



AGENDA OF THE FINANCE COMMITTEE

TUESDAY, JULY 14, 2026, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

- I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/87567737346?pwd=WchVWqTRhEEbe9eyr6iioqfEayqPHHK.1>

Or call in by phone: +1 312 626 6799

Meeting ID: 875 6773 7346

Passcode: 630553

If you wish to leave a comment for this public meeting, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

- I. Members: Jennifer Grant, Kathy Hinkfuss, Joey Prestley, Jon Shelton

C. Approval of the Agenda.

- I. Approval of the agenda for the Tuesday, July 14, 2026, meeting of the Finance Committee.

D. Approval of Minutes.

- I. Approval of the minutes from the June 30, 2026, Finance Committee meeting.

E. Regular Business.

- I. Consideration with possible action for the approval of a contract per RFP solicitation to Berry, Dunn, McNeil and Parker LLC for consulting services for the City of Green Bay's Efficiency and Organizational Review #2025-36.
2. Consideration with possible action on the general fund overtime report for 2026 through June compared to budget.
3. Consideration with possible action to approve a 36-month contract with Cellcom. This

request was referred to staff from the May 12, 2026, Finance Committee meeting.

F. Informational.

1. 2026 Contingency Account: \$100,000
2. Next Meeting: August 11, 2026

G. Adjournment.

1. Adjournment of the Tuesday, July 14, 2026, meeting of the Finance Committee.

- 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

July 14, 2026

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the June 30, 2026, Finance Committee meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. MINUTES 063026 (I)



MINUTES OF THE FINANCE COMMITTEE

TUESDAY, JUNE 30, 2026, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. ZOOM MEETING INFORMATION.

- I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/87567737346?pwd=WchVWqTRhEEbe9eyr6iioqfEayqPHHK.1>

Or call in by phone: +1 312 626 6799

Meeting ID: 875 6773 7346

Passcode: 630553

If you wish to leave a comment for this public meeting, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. ROLL CALL.

- I. Members: Jennifer Grant, Kathy Hinkfuss, Joey Prestley, Jon Shelton

Present: Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton

Excused:

Absent:

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Tuesday, June 30, 2026, meeting of the Finance Committee.

Moved by Ald. Jon Shelton, seconded by Ald. Jennifer Grant to approve the agenda for the June 30, 2026, meeting of the Finance Committee.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.

D. APPROVAL OF MINUTES.

1. Approval of the minutes from the June 9, 2026, Finance Committee meeting.

Moved by Ald. Joey Prestley, seconded by Ald. Jon Shelton to approve the minutes from the June 9, 2026, Finance Committee meeting.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.

E. REGULAR BUSINESS.

1. Consideration with possible action to accept the CLG Subgrant from the State Historic Preservation office of \$20,000 with no local match.

Moved by Ald. Jennifer Grant, seconded by Ald. Joey Prestley to approve the acceptance of the CLG Subgrant from the State Historic Preservation office of \$20,000 with no local match.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.

2. Consideration with possible action on the Memorandum of Agreement between the Oneida Nation and City of Green Bay regarding funding for community programs and infrastructure in the amount of \$300,000 for the JBS Redevelopment Project-Urban and Food Production Barn.

Moved by Ald. Jon Shelton, seconded by Ald. Joey Prestley to approve the Memorandum of Agreement between the Oneida Nation and City of Green Bay regarding funding for community programs and infrastructure in the amount of \$300,000 for the JBS Redevelopment Project-Urban and Food Production Barn.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.

3. Consideration with possible action to revise General Ordinance No. 12-26, responsible bidder approval threshold from \$25,000 to \$50,000 to let contract to lowest responsible bidder.

Moved by Ald. Jon Shelton, seconded by Ald. Joey Prestley to approve revision of General Ordinance No. 12-26, responsible bidder approval threshold from \$25,000 to \$50,000 to let contract to lowest responsible bidder.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.

4. Consideration with possible action regarding a 2026 budget amendment resolution for unbudgeted overtime for special events.

Moved by Ald. Jennifer Grant, seconded by Ald. Joey Prestley to approve a 2026 budget amendment resolution for unbudgeted overtime for special events.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.

F. INFORMATIONAL.

1. 2026 Contingency Account: \$100,000

2. Next Meeting: July 14, 2026

G. ADJOURNMENT.

1. Adjournment of the Tuesday, June 30, 2026, meeting of the Finance Committee.

Moved by Ald. Joey Prestley, seconded by Ald. Jon Shelton to adjourn.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 14, 2026

PREPARED BY

Thomas Walenski

AGENDA ITEM # E.1

Consideration with possible action for the approval of a contract per RFP solicitation to Berry, Dunn, McNeil and Parker LLC for consulting services for the City of Green Bay's Efficiency and Organizational Review #2025-36.

BACKGROUND

The City recognizes that evolving community needs, workforce changes, technology opportunities, and fiscal constraints all require an adaptive, data-driven approach to government operations. To that end, the City of Green Bay seeks to conduct a comprehensive Organizational Efficiency Review to first and foremost (1) identify cost savings or tax reductions and (2) identify opportunities for improving internal processes, optimizing staffing structures, leveraging technology and enhancing interdepartmental coordination.

RECOMMENDATION

To approve the contract for the City of Green Bays Efficiency and Organizational.

FISCAL IMPACT

Efficiencies will have a direct impact on fiscal funding and expenses. Until implemented, these improvements will not be able to be quantified. Contract will be funded through the innovation fund.

ATTACHMENTS

1. Letter of Intent 2025-36 Signed 7-8-2026
2. Efficiency and Organizational Review Cost Proposal
3. 2025-36 Bid Summary Final Scores
4. Contract Award Discussion Slides



Purchasing Department
100 North Jefferson Street • Room 410
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

7/7/2026

RE: Notice of Intent to Award
2025-36 Efficiency and Organizational Review

Dear Sir/Madam:

The evaluation of proposals received for this RFP has been completed and the following is recommended for award:

The City of Green Bay is recommending awarding the Efficiency and Organizational Review to Berry Dunn. In the amount of \$184,500 + \$15,000 over estimated travel.

The recommended award will be brought for approval before the next Finance Committee meeting scheduled for July 14, 2026 at 4:30pm.

The meeting is open to the public and attendance is not required. As the room and time may change, please confirm the date, time, and location if you plan to attend.

Please see the summary of bids received for this project.

Thank you for your continued interest in doing business with the city of Green Bay. If you have any questions, or require additional information, please feel free to contact me at 920-448-3049.

Sincerely,

Thomas Walenski

Thomas J. Walenski
Procurement Manager
City of Green Bay

Attachment

CC: Joseph Faulds

PROPOSAL

COST PROPOSAL FOR THE:

City of Green Bay

IN RESPONSE TO RFP 2025-36 FOR AN:

**Efficiency and Organizational
Review**

SUBMITTED BY:

Berry, Dunn, McNeil & Parker, LLC
2211 Congress Street, Portland, ME 04102

Seth Hedstrom, Project Principal

Berry, Dunn, McNeil & Parker, LLC
shedstrom@berrydunn.com

Michelle Kennedy, Project Manager

Berry, Dunn, McNeil & Parker, LLC
mkennedy@berrydunn.com

February 19, 2026, before 2:00 p.m. CST



Cover Letter

February 19, 2026

City of Green Bay
Attn: Thomas J. Walenski, Purchasing Agent
100 North Jefferson Street, Room 410
Green Bay, WI 54301

Dear Thomas J. Walenski:

On behalf of Berry, Dunn, McNeil & Parker, LLC ("BerryDunn," "we," "our"), I am pleased to submit this cost proposal in response to the City of Green Bay's (the City's) request for proposals (RFP) Number 2025-36 for an Efficiency and Organizational Review. The City will find our full technical proposal included as a separate document. We have read the City's request and reviewed its terms, conditions, and the contents presented therein. Our proposal is a firm and irrevocable offer valid for 90 days from the submission deadline of February 19, 2026, before 2:00 p.m. CST.

As the City will learn more about in our technical proposal, BerryDunn is a nationally recognized professional services firm headquartered in Portland, Maine, with nine office locations across the country. **We specialize in meeting the needs of state and local governments, and we have 52 years of experience dedicated to helping local agencies succeed across the full spectrum of local government services and operations.** We are focused on inspiring organizations to transform and innovate and have lived our core values and preserved our reputation for excellence throughout our history.

Our firm's culture is centered on a deep understanding of our clients' commitment to serving the public. We collaborate closely with clients to identify and develop solutions that align with your environment, resources, and priorities, tailoring each of our projects to strengthen the essential services local governments provide. **We care about what we do, and we care deeply about the impact of our work and the people it serves—including those at the City and its stakeholders.**

We are confident that if we are chosen to partner on this important initiative, the City will realize the cost savings, internal process improvements, optimized staffing structures, enhanced application of technology, and enhanced interdepartmental coordination it desires. We appreciate the opportunity to propose, and the time and consideration taken by the City to review our submission.

As a principal and leader in our Local Government Practice Group, I can attest to the accuracy of our materials, and I am legally authorized to bind, negotiate, make presentations on behalf of, and commit our firm and our resources. If you have any questions regarding our proposal or updates on the evaluation process, please consider me your primary point of contact and feel free to contact me directly.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Seth Hedstrom', with a long horizontal flourish extending to the right.

Seth Hedstrom, PMP®, LSSGB, Principal
Berry, Dunn, McNeil & Parker, LLC
t: 207.541.2212 | e: shedstrom@berrydunn.com

Fees and Expenses

Our proposed fixed-fee services cost to complete the City's desired project is broken down by phase in Table 1. Our costs are based on our experience conducting projects of similar size and scope, and the assumption that satisfying a deliverable is based on the City's signed acceptance. That said, the City will not incur any additional costs associated with the process of reaching deliverable acceptance.

We will utilize our hybrid methodologies through collaborative planning with the City to limit travel expense to the City as appropriate.

Table 1: Cost by Project Phase

Phase	Effort in Hours	Fixed-Fee Services Cost
Phase 1: Project Planning and Management	92	\$24,500
Phase 2: Organizational Review and Staffing Analysis	312	\$87,200
Phase 3: Operational and Process Review	120	\$34,300
Phase 4: Future State Recommendations	140	\$38,500
Total Fixed-Fee Services Cost	664	\$184,500
<i>Travel expense estimated allocation*</i>		<i>\$15,000</i>
OPTIONAL Task 4.5: Detailed Implementation Action Planning	102	\$28,200

**This travel expense allocation represents our best estimate to provide a hybrid approach to service delivery for our non-optional phases. We would be happy to further discuss and refine this estimate with the City. While our services are proposed as a fixed fee, we propose to only invoice the City for actual travel expenses incurred.*



Form E: Cost Proposal

RFP #: 2025-36

This form must be returned with your response.

Prepare the fee proposal as all inclusive, not-to-exceed, fixed fees:

- All Inclusive – Covers all direct and indirect necessary expenses including but not limited to; travel, telephone, copying and other out-of-pocket expenses.

Any pricing increases or additions must be agreed upon in writing by both parties.

Item No.	DESCRIPTION OF ITEMS		Extended Cost (USD)
1	Please use proposal for this detail		
	Reference Cost Document here and list proposed total cost on this page		
	Fixed fee services for Phases 1-4	Cost Proposal File	\$184,500
	Travel expense estimated allocation	Cost Proposal File	\$15,000
	Optional Task 4..5 services	Cost Proposal File	\$28,200
TOTAL COST			

Questions:

1. What is the lead time after notice to proceed? Upon notice of award.

Proposal Should Include:

- Describe the approach and methodology the Consultant will employ in carrying out the work described in Section III.
- Include any services the Consultant may require from the City of Green Bay to perform the work described in the proposal.

Berry, Dunn, McNeil & Parker, LLC
COMPANY NAME

“BerryDunn” is the brand name under which Berry, Dunn, McNeil & Parker, LLC and BDMP Assurance, LLP, independently owned entities, provide professional services in an alternative practice structure in accordance with the AICPA Code of Professional Conduct. BDMP Assurance, LLP is a licensed CPA firm that provides attest services, and Berry, Dunn, McNeil & Parker, LLC, and its subsidiary entities provide tax, advisory, and consulting services.

The entities falling under the BerryDunn brand are independently owned and neither entity is liable for the services provided by the other entity. Our use of the terms “our firm” and “we” and “us” and terms of similar import denote the alternative practice structure of Berry, Dunn, McNeil & Parker, LLC and BDMP Assurance, LLP.

We will be utilizing generative AI programs where appropriate and permissible under client contracts and relevant laws. These AI tools are designed to support our team in various aspects of our work, including data analysis and project management. The integration of AI enables us to provide more accurate insights and streamline our processes, ultimately benefiting our clients through enhanced service delivery.

This proposal is the work of Berry, Dunn, McNeil & Parker, LLC and is in all respects subject to negotiation, agreement, and signing of specific contracts.

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CITY OF GREEN BAY BID SUMMARY	
RFP #2025-36	Efficiency and Organizational Review
ISSUED: 1/7/2026 DUE: 2/19/2026	
CC: 3291158	
Scoring Criteria & Points	

Evaluation Team Total Possible Points	Categories	Highest Score (Avg.)				---->				---->				---->				---->				---->			
		Berry Dunn				Matrix				MGT				Baker Tilly				Public Consulting Group				Evergreen Solution			
		Option #1				Option #2				Option #3				Option #4				Option #5				Option #6			
		EV1	EV2	EV3	EV4	EV1	EV2	EV3	EV4	EV1	EV2	EV3	EV4	EV1	EV2	EV3	EV4	EV1	EV2	EV3	EV4	EV1	EV2	EV3	EV4
25	Organizational Capabilities	18	23	23	24	25	23	23	22	25	23	23	19	25	23	23	15	25	23	23	24	20	21	23	21
25	Staff Qualifications	25	23	24	24	25	23	23	22	25	23	23	20	25	23	23	15	25	23	23	23	25	21	23	20
15	Proposal Requirements	15	14	14	15	15	13	14	12	15	15	15	11	12	13	13	12	15	13	15	14	10	10	14	11
25	Price	25	21	21	22	20	23	25	21	20	23	25	23	20	23	25	25	20	10	20	5	15	15	24	15
10	References	8	10	10	10	8	10	10	7	8	8	10	6	10	7	8	6	10	7	10	9	8	5	10	8
100	Vendor Score(s) (Total Possible Points = 100)	91	91	92	95	93	92	95	84	93	92	96	79	92	89	92	73	95	76	91	75	78	72	94	75
		92.25				91.00				90.00				86.50				84.25				79.75			

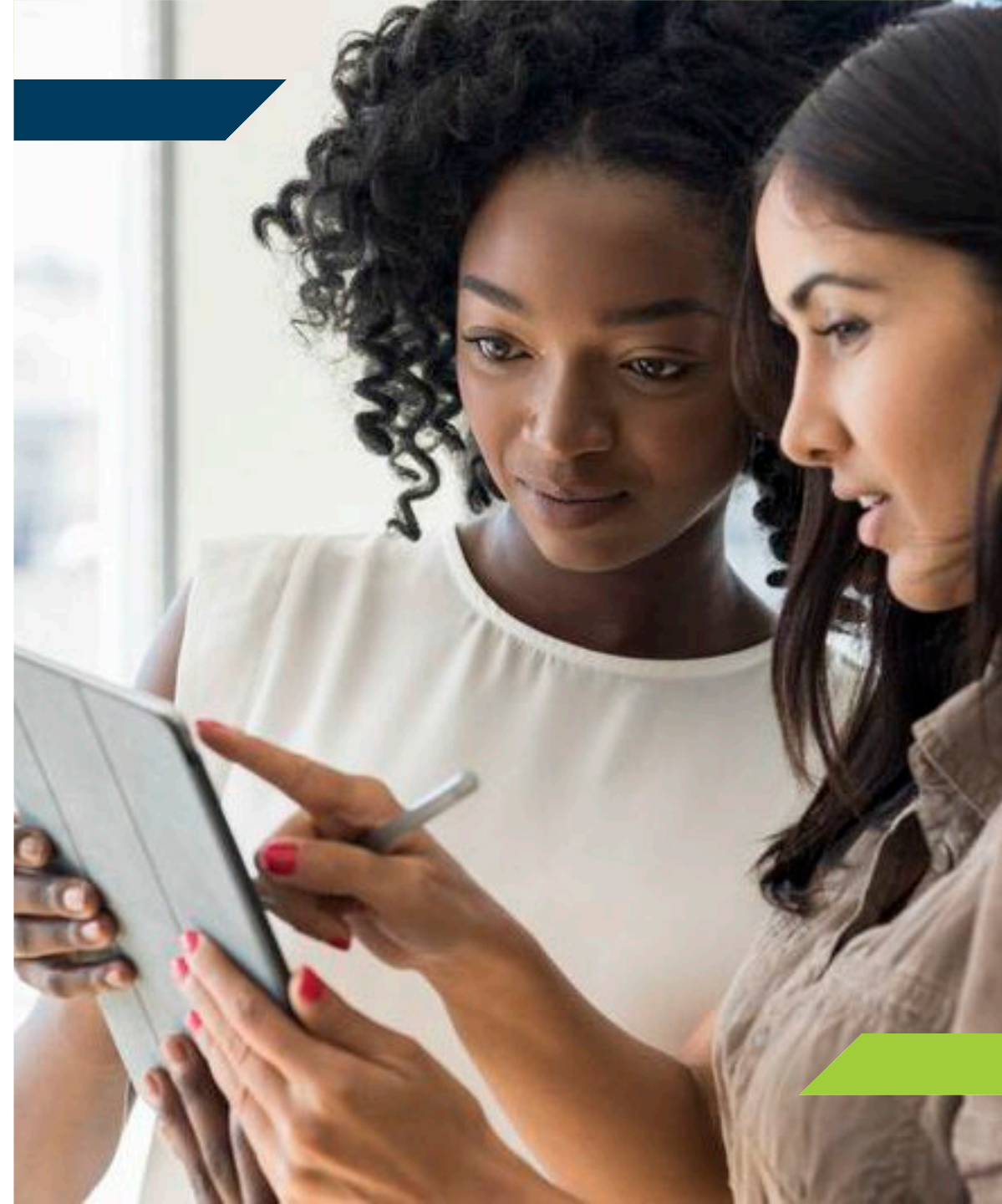
Evaluation Team Total Possible Points	Categories	Highest Score (Cont.)				---->				---->				---->				Lowest Score (Avg.)			
		CGR (Center for Governmental Research)				KLSA				Pulbic Works LLC				Baton Global				The Strategy Huddle			
		Option #7				Option #8				Option #9				Option #10				Option #11			
		EV1	EV2	EV3	EV4	EV1	EV2	EV3	EV4	EV1	EV2	EV3	EV4	EV1	EV2	EV3	EV4	EV1	EV2	EV3	EV4
25	Organizational Capabilities	15	10	23	23	20	21	22	20	25	24	23	22	10	10	22	19	10	5	23	18
25	Staff Qualifications	25	15	23	22	25	15	22	21	25	23	24	21	25	10	22	18	25	10	24	19
15	Proposal Requirements	9	10	14	12	12	10	13	14	15	14	15	13	10	10	15	13	15	5	13	13
25	Price	20	15	24	17	20	10	20	10	5	0	15	9	20	10	21	12	20	10	20	9
10	References	10	5	10	8	10	5	10	6	8	3	10	8	8	5	10	5	8	0	9	6
100	Vendor Score(s) (Total Possible Points = 100)	79	55	94	82	87	61	87	71	78	64	87	73	73	45	90	67	78	30	89	65
		77.50				76.50				75.50				68.75				65.50			

Recommendation: Award (Option #1) as the highest scoring vendor that provided the best overall solution and value to the City of Green Bay.

City of Green Bay

Efficiency and Organizational Review

May 27, 2026



Keys to Successful Outcomes



Local government leaders and subject matter experts bring firsthand experience, practical insight, and deep expertise to deliver realistic, defensible recommendations through an engaging and accessible process.



We apply a proven, structured methodology that is thoughtfully tailored to each engagement, adapting tools and approach to align with your priorities and deliver practical, actionable results.



We develop recommendations grounded in real-world experience and that reflect operational realities, stakeholder needs, and resource constraints; the result is achievable solutions, aligned with your environment.



We will identify innovative opportunities to advance performance within a real-world framework, calibrating solutions to your context and resources to deliver accessible improvements that build from where you are today.

Components of High-Functioning Local Government Agencies

VISION AND STRATEGY

Enterprise-wide vision, goals, and priorities:

- ➔ Comprehensive Plan
- ➔ Strategic Plan



ORGANIZATIONAL IMPROVEMENTS

Steps an organization can take to improve one or more of the four key indicators or organizational health:

- ➔ Department work plans
- ➔ Succession planning
- ➔ Technology implementations
- ➔ Business process design
- ➔ Workforce assessments
- ➔ Fee and rate methodology studies

Project Approach

Phase 1

Project Planning and Management

Tools and Techniques

- ✓ Background research and orientation
- ✓ Early engagement of key stakeholders
- ✓ Ongoing and frequent status meetings and updates

Outcomes

We deliver a Project Work Plan and Schedule that is tailored to the City's specific needs.

Phase 2

Organizational Review and Staffing Analysis

Tools and Techniques

- ✓ Conduct interviews and employee discovery sessions
- ✓ Develop information request
- ✓ Facilitate benchmarking
- ✓ Review documents, data, and stakeholder input
- ✓ Analyze organization and services

Outcomes

We deliver a data-driven Current State Assessment that reflects stakeholder input and benchmarking insights.

Phase 3

Operational and Process Review

Tools and Techniques

- ✓ Facilitate business process reviews and functional analysis sessions
- ✓ Evaluate workflows, tools, performance metrics, and service delivery practices
- ✓ Identify opportunities for improvement
- ✓ Review findings

Outcomes

We develop a targeted analysis of key operations and processes and identify improvement opportunities.

Phase 4

Future State Recommendations

Tools and Techniques

- ✓ Develop future state recommendations
- ✓ Develop implementation roadmap
- ✓ Review and refine recommendations with leadership

Outcomes

We deliver recommendations and an implementation roadmap that position the City for success.



Questions and Discussion



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 14, 2026

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on the general fund overtime report for 2026 through June compared to budget.

BACKGROUND

See the attachment of the general fund overtime actual for 2026 through June.

2026 through June General Fund summary with 13 of 26 payrolls complete, or 50% of the budget.

Admin Services

The clerks department was down staff members at the beginning of the year.
Elections on budget after the first election.

Information Technology & Services

-On budget

Community & ED

-On budget

Police – report to follow

Fire – report to follow

Public Works

We are projecting to be at or above our overtime budget by the end of the year due to several significant storm events within the first 6 months of the year (Winter Storm Elsa, 2 flooding events). We will continue to minimize overtime to the extent practical. Some activities require overtime, such as after-hours emergency calls, Special Events, Holiday week Solid Waste and Recycling collections, and Snow/Storm events.

Parks

Parks \$8,107 overtime driven by snow removal, Triangle Hill weekend mechanic, park maintenance worker vacancies and a special event on June 13th.
Admin \$3,437 overtime for cleaner coverage at WLS after hours and weekends.

RECOMMENDATION

Receive and Place on file.

FISCAL IMPACT

ATTACHMENTS

1. Q2 2026 OVERTIME SUMMARY
2. m071026-Davis(OT Report)
3. Final OT Justification (2)

Row Labels	Revised Budget	Actual thru June 2026	Available Budget
10 - CLERKS	\$1,300	\$1,218	\$82
10 - ELECTIONS	\$7,000	\$3,859	\$3,141
10 - FINANCE	\$400	\$0	\$400
12 - INFORMATION TECH AND SERVICES	\$4,000	\$480	\$3,520
25 - C&ED & INSPECTIONS	\$4,000	\$603	\$3,397
30 - POLICE	\$1,450,411	\$793,712	\$656,699
40 - FIRE	\$1,360,152	\$979,097	\$381,055
50 - DEPT OF PUBLIC WORKS	\$312,787	\$201,601	\$111,186
60 - PARKS, REC AND FORESTRY	\$38,875	\$11,279	\$27,596
Grand Total	\$3,178,925	\$1,991,851	\$1,187,074

% Used
93.70%
55.13%
0.00%
12.01%
15.09%
54.72%
71.98%
64.45%
29.01%
62.66%



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

Phone 920.448.3200
Fax 920.448.3248

July 10, 2026

To: Common Council Finance Committee

From: Chris Davis
Chief of Police

Subject: 2026 Q2 Overtime Report

As of June 30, 2026, the Green Bay Police Department has incurred a total General Fund overtime expense of \$793,712.39. This includes \$219,411 in overtime reimbursable by grants, special events, and other revenue sources. Total overtime expenditure to date represents approximately 54.7% of our total 2026 General Fund overtime budget.

The top ten drivers of overtime expenditure to date are:

- Patrol Backfill – Vacation/Comp/Personal Leave (\$114,883.78): 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 (\$63,544.13): 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.
- Late Call (\$62,368.20): 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 – Sick Leave (\$49,836.45): When an officer's use of sick leave pushes a shift below its minimum staffing level, overtime is required to meet the requirement.
- SWAT Call-In (\$43,279.05): 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.
- Circuit Court – Jury Trial (\$27,891.61): Officers required to attend court pursuant to a subpoena during their off hours are paid overtime.
- Patrol Backfill – Overhire (\$26,713.95): When call loads reach a level that exceeds available resources, such as during a major incident, patrol supervisors have the option of calling in additional

staff on overtime. This typically means calling in the oncoming shift early. We have restricted this practice this year.

- Patrol Backfill – Discretionary Training (\$25,997.07): 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.
- Inversed (\$21,281.23): This category covers mandatory overtime backfill to cover shifts where the actual staffing drops below the contract mandated minimum staffing level, regardless of reason, when there are no employees willing to work the overtime assignment on voluntary basis. In such situations, officers are ordered to work overtime by inverse seniority per the union contract.
- Circuit Court – Preliminary Hearing (\$19,358.42): 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.

At this point, overtime expenses are on pace to be within or slightly over our overtime budget. Ongoing overtime control efforts include bi-weekly reviews of spending by senior department leadership, restricting the use of overhire in Patrol, and strictly limiting the use of overtime for any discretionary purpose.

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.



Green Bay Metro Fire Department
100 North Jefferson Street - Room 403
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov/fire

Phone 920.448.3280

GBMFD Response to 2026 Overtime

Budget Status Summary and Corrective Action Plan

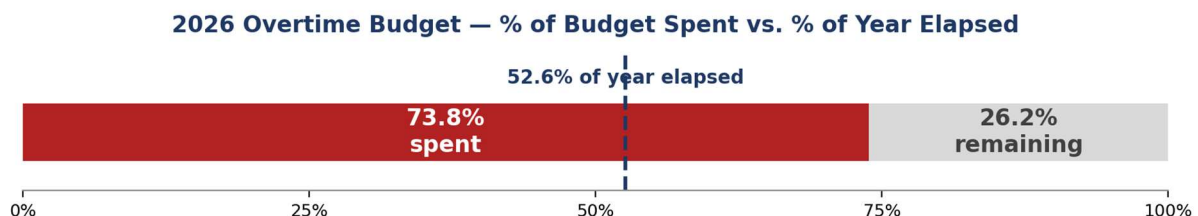
TO: Mayor and Common Council, City of Green Bay
FROM: Ray Fuiten, Fire Chief — Green Bay Metro Fire Department
DATE: July 12, 2026
RE: FY2026 overtime budget status and department action plan

PURPOSE

The Green Bay Metro Fire Department is closely monitoring its FY2026 budget, and overtime in particular. Based on year-to-date spending, GBMFD is projected to exceed its 2026 overtime budget. This memo summarizes current overtime spend against budget, identifies the largest contributing factors — chief among them the March 2026 blizzard and the Green Bay Converting fire — and outlines eight department action items already underway to reduce and monitor overtime spending for the remainder of the year.

2026 OVERTIME BUDGET STATUS

As of July 11, 2026 — with 52.6% of the calendar year elapsed — GBMFD has incurred an estimated \$1,004,284 in overtime against a 2026 budget of \$1,360,152, or 73.8% of the full-year budget already spent.



Figures are estimates only. Actual incident and FLSA-posting costs are drawn from payroll worksheets; general floor and order-in overtime are estimated using a blended average overtime rate applied uniformly across personnel, since the underlying payroll export does not include individual pay rates. See the department's companion Overtime Justification Memorandum (Parts 1-5) for the full supporting detail and methodology behind each figure.

Category	Amount	% of Budget
2026 Overtime Budget	\$1,360,152.00	100.0%
Overtime Spent, Year-to-Date (est.)	\$1,004,284.01	73.8%
Remaining Budget	\$355,867.99	26.2%

PROJECTED YEAR-END TREND

At the current pace — 73.8% of budget consumed with 52.6% of the year elapsed — a simple run-rate projection puts full-year overtime spend near \$1.9 million, roughly 40% over the \$1,360,152 budget. This projection is illustrative, not a forecast: it assumes the year's spending pattern stays flat, which is

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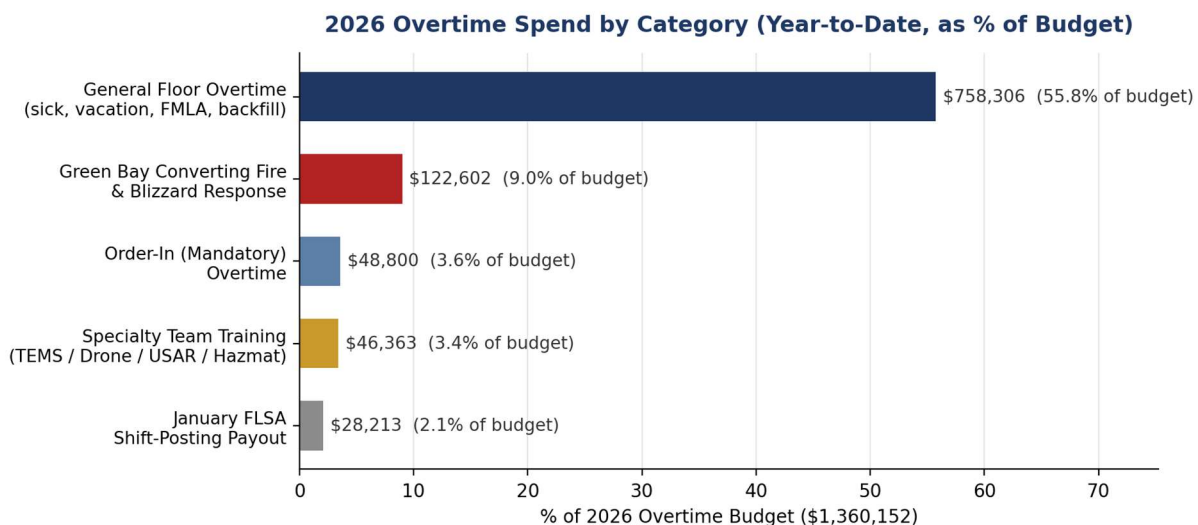
unlikely since the March blizzard and Green Bay Converting fire were a one-time event unlikely to recur, and several of the action items below are specifically intended to bend this curve downward. It is presented to size the concern, not to predict the outcome.

PRIMARY CONTRIBUTING FACTOR: BLIZZARD & GREEN BAY CONVERTING FIRE

March 2026 — A fifth-alarm structure fire at Green Bay Converting, fought during a concurrent blizzard that dropped over 26 inches of snow, required emergency callback of nearly the full off-duty roster plus interdivisional mutual aid from Winnebago County, Outagamie County, and Shawano County, and drove a single-event overtime cost of **\$122,602.49** — 9.0% of the full-year budget and 12.2% of overtime spent to date, incurred in less than two weeks. Full incident detail is provided in Part 1 of the department's Overtime Justification Memorandum.

The remaining year-to-date overtime is driven predominantly by day-to-day minimum-staffing coverage (general floor and order-in overtime), which together account for \$807,105.87 — 59.3% of the full-year budget and 80.4% of overtime spent to date. Unlike the blizzard and fire, this is a recurring, structural cost tied directly to daily staffing levels, sick leave, vacation, FMLA leave, and specialty-team backfill — which is precisely where the action items below are targeted.

2026 OVERTIME SPEND BY CATEGORY



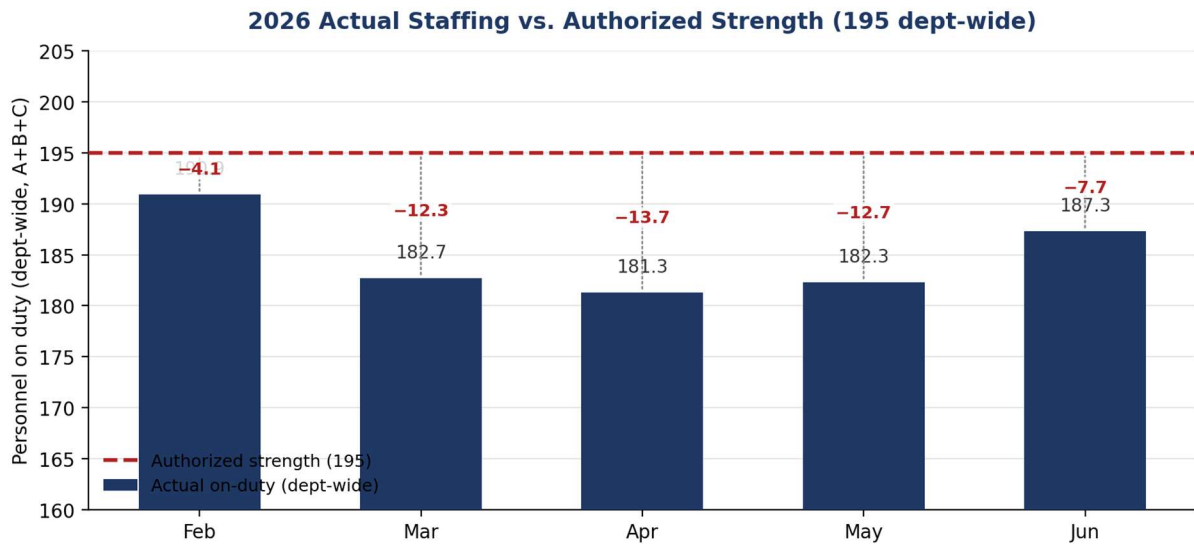
Category	Amount	% of Budget	% of Spent
General floor overtime (est.)	\$758,305.57	55.8%	75.5%
Green Bay Converting fire & blizzard	\$122,602.49	9.0%	12.2%
Order-in overtime (est.)	\$48,800.30	3.6%	4.9%
Specialty team training	\$46,363.07	3.4%	4.6%
January FLSA shift-posting payout	\$28,212.58	2.1%	2.8%
TOTAL SPENT, YEAR-TO-DATE	\$1,004,284.01	73.8%	100.0%

Full supporting detail for each category — hours, personnel counts, and cost methodology — is documented in the corresponding part of the department's Overtime Justification Memorandum.

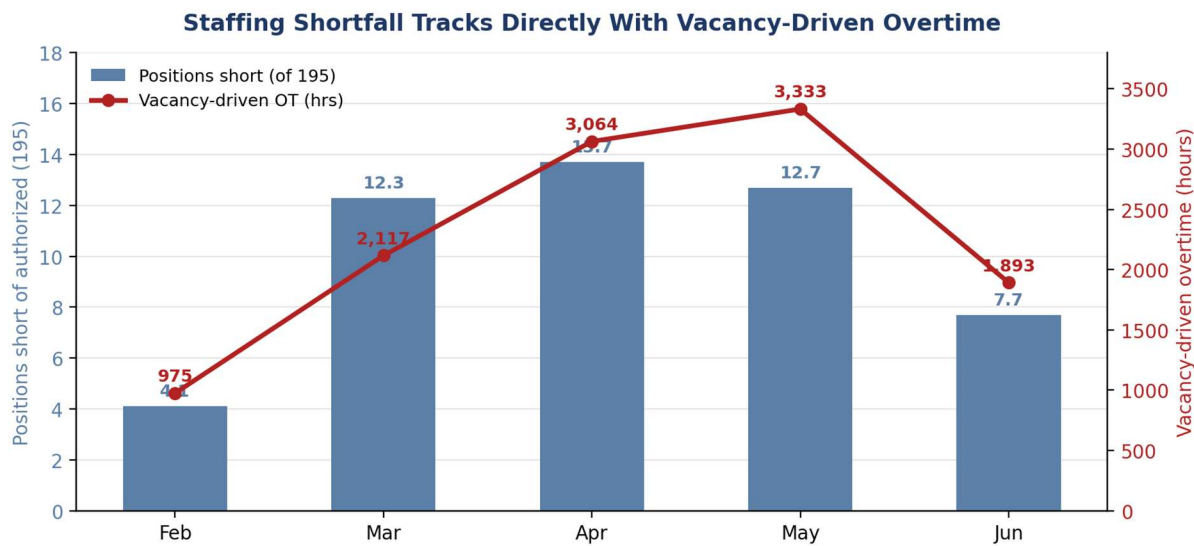
STAFFING LEVELS BEHIND THE OVERTIME

The overtime documented above does not happen in isolation — it tracks closely with how far actual staffing has run below authorized strength. Since live roster tracking began in late February 2026, the department has been 4 to 14 positions short of its 195-person authorized strength (65 per shift across A/B/C) in every month recorded. Vacancies stem from injury, illness, FMLA, military leave, light duty, and training/paramedic-school assignments — not discretionary staffing choices.

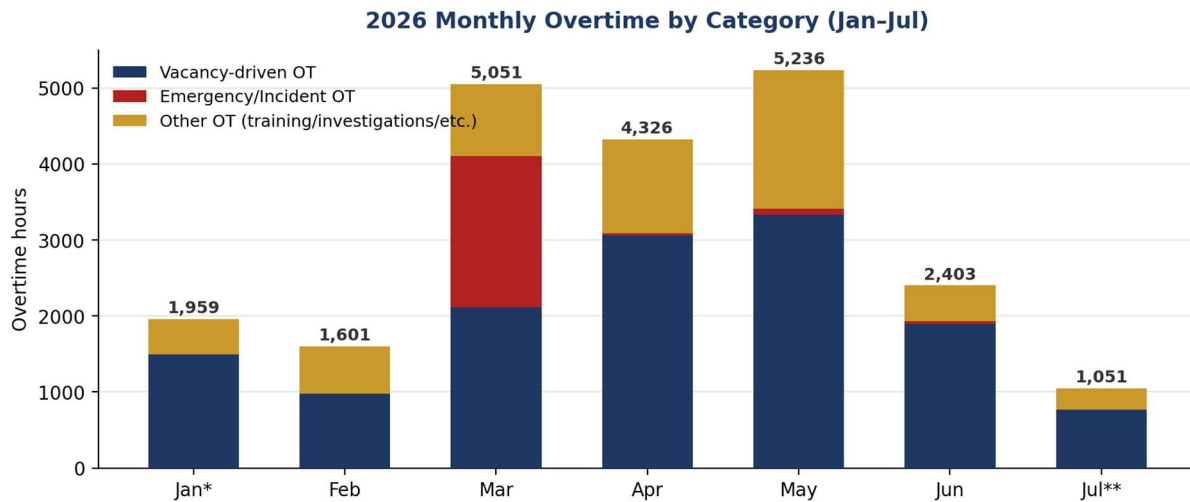
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Figures reflect 12 live-tracking roster snapshots taken whenever staffing changed (retirements, returns from leave, light duty, new hires), day-weighted to a monthly average. Authorized strength is 65 per shift (195 department-wide).



The correlation is direct: April and May, the two months with the deepest staffing shortfall (12.7–13.7 positions short), also produced the two highest months of vacancy-driven overtime (3,063.8 and 3,332.8 hours). As staffing recovered in June, vacancy-driven overtime fell by nearly half.



*Jan is pre-tracking (context only) **Jul is partial, through 7/12

Figures reflect 2,756 overtime records January 1 through July 12, 2026. Vacancy-driven OT is shift-coverage overtime (callback, regular, and order-in) filling open seats; Emergency/Incident OT is the March blizzard and Green Bay Converting fire response; Other OT covers training, USAR/TEMS/Hazmat, investigations, special events, and paramedic-school backfill. This is a monthly rollup from a separate department tracking export and groups categories more broadly than the incident-level breakdown in the attached Overtime Justification Memorandum (Parts 1–5); the two are complementary views of the same underlying overtime, not duplicate figures.

PROACTIVE OVERTIME AVOIDANCE: CROSS-SHIFT COVERAGE

Not every staffing gap has been filled with paid overtime. Since February 26, 2026, the department has cross-assigned two personnel (Kott and Corbley, both A-Shift to C-Shift) to cover chronic vacancies on C-Shift directly, rather than paying callback overtime to fill those seats.

Estimated savings — over the 84 days this coverage was in effect (February 26 through May 21), the two reassignments avoided an estimated **1,344 hours (\$69,726.72)** in overtime that would otherwise have been required to fill those seats through callback — equivalent to roughly 16% of all vacancy-driven overtime paid over the same period. This estimate assumes each covered seat, on a 24-hour, 3-platoon (A/B/C) cycle, avoids one 24-hour callback shift every third duty day.

This is a direct, working example of Action Item 2 (Shift Balance) below: using the Live Roster Tracking Form to continually reassess shift staffing and shift personnel to reduce overtime wherever the roster allows it.

2026 ACTION ITEMS TO REDUCE AND MONITOR OVERTIME

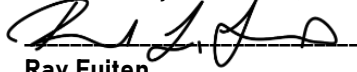
The following eight action items are underway across the department for 2026 to reduce discretionary overtime drivers and improve real-time budget visibility.

#	Focus Area	2026 Action Item
1	Sick Leave Use	Reinstituted and focused application of the Sick Leave Verification Policy.
2	Shift Balance	Continually assessing each shift's staffing and adjusting levels to decrease overtime where possible, using the Live Roster Tracking Form.
3	Specialty Team Overtime Tracking Accountability	Battalion Chiefs given a defined budget and tracking spreadsheet for each specialty team.
4	Prioritization of Overtime Importance	Trainings and other overtime-creating situations evaluated individually to ensure the best approach to each situation.
5	Military Leave	Monitoring return dates and discussing over-hire.

#	Focus Area	2026 Action Item
6	FMLA / Injuries	Workplace movement training; assessing commonalities and trends with GB Safety (Nick Wirgau).
7	FMLA – Family Bonding	Addressing a workforce age trending toward younger family formation.
8	Budget Trends	Weekly budget reviews.

The department will continue to track these action items against weekly budget reviews and will report progress and any material change in the year-end overtime projection as the year progresses.

Respectfully submitted,



Ray Fuiten

Fire Chief, Green Bay Metro Fire Department

ATTACHMENT

Overtime Justification Memorandum (Parts 1–5)

Supporting detail for the overtime figures summarized in the preceding response memo.



Green Bay Metro Fire Department
100 North Jefferson Street - Room 403
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov/fire

Phone 920.448.3280

OVERTIME JUSTIFICATION MEMORANDUM

Incident, Training, and Minimum-Staffing Overtime — 2026 Year-to-Date

TO: Finance Director, City of Green Bay
FROM: Ray Fuiten, Fire Chief — Green Bay Metro Fire Department
DATE: July 11, 2026
RE: Justification of overtime expenditures — (1) Green Bay Converting fire, Incident #2603840 (CAD #26GN03796); (2) January 2026 FLSA shift-posting payout; (3) 2026 specialty team training overtime; (4) 2026 general floor overtime; and (5) 2026 order-in overtime

PURPOSE

This memorandum documents and justifies five distinct, non-discretionary overtime expenditures incurred by the Green Bay Metro Fire Department. The five are separate in cause and are presented separately below:

- 1. Green Bay Converting fire** — emergency overtime for response to a major structure fire at 2200 Larsen Road during a blizzard, totaling **\$122,602.49** (1,870.43 hours / 105 personnel).
- 2. January 2026 FLSA shift-posting payout** — overtime required under the Fair Labor Standards Act when personnel change shifts during the department's annual posting, totaling **\$28,212.58** (600 hours / 41 personnel).
- 3. 2026 specialty team training overtime** — overtime required to train and maintain proficiency for the TEMS, Drone, USAR, and Hazmat specialty teams, totaling **\$46,363.07** year-to-date (833.83 hours across three teams, plus a Hazmat reporting cost).
- 4. 2026 general floor overtime** — callback overtime required to maintain minimum staffing when line personnel are on sick leave, vacation, FMLA leave, or specialty-training backfill, totaling **\$758,305.57** year-to-date (11,568.75 hours / 159 personnel), fully loaded using the Part 1 methodology.
- 5. 2026 order-in overtime** — mandatory overtime assigned when the voluntary callback list under Part 4 is exhausted, totaling **\$48,800.30** year-to-date (744.50 hours / 43 personnel), fully loaded using the Part 1 methodology.

PART 1 — GREEN BAY CONVERTING FIRE (INCIDENT #2603840)

INCIDENT OVERVIEW

At 07:36 on Monday, March 16, 2026, Engine 4 was dispatched to a waterflow alarm at Green Bay Converting. Crews arrived to find smoke and fire showing and quickly upgraded the response to a working structure fire. The incident escalated to a fifth-alarm (5th box) commercial fire in a large paper-products manufacturing and warehouse complex, with fire through the roof, partial roof collapse, and threat of spread to an adjacent occupied structure. Given the scale of the incident, the department requested additional interdivisional mutual aid from Winnebago County, Outagamie County, and Shawano County.

The response was severely complicated by a concurrent blizzard that dropped more than 26 inches of snow in 48 hours with 40+ mph winds. Whiteout conditions and unplowed private lots delayed

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apparatus, required city plows and heavy equipment to clear access, and strained the municipal water supply to near capacity. Because nearly all on-duty and mutual-aid resources were committed to storm and fire operations simultaneously, the department initiated emergency callback (overtime) to backfill stations and staff the incident.

Suppression, fire watch, and investigation operations continued through March 28, 2026. Estimated pre-incident property and contents value exceeded \$200 million; the structure sustained major fire, smoke, and water damage.

BASIS FOR THE OVERTIME

The overtime charged to this incident falls into the following categories, all directly attributable to the emergency:

Emergency callback / suppression staffing — recall of off-duty personnel to staff apparatus at the scene and to backfill fire stations that would otherwise have been unstaffed during a citywide snow emergency. This accounts for the large majority of hours (approximately 1,675 hours).

Multi-day fire watch and long-term extinguishment — continuous coverage required over several days to control deep-seated fire in collapsed paper stock that could not be reached by exterior streams.

Fire investigation and fire marshal support — origin-and-cause investigation and related fire marshal activity (approximately 106 hours), including coordination with state investigators.

Drone / situational-awareness and logistics — aerial thermal monitoring, rehabilitation, fueling, and equipment shuttle operations supporting the extended incident (approximately 86 hours).

OVERTIME HOURS BY DAY

The concentration of hours on March 16–17 reflects the peak of active suppression during the blizzard, with a secondary increase on March 25–27 as crews completed extinguishment, demolition support, and investigation.

Date	Hours	Date	Hours
Mon 3/16	539.3	Mon 3/23	53.0
Tue 3/17	311.4	Tue 3/24	48.0
Wed 3/18	144.3	Wed 3/25	152.8
Thu 3/19	114.5	Thu 3/26	106.2
Fri 3/20	118.0	Fri 3/27	138.2
Sat 3/21	54.2	Sat 3/28	3.0
Sun 3/22	87.5		

INCIDENT COST SUMMARY

The figures below are drawn from department time records and payroll cost calculations for the incident. Amounts include statutory and department benefit loading applied to overtime wages.

Cost Component	Hours	Amount
Straight overtime wages	1,870.43 hrs	\$97,041.70
Wisconsin Retirement System (18.70%)	—	\$18,146.80
Medicare (1.45%)	—	\$1,407.10
Workers' compensation (3.19%)	—	\$3,095.63
General liability (3.00%)	—	\$2,911.25
TOTAL FULLY-LOADED OVERTIME COST		\$122,602.49

Figures reflect 1,870.43 total overtime hours worked by 105 individual personnel (average of approximately 17.8 hours per person). Wage and loading rates are as applied in the department's incident cost worksheet.

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INCIDENT OVERTIME RECOMMENDATION

The incident overtime documented above was necessary, non-discretionary, and consistent with the department's obligation to protect life, property, and adjacent occupied structures during a simultaneous major fire and declared snow emergency. Adequate staffing could not have been achieved through on-duty personnel alone given the scale of the incident and the concurrent storm. The department respectfully requests that the Finance Director recognize the **\$122,602.49** in fully-loaded overtime as an extraordinary emergency expenditure and advise on any supplemental appropriation or cost-recovery documentation required.

Supporting detail — the complete NERIS incident report, personnel time records, and the itemized cost worksheet — is available upon request.

PART 2 — JANUARY 2026 FLSA SHIFT-POSTING OVERTIME

Separate from the incident above, the department incurred overtime associated with its annual shift posting in January 2026. This overtime is a structural consequence of how line personnel are scheduled under the labor agreement and federal law, not a discretionary staffing decision.

HOW THE POSTING OVERTIME ARISES

Scheduling basis — Line personnel work a 24-hour shift under a three-platoon system averaging 53 hours per week (Agreement Article 17.1.2), scheduled under the department's "modified California Plan," which implements the Fair Labor Standards Act Section 7(k) partial exemption for fire protection employees. Because 53 hours exceeds the standard 40-hour threshold, the department periodically schedules each employee off on a Kelly Day (FLSA day) so that average hours worked fall within the applicable FLSA work-period threshold without triggering overtime. Hours actually worked beyond that average must be paid at 1.5 times the regular rate, consistent with the final FLSA regulations (Article 17.1.3).

How the posting disrupts it — The annual shift posting is conducted the Tuesday and Wednesday of the first full week of January (Article 7.1.1) and reassigns personnel to new stations, shifts, and platoons based on seniority. When a posting moves an employee to a new shift rotation, their previously scheduled Kelly/FLSA day can fall outside the new schedule. In that circumstance the employee works through the day that would otherwise have brought their hours below the FLSA threshold, and the hours worked in that FLSA work period exceed the 53-hour average. Article 17.1.3 requires those hours to be paid at the overtime rate, independent of whether any incident or emergency occurred.

This cost is recurring and non-discretionary: it results directly from the interaction of the annual posting process (Article 7.1.1) with the FLSA 7(k) work-period provisions incorporated into the labor agreement (Articles 17.1.2–17.1.3), and is required by federal wage-and-hour law regardless of incident activity. The payout was processed in pay period #7 (paid 3/26/26).

POSTING OVERTIME COST SUMMARY

The amounts below reflect the department's January 2026 posting payout as processed for import into the payroll system.

Description	Hours	Amount
FLSA shift-posting overtime payout (41 personnel)	600.00 hrs	\$28,212.58
TOTAL FLSA POSTING OVERTIME COST		\$28,212.58

Figures reflect 600.00 overtime hours paid to 41 individual personnel under OT code 201. Amounts are as calculated in the department's January 2026 posting payout worksheet.

The department requests that this FLSA-mandated posting overtime be recognized as a required, recurring personnel cost.

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PART 3 — SPECIALTY TEAM TRAINING OVERTIME (YEAR-TO-DATE 2026)

Separate from the incident and posting overtime documented above, the department incurs recurring overtime to train and maintain proficiency for its specialty response teams — Tactical Emergency Medical Services (TEMS), the Drone Team, Urban Search and Rescue (USAR), and the Hazardous Materials (Hazmat) team. This overtime covers required drills, certification training, backfill of line positions during training, and team readiness meetings, and is tracked separately under budget line 50501.

YEAR-TO-DATE SPECIALTY TEAM OVERTIME

The table below summarizes overtime hours and cost by specialty team for calendar year 2026 through the most recent entries in the department's tracking log (dates range from January 5 through June 22, 2026).

Specialty Team	Hours (YTD)	Overtime Cost (YTD)	FY2026 Budget	Remaining Budget
TEMS	302.33	\$15,116.50	\$25,000.00	\$9,883.50
Drone Team	182.75	\$9,137.50	\$25,000.00	\$15,862.50
USAR	348.75	\$17,437.50	\$43,500.00	\$26,062.50
Hazmat	—	\$4,671.57	\$0.00	(\$4,671.57)
TOTAL	833.83	\$46,363.07	\$93,500.00	\$47,136.93

Figures reflect entries logged in the department's 2026 Special Teams OT tracking workbook (budget line 50501). The Hazmat entry reflects a required Q1 state report cost; the team has no dedicated FY2026 overtime allocation, so this amount is shown as over budget pending appropriation or reallocation.

SPECIALTY TEAM TRAINING OVERTIME RECOMMENDATION

This overtime is necessary and non-discretionary: certification standards for TEMS, Drone, USAR, and Hazmat personnel require recurring hands-on training and drills that routinely fall outside personnel's regular duty assignments, and backfill is required to maintain minimum line staffing while team members train. The department respectfully requests that the Finance Director recognize the **\$46,363.07** in specialty team training overtime incurred year-to-date as a required, recurring training and readiness cost.

PART 4 — GENERAL FLOOR OVERTIME (MINIMUM STAFFING COVERAGE)

Separate from the incident, posting, and specialty-training overtime documented above, the department incurs day-to-day overtime to maintain minimum per-shift staffing whenever a scheduled line position would otherwise go unstaffed — including sick leave, vacation, FMLA leave, and backfill for members temporarily out on an approved specialty assignment such as paramedic school, USAR training, TEMS, or Hazmat callouts.

BASIS FOR THE OVERTIME

When a line member is unavailable for a scheduled shift, the resulting vacancy must be filled through the overtime callback rotation to keep apparatus staffed at the required level; there is no discretionary alternative to this coverage.

YEAR-TO-DATE FLOOR OVERTIME

The table below summarizes callback overtime hours logged January 1 through July 10, 2026, across 159 personnel.

Coverage Type	Hours (YTD)	Entries
General floor coverage (sick leave, vacation, FMLA, and other vacancy fill)	11,142.00	955

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Coverage Type	Hours (YTD)	Entries
Backfill – Paramedic School	368.50	54
Backfill – USAR Training	49.00	8
Backfill – Hazmat Training	5.00	1
Backfill – TEMS	4.25	1
TOTAL	11,568.75	1,019

Figures are drawn from the department's overtime timesheet export (activity type "Overtime [201] (CallBack Shift)"). Excludes unpaid shift trades, the Green Bay Converting incident callback (Part 1), and specialty-team training misc.-hours entries (Part 3). The source export does not include payroll rates; see the fully-loaded cost summary below for the dollar total.

FULLY-LOADED COST SUMMARY

Consistent with the methodology applied to the incident overtime in Part 1, the figures below apply the department's blended average overtime rate to the floor overtime hours and layer on the same statutory and benefit loading percentages.

Cost Component	Hours	Amount
Straight overtime wages	11,568.75 hrs	\$600,210.20
Wisconsin Retirement System (18.70%)	—	\$112,239.31
Medicare (1.45%)	—	\$8,703.05
Workers' compensation (3.19%)	—	\$19,146.71
General liability (3.00%)	—	\$18,006.31
TOTAL FULLY-LOADED FLOOR OVERTIME COST		\$758,305.57

Figures apply the blended average overtime rate of \$51.88 per hour (straight overtime wages of \$97,041.70 across 1,870.43 hours, per the Part 1 incident cost worksheet) to the 11,568.75 floor overtime hours documented above, then apply the same Wisconsin Retirement System, Medicare, workers' compensation, and general liability loading percentages used in Part 1. Because the source export does not include individual payroll rates, this is a methodology-consistent estimate; actual cost will vary by employee rank and step. A rank-by-rank recalculation from payroll can be provided on request.

FLOOR OVERTIME RECOMMENDATION

This overtime is necessary and non-discretionary: Article 17.1.4 requires the department to maintain minimum per-shift staffing, and callback overtime is the only mechanism available to fill a vacant position when a member is on sick leave, vacation, FMLA leave, or backfill status for an approved training assignment. The department respectfully requests that the Finance Director recognize the **\$758,305.57** in fully-loaded floor overtime (11,568.75 hours) incurred year-to-date as a required, recurring staffing cost.

PART 5 — ORDER-IN (MANDATORY) OVERTIME

Distinct from the voluntary callback coverage documented in Part 4, this section covers "order-in" overtime — shifts filled on a mandatory, non-voluntary basis when the voluntary callback list does not produce a volunteer and a vacant line position must still be staffed to meet minimum staffing requirements.

BASIS FOR THE OVERTIME

Article 17.1.4 of the labor agreement requires the department to maintain minimum staffing on a rank-for-rank basis regardless of whether a shift is filled voluntarily. When the voluntary callback rotation is exhausted, the department has no discretion to leave a position unstaffed; a member must be ordered in to fill the vacancy.

YEAR-TO-DATE ORDER-IN OVERTIME

The table below summarizes order-in overtime hours logged January 3 through July 11, 2026, across 43 personnel.

Order-In Category	Hours (YTD)	Entries
General order-in (mandatory vacancy fill)	726.00	67
Order-in – Hazmat Training backfill	10.00	2
Order-in – TEMS Training backfill	8.50	1
TOTAL	744.50	70

Figures are drawn from the department's order-in tracking export (activity type "Overtime [201]," subtype "Order In"). These records do not appear in the Part 4 floor overtime export and are not double-counted there.

FULLY-LOADED COST SUMMARY

Consistent with the methodology applied in Parts 1 and 4, the figures below apply the department's blended average overtime rate to the order-in hours and layer on the same statutory and benefit loading percentages.

Cost Component	Hours	Amount
Straight overtime wages	744.50 hrs	\$38,626.17
Wisconsin Retirement System (18.70%)	—	\$7,223.09
Medicare (1.45%)	—	\$560.08
Workers' compensation (3.19%)	—	\$1,232.17
General liability (3.00%)	—	\$1,158.79
TOTAL FULLY-LOADED ORDER-IN OVERTIME COST		\$48,800.30

Figures apply the blended average overtime rate of \$51.88 per hour (per the Part 1 incident cost worksheet) to the 744.50 order-in hours documented above, then apply the same Wisconsin Retirement System, Medicare, workers' compensation, and general liability loading percentages used in Parts 1 and 4. This is a methodology-consistent estimate; actual cost will vary by employee rank and step.

ORDER-IN OVERTIME RECOMMENDATION

This overtime is necessary and non-discretionary: once the voluntary callback list is exhausted, Article 17.1.4's minimum staffing requirement leaves the department no alternative but to order a member in to fill the vacancy. The department respectfully requests that the Finance Director recognize the **\$48,800.30** in fully-loaded order-in overtime (744.50 hours) incurred year-to-date as a required, recurring staffing cost, distinct from the voluntary floor overtime documented in Part 4.

Respectfully submitted,



Ray Fuiten

Fire Chief, Green Bay Metro Fire Department



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

July 14, 2026

PREPARED BY

Thomas Walenski

AGENDA ITEM # E.3

Consideration with possible action to approve a 36-month contract with Cellcom. This request was referred to staff from the May 12, 2026, Finance Committee meeting.

BACKGROUND

Cellcom has been the provider of employee cell phones and tablets for the last 3 years. We recently did an RFP Solicitation and Cellcom is the recommended vendor going forward. Please see the bid summary, analysis and justification.

RECOMMENDATION

Approve a new 36-Month Contract with Cellcom with an available 24-Month extension at the end of the first term.

FISCAL IMPACT

Department expenses will remain static going forward for all departments except for DPW, which will incur these additional expenses on the new contract extension with the additional devices.

ATTACHMENTS

1. Cost Comparison Cellcom and AT&T 6-2026
2. Cellcom Proposal



Purchasing Department
100 North Jefferson Street • Room 410
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

Bid Comparison – RFB #2026-17 Cellular Communication Services and Equipment

Category	Cellcom	AT&T / FirstNet
Smartphone Plan	\$25.00 per line (Shield Data Priority)	\$25.21 per line after 36-month discount (\$27.99 standard AT&T plan; \$25.43 FirstNet plan)
Tablet Plan	\$10.00 per line	\$20.00 per line
Mobile Broadband (MiFi)	10GB = \$10.00 20GB = \$20.00 Unlimited = \$25.00	Unlimited MiFi = \$30.00
Basic Phone Plan	\$0.00 per line	\$15.00 AT&T / \$17.99 FirstNet
Device Pricing	iPhone 17 256GB = \$0.01 Samsung Galaxy S25 = \$0.01	iPhone 17e 256GB = \$0.99 Samsung Galaxy S25 = \$0.99
Activation Fees	\$35 fee waived	Waived
Early Termination	Applies only if agreed minimum line count is not maintained	Waived under NASPO agreement (device subsidy differential may apply)
Additional Fees	Not identified in pricing sheet	Regulatory fee \$1.25/line plus Administrative fee \$3.49/line
Sign-On Incentive	\$30,000 sign-on bonus	None identified
Public Safety Network	Not specifically identified	FirstNet priority network available for public safety users
Accessories/Optional Services	Fleet tracking, cameras, fiber, business phone and IT services	30% NASPO accessory discount, IoT Control Center, FirstNet services

Estimated Monthly Cost Based on Submitted Quantities

Cellcom

Service	Monthly Cost
Smartphones (145)	\$3,625.00
Tablets (75)	\$750.00
Mobile Broadband Unlimited (2)	\$50.00
Mobile Broadband 10GB (59)	\$590.00
Mobile Broadband 20GB (7)	\$140.00
Features (Call Forwarding, Call Details, Static IP)	\$164.94
Total Monthly Cost	\$5,319.94

AT&T / FirstNet

Using quantities shown in the proposal:

Service	Monthly Cost
FirstNet Smartphones (144)	\$4,462.56
FirstNet Tablets (58)	\$1,160.00
FirstNet MiFi (69)	\$2,070.00
Basic Phones (13)	\$233.87
Subtotal Monthly Cost	\$7,926.43

Note: AT&T's proposal also includes additional regulatory and administrative fees that would increase the monthly total.

Evaluation Observations

Cellcom Strengths

- Lowest overall pricing.
- \$30,000 sign-on bonus.
- No-cost basic phone plan.
- Lower tablet and broadband pricing.
- Local provider with established City relationship.
- Device pricing essentially free.

AT&T / FirstNet Strengths

- Access to the FirstNet public safety network.
- National coverage footprint.
- NASPO cooperative contract support.
- Additional IoT management capabilities.
- Strong public safety and emergency response features.

Preliminary Cost Conclusion

Based strictly on the pricing submitted, **Cellcom appears to provide the lower-cost solution by a significant margin**, especially when considering:

- Lower monthly service costs.
- Lower tablet pricing.
- No-cost basic phones.
- \$30,000 sign-on incentive.
- Absence of additional monthly administrative and regulatory fees identified in the proposal.

The primary non-price consideration favoring AT&T would be the value of the **FirstNet public safety network**, if that capability is considered critical to City operations and emergency response requirements.



Wireless Solutions for the
City of Green Bay

**RFB# 2026-17-Cellular Communications Services
and Equipment**

**Pamela Mallien
(920) 655-4500
Pamela.Mallien@cellcom.com**

June 25, 2026

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Executive Summary

Cellcom, a division of Nsight Telservices headquartered in Green Bay, Wisconsin, has been providing customer-driven service since 1987. We are the largest locally owned and operated communications service provider in Northeastern Wisconsin.

Cellcom is uniquely positioned to offer quality telecommunication solutions that are cost effective in our area. We have a keen sense of the local market and pride ourselves on extraordinary customer service that stands out from the competition.

With decades of market growth and financial stability, we are experienced at supporting small businesses to large corporate accounts as well as individual retail sales. We provide feature-rich product selections of wireless phones and services that include voice, text messaging, and data communications both locally and nationwide.

So that we may provide seamless coverage for our customers, we continue to invest in the latest technology and delivery systems. To achieve this, our communications network is built on optimization of digital technologies.

By partnering with a trusted telecommunications provider like us, customers receive extraordinary customer service from a company made up of seasoned industry professionals. We are customer-focused and provide solutions to customer needs. And, unlike larger companies, Cellcom does it in a personalized manner.

Our commitment to customer service has been at the root of our organization since its beginning in 1910. It is the blueprint for our success and the foundation for our future.



Cellcom's Differentiating Factors

- **Dedicated account representative based in Brown County**

Cellcom assigns a locally dedicated account representative to all business accounts, no matter what size. This representative can address any issue that may arise with the customer's account, from equipment issues to billing questions.

- **Responsive onsite service for business accounts**

Your dedicated Cellcom representative will provide you with a fast, responsive (usually on the same day) onsite service for all your cellular needs. This eliminates any need to travel to a retail store, saving you time and money.

- **Authorized wireless provider for the Greater Green Bay Chamber**

As a local company, Cellcom knows the importance of supporting the local economy. For this reason, Cellcom has partnered with many local associations as their preferred wireless provider and passes on additional savings to their members.

- **Pricing solutions that maximize your communication dollars**

Cellcom offers several structured rate plans that can be built for your needs. We offer both shared and unlimited data plans with unlimited minutes, equipment installment plans, and traditional minute plans. Cellcom will work with you to find the most cost-effective solution for your communication dollars.

- **Feature-rich selection of wireless handsets from leading manufacturers**

Cellcom offers a large variety of devices from the leading manufacturers in the cell phone industry.

- **Optimize wireless calling plans as your business grows**

With Cellcom, you are never locked into a plan. We will change your plan as the wireless needs of your business change, and we will do it without any penalties or fees.



Vendor Service Support

Major Account Representative – Pamela Mallien

Pamela.mallien@cellcom.com
920-655-4500

To make the interface with Cellcom as simple and straightforward as possible for our customers, the account is assigned a Major Account Representative responsible for the overall management of the business relationship. This representative is accountable for the resolution of any issue or need presented to the customer's satisfaction. Additionally, this representative will keep the customer informed of the status of the account, as well as any new programs, products and services developed by Cellcom that could be of value to the customer.

Business Customer Experience Specialists – Shannon Smith and Hannah Mabry

bus-sales-support-brown@cellcom.com
(920) 617-7590

The Business Customer Experience Specialists can assist the customer on a day-to-day basis, facilitating changes including, but not limited to: equipment changes, management reports, billing questions and more.

Cellcom Customer Care

(800) 236-0055 or *611 on the Cellcom Network

Cellcom's Customer Care Division is a local call center available Monday-Friday 8am to 8pm, and Saturday-Sunday 8am to 5pm. A single toll-free number (800-236-0055) will connect the customer with a Cellcom Customer Care Representative.

Website - www.cellcom.com

Other Contacts

Laura Hoppe – Business Sales Manager
(715) 851-3665



Description of Service/Commodities

2.1 Background

Ability to support approximately 300 active lines with flexibility for additions, removals, and upgrades throughout the contract term.

- Cellcom can support up to and beyond 300 active lines with flexibility throughout the contract term, the City will have the ability to add and delete lines as deemed necessary. All new lines will be considered coterminous within the context of the agreement. The City and Cellcom will agree on a minimum number of lines to be kept active on the account during the terms of the agreement. There will be no penalty for early deactivations based on the agreed upon minimum number of lines prior to the last three months of the agreement.

2.2 Pre-Bid Conference/Site Visit

N/A

2.3 Operational Requirements

Cellular Voice and Data Services

- *Cellcom will offer customized solutions for the City to include:*
 - *Nationwide voice calling*
 - Cellcom will offer Nationwide voice calling for the City including Canada, Mexico, Virgin Islands and Puerto Rico.
 - *Unlimited or pooled data plans*
 - Cellcom will offer the City both unlimited and pooled data options.
 - *Text messaging services*
 - Cellcom plans include text messaging services for all lines.
 - *Priority and emergency communication capabilities*
 - Our network supports data prioritization, ensuring that critical applications for public safety and government operations maintain reliable performance, even during periods of high network traffic. Our network is built leveraging a dedicated Quality of Service Identifier (QCI) voice, to enable voice services priority on the network. We are continually enhancing our network with new towers, small cells and, capacity adds with spectrum investments to ensure reliable performance and design based on peak usage events.
 - *Domestic roaming where applicable*
 - Cellcom has roaming agreements with other carriers to provide coverage where Cellcom lacks network, but the City will not see charges for this service. *One exception being on the Regional Government Plan.



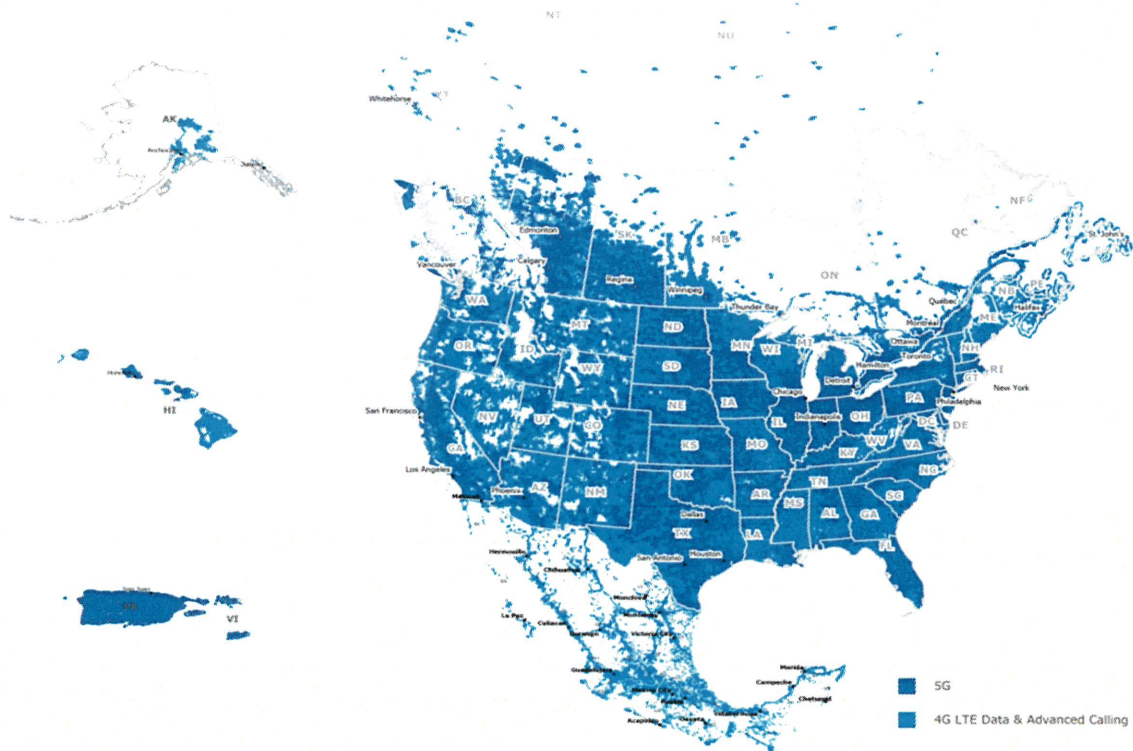
- *International service options as requested*
 - Cellcom does offer a service that the City can request and utilize while traveling internationally.
- *Hotspot/tethering capabilities*
 - Cellcom offers hotspot and tethering capabilities with no data limits.
- *Data-only plans available for tablets and equipment*
 - Cellcom offers data-only plans for tablets and equipment.

Equipment and Devices

- Cellcom offers a variety of Smartphones, ruggedized mobile devices, Tablets, Mobile Hotspots that Cellcom will offer the City at discount rates, Vehicle-mounted communications that can be ordered at any time, and accessories including chargers, cases, mounts with a discounted rate off the retail price of any accessories other than Apple, Samsung or Google branded accessories and replacement components. Please see Attachment A for pricing.

Coverage Requirements

- *Strong coverage within the City of Green Bay and reliable coverage throughout Brown County and surrounding operation areas*
 - Cellcom offers strong coverage within the City of Green Bay as well as Brown County and the surrounding areas. We have 95 cell sites in Brown County. Below is our full coverage map.



- *Indoor Coverage capabilities*
 - In Brown County we have our low band, band 5 (850 spectrum). Low band areas are used for voice coverage, and best for penetrating buildings. Building types and structures will always vary coverage inside the building. Cellcom has an In Building Team that is able to evaluate any in-building coverage issues and install boosters if needed.
- *Redundancy and network reliability*
 - Our network is built with redundancy – from the core to the edge. The mobile edge is geo-diverse, with voice and data cores located in two data centers. The transport network, the network between the core and cell site, is geo-diverse and has geo-diverse aggregation networks that tie into the transport core based on the region. Our cell sites connect into this transport aggregation network in 100Gbps access rings extending redundancy from core to the edge. Our team can respond rapidly in emergency situations and work alongside public safety agencies before planned events to assess needs and implement network enhancements. We ensure that first responders, emergency teams, and the community have the reliable connectivity they need—at no cost to your agency
- *Service uptime expectations*
 - Our network is locally managed in Brown County – we have 114 engineers, network operations center and operations all here in Brown County. Our operations team is built with RF + network + tower technicians that allow us to respond quickly to any need that develops. We proactively deploy temporary and permanent network enhancements to support increased demand, including:
 - Cell Sites on Wheels (COWs) – deployed at no charge to strengthen coverage during major events or emergencies, portable Wi-Fi Solutions - no cost to deploy, and can be quickly set up for added connectivity in key areas.
 - The COWs and portable WIFI solutions are in Brown County and can be deployed at any time. No waiting for RF technicians, tower technicians, or network technicians. These teammates are here, local, and ready to serve.

Account Management and Support

- *Dedicated account representative*
 - Cellcom will continue to have a single point of contact for the City in the form of a Major Account Representative – Pamela Mallien. Pamela has been with Cellcom for over 21 years and has been the City of Green Bay’s direct contact for that same time. Pamela is located in Bellevue and she will be able to respond quickly as situations dictate. Pamela will also be supported by a vast network of professionals at Cellcom, ensuring that all of the City’s needs and concerns are



addressed in a timely manner.

- Additional Support
 - Business Customer Experience Specialists: (920) 617-7590, this team can assist the customer daily, facilitating changes including equipment changes, management reports, billing questions and more.
 - Business Sales Manager, Laura Hoppe, (715) 851-3665.
 - Cellcom Customer Care: (800) 236-0055 or 611 on the Cellcom Network: Cellcom's Customer Care Division is a local call center available Monday-Friday 8am-8pm and Saturday and Sunday 8am-5pm.
- *Escalation Procedures*
 - Pamela has the ability to make immediate decisions and is dedicated to having full knowledge of the account. If higher escalation is required, Business Sales Manager, Laura Hoppe, can be contacted and will handle things promptly. *The City also has an escalation process for Technical Issues, please see Technical Support Services.
- *Online account management portal*
 - myCellcom is both a secure website and mobile application that provides you with quick access to usage information, your monthly invoice(s), a way to pay your bill online, and resources to help you use your device.
 - Account Owners can (for all lines on an account):
 - View minutes, messages, and data usage since the close of your last billing cycle.
 - View invoices for the last 24 months (PDF versions).
 - View call detail for the last 3 months.
 - View text, picture messaging detail & data (KB usage per day) detail.
 - Download and export detailed information to a .csv file.
 - Make one-time online payment with a debit/credit card or checking/savings account.
 - Establish a reoccurring payment using a debit/credit card or checking/savings account.
 - Set up Paperless Billing to receive your monthly bill electronically
 - You'll receive an email notification each time a new bill becomes available for viewing.
 - Manage wireless user capabilities.
 - Block talk, text or data via Usage Controls.
 - Allocate usage limits per line (paid feature).



- Increase data plan if on share plan.
 - Manage notifications.
- *Usage reporting capabilities*
 - Cellcom has consistently provided, and will continue to provide, the City with any usage reports it requests.
- *Billing analysis and optimization recommendations*
 - Cellcom has proven time and again that it believes the customer should be on the most advantageous rate plan possible. Due to this belief, Cellcom is not only willing to change rate plans with no additional obligation, but we are proactive in presenting rate plan optimization changes to the customer. Cellcom will monitor the City's accounts to ensure that it is receiving all of the benefits possible. The City and Cellcom have enjoyed a business partnership, one that is open, fair, and beneficial to both parties, and we look forward to this continued relationship. All rate plan changes will be made through Cellcom's Major Account Representative that is assigned to the City.
- *Technical support services*
 - Cellcom has a Technical Support Team as well as Business Intelligence Team to assist the City as needed. Cellcom will also provide the City with After Hours contacts to assist if needed.
- *Device replacement procedures*
 - Devices can be requested through the Major Account Representative and will typically be delivered within the same business day.
- *Warranty processing support*
 - All warranty claims will be processed onsite at the City locations by your Major Account Representative. This representative will also provide a loaner phone to eliminate downtime.

Biling Requirements

- *Consolidated monthly invoicing*
 - In the past, the City and Cellcom have worked together continuously to devise a billing plan that meets the needs of the City. As the billing needs of the City have changed, Cellcom has shown the flexibility to help find the correct solution for these situations. Whether changes in billing groups or calling plans were needed, Cellcom provided this service with no additional obligation to the City. We look forward to working with the City, and welcome input to help us provide solutions that will enhance our partnership.
- *Department-level billing breakdowns*
 - The City currently has accounts broken down by department, and this set up can continue. Cellcom will work with the City if any breakdowns or changes are needed.
- *Electronic billing formats*
 - Invoices can be viewed online through the myCellcom portal with an email notification when they are available.



- *Itemized line usage reporting*
 - Cellcom will continue to offer the City monthly detailed excel reporting that indicates all cell phone features and activity per device that is within the plan as well as a summary as requested. The ability to obtain ad hoc reporting either online through the web portal or through the single point of contact at no cost.
- *Audit and dispute resolution process*
 - This will be funneled through the Major Account Representative and/or Business Sales Manager (if the Representative is unavailable) and will be handled promptly.

Implementation and Transition

- *Number porting process*
 - Cellcom's number porting process for new lines of service only requires the customer to provide the current carriers account number, porting pin, and billing address. All other aspects of the porting process will be handled by the Major Account Representative and Business Customer Experience Specialists making for a very seamless process.
- *Device deployment schedule*
 - Cellcom is committed to a seamless implementation process for new equipment and services and upgrading existing equipment and services. This process can start immediately upon the contract being awarded. Your Major Account Representative will work closely with department leadership to create a strategic plan for this seamless implementation. Because each department has varying schedules, Cellcom is committed to accommodating the specific needs for each department on a case-by-case basis. As in earlier implementation interactions, Cellcom will provide multiple Cellcom Representatives onsite to ease any transitions taking place.
- *Transition timeline*
 - As the incumbent provider, there would be no transition timeline required, saving the City time and resources.
- *Service activation procedures*
 - The assigned Major Account Representative will take care of any activations needed by the City and will hand deliver equipment to the user.
- *Staff training*
 - Cellcom Representatives will assist in phone information transfers, email setups, and detailed device training in a group or one-to-one setting.
- *Minimized operational disruption*
 - Cellcom's commitment to customer service has been at the root of our organization since its beginning in 1987. During the 33-year business partnership with the City of Green Bay, Cellcom has consistently exhibited this high level of customer service. Whether it's the immediate necessity of a new line, loaner phone, special event phone or administrative detail, Cellcom will continue to offer the City the same day delivery of phones and accessories as it has in the



assignable or transferable to any subsequent purchaser/end user. Defects or damages resulting from abnormal use, abnormal conditions, improper storage, and exposure to moisture or dampness will not be covered.

- Process – The non-working unit will be sent to Repair through your Major Account Representative and a loaner provided for use while the device is at Repair. If the device cannot be repaired in-house the Technician will proceed with an Advance Replacement or request a replacement from Apple on the City's behalf.
- Samsung
 - Warranty- Offers a twelve-month limited warranty that the product will be free from defects in material and workmanship for a period that expires after twelve months from the date of purchase with a valid proof of purchase. The limited warranty extends only to the original purchaser of the product and is not assignable or transferable to any subsequent purchaser/end user. Defects or damages resulting from abnormal use, abnormal conditions, improper storage, and exposure to moisture or dampness will not be covered.
 - Process – The non-working device will be sent to Repair through your Major Account Representative and a loaner provided for use while the device is at Repair. If the device cannot be repaired in-house, the Technician will send the non-working unit to the Manufacturer on the City's behalf as long as the unit falls within the warranty criteria.
- Google
 - Warranty - Offers a twelve-month limited warranty that the product will be free from defects in material and workmanship for a period that expires after twelve months from the date of purchase with a valid proof of purchase. The limited warranty extends only to the original purchaser of the product and is not assignable or transferable to any subsequent purchaser/end user. Defects or damages resulting from abnormal use, abnormal conditions, improper storage, and exposure to moisture or dampness will not be covered.
 - Process – The City will initiate the warranty/repair process on their handset, if operable, or on a computer/tablet by visiting <https://store.google.com/repaircenter>. A loaner can be provided by your Major Account Representative for the time the device is with Google.
 - The City will use their Gmail username/password to log into their account and complete the return authorization process. During the return authorization process, Google will offer two options, "Use Own Packaging" or "Send Me Packaging". A prepaid label will be provided with both options.
 - If Google finds additional damage, they will contact the City via their Gmail account with details of the cost difference. The City can choose to accept the charges and pay or decline the charges, and the device will be returned. If the customer doesn't respond within 10 days, the device will



be returned to the customer unrepaired.

- TCL
 - Warranty - Offers a twelve-month limited warranty that the product will be free from defects in material and workmanship for a period that expires after twelve months from the date of purchase with a valid proof of purchase. The limited warranty extends only to the original purchaser of the product and is not assignable or transferable to any subsequent purchaser/end user. Defects or damages resulting from abnormal use, abnormal conditions, improper storage, and exposure to moisture or dampness will not be covered.
 - Process – The non-working device will be sent to Repair through your Major Account Representative and a loaner provided for use while the device is at Repair. If the device cannot be repaired in house, the Technician will send the non-working unit to the Manufacturer on the City's behalf as long as the unit falls within the warranty criteria; the returning unit will then be checked in by the Technician and returned to the original customer drop off point.
- Novatel/Inseego
 - Warranty - Offers a twelve-month limited warranty that the product will be free from defects in material and workmanship for a period that expires after twelve months from the date of purchase with a valid proof of purchase. The limited warranty extends only to the original purchaser of the product and is not assignable or transferable to any subsequent purchaser/end user. Defects or damages resulting from abnormal use, abnormal conditions, improper storage, and exposure to moisture or dampness will not be covered.
 - Process – The non-working device will be sent to Repair through your Major Account Representative and a loaner provided for use while the device is at Repair. If the device cannot be repaired in house, the Technician will replace the device with a certified USED device of similar quality, on as long as the unit falls within the warranty criteria.
- Cradlepoint
 - Warranty – warranty on these devices vary depending on which product is purchased. Warranty can be 1 year, 3 years, or 5 years.
 - Process – the City will work directly with Cradlepoint for warranty issues. Your Major Account Representative and/or Cellcom's Technical Support Department can assist the City with working with Cradlepoint.

2.9 Bid Bonds, Performance Bonds, Progress Payments

N/A

2.10 Term

Cellcom will be offering the City a co-terminus contract as we have in the past. It will be a 36-month agreement and will include a 24-month extension upon agreement.





Form A – Signature of Affidavit

RFB #2026-17 Cellular Communication Services and Equipment

This form must be returned with your response.

In signing Bids/Proposals, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise take any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit Bids/Proposals, that Bids/Proposals have been independently arrived at, without collusion with any other Bidders/Proposers, competitor or potential competitor; that Bids/Proposals have not been knowingly disclosed prior to the opening of Bids/Proposals to any other Bidders/Proposers or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting Bids/Proposals, hereby agrees with all the terms, conditions, and specifications required by the City in this Request for Bids/Proposals, declares that the attached Bids/Proposals and pricing are in conformity therewith, and attests to the truthfulness of all submissions in response to this solicitation.

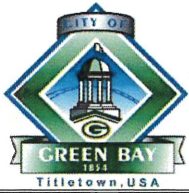
Bidders/Proposers shall provide the information requested below. Include the legal name of the Bidders/Proposers and signature of the person(s) legally authorized to bind the Bidders/Proposers to a contract.

Has your company ever been debarred?

☒ **NO**

☐ **YES** (please explain below):

COMPANY NAME:	
Nsighttel Wireless LLC	
SIGNATURE:	
<i>Lisa Beaupied-Pum</i>	
PRINT NAME:	DATE:
Lisa Beaupied-Pum	6/8/2026



Form B – Receipt of Forms & Submittal Checklist

RFB # 2026-17 Cellular Communication Services and Equipment

This form must be returned with your response.

Bidders/Proposers hereby acknowledge the receipt and/or submittal of the following forms:

FORMS	Initial to Acknowledge SUBMITTAL	Initial to Acknowledge RECEIPT
Description of Services/Commodities	N/A	LH
FORM A: Signature of Affidavit	LH	N/A
FORM B: Receipt of Forms & Submittal Checklist	LH	N/A
FORM C: Vendor Profile Information	LH	N/A
FORM D: Bid Offer Form – Attachment A	LH	N/A
FORM E: References	LH	N/A
FORM F: Confidential & Proprietary Information	LH	N/A
Appendix A: Standard Terms & Conditions	N/A	LH
Appendix B: Contract for Purchase of Services	N/A	LH
Statement of Qualifications (SOQ) – If Required	N/A	N/A
Addendum #		
Addendum #		
Addendum #		
Addendum #		

COMPANY NAME:	
Cellcom	
SIGNATURE:	
Laura Hoppe	
PRINT NAME:	DATE:
Laura Hoppe	6/17/26



Form C – Vendor Profile Information

RFB # 2026-17 Cellular Communication Services and Equipment

This form must be returned with your response.

COMPANY INFORMATION

COMPANY NAME (Make sure to use your complete, legal company name):

Nsighttel Wireless, LLC d/b/a Cellcom

FEIN (If FEIN is not applicable, SSN collected upon award):

39-2001896

CONTACT NAME:

Laura Hoppe

TITLE:

Business Sales Manager

TELEPHONE NUMBER:

715-851-3665

FAX NUMBER:

EMAIL:

Laura.Hoppe@cellcom.com

ADDRESS:

2360 Costco Way

CITY:

Green Bay

STATE:

WI

ZIP:

54311

ORDERS/BILLING CONTACT

CONTACT NAME:

Pamela Mallien

TITLE:

Major Account Representative

TELEPHONE NUMBER:

920-655-4500

FAX NUMBER:

EMAIL:

Pamela.Mallien@cellcom.com

ADDRESS:

2360 Costco Way

CITY:

Green Bay

STATE:

WI

ZIP:

54311

PROCUREMENT CARD (P-CARD)

COMPANY ACCEPTS PAYMENT BY CREDIT CARD:

YES ☒ or NO ☐

NOTE: The City does not pay service charges.

The City of Green Bay has implemented a Procurement Card (P-Card) Program. Bidders/Proposers must have the capability to accept credit cards for payments or must be willing to take the necessary steps in order to accept credit card payments by the City prior to the implementation of this agreement as the City may opt to use the P-Card as its method of payment.

While acceptance of credit cards for payments may be mandatory, this shall not be the City's exclusive method of payment. Bidders/Proposers shall not charge a surcharge, convenience fee or any other fees associated with the acceptance of payment by the City's P-Card.



Form D – Bid Offer Form

RFB # 2026-17 Cellular Communication Services and Equipment

This form must be returned with your response.

Prepare the bid offer form as all inclusive, not-to-exceed, fixed fees:

Fixed Fee – All prices, rates, fees and conditions outlined in the proposal shall remain fixed and valid for the entire length of the contract and any/all renewals.

Any pricing increases or additions must be agreed upon in writing by both parties.

ITEM	DESCRIPTION OF ITEMS	UNIT COST	EXTENDED COST
1.	Please See Attachment A for price Worksheet	See Attachment A	
2.	Attachment A shows 12-Month history for quantities and usage		
	TOTAL COST	\$ not needed here	

LEAD TIME (UPON RECEIPT OF ORDER):
Same Day
PAYMENT TERMS (NET 30):
YES ☒ / NO ☐ / OTHER ☐
EARLY PAYMENT DISCOUNT (SPECIAL TERMS):
None



Purchasing Department
100 North Jefferson Street • Room 410
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

Attachment A

Price Sheet RFB # 2026-17 City of Green Bay Wireless Solution – Replaces Form D Bid Offer Form

Provide detailed pricing including:

- *Monthly service plans*
 - Shield Data Priority Smartphone and Tablet Plans with unlimited data and no throttling
 - Smartphones \$25
 - Tablets \$10
 - Business Premium Unlimited Mobile Broadband Plans
 - 10GB \$10
 - 20GB \$20
 - Regional Government Basic Phone Plans
 - \$0 access fee
 - Also available: Shield Data Priority Mobile Broadband Plans for \$25 per line
- *Unlimited and pooled data options*
 - Unlimited Data on all Smartphones and Tablets with no throttling
 - Mobile Broadband Devices at 10GB or 20GB Unlimited data based on usage, no overages throttles when usage limits are met.
 - Mobile Broadband Unlimited Data available for \$25 per line if needed
- *Device pricing*
 - Special pricing for the City of Green Bay on all devices.
 - iPhone 17 256GB \$0.01
 - Samsung Galaxy S25 \$0.01
 - Other devices available
- *Upgrade pricing*
 - Special pricing available for both upgrades and new lines.
 - iPhone 17 256GB \$0.01
 - Samsung Galaxy S25 \$0.01
 - Other devices available
- *Equipment costs*
 - See Equipment page.
- *Activation fees*
 - \$35 activation fee waived for all City of Green Bay lines.
- *Early termination fees*
 - Early termination fees only apply if the City drops below a minimum line count that is agreed upon by both parties.
- *Optional services*
 - Fleet tracking, security cameras, fiber internet, business phone solutions and IT services
- *Discounts available through governmental purchasing programs*
 - Special pricing for the City of Green Bay on all devices and service plans purchased from Cellcom.

Proposed Rates	Quantity	Access Rate	Total
Shield Plan			
Smartphones Unlimited Priority	145	\$25.00	\$3,625.00
Tablets Unlimited Priority	75	\$10.00	\$750.00
Mobile Broadband Unlimited Priority	2	\$25.00	\$50.00
Business Premium Unlimited			
Mobile Broadband 10GB	59	\$10.00	\$590.00
Mobile Broadband 20GB	7	\$20.00	\$140.00
Regional Government			
Standard Phones	10	\$0.00	\$0.00
Features			
Call Fwd Immediate	4	\$0.99	\$3.96
Call Details	2	\$2.99	\$5.98
Static IP	31	\$5.00	\$155.00
Total		\$5,319.94	

\$30,000 Sign On Bonus

- Cellcom will apply a \$30,000 sign on bonus to show appreciation to the City for their continued partnership.

Equipment Price List: Equipment is current device listed. The City of Green Bay will consider all products with Specifications that are equal in specifications

iPhone 17 256GB	\$0.01
Samsung Galaxy S25	\$0.01

Basic Phone Option

TCL Flip 2	\$19.99
------------	---------

Smartphone Option (\$830 off retail price of any smartphone)

iPhone 17e 256GB	\$0.01
------------------	--------

Tablet Option (\$250 off retail price of any tablet)

Apple iPad A16 128GB	\$249.99
Apple iPad Pro 11" M5 256GB	\$949.99
Apple iPad Pro 13" M5 256GB	\$1,249.99

Mobile Broadband Option (\$250 off retail price of any Mobile Broadband)

Inseego MiFi 8000	\$0.01
Inseego MiFi X Pro 5G	\$99.99

Please See 12-Month Usage report to verify equipment and data requirements.
Attachment B



Form E – References

RFB # 2026-17 Cellular Communication Services and Equipment

This form must be returned with your response.

REFERENCE #1 – CLIENT INFORMATION			
COMPANY NAME:		CONTACT NAME:	
Brown County		Ross Kornowske	
ADDRESS:		CITY:	STATE: ZIP:
305 E. Walnut St., 5 th Floor		Green Bay	WI 54301
TELEPHONE NUMBER:		FAX NUMBER:	
920-448-62968			
EMAIL:			
Ross.kornowske@browncountywi.gov			
CONTRACT PERIOD:	YEAR COMPLETED:	TOTAL COST:	
Currently 24 months per line with new equipment	1994-current	\$12,716 per month	
DESCRIPTION OF WORK PERFORMED:			
Smartphones, Mobile Broadband, Tablets, and Basic Phones			

REFERENCE #2 – CLIENT INFORMATION			
COMPANY NAME:		CONTACT NAME:	
Northeast Wisconsin Technical College		Karl Reischl	
ADDRESS:		CITY:	STATE: ZIP:
2740 W. Mason St.		Green Bay	WI 54307
TELEPHONE NUMBER:		FAX NUMBER:	
920-498-6933			
EMAIL:			
Karl.reischl@nwtc.edu			
CONTRACT PERIOD:	YEAR COMPLETED:	TOTAL COST:	
Current 2/1/25-2/1/28	2007-current	\$4011 per month	
DESCRIPTION OF WORK PERFORMED:			
Smartphones, Mobile Broadband and Tablets			

REFERENCE #3 – CLIENT INFORMATION			
COMPANY NAME:		CONTACT NAME:	
Village of Ashwaubenon		Greg Wenholtz	
ADDRESS:		CITY:	STATE: ZIP:
2155 Holmgren Way		Ashwaubenon	WI 54304
TELEPHONE NUMBER:		FAX NUMBER:	
920-593-4419			
EMAIL:			
gwenholz@ashwaubenon.gov			
CONTRACT PERIOD:	YEAR COMPLETED:	TOTAL COST:	
Current 11/13/25-11/13/28	1989-current	\$969 per month	
DESCRIPTION OF WORK PERFORMED:			
Smartphones, Mobile Broadband, Tablets, Basic Phones and Fixed Services			



Form F – Confidential & Proprietary Information

RFB # 2026-17 Cellular Communication Services and Equipment

This form must be returned with your response.

Material submitted in response to the City of Green Bay's ("City") Bid/Proposal includes at least one formula, pattern, compilation, program, device, method, technique or process that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use and is the subject of reasonable efforts to maintain its secrecy. Such information qualifies as a trade secret, as provided in Wis. Stat. § 19.36(5). As such, the Bidder/Proposer asks that the trade secrets contained on certain pages of this Bid/Proposal, as indicated below, be treated as confidential material and not be released to the public. I am providing the following information with the understanding that it is being submitted to the City under a pledge of confidentiality. I would not have submitted this information had the City not pledged to keep it confidential* and request that the following pages not be released:

SECTION	PAGE	TOPIC
2.4	11-12	List of municipal and government customers
Attachment A	21-23	Pricing

NOTE: Bidders/Proposers are cautioned that the entire Bid/Proposal may not fall within the confines of the pledge of confidentiality. The about designation(s) of confidentiality in now way guarantees that designated information will be kept confidential. Under the provision of the Public Records Law, Bidder/Proposer is not entitled to notification prior to release of information and is not entitled to go to court to block disclosure of any portion of the Bid/Proposal.

If the City agrees with Bidders/Proposers designation of trade secret or confidentiality and the designation is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of trade secret or confidentiality.

Failure to include this designation in the Bid/Proposal response may mean that all information provided as part of the Bid/Proposal response will be open to examination and copying.

COMPANY NAME:	TITLE:
Cellcom	Business Sales Manager
SIGNATURE:	
Laura Hoppe	
PRINT NAME:	DATE:
Laura Hoppe	6/17/26

NOTE: The City as custodian of these public records has the obligation, pursuant to Public Record Laws, to determine whether the above information can be kept confidential.

5. ACCESS NUMBER.

- A. Cellcom reserves the right, in its sole discretion, to change Customer's access number upon notice to the Customer. Customer acknowledges that Customer has no proprietary or ownership rights or interest in or to Customer's number(s), except as allowed for by law, and cannot acquire such rights or interest through usage, publication or otherwise.
- B. Customer may request that Customer's access number(s) be transferred to or from another service provider.
- C. If Customer transfers the access number(s) to Cellcom, all activation requirements and charges, including credit approval, apply. Customer remains liable for charges (including cancellation fees) incurred with a former service provider. If a transfer is unsuccessful and the request is cancelled, and Customer does not ask Cellcom to assign a new number, Customer shall be required to return to Cellcom all Equipment and/or goods supplied hereunder.
- D. If Customer requests to transfer the access number(s) to another service provider, this request will be considered a notice of Customer's intention to terminate Service; and the terms of the Agreement set forth in the Termination of Service paragraphs will apply. Upon request, all amounts then owed to Cellcom (including the Service Cancellation Charge and any amounts that appear on the final invoice) shall become immediately due. If a transfer is unsuccessful for any reason, Customer's Service will not terminate, and Customer will continue to be responsible for all Service or other charges (not the Service Cancellation Charge).
- E. When transferring access numbers to another service provider, voice mail, phone book or other Services will be lost.
- F. Cellcom does not guarantee, in any way, that such access number transfers to or from Cellcom will be successful.

6. RATES AND CHARGES.

- A. Customer acknowledges that it is responsible to pay to Cellcom all charges resulting from the use of the Service for calls, incoming or outgoing, either within or outside Cellcom's service area. Customer must also pay for all charges on calls billed to Customer's access number. Such charges are in addition to the charges for Service usage. Each partial minute of airtime shall be billed as a full minute unless otherwise noted for Customer's billing plan. Payment of the Service bill is due on the date when indicated on said bill. A balance which remains unpaid as of the next billing date shall accrue interest at the monthly rate of 1.5%, or \$7, whichever is greater, from the original due date until such balance is paid in full.
- B. Except as may be prohibited by law, Cellcom reserves the right to amend the terms and conditions of the agreement the Customer has signed, including, but not limited to, Customer's rate plan and rates charged to Customer under applicable rate plans, upon notice to Customer and **the expiration of a thirty (30)-day objection period afforded to Customer.** If, after receiving any such notice from Cellcom, Customer desires to terminate the Agreement due to the proposed amendment(s), Customer shall, within thirty (30) days of receipt of Cellcom's notice, deliver written notice of termination to Cellcom; and the Agreement and Customer's ability to utilize the Services shall terminate on **the fifth (5th) day following Cellcom's receipt of Customer's notice of termination.** Upon such termination by Customer, Customer will not be assessed an early termination fee. Notwithstanding, if Customer utilizes the Services or makes payment to Cellcom therefor after Customer's receipt of Cellcom's notice, Customer shall be deemed to have agreed to Cellcom's proposed amendment(s) and shall not thereafter have any right to terminate the Agreement due to such amendment(s).

- C. There may be added to any charges incurred by Customer amounts equal to any industry-wide surcharges and/or fees and any surcharge, duty, levy, tax, or withholding, including, but not limited to, sales, property, ad valorem, excise and use taxes, or any tax in lieu thereof or in addition thereto, imposed by any local, state, or federal government or governmental agency with respect to the Services, or with respect to services provided to customers, excepting only taxes on the income of Cellcom. In addition, there may be added to any charges, additional charges to reimburse Cellcom for its reasonable and necessary costs and expenses incurred in maintaining compliance with regulatory requirements imposed by any local, state, or federal government or governmental agency having jurisdiction over Cellcom.
- D. In the event Customer accesses or uses Cellcom's messaging or data services, Customer shall be responsible for all charges and the prompt payment of these services regardless of who initiates the activity or whether the Customer's Equipment actually received the data. This includes, but is not limited to, the amount of data associated with a particular service (applications, messaging etc.), additional data usage in accessing, transporting and routing this service on Cellcom's network, data from partial or interrupted downloads, re-sent data, and data associated with unsuccessful attempts to reach websites or use applications. The charges for Customer's access to or use of the messaging or data services shall be in addition to any **charges specified in Customer's rate plan. Messaging and data usage may be charged against a feature package or on a fixed price per unit. Customer may not utilize airtime or any other benefit specified in Customer's rate plan as payment or credit towards Customer's access to or utilization of Cellcom's messaging or data services.** Downloads cannot be transferred if Equipment is returned, upgraded or exchanged or lost. Estimates of data usage may not be an accurate predictor of actual usage. Data usage is measured and billed in kilobyte increments. Partial kilobyte increments of use will be rounded to the next full kilobyte. Unused kilobytes may not be carried over to subsequent monthly billing cycles. Customer may not receive voice calls while using data services. Customer may have access to "Premium Services" that are available for an additional charge (e.g., applications + other items). Customer will be billed for Premium Service purchases based on the **charges as specified at purchase. Subject to the terms of the content purchased,** Cellcom may delete premium and non-premium items downloaded to any storage areas Cellcom may provide, including any pictures, games and other content. We may limit the amount of Premium **Services you may purchase in a specific timeframe (month, week, day or other period).** We may terminate services without notice for any misuse. Customer's access to, and use of, Cellcom's messaging and data services is further governed by Cellcom's "Data Acceptable Use Policy" which can be found at www.cellcom.com/AUP. Among other things, the Data Acceptable Use Policy provides that Cellcom may terminate Customer's access or use of Cellcom's messaging or data services at any time and without notice to Customer in the event Customer violates any term or condition of the Data Acceptable Use Policy.
- E. When Customer provides a check as payment, Customer authorizes Cellcom to make a one-time electronic funds transfer from Customer's account. Therefore, funds may be withdrawn from Customer's account on the same day Customer's payment is received. Customer may not **receive Customer's check back from Customer's financial institution.**

7. MISCELLANEOUS PROVISIONS.

- A. **Entire Agreement.** These terms and conditions, together with all agreements and any other documents referenced herein, shall constitute the entire agreement between the parties; and no term or condition contained herein or therein may be modified or waived, except in writing signed by an authorized representative of Cellcom. The acceptance by Cellcom of any payment after it shall become due shall not constitute or be construed as a waiver of any or all of Cellcom's rights hereunder.
- B. **Assignment and Interpretation.** These terms and conditions shall be binding upon and inure to the benefit of the heirs, representatives, successors and assigns of the parties hereto; provided, however, that Customer may not assign this Agreement, or any or all rights or obligations hereunder, to any third party without the prior written consent of Cellcom. The interpretation of this Agreement shall be subject to the laws of the State of Wisconsin.
- C. **Severability.** The invalidity of any portion of any provision of these terms and conditions shall not affect the validity of the remainder of the provisions hereof.
- D. **Service Fee.** Customer will be billed monthly for Service pursuant to the terms of Cellcom's current Service price list pursuant to the applicable pricing package. Customer may change to other pricing plans available to existing customers, but the term of this Agreement will remain unchanged unless such term is otherwise extended under the terms of another pricing package selected by Customer.
- E. Cellcom, in its sole discretion, may require Customer to provide a security deposit as a precondition to Service activation in an amount determined by Cellcom. Upon termination or expiration of this Agreement, Cellcom shall have the right to apply all or any part of the security deposit to the outstanding balance on Customer's account. If any surplus remains, such surplus shall be refunded to Customer. If Customer so requests, in writing delivered prior to the expiration or termination of this Agreement, Cellcom shall refund the security deposit to Customer if the following conditions are met:
1. Customer paid to Cellcom Customer's monthly invoices in a full and timely fashion in accordance with the terms of this Agreement and Cellcom's invoices for a period of not less than twelve (12) consecutive months; and
 2. Customer's most recent bill has likewise been paid in a full and timely fashion.
 3. Cellcom has received a verbal or written request for the refund. If Customer terminates service with Cellcom at any time, **the deposit will be applied toward Customer's final bill.** If any surplus remains, the balance will be refunded to Customer.
- F. **Stolen or Lost Equipment.** Customer shall immediately report all lost or stolen Equipment to Cellcom and to an appropriate law enforcement authority. Customer remains responsible for paying all charges incurred on the stolen or lost Equipment prior to the notification to Cellcom. Any request for credit against such charges must be in writing, accompanied by a police report verifying law enforcement notification, and must be received by Cellcom before the date when payment for such charges is due.
- G. **Technology Enhancements.** Cellcom reserves the right to change your Equipment's software or programming, over the air, without notice.