughout the year, and each shift has a maximum number of officers who can be allowed off on such leave on any given day to avoid excessive overtime expense.
- Patrol Backfill – SWAT ($68,681.43): Special Weapons and Tactics (SWAT) team officers are required to attend regular bi-weekly and annual training, as well as ad hoc training related to the team's various roles. These training requirements have increased in 2024 due to changes in National Tactical Officers Association (NTOA) standards. In addition, SWAT officers are often needed to conduct planning for upcoming missions. SWAT is a detached assignment, and most SWAT officers serve in patrol, which has union contract-mandated minimum staffing levels. Therefore, when a SWAT member's absence pushes a patrol shift below its minimum, overtime is required to meet the requirement.
- Patrol Backfill – 2 Sergeant Minimum ($68,473.07): A minimum of two patrol sergeants is required at all times, and when training, specialty assignment needs, or paid leave pushes sergeant staffing below this level, overtime is required to meet the requirement. Until April 15, we held two vacant sergeant positions while we conducted a promotional process. We are currently fully staffed at the sergeant rank, which should reduce this expense. However, a number of sergeants currently serve on specialty units, which pulls them from their regular duties fairly frequently. We are working with the Green Bay Professional Police Association (GBPPA) on a solution to this problem.
- Late Call ($68,247.32): Officers sometimes receive calls for service that require them to stay past the end of their regularly scheduled work hours. These include emergency situations, arrests that need to be processed, or cases in which reports are required to be completed before the officer leaves work for the day.

- Patrol Backfill – Mobile Response Team ($64,464.68): The department recently established the Mobile Response Team (MRT) to serve as a specialized resource to provide policing services at public-order events. This has required a large amount of team-wide training, including two recent police mountain bike courses. MRT is a detached assignment, and most MRT officers serve in patrol, which has union contract-mandated minimum staffing levels. Therefore, when a MRT member's absence pushes a patrol shift below its minimum, overtime is required to meet the requirement.
- SWAT Call-In ($60,610.65): Certain types of incident require a SWAT response. The most common SWAT call-ins are for search warrant services and barricaded persons who are suspected to be armed. SWAT officers called to respond to such events while off duty are paid overtime.
- Patrol Backfill – Sick Leave ($41,575.38): When an officer's use of sick leave pushes a shift below its minimum staffing level, overtime is required to meet the requirement.
- Patrol Backfill – Discretionary Training ($27,655.22): Patrol officers occasionally have the opportunity to attend non-mandatory training to develop skills that will benefit them and the community. In cases where an officer's attendance at such training causes patrol shift staffing to fall below contract-mandated minimum staffing levels, overtime is used to backfill the vacancy.
- Circuit Court – Preliminary Hearing ($26,232.63): Officers are required to attend court for preliminary hearings in cases where an arrest is made. We have implemented a program to have a detective attend such hearings during their regular hours, but there are still cases where the arresting officer is required for the hearing.
- Circuit Court – Jury Trial ($23,975.55): Officers required to attend court pursuant to a subpoena during their off hours are paid overtime.

At this point, we see a risk that the department will exceed its overtime budget for the year, particularly if unforeseen emergencies or a number of unreimbursed Presidential campaign visits could impact our overtime expenses. Our overtime burn rate tends to be higher in the summer, so we anticipate a slower rate of expenditure later in the year. As has been the case for some time, shortages in the number of fully deployable officers drive a significant amount of overtime expenditure. While increased recruiting helps, the lag between when an officer is hired and when they become fully deployable means a delay in seeing a reduction in overtime from increased staffing.

Inter-Office Memo

Date: July 16, 2024

To: Finance Committee

From: Steve Grenier, Director of Public Works

Re: Overtime through 2nd Quarter, 2024

The Department of Public Works is trending favorably in actual expenditures versus projected need regarding overtime wages. Through the end of June, approximately 50% of the fiscal year has been completed.

Division	Annual Budgeted Overtime	Expected Expenditure Through 06/30/24	Actual Expenditure Through 06/30/24	Percent Budget Spent	Percent Budget Remaining
Engineering	$ 2,500.00	$ 1,250.00	$ 281.69	11.3%	88.7%
Operations	$ 260,000.00	$ 130,000.00	$ 125,328.93	48.2%	51.8%
Traffic	$ 53,400.00	$ 26,700.00	$ 39,167.57	73.3%	26.7%

Engineering Division includes Administrative Division for budgeting purposes
Traffic Division includes Electrical Section and Signs/Marking (Sign Shop)

Engineering/Administrative Divisions maintain a nominal overtime budget to account for periods of high demand service and short staffing within the Administrative Section. With a full complement of administrative staff and no turnover in 2024, Administrative Section has been able to minimize the amount of overtime necessary to complete essential work functions.

Operations Division is the largest user of overtime, and this use is largely the result of snow and ice management operations. Our typical snow season begins in November and concludes in April. Most of our snow and ice expenditures come early in the year. With an unseasonably warm and dry winter of 2020-2024, snow and ice expenditures were lower than typical.

Within the Traffic Division, the largest overtime expense is Signs and Marking Section (Sign Shop). This expense is typically related to barricading and traffic control associated with special events and pavement marking, which occurs outside normal work hours for safety reasons. Most of out pavement marking occurs early in the year, when staff is also completing contracted long-line pavement marking for the City of De Pere and Villages of Allouez and Bellevue. As this work has been completed, the majority of our overtime needs for the year should similarly be completed.

<u>Projection for remainder of 2024</u>
Engineering Division is expected to come in slightly below budget for the year.
Operations Division is expected to come in at or near budgeted overtime for the year.
Traffic Division is expected to come in at or near budgeted overtime for the year.

Green Bay Metro Fire Department
501 South Washington Street
Green Bay, Wisconsin 54301-4218
www.greenbaywi.gov/fire

Phone 920.448.3280

Matthew W. Knott
Fire Chief

MEMORANDUM

To: Finance Committee

From: Matthew W. Knott, Fire Chief

Date: July 17, 2024

Re: 2024 – Quarter 2 Overtime Report

We are currently trending under budget at 45.2%. We continue to work to identify specific reasons for overtime and how we can control future expenditures. We will continue to monitor on and off duty medical-related absences and our staffing levels.

We have identified and are tracking an expected increase of overtime use this summer due to contractual scheduled time off. We will monitor for future adjustments once a contract agreement is reached, and are preparing for a large number of planned retirements this fall/early winter.

It is projected that we will end the year at our budgeted amount or slightly under budget, barring any unforeseen circumstances. We will continue to monitor our overtime expenditures and will provide updates to the Finance Committee.

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.7

Consideration with possible action the 2024 Tax Increment District (TID) borrowing request resolution for the JBS Subdivision and Park project.

BACKGROUND

The JBS project aims to cultivate a diverse neighborhood that promotes community connections, economic opportunities, and recreational options. This neighborhood will be integrated with essential resources such as childcare, entrepreneurship, and outdoor spaces, thereby stimulating further investment and enhancement of local amenities.

In 2020, a COVID-19 outbreak occurred in one of our historically underinvested neighborhoods, where the majority of residents are employed in the manufacturing and service sectors. The Imperial Pride neighborhood is distinguished by its significant minority population. In contrast to the broader city demographics (68.1% White, 16.4% Hispanic/Latino, 4.3% African American/Black), Imperial Pride is notably diverse, with Hispanic residents comprising nearly 51.4% of its population, followed by White (23%), African American/Black (13.1%), and Asian residents (6.1%). The neighborhood also has a large proportion of non-native English speakers, with 36.7% speaking Spanish at home.

Economically, Imperial Pride faces challenges, with poverty rates exceeding double the city average at 29.2%, and residents earning approximately $27,000 less annually than the city average household income of $67,863. Educational attainment is notably lower, with 71.2% having not advanced beyond high school, significantly higher than the city's 43.9% average. The neighborhood is identified as one of Green Bay's most vulnerable to crime, with a notable incidence of police calls and offenses, particularly aggravated assault/battery and theft. Despite representing only 2.3% of Green Bay's Police District D population, it accounts for 14.44% of auto thefts in the district.

Prior to this project, the Community Health Assessment process identified core needs for this neighborhood, including equitable access, social cohesion, and unified planning and policy. This project addresses all three health priorities by creating equal access to essential health services and economic stability (Strategies 1.3 and 1.1), fostering social connections within neighborhoods (Strategy 2.1), enhancing food systems (Strategy 2.2), providing recreational opportunities (Strategy 2.3), and improving broadband access (Strategy 3.1) (Brown County CHIP, 2024).

In response to the pandemic, JBS Food Group donated approximately 25.6 acres to the City of Green Bay to expand housing opportunities and create an exemplary community park with unique amenities. Upon receiving the donation, the City coordinated a historic community-led engagement, supported by grants from Bloomberg Philanthropies and Harvard University. Over the past two years, the City of Green Bay, in partnership with GRaEF consultants, has worked with the community to develop a plan for the JBS redevelopment that reflects community needs and desires. Since 2021, 22 engagement events have been held, involving key community/business stakeholders, neighborhood residents, JBS employees, & area youth.

These engagement activities were held in the identified community, or virtually, and involved interactive elements such as visual preference surveys and visual elements that allowed participants to choose and manipulate project concepts according to their preferences. Events also incorporated youth at a local elementary school, gathering their preferences for park amenities and features. Community engagement events were advertised in multiple languages and staffed by translators to ensure an inclusive process and to gather data and preferences from all residents, workers, and stakeholders. These engagement activities provided stakeholders with key information while informing concept development.

The city collaborated with over 40 partner institutions, ranging from non-profits serving local neighborhoods like Wello and the United Way of Brown County, to educational institutions like Green Bay Public Schools and local colleges and universities. Additionally, the City worked with the Chamber of Commerce and local businesses, including JBS. This is the most robust community-led development in Green Bay's history, leading to a large variety of programming that will be available at the Urban Barn.

<u>The project consists of four main elements:</u>
New Housing Opportunities: This includes urban density, missing middle housing, and a mix of rental and owner-occupied units. Sustainable designs and practices will be prioritized, with coordinated efforts to increase homeownership among historically disenfranchised populations. The plan aims to build 200 units by 2027.

New Community Park: A destination community park will be built to maximize accessibility and inclusivity across abilities and provide recreational elements unique to this neighborhood. It will offer recreational opportunities for seniors, adults, and children and include programmable space available to all Green Bay residents. The park is slated for completion by July 2025.

Improved Infrastructure Connections: The City is enhancing street and utility connections to improve service levels, making the entire neighborhood more walkable and bikeable. These improvements are expected to be completed by July 2025.

Urban Farm and Urban Barn: This component focuses on training and support facilities to scale up production levels for farmers and those interested in the food supply ecosystem. The farm will offer hands-on educational programming and job training for historically disenfranchised populations, learners of all ages, and neighborhood families. It will serve as a hub for free fresh vegetables and provide access to a publicly accessible food forest. The Urban Barn, named for its proximity to small-scale farming elements, pays homage to the city's roots.

Additionally, this process led to the creation of a Master Plan for VT Pride, which aims to improve existing amenities while creating new ones throughout the neighborhood. These bids represent the culmination of this work, upon approval from Common Council construction would begin in August.

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

1. JBS 2024 Borrowing resolution

RESOLUTION AUTHORIZING
2024 TAX INCREMENT DISTRICT (TID) BORROWING

July 30, 2024

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

Pursuant to the recommendation of the Finance Committee at its meeting of July 23, 2024, the following 2024 TID borrowing of funds is hereby authorized:

	AMOUNT
2024 TID Borrowing – State Trust Fund Loan	Up to $5,500,000

This borrowing request allows staff to award the contracts and move forward with the JBS Subdivision and Park – Phase 2 Infrastructure and Boulevard projects with the awarded contractor. This TID borrowing will be supplemented by grants and other funding sources for this project.

Adopted ____________________________

Approved ___________________________

____
Mayor

____
Clerk

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.8

Consideration with possible action on request by DPW to award JBS Subdivision and Park- Phase 2 Infrastructure Package contract to Calnin &Goss, LLC in the amount of $3,912,012.63.

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

1. JBS - Phase 2 Infrastructure bid summary

JBS SUBDIVISION AND PARK - PHASE 2 INFRASTRUCTURE PACKAGE

Quest Number: 9158386

Closing Date: Tue, 06/25/2024 02:00 PM CDT
Posting Type: Construction Project

Owner Name:	Green Bay WI, City of
Owner Contact:	Steven Grenier, P.E.
Owner Phone:	920-448-3100
Solicitor Name:	Green Bay WI, City of
Contact:	Ting Thompson-Eagan
Email:	ting.thompson-eagan@greenbaywi.gov
Phone:	920-448-3103
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
Calnin & Goss, LLC	Calnin Estimating	920-384-5899	Estimating@calninandgoss.com	$ 3,912,012.63		
Advance Construction Inc.	Paul Kultgen	920-434-3978	pkultgen@advconst.net	$ 4,352,160.97		
PTS Contractors, Inc	Jeannie Petasek	920-468-5217	JPetasek@PTSContractors.net	$ 4,430,434.50		
DE GROOT, INC.	MARK DE GROOT	920-866-2348	mark@degrootinc.com	$ 5,242,057.30		

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.9

Consideration with possible action on request by DPW to award JBS Subdivision and Park- Phase 2 Park and Boulevard Package contract to Vinton Construction Company in the amount of $6,188,240.00.

BACKGROUND

RECOMMENDATION

Approval of the request

FISCAL IMPACT

ATTACHMENTS

1. JBS - Phase 2 Boulevard Package bid summary

JBS SUBDIVISION AND PARK - PHASE 2 PARK AND BOULEVARD PACKAGE

Quest Number: 9158389

Closing Date: Tue, 06/25/2024 02:00 PM CDT
Posting Type: Construction Project

Owner Name:	Green Bay WI, City of
Owner Contact:	Steven Grenier, P.E.
Owner Phone:	920-448-3100
Solicitor Name:	Green Bay WI, City of
Contact:	Ting Thompson-Eagan
Email:	ting.thompson-eagan@greenbaywi.gov
Phone:	920-448-3103
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
Vinton Construction Company	Estimating at Vinton Construction	920-682-0375	quotes@vintonwis.com	$ 6,188,240.00		
Peters Concrete Company	Duke Peters	920-494-3700	quote@petersconcrete.com	$ 6,624,737.00		

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.10

Consideration with possible action on request by DPW to NOT award JBS Subdivision and Park-Phase 2 Urban Farm- Barn Building contract.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

1. JBS - Phase 2 Urban Farm bid summary

JBS SUBDIVISION - PHASE 2 URBAN FARM - BARN BUILDING

Quest Number: 9158393

Closing Date: Tue, 07/02/2024 02:00 PM CDT
Posting Type: Construction Project

Owner Name:	Green Bay WI, City of
Owner Contact:	Steven Grenier, P.E.
Owner Phone:	920-448-3100
Solicitor Name:	Green Bay WI, City of
Contact:	Ting Thompson-Eagan
Email:	ting.thompson-eagan@greenbaywi.gov
Phone:	920-448-3103
Award Date:	
Comments:	
Award Status:	Pending
Letting Bid Tabulation:	View on vBid

Company	Contact	Phone	E-mail	Amount	Awarded	Comment
Frank O. Zeise Construction Co., Inc.	Beckie McDermid	920-437-5426	bmcdermid@zeiseconstruction.com	$ 4,726,700.00		

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.11

Consideration with possible action on accepting an AmeriCorps planning grant for $63,627 to hire a Community Corps Assistant for a limited 1-year term.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

1. Community Corps Member Finance Memo
2. City of Green Bay - Community Corps - Narratives
3. City of Green Bay - Community Corps - Attachment A - Budget Worksheet

Parks, Recreation & Forestry Department
100 North Jefferson Street • Room 510
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3365
Fax 920.448.3393

07/18/24

To: Diana Ellenbecker

From: Dan Ditscheit

Re: AmeriCorps Planning Grant Award for a Green Bay Community Corps

CC: Maria Otto

RECOMMENDATION

The Parks, Recreation & Forestry Department is requesting that the Finance Committee approve accepting an AmeriCorps Planning Grant for the development of a Green Bay Community Corps division within the City and dedicate $9,400 in City Contingency funding to pay for the City's required funding match for 2024.

BACKGROUND

The Green Bay Parks, Recreation & Forestry Department recently received a planning grant to develop a Green Bay Community Corps division within the City, very similar to the structure for the Green Bay Conservation Corps. If approved, the planning grant will fund the addition of 1 full time position for a limited term of 1 year. This new position would be responsible for creating a vision for the implementation of the Community Corps Division and would also apply for a second AmeriCorps grant to assist with funding the implementation of the program. This full-time position would only continue beyond year 1 if the second grant is awarded and the City Council also approves accepting the second grant.

A Community Corps program would take a conservation approach to building community, connecting residents to needed services and improving neighborhood quality such as housing. This program will seek to increase the connectedness of various neighborhoods to community institutions, local government and their neighbors thereby improving quality of life, decreasing crime, and increasing participation in civic life or community activities.

In short, The Green Bay's Community Corps would deploy a team of people comprised of city staff, AmeriCorps members, non-profit partners, and volunteers to engage residents in a wide range of activities that increase civic engagement, beautification, green weatherization, and general safety. These activities could include supporting the installation of smoke alarms and carbon monoxide detection, matching tax credit programs for green winterization, surveys on community improvements and art projects.

Staff and AmeriCorps members would organize and conduct trainings for volunteers before launching these volunteers into community engagement alongside the AmeriCorps members. Our goal is to engage a total of 500 Volunteers a year, with at least 5 major outreach events a year. Each event would consist of several of the following activities described below.

- Beautification projects: Cutting of undesirable high vegetation in community areas, garbage removal, rake, and snow assistance to the elderly and those with disabilities. Small repair projects for vulnerable populations as well as addressing blighted or vacant properties.
- Green Weatherization: In collaboration with city staff, connecting residents with free support services for windows and heating. Plus, connecting them with the city's matching services for tax credits associated with federal dollars for Green Improvements to owned property. Also conduct energy audits to help residents identify area for improvement through Green Infrastructure
- Surveys and Community Engagement: In partnership with city staff having ongoing neighborhood engagements on community improvements and well as educational campaigns on City's request for service.
- Security Assessments: In collaboration with city staff, helping to support residents with free security upgrades to their homes, plus improvement of detection of fire and carbon monoxide.
- Resident-led Art Projects: In collaboration with city staff, design, and support implementation of community art projects
- Civic Association Engagement: Help to organize community facing events through civic associations to increase engagement for the community.

FISCAL IMPACT

The total cost for this planning grant is $86,036, of which the grant will cover 74% of the cost ($63,627) and the City will be responsible to cover the remaining 26% ($22,409). Please note that the grant runs from August through July. Therefore, the City will have to dedicate approximately $9,400 in 2024 funding in order to accept the grant. The Parks Department will also be bringing this item to the Personnel Committee and will recommend approval of adding this position to the Park Department's Table of Organization.

CITY OF GREEN BAY - AmeriCorps State Planning Grant

A. Executive Summary (Required – 0%)

The City of Green Bay proposes to develop an AmeriCorps program serving the Green Bay area. The AmeriCorps investment of $63,047 will be matched with $22,409 in public funding. No AmeriCorps members will be needed to execute this plan.

B. Program Design (70%)

1. Need (10 points)

Green Bay is a mid-sized city, growing at one of the highest rates in the state of Wisconsin. Our population grown is concentrated among communities of color, primarily Latinos and Asian Americans (Mexican and Hmong respectively). Communities of color now account for over 36% of the population of the city. Green Bay is now more racially diverse than the Capital city of our state, Madison. Despite these large numbers, representation in civic organizations and civic engagement are extremely low.
In addition, since 2020 we have seen an increase in quality-of-life complaints and petty crimes across the city, but most concentrated in racially diverse neighborhoods, with a high proportion of low-to-moderate income families, and those parts of the city that are least connected to civic institutions.

Two neighborhoods that encapsulate this phenomenon are Imperial Pride and The Western Ave Corridor. Despite being on the opposite sides of the city they share common challenges. Together, they represent nearly 10% of all police calls in 2023. Yet, the number one reason for the police calls was “Welfare Checks” with “Animal Calls and Medical Calls” not following far behind. In other words, activities that can be solved in part by service providers and city services. These areas represent the lowest homeownerships rates in the city, highly transient populations but have high density, while abutting high traffic commercial corridors. Many of these challenges in these neighborhoods are reflective of structural issues that left these areas lacking community institutions, physical community connectedness (sidewalks) and community investments.

Through the Green Bay Community Corps we seek to increase the connectedness of these neighborhoods to community institutions, local government and their neighbors thereby improving quality of life, decreasing crime, and increasing participation in civic life or community activities.

In the wake of 2020 pandemic, and the increasing violence seen across the city, Mayor Genrich created an Office of Violence Prevention (OVP), as well as an historic investment in neighborhood civic associations. Simultaneously, the Mayor led the effort to create a Conservation Corps to rally residents to address climate change while building community and investing in National Service.

In addition, during the same time we have adopted the implementation of Good Neighbor Week, a creation of a group of residents who participated in NeighborWorks Green Bay Community Leadership training program. It is a week that is all about encouraging people to be good to each other, lending a helping hand if possible. Our vision to expand good neighbor ‘week’ to good neighbor year is to grow our AmeriCorps program with a Community Corps.

The City of Green Bay is seeking a planning grant to hire a Community Corps Supervisor to our already successful Conservation Corps program. For the City of Green Bay, a Community Corps program would take a conservation approach to building community, connecting residents to needed services and improving neighborhood quality such as housing.

In short, The Green Bay’s Love Community Corps would deploy a team of people comprised of city staff, AmeriCorps members, non-profit partners, and volunteers to engage residents in a wide range of activities that increase civic engagement, beautification, green weatherization, and general safety. These activities could include supporting the installation of smoke alarms and carbon monoxide detection, matching tax credit programs for green winterization, surveys on community improvements and art projects.

The planning grant would be used to hire of Community Corps Supervisor to coordinate with internal departments on using data to target neighborhoods for deployment, develop partnerships with community institutions and set the program up for success for new members. The supervisor would also create a robust onboarding experience for members and outline training. Using a planning grant for Conservation Corps led to an incredible successful program and the City is planning to replicate that process for this expansion.

2. Program Model (30 points)

The Community Corps members would be directly supervised by either the host site supervisor or the Community Corps supervisor depending on their service site. The overall program will be managed by the Conservation Corps Coordinator (AmeriCorps Program Director). Most training for the AmeriCorps members would be completed with the Conservation Corps AmeriCorps members to increase impact. Specialized training for the Community Corps members would be completed by the host site and partnership organizations.

Staff and AmeriCorps members would organize and conduct trainings for volunteers before launching these volunteers into community engagement alongside the AmeriCorps members. Our goal is to engage a total of 500 Volunteers a year, with at least 5 major outreach events a year. Each event would consist of several of the following activities described below.

Volunteer activities may include the following:

Beautification projects: Cutting of undesirable high vegetation in community areas, garbage removal, rake, and snow assistance to the elderly and those with disabilities. Small repair projects for vulnerable populations as well as addressing blighted or vacant properties.

Green Weatherization: In collaboration with city staff, connecting residents with free support services for windows and heating. Plus, connecting them with the city's matching services for tax credits associated with federal dollars for Green Improvements to owned property. Also conduct energy audits to help residents identify area for improvement through Green Infrastructure

Surveys and Community Engagement: In partnership with city staff having ongoing neighborhood engagements on community improvements and well as educational campaigns on City's request for service.

Security Assessments: In collaboration with city staff, helping to support residents with free security upgrades to their homes. Plus, improvement of detection of fire and carbon monoxide

Resident-led Art Projects: In collaboration with city staff, design, and support implementation of community art projects

Civic Association Engagement: Help to organize community facing events through civic associations to increase engagement for the community.

AmeriCorps members would be uniquely qualified to address the aforementioned activities as programing and support would build the capacity of individual members with technical expertise while helping to improve neighborhood outcomes. These activities are currently not being provided by any institution in the City of Green Bay, the efforts, combing in partnership with the city and community institutions would serve as a new model for collaboration to reduce crime and improvement community outcomes. There is no threat of duplicating efforts or address efforts already covered by the community. The City of Green Bay would be proud to leverage AmeriCorps to make a powerful impact in people's lives.

The City of Green Bay plans to recruit locally to involve the community in fulfilling the needs in their neighborhoods. It is anticipated to host approximately 10 – 12 MSY annually. This will most likely be full-time and part-time capacity slots to be accessible to more members within the community. Further program designs is yet to be determined as this would be the primary role of the Community Corps Supervisor during the planning grant process.

3. Planning Process (30 points)

The City of Green Bay will recruit and hire the Community Corps Supervisor who will work with stakeholders and the City staff to determine and prioritize objectives and operating sites which are of most importance and provide the greatest impact to the community. The Conservation Corps Coordinator (AmeriCorps Program Director) will provide assistance to help determine the desired project outcomes for this program and recognizes that by going through the planning process, the initial program design and model may need to be modified from this proposal.

Date	Activity
Upon Award Notification	Finalize position description for CC Coordinator and start the recruitment process
August - September	City reviews applicants and conducts interviews
October 1, 2024	Start Date for Community Corps Supervisor contingent on following all hiring policies at organization
Ongoing	Weekly meetings about planning and progress with AmeriCorps Program Director
October	Conduct needs assessment to identify potential projects
November	Research other comparable AmeriCorps Community Corps programs. Identify stakeholders and key partners for implantation of program. Work with new and potential partners and stakeholders to develop the database of potential projects
December	Begin monthly meetings with City Department staff and stakeholders to discuss progress on the program Define performance measures that will be used based on priority project list
January 2025	Identify AmeriCorps member activities based on needs. Finalize MSY and slot types. Attend AmeriCorps Workshop Begin reviewing the RFP for 2025-2026 AmeriCorps State Program Grant with the AmeriCorps Program Director to best organize the Community Corps and Conservation Corps programs.
February	Master Project database completed. Year 1 priority projects chosen. Work with AmeriCorps Program Director to develop an operating budget.

March	Develop a plan for fiscal sponsorship outreach Draft member position description and calendar of projects
April	Develop means and methods for recording AmeriCorps member and volunteer hours, performance measures, and create the performance matrix to be used to track progress and eventual completion of successful projects Attend National Service Training conference.
May	Begin recruiting for 2025-26 Program year members Attend neighborhood meetings, farmer's markets, and other stakeholder meetings
June	Set up office space Create member training documents specific to Community Corps. (Community Corps members will go through AmeriCorps general orientation with Conservation Corps members on first day of service).
July	Finalize fall projects with community partners and design detailed calendar of events for quarter 1. Draft year long schedule of projects with trainings. Attend neighborhood association meetings, farmer's markets, and other community events.
August	Hold interviews for crew members. Close out planning grant documents.

C. **Organizational Capability (20% - *20 points*)**

The City of Green Bay currently runs the Green Bay Conservation Corps, an AmeriCorps program established in 2022. This program has been successfully implemented and managed. In addition, the City manages numerous other federally funded programs such as projects within the Great Lakes Restoration Initiative.

The primary contact for this application is the current AmeriCorps Director for the Green Bay Conservation Corps program. This staff person was responsible for establishing the new Green Bay Conservation Corps in 2022 and familiar with establishing a new AmeriCorps program. The AmeriCorps Director will have weekly meetings with the new Community Corps Supervisor to support them through the process and offer assistance when needed. Once the program is established, it is anticipated that the AmeriCorps Director will have monthly meetings to maintain support throughout the development.

The AmeriCorps Director will be responsible for fiscal oversight and reporting using the established bridge document used for the Conservation Corps program. The Community Corps Supervisor will be responsible for detailed expense tracking and progress updates to the AmeriCorps Director.

To better track and recruit volunteers, the Community Corps Supervisor will customize the Volgistics Software to meet the needs of the program.

The City of Green Bay has partnerships with local organizations who are excited for the creation of a Community Corps in the area. These include Downtown Green Bay and OnBroadway, Inc. Additional partnerships may include neighborhood associations, local shelters, and local universities.

D. Cost Effectiveness and Budget Adequacy (10%)

1. Cost Effectiveness (5 points)

The $22,409 of match funds will come from the City of Green's General Fund. It will be the goal of the City to offset the impact of the general fund by securing partnerships with potential host-site organizations. With the current AmeriCorps program, the proposed Community Corps will share resources with the Green Bay Conservation Corps. These will include, but are not limited to, training and development of members, office space, specialized equipment, marketing, and recruitment, etc.

The proposed budget and match funds will go directly to creating a new staff position who's responsible for the establishment of the new program. These costs include salary, fringe benefits, work cell phone, background checks, office supplies and furniture, transportation between worksites, and staff training. Match funds will be used for the supplies and materials, as well as, 25% of the Community Corps Supervisor's pay and 50% of the AmeriCorps Director's pay.

Attachment A: Planning Grant Budget Worksheet

Please use Appendix 3: Cost Reimbursement Budget Instructions to complete this worksheet.

SECTION I. Program Operating Costs

A. Personnel Expenses: Position/Title/Description	**Calculation:** Qty/Annual Salary/%time	CNCS Share	Grantee Share	Total Amount
Conservation Corps Coordinator (Program Director) 200 hours	10% Pay Grade H, Step 2: $29.99/hr	$3,119	$3,119	$6,238
Community Corps Supervisor - 1,900 hours	90% Pay Grade F, Step 1: $24.68/hr	$34,651	$11,550	$46,201
				$0
				$0
	Personnel Expenses totals:	**$37,770**	**$14,669**	**$52,439**

B. Personnel Fringe Benefits: Purpose/Description	**Calculation**	CNCS Share	Grantee Share	Total Amount
Health Insurance	Married Rate - $1392/mon x 12mon x 1staff.	$16,704		$16,704
Dental Insurance	Married Rate - $92/mon x 12mon x 1staff.	$1,104		$1,104
Social Security Medicare	46201 x 7.65%	$3,534		$3,534
Retirement	46201 x 6.9%	$3,188		$3,188
	Personnel Fringe Benefits totals:	**$24,530**	**$0**	**$24,530**

C. Travel

Staff Travel: Purpose	**Calculation**	CNCS Share	Grantee Share	Total Amount
Reimburse Mileage for staff travel to and around project sites	$0.58/mile x 500 mi x 1 staff		$290	$290
AmeriCorps program/staff development	1 staff x ($600 airfare + 200 lodging x 2 nights + $25 per diem x 3 days + $500 registration fee)		$1,575	$1,575
				$0
				$0
	Staff Travel totals:	**$0**	**$1,865**	**$1,865**

Member Travel: Purpose	**Calculation**	CNCS Share	Grantee Share	Total Amount
NA	NA	$0	$0	$0

Member Travel totals:		**$0**	**$0**	**$0**
D. Equipment Item/Purpose/Justification	**Calculation**	CNCS Share	Grantee Share	Total Amount
NA				$0
				$0
				$0
Equipment totals:		**$0**	**$0**	**$0**
E. Supplies: Purpose	**Calculation**	CNCS Share	Grantee Share	Total Amount
Workstations for staff	laptop $1200 x 1		$1,200	$1,200
Promotional & Advertisment	College fair enrollments ($200 x 1), printing brochures ($2x1000).		$2,200	$2,200
Office furniture	Desk, Chair, File cabinet		$1,500	$1,500
				$0
Supplies totals:		**$0**	**$4,900**	**$4,900**
F. Contractural And Consultant Services: Purpose	**Calculation**	CNCS Share	Grantee Share	Total Amount
				$0
				$0
				$0
Contractural And Consultant Services totals:		**$0**	**$0**	**$0**
G. Training				
Staff Training: Purpose	**Calculation**	CNCS Share	Grantee Share	Total Amount
				$0
				$0
Staff Training totals:		**$0**	**$0**	**$0**
Member Training: Purpose	**Calculation**	CNCS Share	Grantee Share	Total Amount
NA	NA	$0	$0	$0
Member Training totals:		**$0**	**$0**	**$0**
H. Evaluation: Purpose	**Calculation**	CNCS Share	Grantee Share	Total Amount
				$0

	Evaluation totals:	**$0**	**$0**	**$0**
I. Other Program Operating Costs: Purpose	**Calculation**	CNCS Share	Grantee Share	Total Amount
National Service Criminal History Checks	$75 x 1 staff		$75	$75
Coordinator cell phone	$35/mon x 12 months		$420	$420
Volunteer Tracking software	Volgistics $40/month x 12		$480	$480
				$0
				$0
	Other Progam Operating Cost totals:	**$0**	**$975**	**$975**
SECTION I. Subtotal		**$62,300**	**$22,409**	**$84,709**
	CNCS / Grantee Share:	74%	26%	

SECTION II. Member Costs				
A. Living Allowance	**Calculation**	CNCS Share	Grantee Share	Total Amount
NA	NA	$0	$0	$0
	A. Living Allowance Subtotal:	**$0**	**$0**	**$0**
B. Member Support Costs	**Calculation**	CNCS Share	Grantee Share	Total Amount
NA	NA	$0	$0	$0
	B. Member Support Subtotal:	**$0**	**$0**	**$0**
SECTION II Subtotal		**$0**	**$0**	**$0**

SECTION III. Administrative/Indirect Costs				
	Calculation	CNCS Share	Grantee Share	Total Amount
A. Corporation Fixed Percentage	Corporation Amount: (63,047+0)*0.0526*0.6= $1,990. (85,456+0)*.1=$8,546. CITY NOT CHOOSING TO CLAIM AMOUNT. Commission Amount: (63,047+0)*0.0526*0.4= $1,327	$1,327	$0	$1,327
B. Federally Approved Indirect Cost Rate		$0	$0	$0

C. *de minimis* Rate of 10% of Modified Total Direct Costs		$0	$0	$0
SECTION III Subotal		**$1,327**	**$0**	**$1,327**
	CNCS / Grantee Share:	$1	$0	
TOTAL SECTIONS I and II and III		$63,627	$22,409	$86,036
CNCS / Grantee Share:		74%	26%	

SOURCE OF FUNDS

Source (name of grant, program income, etc.)	Amount	Source Type	Match Classification	Match Status
City of Green Bay annual budget - proposed	$22,409	State/Local	Cash	Proposed
Total	**$22,409**			

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.12

Consideration with possible action on using $9,400 of existing Contingency funds as a match to the AmeriCorps planning grant and to include the remaining $13,009 of required matching funds in the 2025 budget.

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

1. Resolution-Contingency for AmeriCorps Planning grant match - $9,400

RESOLUTION AUTHORIZING TRANSFER OF FUNDS

July 30, 2024

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

Pursuant to the recommendation of the Finance Committee at its meeting of July 23, 2024, the following 2024 transfer of funds is hereby authorized:

	ACCOUNT	AMOUNT
From:	101099-59001 Contingency	up to $9,400.00
To:	101600-5XXXX Salaries & Benefits	up to $9,400.00

This budget amendment to cover the new AmeriCorps planning grant match for the remainder of 2024

Adopted ____________________________

Approved ___________________________

____
Mayor

____
Clerk

Report to the
Finance Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.13

Consideration with possible action the updated City of Green Bay Investment Policy.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

1. Investment Policy_Ehlers Comments
2. Investment Policy_Draft clean copy 7.23.24
3. SS 66.0603
4. SS 20.144
5. SS 34.08(2)

CITY OF GREEN BAY
INVESTMENT POLICY

CITY OF GREEN BAY INVESTMENT POLICY	
Title: Investment Policy	**Policy Reference:** Chapter
Policy Source: Finance Department	**Legal Review Date:**
Finance Committee Approval: 01/29/2019	**City Council Approval:** 02/18/2019

General: The purpose of these investment guidelines is to formalize the framework for the City's daily investment activities to include scope, objectives, authority, standards of prudence, authorized institutions, investment type, collateralization and diversification. The guidelines are intended to be broad enough to allow the investment officer to function within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

Scope:
This investment policy applies to all financial assets of the City of Green Bay. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Trust and Agency Funds
- Debt Service Funds
- Internal Service Funds

This policy is limited in its application to funds that are not immediately needed and are available for investment. Unless prohibited by law or contract, the City may pool cash from several different funds for investment purposes should it meet the objectives of the investment program. Other funds, the investment of which is subject to special federal and/or state laws and regulations, may be invested in accordance with such laws and regulations.

Objectives:
The primary objectives, in order of priority, of all investment activities involving the financial assets of the City of Green Bay shall be the following:

- Legality: All investments made by the City shall be in compliance with Section 66.0603 Wisconsin Statutes which is the general grant of authority for making investments with municipal funds. ~~and Section 219.05 which extends such authority to investment in savings and loan associations~~. Under no circumstances shall municipal funds be deposited in any financial institution that has not been declared a public depository of the City by resolution of the Common Council.

- Safety: Safety and preservation of principal in the overall portfolio is the foremost investment objective. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, concentration risk, foreign currency risk, and interest rate risk.

- Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The maturity of any investment shall be determined by analyzing the following factors:

  - Immediate cash requirements
  - Projected expenditures
  - Available funds on hand
  - Maturing investments
  - Anticipated revenues

  Investments shall not extend beyond any recognized unfunded cash needs of the City. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

- Return: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

  - A security with declining credit may be sold early to minimize loss of principal.
  - A security swap would improve the quality, yield, or target duration in the portfolio.
  - Liquidity needs of the portfolio require that the security be sold.

Authority:
Authority to manage the City of Green Bay's investment program is derived from State of Wisconsin Statutes and City of Green Bay ordinances. The City Treasurer is the investment officer and is responsible for investment decisions and activities. The City Treasurer shall be responsible for all transactions undertaken, and shall establish investment procedures consistent with this policy, and a system of controls to regulate the activities of subordinate officials and employees.

Commented [TO1]: You may want to have two official delegates within the policies (Finance Director and Assistant FD are listed elsewhere)

Prudence:
The standard of prudence to be used by City investment officials shall be the "prudent ~~person~~investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy

and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

~~The "prudent person" standard states that,~~ "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Ethics and Conflicts of Interest:
Finance officers involved with the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

Financial Institutions:
In accordance with Wisconsin statutes sections 34.05 ~~and 219.05~~, the Finance Director / Assistant Finance Director shall select and maintain a list of financial institutions authorized to be public depositories and/or provide investment services. The Finance Director / Assistant Finance Director shall qualify institutions by applying generally accepted industry standards (i.e. capital requirements, asset quality, earnings, liquidity, management, and local community presence) using available public agency and private rating services as appropriate. Regular review of the financial condition and applicable certifications and/or registrations of all qualified institutions shall be conducted.

Every 1-2 years, the Finance Director / Assistant Finance Director shall present a list of these qualified institutions to the Financial Committee for its review and recommendation to the City Council for approval via resolution.

The City will maintain relationships with a small number of brokers or investment advisors who can best assist the City in achieving its investment goals at the discretion of the Finance Director/Assistant Finance Director. ~~All broker from whom the City purchases securities must supply the following upon request:~~Qualified firms should be in good standing with the state of Wisconsin and applicable regulators.

- ~~Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines~~
- Proof of ~~FINRA~~ applicable registration or certification (FINRA, SEC, or state)
- Proof of state registration
- Certification of having read and understood and agreeing to comply with the City's investment policy.
- Evidence of adequate insurance coverage – SIPC, FDIC/NCUA or other relevant insurance will be considered

Commented [TO2]: Ensure the roles/delegates listed are consistent throughout the policy

Commented [TO3]: Annual update to FC, full review every 3-5 years

Commented [TO4]: Private firms may not be open to providing financial statements, though appropriate registrations or qualifications are maintained through annual filings to regulators and should be sufficient

Investment Advisory (if deemed appropriate to retain):
Should the City of Green Bay deem it appropriate to retain an investment advisor; the following procedures will be followed with respect to the investment advisor relationship:

- Investment Procedures - Once an investment advisor is selected, the City of Green Bay will at all times be responsible for establishing the investment objectives to be accomplished. The investment advisor will be responsible for providing advice and developing and implementing strategies for carrying out such objectives. The investment advisor will have no authority to take possession of City of Green Bay monies or investment securities, nor to execute investment transactions on behalf of the City of Green Bay, except where investment authority may be delegated (e.g., "discretionary" authority) as per Wisconsin Statutes 66.0603 (2). For those investments under management in a "non-discretionary" account, all investment transactions shall be approved by City of Green Bay staff.

- Investment advisor shall qualify on behalf of the City all trading counterparties, act as agent with respect to custodial account(s), and provide for trade execution and settlement in a competitive manner seeking best pricing execution as practical.

- Periodic Reporting - The investment advisor shall provide periodic reports regarding the composition, performance level and accounting treatment of the City of Green Bay's investment portfolio. Annually the Finance Director/Assistant Finance Director shall provide a report to the Finance Committee.

- Compensation and Term of Agreement - Investment advisory fees shall be established in advance. All compensation shall be disclosed in a written agreement. The relationship between the advisor and the City of Green Bay may be terminated at any time at the discretion of the City of Green Bay.

Safekeeping and Custody:
All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited through an eligible financial institution prior to the release of funds. Securities will be held in a custodial account in the City's name. The safekeeping institution shall, upon request, be able to provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70). The Finance Director / Assistant Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Details of the internal control system shall be documented in an investment procedures manual and shall be reviewed and updated regularly. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Authorized Investments:
The investment of City funds shall be in accordance with Wisconsin statutes section

66.0603 ~~and include:~~

- ~~Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this state if the time deposits mature in not more than 3 years.~~
- ~~Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.~~
- ~~Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.~~
- ~~Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.~~
- ~~Money market accounts with institutions from the approved list of public depositories.~~
- ~~Repurchase agreements that are fully collateralized by securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.~~
- ~~The local government pooled-investment fund.~~

Commented [TO5]: 3 year limitation is no longer required by statute.

Commented [TO6]: Rather than listing out specifics-Link to the statute electronically to ensure timely updates as statutes are updated..

List out specific exclusions, if any.

Collateralization and Insurance:
The Federal Deposit Insurance Corporation (FDIC)/ National Credit Union Association (NCUA) protects deposits up to $250,000 or current level as determined by the federal government, whichever is higher. In addition, public deposits ~~are~~ may be protected against losses by Wisconsin general-purpose revenues under Statutes 20.144 (1) (a) and 34.08 (2) ~~up to $400,000 for any one public depositor in any individual~~

~~public depository.~~ The Finance Director / Assistant Finance Director ~~can~~ may require collateralization as stated in Wisconsin statutes section 34.07 and will exercise professional judgement in regard to the requirement of collateralization of certificates of deposit or any other time deposit in an amount over ~~$650,000~~FDIC/NCUA insurance or funds covered by 34.08 (2). Acceptable collateral for bank deposits and repurchase agreements shall include only obligations of the U.S. Government, its agencies and GSEs, including mortgage backed securities, or letter of credit issued by the Federal Home Loan Bank of Chicago, listing the City as named beneficiary.

Commented [TO7]: Link to statute to ensure updates (SB773 is currently pending but may increase WI guarantee fund up to $1M)

Liquid v. Managed Portfolios:
The City's investment portfolio will be defined as consisting of two portions: (1) the liquid portfolio which consists of investments that can be accessed without respect to maturity or penalty within three business days and (2) the managed portfolio which consists of investments with stated maturity dates.

Diversification:
It is the policy of the City of Green Bay to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss and balance the effect of interest rate changes affecting different types of securities. Investments will be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or business sector;
- Limiting investments in securities with higher credit risks;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as the Local Government Investment Pool, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

Maximum Maturities:
To the extent possible, the City of Green Bay will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will ~~not directly invest in securities maturing more than five (5) years from the date of purchase~~seek to limit the average weifhted maturity of the portfolio to 5 years or under.

Reserve funds may be invested ~~in securities~~in longer term securities exceeding five (5) years average maturity if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. Any intent to invest in securities with longer maturities will be reported to the Finance Committee.

Performance standards:
The investment portfolio will be designed to obtain a market average rate of return during a market/economic environment of stable interest rates, and taking into account the City's investment risk constraints and cash flow needs. Given the passive nature of the City's investment strategy, the basis used to determine whether market yields are being achieved shall be the average Federal Funds rate.

Reporting:
The Assistant Finance Director will prepare monthly investment reports and submit to the Finance Director. The Assistant Finance Director will prepare annual reports to the Finance Committee, whether in written or verbal form.

~~**Investment Advisory (if deemed appropriate to retain):**~~
~~Should the City of Green Bay deem it appropriate to retain an investment advisor; the following procedures will be followed with respect to the investment advisor relationship:~~

- ~~Selection Process - The investment advisor will be selected by a competitive process that is coordinated by the Finance Director/Assistant Finance Director and includes additional staff or advisors per their discretion on a review panel. The selected advisor(s) will be recommended to the Finance Committee and City of Green Bay Common Council for approval.~~

- ~~Investment Procedures - Once an investment advisor is selected, the City of Green Bay will at all times be responsible for establishing the investment objectives to be accomplished. The investment advisor will be responsible for providing advice and developing and implementing strategies for carrying out such objectives. The investment advisor will have no authority to take possession of City of Green Bay monies or investment securities, nor to execute investment transactions on behalf of the City of Green Bay, except where investment authority may be delegated (e.g., "discretionary" authority) as per Wisconsin Statutes 66.0603 (2). For those investments under management in a "non-discretionary" account, all investment transactions shall be approved by City of Green Bay staff.~~

- ~~Periodic Reporting - The investment advisor shall provide periodic reports regarding the composition, performance level and accounting treatment of the City of Green Bay's investment portfolio. Annually the Finance Director/Assistant Finance Director shall provide a report to the Finance Committee.~~

- ~~Compensation and Term of Agreement - Investment advisory fees shall be established in advance. All compensation shall be disclosed in a written agreement. The relationship between the advisor and the City of Green Bay may be terminated at any time at the discretion of the City of Green Bay.~~

Investment Policy Review:
The investment policy will be reviewed periodically at the discretion of the Finance Director or Assistant Finance Director.

Commented [TO8]: Moved to the "Financial Institutions" section

Commented [TO9]: This process would fall under the City procurement policy rather than in this type of policy to ensure consistency is applied across teams for applicable purchases or contractual obligations.

Glossary

Agencies: The debt securities of federal agencies that are owned entirely by the U.S. Government and have been authorized by the Treasury to issue this debt. Some carry a direct guarantee of the U.S. Government, while others carry an implied guarantee.

Broker: A broker brings buyer and sellers together for a commission.

Certificates of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate. Large denomination CD's are typically negotiable.

Collateral: Securities, evidence of deposit or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Delivery versus Payment: There are two (2) methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Investor: (Name of Municipality) Treasurer/Comptroller or designee, as authorized by (Name of Municipality) Board.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

Market Value: The price at which a security is trading and could presumable be purchased or sold.

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase, which establishes each party's rights in the transaction. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Portfolio: Collection of securities held by an investor.

Rate of Return: The yield obtainable on a security based on its purchase price.

Repurchase Agreement: A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate for this. Exception: When the Fed is said to be doing repurchase agreements, it is lending money, that is, increasing bank reserves.

Risky Investment: Refers to investment vehicles that may or may not be specifically prohibited, but are not suitable for the (Name of Municipality) portfolio. These risky investment examples are as follows: inverse floaters, range floaters, mortgage securities structured as interest-only and principal-only.

Safekeeping: A service to customer rendered by banks for a fee, whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities and Exchange Commission (SEC): An agency created by Congress to protect investors in securities transactions by administering securities legislation.

Speculative Investments: Investment vehicles purchased with the intent of betting on the future movement of interest rates, whereby sale of the investment, before maturity, creates unusual yields.

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Bills carry a maturity of up to one (1) year.

Treasury Bond: Long-term U.S. Treasury securities having initial maturities of more than ten (10) years.

Treasury Notes: An interest bearing security issued by the U.S. Treasury to finance the national debt. Maturities can range from two (2) to ten (10) years.

Yield: The rate of annual income return on an investment expressed as a percentage.

CITY OF GREEN BAY
INVESTMENT POLICY

CITY OF GREEN BAY INVESTMENT POLICY	
Title: Investment Policy	**Policy Reference:** Chapter
Policy Source: Finance Department	**Legal Review Date:**
Finance Committee Approval: 07/23/2024	**City Council Approval:** 07/30/2024

General: The purpose of these investment guidelines is to formalize the framework for the City's daily investment activities to include scope, objectives, authority, standards of prudence, authorized institutions, investment type, collateralization and diversification. The guidelines are intended to be broad enough to allow the investment officer to function within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

Scope:
This investment policy applies to all financial assets of the City of Green Bay. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Trust and Agency Funds
- Debt Service Funds
- Internal Service Funds

This policy is limited in its application to funds that are not immediately needed and are available for investment. Unless prohibited by law or contract, the City may pool cash from several different funds for investment purposes should it meet the objectives of the investment program. Other funds, the investment of which is subject to special federal and/or state laws and regulations, may be invested in accordance with such laws and regulations.

Objectives:
The primary objectives, in order of priority, of all investment activities involving the financial assets of the City of Green Bay shall be the following:

- Legality: All investments made by the City shall be in compliance with Section 66.0603 Wisconsin Statutes which is the general grant of authority for making investments with municipal funds. Under no circumstances shall municipal funds be deposited in any financial institution that has not been declared a public depository of the City by resolution of the Common Council.

- Safety: Safety and preservation of principal in the overall portfolio is the foremost investment objective. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, concentration risk, foreign currency risk, and interest rate risk.

- Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The maturity of any investment shall be determined by analyzing the following factors:

    - Immediate cash requirements
    - Projected expenditures
    - Available funds on hand
    - Maturing investments
    - Anticipated revenues

  Investments shall not extend beyond any recognized unfunded cash needs of the City. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

- Return: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

    - A security with declining credit may be sold early to minimize loss of principal.
    - A security swap would improve the quality, yield, or target duration in the portfolio.
    - Liquidity needs of the portfolio require that the security be sold.

Authority:
Authority to manage the City of Green Bay's investment program is derived from State of Wisconsin Statutes and City of Green Bay ordinances. The Finance Director / Assistant Finance Director are the investment officers and are responsible for investment decisions and activities. The Finance Director / Assistant Finance Director shall be responsible for all transactions undertaken, and shall establish investment procedures consistent with this policy, and a system of controls to regulate the activities of subordinate officials and employees.

Prudence:
The standard of prudence to be used by City investment officials shall be the "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Ethics and Conflicts of Interest:
Finance officers involved with the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

Financial Institutions:
In accordance with Wisconsin statutes sections 34.05, the Finance Director / Assistant Finance Director shall select and maintain a list of financial institutions authorized to be public depositories and/or provide investment services. The Finance Director / Assistant Finance Director shall qualify institutions by applying generally accepted industry standards (i.e. capital requirements, asset quality, earnings, liquidity, management, and local community presence) using available public agency and private rating services as appropriate. Regular review of the financial condition and applicable certifications and/or registrations of all qualified institutions shall be conducted.

Every 1-2 years, the Finance Director / Assistant Finance Director shall present a list of these qualified institutions to the Financial Committee for its review and recommendation to the City Council for approval via resolution.

The City will maintain relationships with a small number of brokers or investment advisors who can best assist the City in achieving its investment goals at the discretion of the Finance Director/Assistant Finance Director. Qualified firms should be in good standing with the state of Wisconsin and applicable regulators.

- Proof of applicable registration or certification (FINRA, SEC, or state)
- Proof of state registration
- Certification of having read and understood and agreeing to comply with the City's investment policy.
- Evidence of adequate insurance coverage – SIPC, FDIC/NCUA or other relevant insurance will be considered

Investment Advisory (if deemed appropriate to retain):
Should the City of Green Bay deem it appropriate to retain an investment advisor; the following procedures will be followed with respect to the investment advisor relationship:

- Investment Procedures - Once an investment advisor is selected, the City of Green Bay will at all times be responsible for establishing the investment objectives to be accomplished. The investment advisor will be responsible for providing advice and developing and implementing strategies for carrying out such objectives. The investment advisor will have no authority to take possession of City of Green Bay monies or investment securities, nor to execute investment transactions on behalf of the City of Green Bay, except where investment authority may be delegated (e.g., “discretionary” authority) as per Wisconsin Statutes 66.0603 (2). For those investments under management in a “non-discretionary” account, all investment transactions shall be approved by City of Green Bay staff.

- Investment advisor shall qualify on behalf of the City all trading counterparties, act as agent with respect to custodial account(s), and provide for trade execution and settlement in a competitive manner seeking best pricing execution as practical.

- Periodic Reporting - The investment advisor shall provide periodic reports regarding the composition, performance level and accounting treatment of the City of Green Bay's investment portfolio. Annually the Finance Director/Assistant Finance Director shall provide a report to the Finance Committee.

- Compensation and Term of Agreement - Investment advisory fees shall be established in advance. All compensation shall be disclosed in a written agreement. The relationship between the advisor and the City of Green Bay may be terminated at any time at the discretion of the City of Green Bay.

Safekeeping and Custody:
All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited through an eligible financial institution prior to the release of funds. Securities will be held in a custodial account in the City’s name. The safekeeping institution shall, upon request, be able to provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70). The Finance Director / Assistant Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Details of the internal control system shall be documented in an investment procedures manual and shall be reviewed and updated regularly. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Authorized Investments:
The investment of City funds shall be in accordance with Wisconsin statutes section 66.0603

Collateralization and Insurance:
The Federal Deposit Insurance Corporation (FDIC)/ National Credit Union Association (NCUA) protects deposits up to $250,000 or current level as determined by the federal government, whichever is higher. In addition, public deposits may be protected against losses by Wisconsin general-purpose revenues under Statutes 20.144 (1) (a) and 34.08 (2). The Finance Director / Assistant Finance Director may require collateralization as stated in Wisconsin statutes section 34.07 and will exercise professional judgement in regard to the requirement of collateralization of certificates of deposit or any other time deposit in an amount over FDIC/NCUA insurance or funds covered by 34.08 (2). Acceptable collateral for bank deposits and repurchase agreements shall include only obligations of the U.S. Government, its agencies and GSEs, including mortgage backed securities, or letter of credit issued by the Federal Home Loan Bank of Chicago, listing the City as named beneficiary.

Liquid v. Managed Portfolios:
The City's investment portfolio will be defined as consisting of two portions: (1) the liquid portfolio which consists of investments that can be accessed without respect to maturity or penalty within three business days and (2) the managed portfolio which consists of investments with stated maturity dates.

Diversification:
It is the policy of the City of Green Bay to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss and balance the effect of interest rate changes affecting different types of securities. Investments will be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or business sector;
- Limiting investments in securities with higher credit risks;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as the Local Government Investment Pool, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

Maximum Maturities:
To the extent possible, the City of Green Bay will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will seek to limit the average weighted maturity of the portfolio to 5 years or under.

Reserve funds may be invested in longer term securities exceeding five (5) years average maturity if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. Any intent to invest in securities with longer maturities will be reported to the Finance Committee.

Performance standards:
The investment portfolio will be designed to obtain a market average rate of return during a market/economic environment of stable interest rates, and taking into account the City's investment risk constraints and cash flow needs. Given the passive nature of the City's investment strategy, the basis used to determine whether market yields are being achieved shall be the average Federal Funds rate.

Reporting:
The Assistant Finance Director will prepare monthly investment reports and submit to the Finance Director. The Assistant Finance Director will prepare annual reports to the Finance Committee, whether in written or verbal form.

Investment Policy Review:
The investment policy will be reviewed periodically at the discretion of the Finance Director or Assistant Finance Director.

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Yield: The rate of annual income return on an investment expressed as a percentage.

in the previous year, a greater or less valuation for any year than should have been assessed, causing the political subdivision's levy to be erroneous in a way that directly causes a penalized excess.

(b) A taxation district clerk or a county clerk, through mistake or inadvertence in preparing or delivering the tax roll, causes a political subdivision's levy to be erroneous in a way that directly causes a penalized excess.

History: 2005 a. 25, 484; 2007 a. 20, 115, 129; 2009 a. 28; 2011 a. 32, 63, 75, 140, 145, 258; 2013 a. 20; 2013 a. 165 s. 114; 2013 a. 222, 310; 2015 a. 55, 191, 256; 2017 a. 59; 2017 a. 207 s. 5; 2017 a. 223, 243, 317; 2017 a. 365 s. 111; 2019 a. 45, 126, 133; 2021 a. 1, 61; 2021 a. 238 ss. 44, 45; 2021 a. 240 s. 30; 2023 a. 12, 19, 135, 136; s. 13.92 (2) (i).

This section expressly limits year−over−year increases in municipal property tax levies to the amount of the valuation factor, the percentage change in the political subdivision's value due to new construction, effectively freezing property taxes on existing property within the municipality. This section allows town boards to raise their levy limits only with the voters' consent through referendum. Wisconsin Property Taxpayers, Inc. v. Town of Buchanan, 2023 WI 58, 408 Wis. 2d 287, 992 N.W.2d 100, 22−1233.

Funds raised for utility districts under s. 66.0827 are property taxes subject to municipal levy limits under this section. Wisconsin Property Taxpayers, Inc. v. Town of Buchanan, 2023 WI 58, 408 Wis. 2d 287, 992 N.W.2d 100, 22−1233.

66.0603 Investments. (1g) DEFINITION. In this section, "governing board" has the meaning given under s. 34.01 (1) but does not include a local exposition district board created under subch. II of ch. 229 or a local cultural arts district board created under subch. V of ch. 229.

(1m) INVESTMENTS. (a) A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds not immediately needed in any of the following:

1. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in this state.

2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.

3. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.

3m. Bonds issued by a local exposition district under subch. II of ch. 229.

3p. Bonds issued by a local professional baseball park district created under subch. III of ch. 229.

3q. Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.

3s. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.

3t. Bonds issued by a local cultural arts district under subch. V of ch. 229.

3u. Bonds issued by the Wisconsin Aerospace Authority.

4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.

5. Securities of an open−end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a−1 to 80a−64, and if the portfolio of the investment company or investment trust is limited to the following:

a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.

b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.

c. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.

(b) 1. A town, city, or village may invest surplus funds in any bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements, and may sell or hypothecate the bonds or securities. Funds of an employer, as defined by s. 40.02 (28), in a deferred compensation plan may also be invested and reinvested in the same manner authorized for investments under s. 881.01.

2. Funds of any school district operating under ch. 119, held in trust for pension plans intended to qualify under section 401 (a) of the Internal Revenue Code, other than funds held in the public employee trust fund, may be invested and reinvested in the same manner as is authorized for investments under s. 881.01.

3. A school district may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:

a. Post−employment health care benefits provided either separately or through a defined benefit pension plan.

b. Other post−employment benefits provided separately from a defined benefit pension plan.

4. A school board may not discuss or vote on establishing a trust fund to provide the benefits described in subd. 3. unless the notice of the school board meeting at which the discussion or vote may occur includes the issue as a separate agenda item.

5. A city, village, town, county, drainage district, technical college district, or other governing board as defined by s. 34.01 (1) may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:

a. Post−employment health care benefits provided either separately or through a defined benefit pension plan.

b. Other post−employment benefits provided separately from a defined benefit pension plan.

6. Funds that are held in trust to provide the benefits described in subds. 3. and 5. shall be held in a trust fund that is separate from all other trust funds created by, or under the control of, the local governmental unit.

(c) A local government, as defined under s. 25.50 (1) (d), may invest surplus funds in the local government pooled−investment fund. Cemetery care funds, including gifts where the principal is to be kept intact, may also be invested under ch. 881.

(d) A county, city, village, town, school district, drainage district, technical college district or other governing board as defined by s. 34.01 (1) may engage in financial transactions in which a public depository, as defined in s. 34.01 (5), agrees to repay funds advanced to it by the local government plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.

(e) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a county having a population of 750,000 or more, or a person to whom the county has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:

1. Moneys held in any stabilization fund established under s. 59.87 (3).

2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 59.85 or general obligation promissory notes under

s. 67.12 (12) issued to provide funds for the payment of all or a part of the county's unfunded prior service liability.

3. Moneys appropriated or held by the county to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).

4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.

5. Moneys held in an employee retirement system of the county.

(f) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a 1st class city, or a person to whom the city has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:

1. Moneys held in any stabilization fund established under s. 62.622 (3).

2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 62.62 or general obligation promissory notes under s. 67.12 (12) issued to provide funds for the payment of all or a part of the city's unfunded prior service liability.

3. Moneys appropriated or held by the city to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).

4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.

5. Moneys held in an employee retirement system of the city.

(g) A technical college district that receives funds from participation in an auction of digital broadcast spectrum administered by the federal communications commission may hold those funds in trust and may invest and reinvest those funds in the same manner authorized for investments under s. 881.01. Funds held in trust under this paragraph may only be distributed from the trust in a manner consistent with ch. 38 and in accordance with the terms of the trust. Any trust formed pursuant to this paragraph shall be separate from any other trust created by, or under the control of, the technical college district.

(2) DELEGATION OF INVESTMENT AUTHORITY. A county, city, village, town, school district, drainage district, technical college district or other governing board, as defined in s. 34.01 (1), may delegate the investment authority over any of its funds not immediately needed to a state or national bank, or trust company, which is authorized to transact business in this state if all of the following conditions are met:

(a) The institution is authorized to exercise trust powers under s. 221.0316 or ch. 223.

(b) The governing board renews annually the investment agreement under which it delegates its investment authority, and reviews annually the performance of the institution with which its funds are invested.

(3) ADDITIONAL DELEGATION OF INVESTMENT AUTHORITY. (a) In addition to the authority granted under sub. (2), a school district operating under ch. 119 may delegate the investment authority over any of its funds not immediately needed and held in trust for its qualified pension plans to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under the Investment Advisers Act of 1940, 15 USC 80b−3.

(b) In addition to the authority granted under sub. (2), a school district may delegate the investment authority over the funds described under sub. (1m) (b) 3. to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under 15 USC 80b−3.

(c) 1. In addition to the authority granted under sub. (2), a city, village, town, county, drainage district, technical college district, or other governing board as defined by s. 34.01 (1) may delegate the investment authority over the funds described under sub. (1m) (b) 5. to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under 15 USC 80b−3.

2. If a unit of government described under subd. 1. has established a trust described in sub. (1m) (b) 5., it shall annually publish a written report that states the amount in the trust, the investment return earned by the trust since the last report was published, the total disbursements made from the trust since the last report was published, and the name of the investment manager if investment authority has been delegated under subd. 1.

(d) 1. In addition to the authority granted under sub. (2), a technical college district may delegate the investment authority over the funds described under sub. (1m) (g) to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under the Investment Advisers Act of 1940, 15 USC 80b−3.

2. If a technical college district has established a trust described in sub. (1m) (g), it shall annually publish a written report that states the amount in the trust, the investment return earned by the trust since the last report was published, the total disbursements made from the trust since the last report was published, and the name of the investment manager if investment authority has been delegated under subd. 1.

(4) INVESTED FUND PROCEEDS IN POPULOUS CITIES, USE. In a 1st class city, all interest derived from invested funds held by the city treasurer in a custodial capacity on behalf of any political entity, except for pension funds, is general revenue of the city and shall revert to the city's general fund upon the approval by the political entity evidenced by a resolution adopted for that purpose.

(5) DELEGATION OF INVESTMENT AUTHORITY IN CONNECTION WITH PENSION FINANCING IN POPULOUS CITIES AND COUNTIES. The governing body of a county having a population of 750,000 or more, or a 1st class city, may delegate investment authority over any of the moneys described in sub. (1m) (e) or (f) to any of the following persons, which shall be responsible for the general administration and proper operation of the county's or city's employee retirement system, subject to the governing body's finding that such person has expertise in the field of investments:

(a) A public board that is organized for such purpose under county or city ordinances.

(b) A trustee, investment advisor, or investment banking or consulting firm.

History: 1999 a. 9 ss. 1607, 1608; 1999 a. 65 ss. 15 to 17; 1999 a. 150 ss. 93, 95, 168; 1999 a. 167 ss. 31, 32; 1999 a. 186 ss. 43, 44; 2001 a. 30; 2003 a. 264; 2005 a. 99, 335; 2007 a. 82, 115; 2009 a. 28; 2015 a. 60; 2017 a. 59, 78; 2017 a. 207 s. 5; 2017 a. 366 s. 99.

Cross−reference: See also s. 157.50 (6) as to investment of municipal care funds.

Based on the plain meaning of the word "investment," the exchange of surplus county funds for U.S. gold coins would be an investment within the meaning of s. 59.61 (3). This section provides the authorized list of investments that a county can make with county funds, and the statute does not authorize an investment in U.S. gold coins. OAG 2−13.

66.0605 Local government audits and reports. Notwithstanding any other statute, the governing body of a county, city, village or town may require or authorize a financial audit of a municipal or county officer, department, board, commission, function or activity financed in whole or part from municipal or county funds, or if any portion of the funds are the funds of the county, city, village or town. The governing body may require submission of periodic financial reports by the officer, department, board, commission, function or activity.

History: 1977 c. 29; 1999 a. 150 s. 97; Stats. 1999 s. 66.0605.

66.0607 Withdrawal or disbursement from local treasury. (1) Except as otherwise provided in subs. (2) to (5) and in s. 66.0608 (3m), in a county, city, village, town, or school district, 55, 185; 2001 a. 16, 38, 56, 103, 109; 2003 a. 33, 38, 133, 326, 327; 2005 a. 25; 2007 a. 20, 125, 223; 2009 a. 28, 90, 145, 293, 401; 2011 a. 32, 278; 2013 a. 20 ss. 201, 202s, 203, 204, 207, 213m; 2013 a. 234, 312; 2015 a. 55, 186; 2017 a. 59, 100, 196, 225, 366; 2019 a. 9; 2021 a. 58, 207; 2021 a. 238 ss. 5, 45; 2021 a. 239 s. 74; 2023 a. 19.

20.144 Financial institutions, department of. There is appropriated to the department of financial institutions for the following programs:

(1) SUPERVISION OF FINANCIAL INSTITUTIONS, SECURITIES REGULATION AND OTHER FUNCTIONS. (a) *Losses on public deposits.* A sum sufficient for the payment to public depositors under s. 34.08 of losses as defined by s. 34.01 (2) and the expenses of administration and any reinsurance costs. The aggregate of payments may not exceed the total of all of the following:

1. The balance in the state deposit fund as of the close of business on June 30, 1955.

2. Interest on the balance under subd. 1. at the rate of 2 1/2 percent per year computed to July 31, 1985.

3. Beginning on August 1, 1985, interest on the balance under subd. 1. at a rate of 5 percent per year computed to the date of any payment of a loss.

(g) *General program operations.* The amounts in the schedule for the general program operations of the department of financial institutions. Except as provided in pars. (a), (h), (i), (j), and (u) and sub. (3), all moneys received by the department, other than by the office of credit unions and the division of banking, and 88 percent of all moneys received by the office of credit unions and the department's division of banking shall be credited to this appropriation, but any balance at the close of a fiscal year under this appropriation shall lapse to the general fund. Annually, $150,000 of the amounts received under this appropriation account shall be transferred to the appropriation account under s. 20.575 (1) (g).

(h) *Gifts, grants, settlements, and publications.* All moneys received from gifts, grants, bequests, forfeitures under s. 426.203, and settlements for the purposes for which made or received and all moneys received by the department as fees or other charges for photocopying, microfilm copying, generation of copies of documents from optical disc storage, sales of books, and other services provided in carrying out the functions of the department, for the purposes for which the moneys were received or collected.

(i) *Investor education and training fund.* The amounts in the schedule for educating residents of this state about securities and franchise investments as provided in ss. 551.601 (4) and 553.605 (2) and for any other purpose specified in s. 551.601 (4). All moneys received from administrative assessments under ss. 551.604 (4) and 553.605 (1) shall be credited to this appropriation. If the unencumbered balance in this appropriation account exceeds $100,000 immediately before the end of any fiscal year, the excess shall lapse to the general fund at the end of that fiscal year.

(j) *Payday loan database and financial literacy.* All moneys received under s. 138.14 (14) (h), for developing, implementing, maintaining, or contracting for operating, the database under s. 138.14 (14), and for promoting financial literacy.

(m) *Credit union examinations, federal funds.* All moneys received from the federal government as authorized by the governor under s. 16.54 as partial reimbursement for annual credit union examinations, for the purpose of conducting annual examinations.

(u) *State deposit fund.* A sum sufficient from the state deposit fund to carry out the purposes for which said fund was created and to be used as provided in ch. 34.

(3) COLLEGE TUITION AND EXPENSES AND COLLEGE SAVINGS PROGRAMS. (tb) *Payment of qualified higher education expenses and refunds; college tuition and expenses program.* From the tuition trust fund, a sum sufficient for the payment of qualified higher education expenses and refunds under s. 224.48 (5) and (7).

(td) *Administrative expenses; college tuition and expenses program.* From the tuition trust fund, the amounts in the schedule for the administrative expenses of the college tuition and expenses program under s. 224.48, including the expense of promoting the program.

(tf) *Payment of qualified higher education expenses and refunds; college savings program trust fund.* From the college savings program trust fund, a sum sufficient for the payment of qualified higher education expenses and refunds under s. 224.50 (2) and (3).

(th) *Administrative expenses; college savings program trust fund.* From the college savings program trust fund, the amounts in the schedule for the administrative expenses of the college savings program under s. 224.50, including the expense of promoting the program.

(tj) *Payment of qualified higher education expenses and refunds; college savings program bank deposit trust fund.* From the college savings program bank deposit trust fund, a sum sufficient for the payment of qualified higher education expenses and refunds under s. 224.50 (2) and (3).

(tL) *Administrative expenses; college savings program bank deposit trust fund.* From the college savings program bank deposit trust fund, the amounts in the schedule for the administrative expenses of the college savings program under s. 224.50, including the expense of promoting the program.

(tn) *Payment of qualified higher education expenses and refunds; college savings program credit union deposit trust fund.* From the college savings program credit union deposit trust fund, a sum sufficient for the payment of qualified higher education expenses and refunds under s. 224.50 (2) and (3).

(tp) *Administrative expenses; college savings program credit union deposit trust fund.* From the college savings program credit union deposit trust fund, the amounts in the schedule for the administrative expenses of the college savings program under s. 224.50, including the expense of promoting the program.

History: 1995 a. 27 ss. 492, 495, 498, 499, 501, 504, 518, 519, 520b, 536c; 1995 a. 216; 1999 a. 9; 2003 a. 33; 2007 a. 196; 2009 a. 405; 2011 a. 32; 2015 a. 55, 196; 2017 a. 59 ss. 193 to 195, 427 to 434.

20.145 Insurance, office of the commissioner of. There is appropriated to the office of the commissioner of insurance for the following programs:

(1) SUPERVISION OF THE INSURANCE INDUSTRY. (g) *General program operations.* The amounts in the schedule for general program operations, including organizational support services and oversight of care management organizations, and for transferring to the appropriation account under s. 20.435 (4) (kv) the amount allocated by the commissioner of insurance. Notwithstanding s. 20.001 (3) (a), at the end of each fiscal year, the unencumbered balance in this appropriation account that exceeds 10 percent of that fiscal year's expenditure under this appropriation shall lapse to the general fund. All of the following shall be credited to this appropriation account:

1. All moneys received under ss. 601.31, 601.32, 601.42 (7), 601.45, and 601.47 and by the commissioner for expenses related to insurance company restructurings, except for restructurings specified in par. (h).

2. All moneys received under s. 655.27 (2) from the injured patients and families compensation fund and under s. 604.04 (3) from the local government property insurance fund and the state life insurance fund as payment for organizational support services.

3. All moneys received under ss. 648.15 and 648.27.

(gm) *Gifts and grants.* All moneys received from gifts, grants, bequests and devises to carry out the purposes for which made.

(h) *Holding company restructuring expenses.* Ninety percent of all moneys received from converting mutual insurance companies under s. 644.07 (11) for expenses, including prorated salaries, incurred by the commissioner and office staff related to restructurings under ch. 644.

may be required of or given by any public depository for any public deposits that exceed the amount of deposit insurance provided by an agency of the United States and the coverage provided under s. 34.08 (2).

History: 1985 a. 25; 2005 a. 134; 2017 a. 340.

Legislative Council Note, 1985: This section is amended to provide that a surety bond or other security may be required of or given by a public depository for any public deposits for the amount of deposits that exceeds the deposit insurance for each account and the $400,000 amount for all accounts available under s. 34.08 (2). The amendment removes the prohibition on the use of a bond or other security by a public depository which is seeking public deposits. [85 Act 25]

34.08 Payment of losses. **(1)** Except as provided in sub. (2), the appropriation in s. 20.144 (1) (a) shall be used to repay public depositors for losses until the appropriation is exhausted.

(2) Payments under sub. (1) shall be made in the order in which satisfactory proofs of loss are received by the division of banking. The payment made to any public depositor for all losses of the public depositor in any individual public depository may not exceed $1,000,000 above the amount of deposit insurance provided by an agency of the United States at the public depository that experienced the loss. Upon a satisfactory proof of loss, the division of banking shall direct the department of administration to draw its warrant payable from the appropriation under s. 20.144 (1) (a) and the secretary of administration shall pay the warrant under s. 16.401 (4) in favor of the public depositor that has submitted the proof of loss.

(3) Losses become fixed as of the date of loss. A public depositor experiencing a loss shall, within 60 days of the loss, assign its interest in the deposit, to the extent of the amount paid under this section, to the division of banking. Upon failure to make the assignment, the public depositor shall forfeit its right to payment under this section. Any recovery made by the division of banking under the assignment shall be repaid to the appropriation under s. 20.144 (1) (a).

History: 1985 a. 25; 1995 a. 27; 2003 a. 33; 2005 a. 134; 2023 a. 128.

Legislative Council Note, 1985: This section is repealed and recreated to prospectively abolish the state deposit guarantee fund. See also the amendment of s. 34.06 and the NOTE following that treatment.

Subs. (1) and (2) provide that the pledge of state general purpose revenues to the existing state deposit guarantee fund in s. 20.124 (1) (a), will be used to repay public depositors for losses until the appropriation is exhausted. Payments are to be made in the order in which satisfactory proofs of loss are received by the commissioner of banking and are limited to no more than $400,000 above the amount of applicable federal deposit insurance or insurance provided by the Wisconsin Credit Union Savings Insurance Corporation.

Sub. (3) continues the substance of present s. 34.08 (3) by providing that a public depositor must, within 60 days of a loss, assign its interest in the deposit, to the extent of payments made under this section, to the commissioner of banking. Upon the failure to make this assignment, the public depositor loses its right to payment. The subsection also specifically provides that a recovery made by the commissioner of banking under an assignment must be repaid to the treasury for future use under s. 20.124 (1) (a). [85 Act 25]

34.09 Financial institutions eligible as public depositories. Every federal or state credit union, state bank, federal or state savings and loan association, savings and trust company and federal or state savings bank and every national bank may be designated as a public depository and may receive and hold public deposits, subject to this chapter, if the financial institution has a branch or main office located in this state, complies with this chapter with respect to public deposits and accepts payments made by the state under s. 16.412. The division of banking has the same powers and duties with regard to making and continuing public deposits in national banks, federal and state credit unions, federal and state savings banks and federal and state savings and loan associations as the powers and duties exercised and performed by the division of banking with regard to public deposits in state banks.

History: 1975 c. 180, 421; 1981 c. 20; 1981 c. 390 s. 252; 1983 a. 368; 1985 a. 25; 1991 a. 221; 1995 a. 27, 336.

Legislative Council Note, 1985: This section is amended to provide that a public depository is not required to file with the commissioner of banking an agreement that it will pay specified sums to the state deposit guarantee fund. This provision is no longer necessary since the state deposit guarantee fund is prospectively abolished in this bill. Section 34.09 also is amended to remove references to the authority of the commissioner of banking to specify qualifications for, and conditions on, public depositories. The bill removes this authority in the repeal and recreation of s. 34.03.

Also, in s. 34.09 instead of providing that every financial institution in Wisconsin which "complies in all respects as to public deposits with this chapter and which accepts payments made by the state under s. 16.412", the phrase "complies in all respects as to public deposits with this chapter and will accept payments made by the state under s. 16.412" has been substituted. The significance of the change is that financial institutions need not actually accept payments by the state under s. 16.412, in order to be eligible as public depositories. Instead, financial institutions must accept these payments only if made, in order to be eligible as public depositories. [85 Act 25]

34.095 Certain foreign financial institutions ineligible as public depositories. Whenever the ownership, control or power to vote a majority interest in the stock of any state or national bank, savings bank or savings and loan association doing business in Wisconsin is held or in any manner exercised by any foreign corporation, association or trust, which has not filed its articles of incorporation and obtained authority to do business in this state as provided in ss. 180.1501 and 180.1503 to 180.1507, such bank, savings bank or savings and loan association shall not be qualified to act as a public depository for any public moneys, nor as a depository for reserve funds of state banks until ss. 180.1501 and 180.1503 to 180.1507 are complied with by the foreign corporation, association or trust.

History: 1975 c. 180; 1989 a. 303; 1991 a. 221.

34.10 Reorganization and stabilization of financial institutions. Whenever the office of credit unions, administrator of federal credit unions, U.S. comptroller of the currency, federal deposit insurance corporation, or division of banking has taken charge of a credit union, bank, savings bank, or savings and loan association with a view of restoring its solvency, pursuant to law, or with a view of stabilizing and readjusting the structure of any national or state credit union, bank, savings bank, or savings and loan association located in this state, and has approved a reorganization plan or a stabilization and readjustment agreement entered into between the credit union, bank, savings bank, or savings and loan association and depositors and unsecured creditors, or when a credit union, bank, savings bank, or savings and loan association, with the approval of the office of credit unions, administrator of federal credit unions, U.S. comptroller of the currency, federal deposit insurance corporation, or division of banking proposes to sell its assets to another credit union, bank, savings bank, or savings and loan association which agrees to assume a part or all of the deposit liability of such selling credit union, bank, savings bank, or savings and loan association and to pay the same on a deferred payment basis, the governing board of the public depositor may, on the approval of the division of banking, join in the execution of any reorganization plan, or any stabilization and readjustment agreement, or any depositor's agreement relative to a proposed sale of assets if, in its judgment and that of the division of banking, the reorganization plan or stabilization and readjustment agreement or proposed sale of assets is in the best interest of all persons concerned. The joining in any reorganization plan, or any stabilization and readjustment agreement, or any proposed sale of assets which meets the approval of the division of banking does not waive any rights under this chapter.

History: 1975 c. 180; 1983 a. 368; 1991 a. 221; 1995 a. 27; 1999 a. 9; 2003 a. 33; 2021 a. 241.

34.105 Withdrawal of public funds. **(1)** Withdrawal or disbursement by a treasurer of any county, city, village, town, school district or cooperative educational service agency of moneys deposited in a public depository shall be made as provided by s. 66.0607 (1) to (5). "Treasurer" as used in this subsection means only the elected, appointed or acting official treasurer of a county, city, village, town, school district or cooperative educational service agency and does not include all of the other persons within the definition of that term in s. 34.01 (7). This section does not affect s. 67.10 (2).

(2) Withdrawal or disbursement of moneys deposited in a public depository by treasurers as defined in s. 34.01 (7), except those mentioned in sub. (1) shall be as provided in s. 66.0607 (6).

History: 1979 c. 301; 1999 a. 150 s. 672.

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.14

Considerations with possible action on a request by the City Treasurer to approve the resolution of financial institutions the City does business with.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

1. Banking Depositories-2024

RESOLUTION DESIGNATING PUBLIC DEPOSITORIES AND AUTHORIZING WITHDRAWAL OF CITY MONEYS

Green Bay, Wisconsin
July 23, 2024

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

That each of the following banks:

Associated Bank	JP Morgan Chase
Bank First	Local Government Investment Pool (LGIP)
BNY Mellon|Pershing LLC (Ehlers)	Nicolet National
Community First Credit Union	US Bank
First Business Bank	

(the "Bank"), is qualified as a public depository under Chapter 34, Wisconsin Statutes, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited; that specifically described account(s) may be opened and maintained in the name of this Municipality with the Bank subject to the rules and regulations of the Bank from time to time in effect; that the person(s) and the number thereof designated by title opposite the specific designation of account(s) shall be authorized, for and on behalf of this Municipality, to sign order checks as provided in Section 66.042, Wis Stat., for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Bank any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality; that the endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and that any officer, agent or employee of this Municipality is hereby authorized to make oral or written requests of the Bank for the transfer of funds or money between accounts maintained by the Municipality at the Bank.

FURTHER RESOLVED, that the Bank be and is hereby authorized and directed to honor, certify, pay and charge to any of the accounts of this Municipality, all order checks for the payment, withdrawal or transfer of funds or money deposited in these accounts or to the credit of this Municipality for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent or employee of this Municipality, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title opposite the designation of the accounts described in the foregoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral, and including but not limited to, request(s) made by telephone or other electronic means, for the transfer of funds or money between accounts maintained by this Municipality at the Bank, and the Bank shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request or the application or use of proceeds thereof.

FURTHER RESOLVED, that the Bank be and is hereby authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called "Process") received by or served upon the Bank, by which, in the Bank's opinion, another person or entity claims an interest in any of these accounts and Bank may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to Bank's satisfaction.

FURTHER RESOLVED, that any one of the persons holding the offices of this Municipality which may be designated are hereby authorized (1) to receive for and on behalf of this Municipality, securities, currency or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to give receipt therefor, and the Bank is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale or otherwise authorize the sale or transfer of securities or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to receive and/or apply the proceeds of any such sale to the credit of this Municipality in any such manner as he/she/they deem(s) proper, and the Bank is hereby authorized to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3) pursuant to Section 34.07, Wis. Stats., to accept such security and to execute such documents as said officer deems proper and necessary to secure the funds of this Municipality and to issue instructions regarding the same.

FURTHER RESOLVED, that this Municipality assumes full responsibility for any and all payments made or any other actions taken by the Bank in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Municipality which may be designated regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signatures provided to the Bank, for refusing to honor any signatures not provided to the Bank, for honoring any requests for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing resolutions regarding security for the accounts notwithstanding any inconsistent requirements of this Municipality not expressed in the foregoing resolutions, and that this Municipality agrees to indemnify and hold harmless the Bank against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Bank resulting from or arising out of any such payment or other action.

FURTHER RESOLVED, that the Clerk of this Municipality be and hereby is authorized and directed to certify to the Bank the foregoing resolutions, that the provisions thereof are in conformity with law, the names, incumbencies and specimen or facsimile signature(s) on signature cards of the officer or officers named therein, and that the foregoing resolutions and signature cards and the authority thereby conferred shall remain in full force and effect until this Municipality notifies the Cashier of Bank to the contrary in writing; and the Bank may conclusively presume that such resolutions and signature cards are in effect and that the persons who may be identified from time to time as officers of the Municipality have been duly elected or appointed to and continue to hold such offices.

Adopted: ____________________, 2024

Approved: ___________________, 2024

____
Mayor

ATTEST:

____
City Clerk

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.15

Consideration with possible action for a budget amendment for 2024 unbudgeted overtime.

BACKGROUND

RECOMMENDATION

Approval of the Request.

FISCAL IMPACT

ATTACHMENTS

1. Combined Resolution for 7.23.24 Finance Meeting

RESOLUTION AUTHORIZING
BUDGET AMENDMENT

July 30, 2024

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

Pursuant to the recommendation of the Finance Committee at its meeting of July 23, 2024, the following 2024 amendment of funds is hereby authorized:

	ACCOUNT		AMOUNT
Increase:	101300 50501	Police-Overtime	$97,862.47
Increase:	101300 46223	Police Overtime Reimbursement	$97,862.47

***This budget amendment is for 2024 unbudgeted overtime for staffing at the FBI and Internet Crimes Against Children Task Forces and unbudgeted special events such as HS Lunch Neighborhood Security-GB Schools, Cellcom Marathon, Bellin Run, NWTC Car Show, Chase Bank Security, Juneteenth Parade, East High Graduation, GB Packers Concert, igNight Market, Friday's on the Fox and Farmers Markets.*

Increase:	101400 50501	Fire-Overtime	$22,853.98
Increase:	101400 46223	Fire Overtime Reimbursement	$22,853.98

***This budget amendment is for 2024 unbudgeted overtime for staffing at events such as the Bellin Run, Cellcom Marathon, Brown County Fire Investigation Task Force and GB Packers Concert.*

Increase:	101400 50501	Fire-Overtime	$12,375.00
Increase: .00	101400 43611	Fire-State Overtime Reimbursement	$12,375.00

***This budget amendment is for 2024 unbudgeted state reimbursements of costs incurred for employees to attend USAR (Urban Search & Rescue) trainings.*

Adopted ____________________________

Approved ___________________________

____
Mayor

____
Clerk

Report to the
Finance Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
July 23, 2024	

AGENDA ITEM # E.16

Consideration with possible action on approval of the Clams Committee report.

The Committee may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Committee will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

BACKGROUND

RECOMMENDATION

Receive and place on file.

FISCAL IMPACT

ATTACHMENTS

1. Claims Committee Rpt June

Report to the
Ad Hoc Facilities Committee of the City of Green Bay

MEETING DATE

July 23, 2024

AGENDA ITEM # F.1

To refer to the Finance Committee to award FGM Architects the Space Needs Analysis and Feasibility Study up to $110,000.

BACKGROUND

RECOMMENDATION

Aprroval of the request.

FISCAL IMPACT

ATTACHMENTS

1. DPW MEMO_Recommendation to Award
2. RFP - Space Needs Analysis and Feasibility Study
3. FGMA_Green Bay_RFP_City Hall and Police Station Space Needs Analysis and Feasibility Study

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greenbaywi.gov

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

INTER-OFFICE
MEMO

TO: Ad Hoc Facilities Committee

FROM: Trista Hobbs, P.E.

SUBJECT: Recommendation to Award - City Hall and Police Station Space Needs Analysis and Feasibility Study

DATE: June 17, 2024

The City received five proposals for a City Hall and Police Station Space Needs Analysis and Feasibility Study; request for proposals were sent to nine firms. Proposals were reviewed by two Department of Public Works staff members and one Police Department staff and scored using the criteria specified in the Request for Proposals. The summary of aggregate scores ranged from 54 to 108. After individual reviews, this group convened to discuss the proposals and agreed upon the following recommendation:

The Department of Public Works recommends awarding the City Hall and Police Station Space Needs Analysis and Feasibility Study to FGM Architects (FGMA).

Based on the proposals received, FGMA's experience as subject matter experts and breadth of work in comparable communities was evident. Their proposal detailed their proposed tasks and how they will work with the City to develop spaces that meet user needs. FGMA provided clearly defined phases and deliverables surpassing the requirements of the Request for Proposal. Their alternatives comparison analysis will include operational costs and a phasing plan for each option (items not addressed in other highly ranked competitors' proposals).

REQUEST FOR PROFESSIONAL DESIGN SERVICES

CITY HALL AND POLICE STATION
SPACE NEEDS ANALYSIS AND FEASIBLITY STUDY

GREEN BAY, WISCONSIN

SCOPE OF SERVICES: The City of Green Bay, Wisconsin is requesting proposals from qualified consultants to provide space needs and alternatives feasibility analysis for the City of Green Bay's City Hall and Police Station.

QUESTIONS REGARDING THIS RFP: Trista Hobbs, Assistant City Engineer, phone 920-448-3114, trista.hobbs@greenbaywi.gov is the sole point of contact for all issues pertaining to this procurement.

DEADLINE FOR PROPOSALS: Proposal must be received by 2:00 p.m. CST on April 23, 2024, or such later time as the city may announce by addendum at any time prior to the submittal date. Late proposals will not be accepted. Faxed or emailed proposals will not be accepted.

TABLE OF CONTENTS

Contents

I. PURPOSE AND BACKGROUND

The purpose of this document is to solicit proposals from qualified consultants to provide design services for a space needs and feasibility analysis for the renovation of City Hall, renovation or replacement of the Police Station, and subsequent impacts to the Municipal Court building.

City Hall, located at 100 N Jefferson Street, Green Bay, Wisconsin, was constructed in 1956 with several renovations over the years. It houses the City's council chambers, administrative functions, human resources, information services, law department, engineering, parks administration, and community and economic development.

The Police Station, located at 307 South Adams Street, Green Bay, Wisconsin, was constructed in 1969 with a major addition in 1992 and several renovations over the years. The Police Station houses police department personnel, forensics processing and evidence storage, shooting range, locker rooms, and interview rooms as well as mechanics shop for repair and maintenance of police vehicles.

The Municipal Court building, located at 330 South Jefferson Street, Green Bay, Wisconsin, was constructed in 1967 with major renovations in 2000. In addition to Municipal Court functions, the building houses the Police Department workout spaces and storage.

Facility assessments were conducted on these buildings in 2015 and subsequently updated in 2022. Existing flow analyses, studying and noting observed deficiencies, were conducted in 2023 and are attached to this RFP as Attachment B.

Submission of a proposal indicates acceptance by the Applicant of all the conditions contained in this Request for Proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the formal contract between the City of Green Bay and the Applicant.

Proposals are subject to a formal contract being negotiated, prepared, and executed between the successful applicant and the City. The City reserves the right to negotiate contract the terms and conditions.

II. RFP SCHEDULE

Table 1 – RFP Calendar of Events

EVENT	DATE
Issue Request for Proposal	Friday, March 22, 2024
Last Day for Request(s) for Clarification *must be submitted in writing*	Friday, April 12, 2024 by 4:00pm
Proposal Due	Tuesday, April 23, 2024 by 2:00pm
Consultant Selection	May 2024 (tentative)
Agreement for Services	May 2024 (tentative)

Questions concerning this RFP will be responded to collectively and made available for interested consultants via addendum. All inquiries must be submitted in writing no later than close of business (4:00pm) on Friday, April 12, 2024, to the contact person below. No oral questions will be taken or responded to except for administrative clarifications.

Contact: Trista Hobbs, Assistant City Engineer
Trista.Hobbs@greenbaywi.gov

Currently a site walk-through is not anticipated for the RFP process.

III. SCOPE OF WORK

The City desires to identify facility space needs and determine feasibility of City specified alternatives to address deficiencies noted in the existing flow analysis. The scope of services includes evaluating the current and anticipated needs of City Hall, Police Station, and Municipal Court facilities and providing conceptual design layouts, opinion of probable costs, and anticipated phasing plan and timeline for each alternative.

Space Needs Analysis

Develop a total space needs program presented in matrix or spreadsheet format for both current and future space needs projections. The space needs program shall be comprehensive with square foot tabulations of individual spaces, sub-totals, circulation factors and overall gross square footage as well as adjacency relationships and a narrative regarding operational objectives.

- Consider current operational needs of functions and departments housed at City Hall, Police Station, and Municipal Court buildings;
- Conduct interviews with City Hall Departments, Police Department, and Municipal Court to determine spatial needs, discuss current staffing and confirm organizational structure. Additional progress meetings with staff shall be considered;
- Build in capacity to shift and share spaces amongst City operations;
- Support best practices in security and safety measures as well as integrated technology through the facilities' structure;
- Incorporate innovative design characteristics for contemporary civic buildings, police, and courts facilities, including environmental sustainability.
- Determine regulatory and structural, mechanical, electrical, and other engineering systems requirements/constraints.
- Create a departmental interaction matrix.
- Create a room-by-room interaction diagram and bubble diagram of the departmental and room-by-room interaction matrix with important relationship rankings.

Facility Alternatives Feasibility

The City has identified the following alternatives based on the desire to utilize the existing City Hall facility and existing City owned properties:

- Alternative #1
  - City Hall - Consolidate public facing functions to lower floors and address noted deficiencies;
  - Police Station – Construct addition to existing building addressing noted deficiencies.

- Alternative #2
  - City Hall - In addition to Alternative #1 above, incorporate space for Municipal Court functions;
  - Police Station – Construct new Police Station on the site of the existing Police Station and Municipal Court addressing existing building and site deficiencies.

- Alternative #3
  - City Hall - In addition to Alternative #1 above, incorporate space for Municipal Court functions;
  - Police Station – Construct addition to existing building addressing noted deficiencies and incorporating existing Municipal Court property.

Feasibility analysis shall utilize the space needs assessment to develop conceptual floor plan and site layouts of existing building and additions (if necessary), identify technical upgrades required, and develop phasing (if necessary) and opinion of total probable costs (construction, professional services, financing, contingency, FFE) for each alternative.

Deliverables

Provide a final report (in PDF) compiling the space needs and feasibility analyses with executive summary stating the preferred option and recommended path forward. The report shall include drawings, tables, and narrative. Present report and findings to the City's Ad Hoc Facilities committee.

IV. PROPOSAL CONTENT AND FORMAT

Responses should be typed, organized and concise yet comprehensive.

1. Cover Letter

The Proposal shall be transmitted with a cover letter that must be signed by an official authorized to bind the consultant contractually. The letter accompanying the proposal shall also provide the name, title, address, and telephone number of individual(s) with the authority to negotiate and contractually bind the consultant.

2. Table of Contents

Include a table of contents with identification of material by section and page number.

3. Summary of Qualifications and Experience

A. Introduction

Introduction of the proposal, including a statement of understanding for the type of projects: discussion on understanding of the scope of work and how this would be accomplished; the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. Any participating firms and proposed sub-consultants shall be identified and included in the proposal (all sub-consultants must be approved by the City prior to signing the agreement with City).

B. Scope of Work

Describe your basic approach and methodology that would be used to provide Architectural/Engineering design services. Identify any supplemental tasks that you may see as necessary or alternatives, which may enhance the project, reduce the cost, or speed delivery and approvals. Identify supplemental studies and reports, data collection requirements, and other documents that may be required to complete a task(s) based on experience. Identify specific data and methodologies recommended, and any special or innovative considerations that should be part of a project, as each project requirements are determined based on experience.

C. Qualifications:

Description of the firm's and sub-consultants' qualifications and experience, mentioning specific, similar, or related work pertinent to various types of projects of the nature that would be expected when working on a public agency's infrastructure and such related items, and list of references.

i. Identify the owner(s) of the firm and legal status (sole proprietor, corporation, etc.).

ii. Summarize specific experience and qualifications for similar and related projects. List at least 3 references with contact information.

iii. Provide a statement of the firm's philosophy with respect to cost and budget control during the design phase of the project, demonstrating experience and ability to design to a given budget.

iv. Identification of staff who would be assigned to the work these tasks: the proposed responsibilities and brief résumés; which highlight special qualifications relevant to what could be included in the various required tasks for a range of facilities.

v. Identification of any sub-consultants, résumés of the key/participating staff proposed for these various project tasks, and how the tasks could be carried out.

D. Labor Hours

Provide a preliminary sample scope of services and estimate of labor hours separated by key personnel in your firm. The labor hours shall be based upon standard task of work for similar type of activities based on experience with working for a public agency on facility infrastructure repairs and upgrades.

E. Schedule

Provide a sample preliminary schedule and timeline showing activity and duration for various task; show approximate timing for reaching milestones.

F. Conflict of Interest

The consultant shall disclose any financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting construction project. The consultant shall also list current clients who may have a financial interest in the outcome of this contract.

G. Cost/Fees and Invoicing

Costs should be organized for full time hourly rates. Such hourly rates should be fully burdened or loaded, including full compensation for all overhead and profit. Billing rates shall include provision for normal office costs, including, but not limited to; office rental, utilities, insurance, cell phone or radio, equipment, normal supplies and materials, in- house reproduction services, and local travel costs. Also detail what hourly rates for overtime will be used.

Submit an itemized hourly fee schedule for additional services beyond the scope of work.

Invoicing will be submitted to the City on a per task completed basis. Milestone payments will be observed, and it will be the responsibility of the selected consultant to propose the completed task milestone payment schedule. The schedule submitted will be a recommendation to the City. The City will then evaluate and discuss with the consultant if any modifications are required.

H. Insurance Requirements

Prior to execution of the agreement with the City, the successful firm must provide evidence of insurance coverages, for consultant and any sub-consultants, as noted in the sample contract and insurance requirements attachment. The successful firm will be required to maintain the required coverages, at its sole cost and expense, throughout the entire terms and any subsequent modification terms of the contract.

I. Proposal Exceptions

Consultant shall clearly delineate all exceptions to the standard agreement. Such exceptions may be considered in the consultant selection process.

V. PROPOSAL EVALUATION

Proposals will be evaluated initially according to the following:

1. Overall quality of the proposal submitted.
2. Qualifications and experience of the personnel which will be assigned to the project.
3. The relevant experience and demonstrated ability of the firm with adaptive re-use strategies of existing buildings.
4. Work plan, schedule, and methodology.
5. Any other relevant information offered or discovered during the evaluation process.

PROPOSAL SUBMITTAL

One (1) original, three (3) copies, and one (1) electronic copy in Portable Document Format (PDF) on a USB Thumb Drive of the proposal must be received in person or by mail to City of Green Bay Department of Public Works no later than *2:00pm, April 23, 2024.* Proposal must be clearly titled:

REQUEST FOR PROPOSAL: City Hall and Police Station Space Needs Analysis and Feasibility Study

Proposals are to be delivered in a sealed envelope and addressed to:

City of Green Bay Department of Public Works
Attn: Steven Grenier, Director of Public Works
100 N Jefferson Street, Green Bay, WI 54301

Note: Late proposals will not be considered.

VI. CONSULTING AGREEMENT AND INSURANCE REQUIREMENTS

A sample agreement is attached for review as Attachment A.

Prior to the start of work, the selected consultant will be required to execute an Agreement for Services with the City. The consulting firm must review the attached sample consulting agreement and minimum insurance amounts. No modification requests to material terms of agreement will be made. The agreement shall not be in force until the contract is approved by the City of Green Bay City Council and after written authorization to proceed has been provided.

The successful firm must provide evidence of insurance coverage as noted in the sample contract and insurance requirements attachment. The successful firm will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent modification terms of the contract.

G. COST/FEES AND INVOICING

FGMARCHITECTS

Proposal for

Architectural Services

for

City of Green Bay
City Hall and Police Station
Space Needs Analysis and Feasibility Study
Green Bay, Wisconsin

Submitted to:

City of Green Bay
Public Works Department
Mr. Steven Grenier
Director of Public Works
100 N Jefferson Street
Green Bay, WI 54301

By:

FGM ARCHITECTS INC.
219 North Milwaukee Street, Suite 325
Milwaukee, WI 53202

April 23, 2024

1.0 SCOPE OF PROJECT

The City of Green Bay would like an Architectural Firm, specializing in architectural programming and design of municipal and public safety facilities, to prepare a program, conceptual design, project budget and project schedule for the future needs of the City of Green Bay facilities with locations to be determined as part of this study.

The scope of the project shall also include tasks outlined in Section III of the Request for Professional Design Services – City Hall and Police Station Space Needs Analysis and Feasibility Study dated March 22, 2024.

Facilities included as part of this study:

- City Hall
- Police Station
- Municipal Court Building

The goal of the project is to provide the City with an informational foundation which will be used to incorporate into the Capital Improvement Plan. The study will also provide the city with a 10–20-year facilities master plan for strategic implementation.

The City of Green Bay is hereinafter referred to as the Owner.

2.0 SCOPE OF ARCHITECT'S SERVICES

FGM Architects Inc., hereinafter referred to as FGMA or Architect, shall provide the following Consulting Services for the Project:

2.1 Space Needs Analysis & Feasibility Study

FGMA is to prepare a space needs assessment report for the facilities identified in 1.0 above which will include the following:

2.1.1 FGMA will review operations, long-term goals, and requirements. As part of this review, we will review current and projected long-term needs.

2.1.2 FGMA will establish a project building program for the owner indicating space needs and identifying all functional elements required. We will meet with select personnel from each department to gather data for the building program.

2.1.3 From Owner approved project building program, FGMA will develop conceptual site and floor plans indicating proposed locations of the facilities and potential future expansion. The conceptual planning will include parking and site circulation.

.1 Conceptual floor plans will be laid out on a departmental level, i.e.: administration, patrol, investigation, evidence, etc. and will not be a detailed floor plan.

2.1.4 FGMA will prepare a conceptual project budget: Utilizing all information generated, we will provide a total project budget for each identified separate facility project, which will include a construction budget utilizing cost per square foot calculations, furniture, fixtures and equipment allowances, fees, contingencies, and other soft costs for a total project budget.

2.2 Meetings

2.2.1 A total of eight (8) in-person meetings, and five (5) virtual meetings with staff are included.

2.2.2 One (1) in-person public presentations (Ad Hoc Facilities Committee) are included.

2.3 Consultants: FGMA will perform all design work in-house and consultants are not included as part of this phase. FGMA will engage a cost estimating consultant as a sub-consultant to assist in development of project budget for each alternative.

2.4 Complete design and project documentation and implementation (Schematic Design, Design Development, Construction Documents, Construction Administration) will be covered under a separate contract.

2.5 Project Deliverables

2.5.1 Building Program Spreadsheets for each of the following:

- Police Department
- City Hall
- Municipal Court

The spreadsheet will identify 2024 existing space needs and 2044 projected space needs.

2.5.2 Concept Floor Plans (three alternatives as outlined in the RFP) and Site Plans (three alternatives as outlined in the RFP) in PDF format. The project team will include preliminary site evaluation and concept sketches as part of the process to reach the final preferred option. This study includes preliminary evaluation of up to 4 sites in total.

.1 Refer to 3.1.2 for additional optional concept design fees.

2.5.3 Conceptual Project Budget for each alternative.

2.5.3 Final Report in PDF format will include .1 through .3 above as well as an executive summary, study methodology & goals, and architect's recommendation of long-term facilities solutions for the City.

3.0 ARCHITECT'S COMPENSATION

The owner shall compensate FGM Architects for consulting services rendered in connection with the Project under this Proposal as follows:

3.1 For all Consulting Services as described in Section 2.0 above, we propose the following **Not to Exceed Fee** plus Reimbursable Expenses**.**

3.1.1 City Hall & Police Station Space Needs Analysis and Feasibility Study

.1	Space Needs Analysis & Programming		
		City Hall	$14,000
		Police Dept.	$16,000
		Municipal Court	$3,000
.2	Concept Floor Plans		
		City Hall	$12,000
		Police Dept.	$12,000
		Municipal Court	$3,000
.3	Concept Site Plans		
		City Hall	$12,000
		Police Dept.	$12,000
		Municipal Court	$2,000
.4	Concept Budgets		$7,000
.5	Total Lump Sum Fee		**$93,000**

3.1.2 Optional Additional Fee:

.1 Each additional concept floor plan beyond those identified in 2.5.2 **$9,500**

.2 Each additional site concept plan (test fit) beyond those identified in 1.0 and 2.5.2 **$6,500**

3.2 Reimbursable Expenses

3.2.1 In addition to the compensation above, FGMA shall be reimbursed for additional expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10 times) Architect’s actual direct cost of same, for the below items.

.1 Expense of postage and/or delivery.

.3 Expenses of any specialty consultants with Owner’s prior approval.

.4 Expense of printing required for presentations.

.5 Any fees paid by FGMA to authorities having jurisdiction over the project with Owner’s prior approval.

3.2.2 Phone, fax, and in-house printing of review sets shall not be charged as a Reimbursable Expense.

3.3 If specialty consultants are required, FGMA shall be reimbursed for consultant expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10 times) Architect’s actual direct cost of same.

3.4 For any Additional Services authorized in writing by the Owner beyond the scope of this Proposal, FGMA shall be compensated based on the hourly rates described in the attached Hourly Rate Schedule for the professional and technical employees engaged on the Project plus Reimbursable Expenses.

3.5 Payments

3.5.1 Payments shall be made by the Owner to FGMA upon receipt of FGMA's invoice in accordance with the Professional Services Agreement.

3.5.2 Milestone Payment Schedule:

- Space Needs Program 15%
- Department Adjacency Diagrams (interaction) 25%
- Concept Design (Facility Alternatives Feasibility) 40%
- Cost Estimate 10%
- Final Report & Presentation 10%

3.5.3 Non-payment of invoices shall constitute grounds for discontinuing service.

4.0 Additional Requirements

4.1 Existing floor plans of included city facilities shall be made available in digital form (PDF, AutoCAD, Revit, or similar). If existing conditions plans do not exist, the architect will provide laser scanning and documentation of existing facilities for an additional fee.

5.0 Form of Agreement

5.1 For this project, we would enter into an agreement based on RFP Attachment A – Standard Agreement for Professional Services between City of Green Bay and Consultant with mutually agreed upon modifications. FGMA's requests for exceptions and modifications can be found in Section I of this Qualifications & Proposal package.

We look forward to this opportunity to be of service to the City of Green Bay.

Sincerely,

FGM ARCHITECTS INC.

Brian Wright, AIA, LEED AP | Principal in Charge
brianwright@fgmarchitects.com

Andrew J. Mayo, AIA | Project Manager
andrewmayo@fgmarchitects.com

Report to the
Ad Hoc Facilities Committee of the City of Green Bay

MEETING DATE

July 23, 2024

AGENDA ITEM # F.2

To refer to staff to explore environmental remediation assessment for Station #1 and prepare an RFP for the eventual disposition of the building by the City.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Ad Hoc Facilities Committee of the City of Green Bay

MEETING DATE

July 23, 2024

AGENDA ITEM # F.3

To refer to staff to incorporate City Hall security recommendations into the Space Needs Analysis and Feasibility Study.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. City Hall Security Plan - Dec 2023

100 North Jefferson Street, Green Bay, Wisconsin 54301-5026
greenbaywi.gov

City Hall Security Plan **Dec 2023**

Contract security services

- Concierge-type service to greet people when they arrive and direct them to where they are going.
- Armed vs. unarmed.
- Sign in people visiting upper floors and call ahead.

Facility changes – will require one-time and some ongoing funds.

- Front desk modifications – access from hall rather than Clerk's Office.
- South doors locked for exit only. All building entry will be from north doors, either Jefferson Street or parking lot.
- Security cameras on all floors monitored from front desk; also in Shift Commander's office.
- Elevators and stairwell doors locked to allow exit only; key card access to upper floors.
- Service center on first floor for most common public functions (pet licenses, tax payments, parking citations, etc.)
- Consider prohibiting firearms in the building. Screening will require added security resources.

Safety planning for public meetings

- Emergency evacuation plan for Mayor/Council/City Staff, including training on this plan.
- Emergency evacuation plan for the public.
- Police presence for Council meetings.
- Guidance for Alders regarding concealed weapons.

Code of conduct

- Prohibited items.
- Conduct in City offices.
- Conduct in public meetings.
    - Script for presiding officer to warn of conduct violations, and to stop the meeting to resolve disruptions.
    - Policy for removal from the meeting.

Report to the
Ad Hoc Facilities Committee of the City of Green Bay

MEETING DATE

July 23, 2024

AGENDA ITEM # F.4

To receive and place on file the Executive Summary for the Common Council and future needs of this committee.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None