



AGENDA OF THE IMPROVEMENT AND SERVICES COMMITTEE

WEDNESDAY, DECEMBER 9, 2020, 6:00 PM

AMENDED

Immediately following Park Committee which begins at 5 P.M.

Virtual meeting. Public may join via Zoom.

A. Zoom Meeting Information.

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

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

E. Regular Business.

- I. Consideration with possible action on request by James Gehr to rescind the bulk waste invoice of \$80 at 1104 Shea Avenue.
2. Consideration with possible action to have a traffic barrier installed on Bellevue Street running north from Lilac Lane. (Ald. Galvin)
3. Consideration with possible action on preparing docks at Leicht Park for spring fishing tournament. (Ald. Scannell)
4. Consideration with possible action on request by the Department of Public Works to award a contract for miscellaneous Architecture and Engineering Services to Berners Schober Associates, Inc. for 2021-2022.

5. Consideration with possible action on the review and approval of the 2021 Sanitary District rates.
6. Consideration with possible action on the review and approval of the 2021 Storm Water Utility rates.
7. Consideration with possible action on the report of the Purchasing Manager:

A. Request approval for the purchase of a Jet/Vacuum truck from Vactor for the sum of \$296,624.00. Sole Source document attached.

B. Approval of the Wastewater Monitoring contract for a period of 2 years with 3 additional one-year options to be awarded to the lowest responsible bidder to RFB #3290 with a not to exceed limit of \$250,000 annually.

8. Consideration with possible action on the review and award of the contract SEWERS 9-20 MUSEUM PLACE STORM LIFT STATION.
9. Report of actions taken by Department of Public Works

A. Granting of Licenses

I. Sidewalk Builder

- a. Andersen Basement Repair, Inc.
- b. Crete Workx

F. Informational.

1. Director's Report on recent activities of the Public Works Department.
2. The next Improvement and Services Committee meeting is scheduled for January 13, 2021.

G. Adjournment.

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

Virtual Meeting Instructions



Improvement and Services 12-9-20

Zoom Meeting Information

City Of Green Bay is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/87927718483?pwd=VkNST1lQcG5CYnhjTDN3eUdkL0t3UT09>

Meeting ID: 879 2771 8483

Passcode: 071244

One tap mobile

+19292056099,,87927718483#,,,,,0#,,071244# US (New York)

+13017158592,,87927718483#,,,,,0#,,071244# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 879 2771 8483

Passcode: 071244

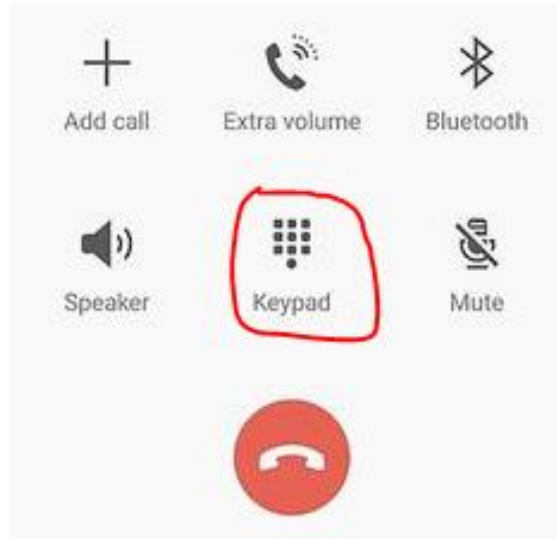
Find your local number: <https://us02web.zoom.us/j/87927718483?pwd=VkNST1lQcG5CYnhjTDN3eUdkL0t3UT09>

Additional Information

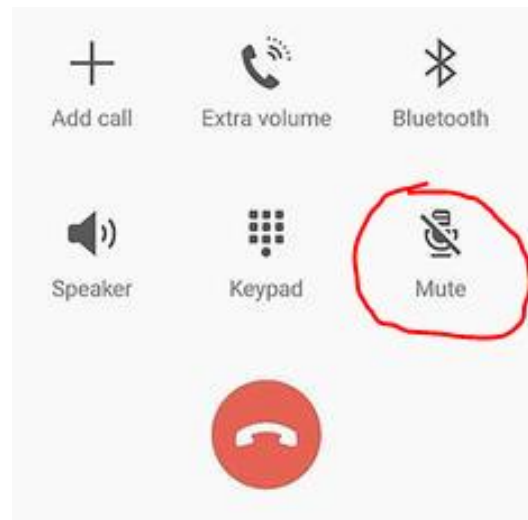
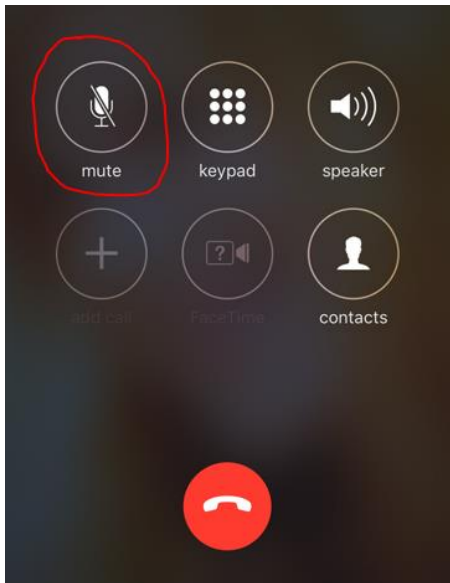
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number above.

Calling into the Zoom meeting using a smartphone

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



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



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





Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

December 9, 2020

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action on request by James Gehr to rescind the bulk waste invoice of \$80 at 1104 Shea Avenue.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Invoice 137419_Bulk Waste_1104 Shea Avenue

-----Original Message-----

From: James Gehr

Sent: Thursday, October 29, 2020 3:17 PM

To: Green Bay Public Works

Subject: Invoice137419 solid waste collection

I placed a pile of usable lumber in front of my house to be pick up by a specific person, material was gone when he arrived at my house, we assumed someone grabbed it. Only to receive a bill today for solid waste collection. There was a sign with the materials indicating the person picking up, this was useable materials stacked onto a pallet, plywood, 2x4s etc. I had no intention of junking these materials, if was issue of disposal would have cut up for fire, and should not be held accountable for a error on city assuming was waste when clearly was not. Any questions please feel free to contact me,

Sent from my iPad



GREEN BAY CITY TREASURER

100 North Jefferson Street, Room 106
Green Bay, WI 54301-5026

INVOICE

Invoice Date	Invoice No.
10/26/2020	137419
Customer Number	
58889	
Invoice Total Due	
\$80.00	
Customer PO	Due Date
	11/25/2020

FOR PARCEL 18-84 AT 1104 SHEA AVE - ITEMS
COLLECTED: WOOD 10/20/2020

JAMES R GEHR
1104 SHEA AVE
GREEN BAY, WI 54303-

00000182020600137419800000080002

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 10/26/2020

Customer Number: 58889

Description	Quantity	Price	UOM	Original Bill	Adjusted	Paid	Amount Due
BULK WASTE 0-3 CY	1.00	\$80.00	EACH	\$80.00	\$0.00	\$0.00	\$80.00
Please put Invoice Number on your check. Make checks payable to City of Green Bay.				Invoice Total:		\$80.00	

GENERAL ORDINANCE 9.02 SOLID WASTE COLLECTION REGULATIONS - THE AMOUNT MUST BE PAID
IN 30 DAYS OR BE PLACED ON THE TAX ROLL. PLEASE CALL THE DEPARTMENT OF PUBLIC WORKS
AT (920) 448-3535 WITH ANY QUESTIONS.

ORIGINAL
COPY







1104



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

December 9, 2020

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to have a traffic barrier installed on Bellevue Street running north from Lilac Lane. (Ald. Galvin)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Ald. Galvin_ Late Communications

From: [Jaime Fuge](#)
To: [Steven Grenier](#)
Cc: [Jamie Destiche](#); [Elizabeth Nadolski-Spears](#)
Subject: FW: Late Communications
Date: Wednesday, November 11, 2020 4:21:21 PM

Hi,

Please see below the communications for I&S from yesterday's meeting.

Thank you,
Jaime

From: District Four
Sent: Wednesday, November 11, 2020 4:16 PM
To: Jaime Fuge <Jaime.Fuge@greenbaywi.gov>
Subject: Re: Late Communications

Yes I do Jamie and I apologize for not sending them earlier.

1. For the Bike, Ped, Traffic committee, I would like a marked crossing at the intersection of E Mason At and Goodell St for crossing Mason At
2. For I&S, I would like to have a traffic barrier installed on Bellevue St. running north from Lilac St.

On November 11, 2020, at 1:25 PM, Jaime Fuge <Jaime.Fuge@greenbaywi.gov> wrote:

Hi,

Do you have the late communications from 11/10 to distribute to the appropriate committees?

Thank you,
Jaime



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

December 9, 2020

PREPARED BY

AGENDA ITEM # E.3

Consideration with possible action on preparing docks at Leicht Park for spring fishing tournament. (Ald. Scannell)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Ald. Scannell_ communications

From: [Jaime Fuge](#)
To: [Steven Grenier](#)
Cc: [Jamie Destiche](#); [Elizabeth Nadolski-Spears](#)
Subject: FW: communications
Date: Wednesday, November 11, 2020 9:18:10 AM

Good Morning,

Please see below the following communication for I&S from Ald. Scannell.

Thank you,
Jaime

From: District Seven
Sent: Wednesday, November 11, 2020 9:06 AM
To: Jaime Fuge <Jaime.Fuge@greenbaywi.gov>
Subject: communications

Good morning Jamie!

Here are two communications:

I&S - Consideration with possible action on preparing docks at Liecht Park for spring fishing tournament.

P&P - Police report on the compliance and policing of the mask mandate.

Have a great day and stay safe!
Randy



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

December 9, 2020

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action on request by the Department of Public Works to award a contract for miscellaneous Architecture and Engineering Services to Berners Schober Associates, Inc. for 2021-2022.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. CITYGB_MASTERAGREEMENT_2021-2023_DRAFT



AIA[®] Document B104[™] – 2017

Standard Abbreviated Form of Agreement Between Owner and Architect

AGREEMENT made as of the First day of January in the year Two Thousand Twenty One
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

CITY OF GREEN BAY
100 North Jefferson Street
Green Bay, Wisconsin 54301

and the Architect:
(Name, legal status, address and other information)

BERNERS-SCHOBER ASSOCIATES, INC.
310 Pine Street
Green Bay, Wisconsin 54301

for the following Project:
(Name, location and detailed description)

This document is intended to serve as a Master Agreement Governing Projects for which services is requested in writing by City of Green Bay and accepted by the Architect between January 1, 2021 and December 31, 2022. The work for all projects requiring architectural services shall be performed pursuant to a project specific executed Service Authorization Agreement (see Attachment A). The Service Authorization Agreement shall describe the architectural services to be provided and shall be executed by the Architect and City of Green Bay. The Service Authorization Agreement shall specify the terms of the specific project and reference this modified B104 document for incorporation.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, and other information relevant to the Project.)

To be established in writing in the project scope and budget description or planning phase.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services set forth in this Agreement consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.2 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.8:

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

.1 General Liability

Commercial General Liability with policy limits of not less than One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) in the aggregate for bodily injury and property damage.

.2 Automobile Liability

Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million Dollars (\$1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

.3 Workers' Compensation

Worker's Compensation at statutory limits.

.4 Professional Liability

Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Two Million Dollars (\$2,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on (1) the accuracy and completeness of the services and information furnished by the Owner and (2) the Owner's approvals. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.3 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall discuss with the Owner the Owner's program, schedule, budget for the Cost of the Work, Project site, and alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the Project requirements.

§ 3.2.3 The Architect shall consider the relative value of alternative materials, building systems and equipment, together with other considerations based on program, aesthetics, and any sustainable objectives, in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

§ 3.2.4 Based on the Project requirements, the Architect shall prepare Design Documents for the Owner's approval consisting of drawings and other documents appropriate for the Project and the Architect shall prepare and submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.5 The Architect shall submit the Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Construction Documents Phase Services

§ 3.3.1 Based on the Owner's approval of the Design Documents, the Architect shall prepare for the Owner's approval Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.4.4.

§ 3.3.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.3.3 The Architect shall submit the Construction Documents to the Owner, update the estimate for the Cost of the Work and advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.3.4 The Architect, following the Owner's approval of the Construction Documents and of the latest estimate of the Cost of the Work, shall assist the Owner in obtaining bids or proposals and awarding and preparing contracts for construction.

§ 3.4 Construction Phase Services

§ 3.4.1 General

§ 3.4.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A104™-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A104-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.4.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.4.1.3 Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.4.2 Evaluations of the Work

§ 3.4.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.2, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.4.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents and has the authority to require inspection or testing of the Work.

§ 3.4.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.4.2.4 When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 3.4.2.5 The Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.4.3 Certificates for Payment to Contractor

§ 3.4.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.4.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified.

§ 3.4.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.4.4 Submittals

§ 3.4.4.1 The Architect shall review and approve, or take other appropriate action, upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or any construction means, methods, techniques, sequences or procedures.

§ 3.4.4.2 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be

responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.4.4.3 The Architect shall review and respond to written requests for information about the Contract Documents. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness.

§ 3.4.5 Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.4.6 Project Completion

The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services are not included in Basic Services but may be required for the Project. The Architect shall provide the Supplemental Services indicated below, and the Owner shall compensate the Architect as provided in Section 11.2. Supplemental Services may include programming, site evaluation and planning, environmental studies, civil engineering, landscape design, telecommunications/data, security, measured drawings of existing conditions, coordination of separate contractors or independent consultants, detailed cost estimates, on-site project representation beyond requirements of Section 4.2.2, value analysis, interior architectural design, tenant related services, preparation of record drawings, commissioning, sustainable project services, and any other services not otherwise included in this Agreement. *(Identify below the Supplemental Services that the Architect is required to provide and insert a description of each Supplemental Service, if not further described in an exhibit attached to this document.)*

§ 4.2 The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Upon recognizing the need to perform Additional Services, the Architect shall notify the Owner. The Architect shall not provide the Additional Services until the Architect receives the Owner's written authorization. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3.

§ 4.2.1 The Architect shall provide services necessitated by a change in the Initial Information, changes in previous instructions or approvals given by the Owner, or a material change in the Project including size; quality; complexity; the Owner's schedule or budget for Cost of the Work; or procurement or delivery method as an Additional Service.

§ 4.2.2 The Architect shall review and evaluate Contractor's proposals, and if necessary, prepare Drawings, Specifications and other documentation and data, and provide any other services made necessary by Change Orders and Construction Change Directives prepared by the Architect as an Additional Service.

§ 4.2.3 The Architect shall, as an Additional Service, provide services made necessary by a Contractor's proposed change in the Work. The Architect shall prepare revisions to the Architect's Instruments of Service necessitated by Change Orders and Construction Change Directives as an Additional Service.

§ 4.2.4 If the services covered by this Agreement have not been completed within Twenty Four (24) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project; a written legal description of the site; and services of geotechnical engineers or other consultants, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project.

§ 5.4 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.5 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests; tests for air and water pollution; and tests for hazardous materials.

§ 5.6 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.7 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.8 The Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents.

§ 5.9 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.10 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot

and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, construction procurement activities have not commenced within 90 days after the Architect submits the Construction Documents to the Owner the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's current budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums when due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the

Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other, for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.6.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 Mediation, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.3 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box.)

☒ [X] Arbitration pursuant to Section 8.3 of this Agreement

Init.

[] Litigation in a court of competent jurisdiction

[] Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, Reimbursable Expenses incurred, and all costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

\$0.00

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

\$0.00

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates or consents, the proposed language of such certificates or consents shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. However, the Architect's materials shall not include information the Owner has identified in writing as confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Services described under Article 3 and 4, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

N/A
- .2 Percentage Basis
(Insert percentage value)

N/A
- .3 Other
(Describe the method of compensation)

Hourly Billing Rates in Article 11.3

§ 11.2 For services of Consultants required for the project who are not employees of the Architect, the Owner shall compensate the Architect as follows:

(Paragraphs deleted)

a multiple of One on hundredths (1.1) times the amounts billed to the Architect for such services.

§ 11.3

(Paragraphs deleted)

The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below.

Employee or Category	Rate
----------------------	------

§ 11.4 Compensation for

(Paragraphs deleted)

Reimbursable Expenses

§ 11.4.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Permitting and other fees required by authorities having jurisdiction over the Project;

- .3 Printing, reproductions, plots, and standard form documents;
- .4 Postage, handling, and delivery;
- .5 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .6 Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect and the Architect's consultants;
- .7 All taxes levied on professional services and on reimbursable expenses;
- .8 Other similar Project-related expenditures.

§ 11.4.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants.

§ 11.5

(Paragraphs deleted)

Payments to the Architect

(Paragraphs deleted)

§ 11.5.1 Initial Payment

An initial payment of Zero (\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.5.2 Progress Payments

§ 11.5.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid Ninety (90) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

National Prime Rate plus 2%.

§ 11.5.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.5.2.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

(Paragraphs deleted)

(Table deleted)

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

§ 12.1 Whenever the Owner requests services for a given project, the Owner and Architect shall execute a written Services Authorization Agreement, which the parties hereby agree incorporates the terms and conditions of this Master Agreement unless and only to the extent otherwise agreed to in writing in the Service Authorization Agreement.

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B104™-2017, Standard Abbreviated Form of Agreement Between Owner and Architect

- .2 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203–2013 incorporated into this agreement.)

January 1, 2021

- .3 Exhibits:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits identified in Section 4.1.)

N/A

- .4 Other documents:
(List other documents, if any, including additional scopes of service forming part of the Agreement.)

Attachment A – Service Authorization Agreement
Attachment B – City of Green Bay Hourly Rates

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

City of Green Bay
Steven Grenier
Director of Public Works

(Printed name and title)

ARCHITECT (Signature)

Berners-Schober Associates, Inc.
Ian W. Griffiths, RIBA, AIA, LEED AP BD+C
President

(Printed name, title, and license number, if required)



AIA[®] Document E203[™] – 2013

Building Information Modeling and Digital Data Exhibit

This Exhibit dated the First day of January in the year Two Thousand Twenty One is incorporated into the agreement (the "Agreement") between the Parties for the following Project:

(Name and location or address of the Project)

{Project Name}
City of Green Bay
100 N. Jefferson Street
Green Bay, Wisconsin 54301

This document is intended to serve as a Master Agreement governing projects for which service is requested in writing by City of Green Bay and accepted by the Architect between January 1, 2021 and December 31, 2022. The work for all projects requiring Architectural Services shall be performed pursuant to a project specific executed Service Authorization Agreement (see Attachment A). The Service Authorization Agreement shall describe the Architectural Services to be provided and shall be executed by the Architect and City of Green Bay. The Service Authorization Agreement shall specify the terms of the specific project and reference this modified B104-2017 document for incorporation. This Contract shall supersede previous Agreements.

TABLE OF ARTICLES

- 1 GENERAL PROVISIONS
- 2 TRANSMISSION AND OWNERSHIP OF DIGITAL DATA
- 3 DIGITAL DATA PROTOCOLS
- 4 BUILDING INFORMATION MODELING PROTOCOLS
- 5 OTHER TERMS AND CONDITIONS

ARTICLE 1 GENERAL PROVISIONS

§ 1.1 This Exhibit provides for the establishment of protocols for the development, use, transmission, and exchange of Digital Data for the Project. If Building Information Modeling will be utilized, this Exhibit also provides for the establishment of the protocols necessary to implement the use of Building Information Modeling on the Project, including protocols that establish the expected Level of Development for Model Elements at various milestones of the Project, and the associated Authorized Uses of the Building Information Models.

§ 1.2 The Parties agree to incorporate this Exhibit into their agreements with any other Project Participants that may develop or make use of Digital Data on the Project. Prior to transmitting or allowing access to Digital Data, a Party may require any Project Participant to provide reasonable evidence that it has incorporated this Exhibit into its agreement for the Project, and agreed to the most recent Project specific versions of AIA Document G201[™]–2013, Project Digital Data Protocol Form and AIA Document G202[™]–2013, Project Building Information Modeling Protocol Form.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be incorporated into an agreement between the parties and used in conjunction with AIA Documents G201[™]–2013, Project Digital Data Protocol Form, and G202[™]–2013, Building Information Modeling Protocol Form. It is anticipated that other Project Participants will incorporate a project specific E203–2013 into their agreements, and that the Parties and other Project Participants will set forth the agreed-upon protocols in AIA Documents G201–2013 and G202–2013.

§ 1.2.1 The Parties agree that each of the Project Participants utilizing Digital Data on the Project is an intended ~~third party~~ third-party beneficiary of the Section 1.2 obligation to incorporate this Exhibit into agreements with other Project Participants, and any rights and defenses associated with the enforcement of that obligation. This Exhibit does not create any third-party beneficiary rights other than those expressly identified in this Section 1.2.1.

§ 1.3 Adjustments to the Agreement

§ 1.3.1 If a Party believes that protocols established pursuant to Sections 3.2 or 4.5, and memorialized in AIA Documents G201–2013 ~~and/or~~ G202–2013, will result in a change in the Party's scope of work or services warranting an adjustment in compensation, contract sum, schedule or contract time, the Party shall notify the other Party. Failure to provide notice as required in this Section 1.3 shall result in a Party's waiver of any claims for adjustments in compensation, contract sum, schedule or contract time as a result of the established protocols.

§ 1.3.2 Upon such notice, the Parties shall discuss and negotiate revisions to the protocols or discuss and negotiate any adjustments in compensation, contract sum, schedule or contract time in accordance with the terms of the Agreement.

§ 1.3.3 Notice required under this Section 1.3 shall be provided within thirty days of receipt of the protocols, or identified in the Service Authorization Agreement unless otherwise indicated below:
(If the Parties require a notice period other than thirty days from receipt of the protocols, indicate the notice period below.)

§ 1.4 Definitions

§ 1.4.1 **Building Information Model.** A Building Information Model is a digital representation of the Project, or a portion of the Project, and is referred to in this Exhibit as the "Model," which term may be used herein to describe a Model Element, a single model or multiple models used in the aggregate, as well as other data sets identified in AIA Document G202–2013, Project Building Information Modeling Protocol Form.

§ 1.4.2 **Building Information Modeling.** Building Information Modeling or Modeling means the process used to create the Model.

§ 1.4.3 **Model Element.** A Model Element is a portion of the Model representing a component, system or assembly within a building or building site.

§ 1.4.4 **Level of Development.** The Level of Development (LOD) describes the minimum dimensional, spatial, quantitative, qualitative, and other data included in a Model Element to support the Authorized Uses associated with such LOD.

§ 1.4.5 **Authorized Uses.** The term "Authorized Uses" refers to the permitted uses of Digital Data authorized in the Digital Data and/or Building Information Modeling protocols established pursuant to the terms of this Exhibit.

§ 1.4.6 **Model Element Author.** The Model Element Author is the entity (or individual) responsible for managing and coordinating the development of a specific Model Element to the LOD required for an identified Project milestone, regardless of who is responsible for providing the content in the Model Element. Model Element Authors are to be identified in Section 3.3, Model Element Table, of AIA Document G202–2013.

§ 1.4.7 **Digital Data.** Digital Data is information, including communications, drawings, specifications and designs, created or stored for the Project in digital form. Unless otherwise stated, the term Digital Data includes the Model.

§ 1.4.8 **Confidential Digital Data.** Confidential Digital Data is Digital Data containing confidential or business proprietary information that the transmitting party designates and clearly marks as "confidential."

§ 1.4.9 **Written or In Writing.** In addition to any definition in the Agreement to which this Exhibit is attached, for

purposes of this Exhibit and the Agreement, "written" or "in writing" shall mean any communication prepared and sent using a transmission method set forth in this Exhibit, or the protocols developed pursuant to this Exhibit, that permits the recipient to print the communication.

§ 1.4.10 Written Notice. In addition to any terms in the Agreement to which this Exhibit is attached, for purposes of this Exhibit and the Agreement, "written notice" shall be deemed to have been duly served if transmitted electronically to an address provided in this Exhibit or the Agreement using a transmission method set forth in this Exhibit that permits the recipient to print the communication.

§ 1.4.11 Party and Parties. The terms "Party" and "Parties" refer to the signing parties to the Agreement.

§ 1.4.12 Project Participant. A Project Participant is an entity (or individual) providing services, work, equipment or materials on the Project and includes the Parties.

ARTICLE 2 TRANSMISSION AND OWNERSHIP OF DIGITAL DATA

§ 2.1 The transmission of Digital Data constitutes a warranty by the Party transmitting Digital Data to the Party receiving Digital Data that the transmitting Party is the copyright owner of the Digital Data, or otherwise has permission to transmit the Digital Data for its use on the Project in accordance with the Authorized Uses of Digital Data established pursuant to the terms of this Exhibit.

§ 2.2 If a Party transmits Confidential Digital Data, the transmission of such Confidential Digital Data constitutes a warranty to the Party receiving such Confidential Digital Data that the transmitting Party is authorized to transmit the Confidential Digital Data. If a Party receives Confidential Digital Data, the receiving Party shall keep the Confidential Digital Data strictly confidential and shall not disclose it to any other person or entity except as set forth in Section 2.2.1.

§ 2.2.1 The receiving Party may disclose Confidential Digital Data as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. The receiving Party may also disclose the Confidential Digital Data to its employees, consultants or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of Confidential Digital Data as set forth in this Exhibit.

§ 2.3 By transmitting Digital Data, the transmitting Party does not convey any ownership right in the Digital Data or in the software used to generate the Digital Data. Unless otherwise granted in a separate license, the receiving Party's right to use, modify, or further transmit Digital Data is specifically limited to designing, constructing, using, maintaining, altering and adding to the Project consistent with the terms of this Exhibit, and nothing contained in this Exhibit conveys any other right to use the Digital Data.

§ 2.4 Where a provision in this Article 2 conflicts with a provision in the Agreement into which this Exhibit is incorporated, the provision in this Article 2 shall prevail.

ARTICLE 3 DIGITAL DATA PROTOCOLS

§ 3.1 Anticipated Types of Digital Data. The anticipated types of Digital Data to be used on the Project are as follows: *(Indicate below the information on the Project that shall be created and shared in a digital format. If the Parties indicate that Building Information Modeling will be utilized on the Project, the Parties shall also complete Article 4.)*

Anticipated Digital Data	Applicability to the Project (Indicate Applicable or Not Applicable)	Location of Detailed Description (Section 3.1.1 below or in an attachment to this exhibit and identified below)
Project Agreements and Modifications	Not Applicable	Not Applicable
Project communications	Applicable	SharePoint or E-Builder
Architect's pre-construction submittals	Applicable	SharePoint or E-Builder
Contract Documents	Applicable	SharePoint or E-Builder
Contractor's submittals	Applicable	SharePoint or E-Builder
Subcontractor's submittals	Applicable	SharePoint or E-Builder
Modifications	Applicable	SharePoint or E-Builder

Init.

Project payment documents	Applicable	SharePoint or E-Builder
Notices and claims	Applicable	SharePoint or E-Builder
Building Information Modeling	Not Applicable	SharePoint or E-Builder
CADD	Applicable	SharePoint or E-Builder

§ 3.1.1 Insert a detailed description of the anticipated Digital Data identified in Section 3.1, if not further described in an attachment to this Exhibit.

Most of the documents are transmitted in PDF format. Some of the data may be in Word, Excel, AutoCAD or Revit. These files are transmitted to the receiving party and shall not be altered unless approved by the transmitting party. The receiving party may utilize the AutoCAD or Revit file for their convenience, but the bid or negotiated hard copy PDF drawings and construction specifications shall be the representation of the contract obligations. The architect or engineer shall assume no responsibilities for errors or omissions in utilization of the AutoCAD file.

§ 3.2 As soon as practical following execution of the Agreement, the Parties shall further describe the uses of Digital Data, and establish necessary protocols governing the transmission and Authorized Uses of Digital Data, in consultation with the other Project Participants that are expected to utilize Digital Data on the Project.

§ 3.2.1 Unless another Project Participant is identified below, the Architect shall prepare and distribute to the other Project Participants Digital Data protocols for review, revision and approval.

(If a Project Participant other than the Architect shall be responsible for preparing draft and final Digital Data protocols, identify that Project Participant.)

§ 3.2.2 The agreed upon Digital Data protocols shall be set forth in AIA Document G201–2013 and each Project Participant shall memorialize their agreement in writing to such Digital Data protocols.

§ 3.2.3 The Parties, together with the other Project Participants, shall review and, if necessary, revise the Digital Data protocols at appropriate intervals as required by the conditions of the Project.

§ 3.3 The Parties shall transmit, use, store and archive Digital Data in accordance with the Digital Data protocols set forth in the latest version of AIA Document G201–2013 agreed to by the Project Participants.

§ 3.4 Unauthorized Use

§ 3.4.1 Prior to Establishment of Digital Data Protocols

If a Party receives Digital Data prior to the agreement to, and documentation of, the Digital Data protocols in AIA Document G201–2013, that Party is not authorized to use or rely on the Digital Data. Any use of, or reliance on, such Digital Data is at that Party's sole risk and without liability to the other Party and its contractors, consultants, agents and employees.

§ 3.4.2 Following Establishment of Digital Data Protocols

Following agreement to, and documentation of, the Digital Data protocols in AIA Document G201–2013, if a Party uses Digital Data inconsistent with the Authorized Uses identified in the Digital Data protocols, that use shall be at the sole risk of the Party using the Digital Data.

§ 3.5 Digital Data Management

§ 3.5.1 Centralized electronic document management system use on the Project shall be:

(Check the appropriate box. If the Parties do not check one of the boxes below, the default selection shall be that the Parties will not utilize a centralized electronic document management system on the Project.)

☒ [X] The Parties intend to use a centralized electronic document management system on the Project.

☐ [] The Parties do not intend to use a centralized electronic document management system on the Project.

§ 3.5.2

Init.

§ 3.5.2 If the Project Participants intend to utilize a centralized electronic document management system on the Project, the Project Participants identified in Section 3.5.3 shall be responsible for managing and maintaining such system. The Project Participants responsible for managing and maintaining the centralized electronic document management system shall facilitate the establishment of protocols for transmission, use, storage and archiving of the centralized Digital Data and assist the Project Participants identified in Section 3.2.1 above in preparing Digital Data protocols. Upon agreement to, and documentation of, the Digital Data protocols in AIA Document G201–2013, the Project Participants identified in Section 3.5.3 shall manage and maintain the centralized electronic document management system consistent with the management protocols set forth in the latest version of G201–2013 approved by the Project Participants.

§ 3.5.3 Unless responsibility is assigned to another Project Participant, the Architect shall be responsible for managing and maintaining the centralized electronic document management system. If the responsibility for management and maintenance will be assigned to another Project Participant at an identified Project milestone, indicate below the Project Participant who shall assume that responsibility, and the Project milestone.

(Identify the Project Participant responsible for management and maintenance only if the Parties intend to utilize a centralized electronic document management system on the Project.)

Responsible Project Participant

Project Milestone

ARTICLE 4 BUILDING INFORMATION MODELING PROTOCOLS

§ 4.1 If the Parties indicate in Section 3.1 that Building Information Modeling will be used on the Project, specify below the extent to which the Parties intend to utilize Building Information Modeling and identify the provisions of this Article 4 governing such use:

☒ The Parties shall utilize Building Information Modeling on the Project for the sole purpose of fulfilling the obligations set forth in the Agreement without an expectation that the Model will be relied upon by the other Project Participants. Unless otherwise agreed in writing, any use of, transmission of, or reliance on the Model is at the receiving Party's sole risk. The remaining sections of this Article 4 shall have no force or effect.

☐ The Parties shall develop, share, use and rely upon the Model in accordance with Sections 4.2 through 4.10 of this Exhibit.

§ 4.2 Anticipated Building Information Modeling Scope. Indicate below the portions of the Project for which Modeling will be used and the anticipated Project Participant responsible for that Modeling.

Project Portion for Modeling

Responsible Project Participant

§ 4.3 Anticipated Model Authorized Uses. Indicate below the anticipated Authorized Uses of the Model for the Project, which Authorized Uses will be agreed upon by the Project Participants and further described for each LOD in AIA Document G202–2013.

§ 4.4 Ancillary Modeling Activities. Indicate additional Modeling activities agreed upon by the Parties, but not to be included in AIA Document G202–2013, if any.

(Describe any Modeling activities, such as renderings, animations, performance simulations, or other similar use, including the anticipated amount and scope of any such Modeling activities.)

§ 4.5 Modeling Protocols. As soon as practical following execution of the Agreement, the Parties shall, in consultation with the other Project Participants that are expected to utilize Building Information Modeling on the Project, further describe the Authorized Uses of the Model and establish necessary protocols governing the development of the Model utilizing AIA Document G202–2013.

Init.

§ 4.5.1 The Modeling protocols shall address the following:

- .1 Identification of the Model Element Authors;
- .2 Definition of the various LOD for the Model Elements and the associated Authorized Uses for each defined LOD;
- .3 Identification of the required LOD of each Model Element at each identified Project milestone;
- .4 Identification of the construction classification systems to be used on the Project;
- .5 The process by which Project Participants will exchange and share the Model at intervals not reflected in Section 3.3, Model Element Table, of AIA Document G202–2013;
- .6 The process by which the Project Participants will identify, coordinate and resolve changes to the Model;
- .7 Details regarding any anticipated as-designed or as-constructed Authorized Uses for the Model, if required on the Project;
- .8 Anticipated Authorized Uses for facilities management or otherwise, following completion of the Project; and
- .9 Other topics to be addressed by the Modeling protocols: *(Identify additional topics to be addressed by the Modeling Protocols.)*

§ 4.5.2 Unless responsibility is assigned to another Project Participant identified below, the Architect shall prepare and distribute Modeling protocols to the other Project Participants for review, revision and approval.
(If a Project Participant other than the Architect shall be responsible for preparing draft and final Modeling protocols, identify that Project Participant.)

§ 4.5.3 The agreed-upon Modeling protocols shall be set forth in AIA Document G202–2013 and each Project Participant shall memorialize their agreement in writing to such Modeling protocols.

§ 4.5.4 The Parties, together with the other Project Participants, shall review, and if necessary, revise the Modeling protocols at appropriate intervals as required by the conditions of the Project.

§ 4.6 The Parties shall develop, use and rely on the Model in accordance with the Modeling protocols set forth in the latest version of AIA Document G202–2013, which document shall be included in or attached to the Model in a manner clearly accessible to the Project Participants.

§ 4.7 Unauthorized Use

§ 4.7.1 Prior to Establishment of Modeling Protocols

If a Party receives any Model prior to the agreement to, and documentation of, the Modeling protocols in AIA Document G202–2013, that Party is not authorized to use, transmit, or rely on the Model. Any use, transmission or reliance is at that Party's sole risk and without liability to the other Party and its contractors, consultants, agents and employees.

§ 4.7.2 Following Establishment of Modeling Protocols

Following agreement to, and documentation of, the Modeling protocols in AIA Document G202–2013, if a Party uses or relies on the Model inconsistent with the Authorized Uses identified in the Modeling protocols, such use or reliance shall be at the sole risk of the Party using or relying on the Model. A Party may rely on the Model Element only to the extent consistent with the minimum data required for the identified LOD, even if the content of a specific Model Element includes data that exceeds the minimum data required for the identified LOD.

§ 4.8 Model Management

§ 4.8.1 The requirements for managing the Model include the duties set forth in this Section 4.8. Unless assigned to another Project Participant, the Architect shall manage the Model from the inception of the Project. If the responsibility for Model management will be assigned to another Project Participant, or change at an identified Project milestone, indicate below the identity of the Project Participant who will assume that responsibility, and the Project milestone.

§ 4.8.2 Model Management Protocol Establishment. The Project Participant responsible for managing the Model, in consultation with the other Project Participants that are expected to utilize Building Information Modeling on the Project, shall facilitate the establishment and revision of Model management protocols, including the following:

- .1 Model origin point, coordinate system, precision, file formats and units
- .2 Model file storage location(s)
- .3 Processes for transferring and accessing Model files
- .4 Naming conventions
- .5 Processes for aggregating Model files from varying software platforms
- .6 Model access rights
- .7 Identification of design coordination and clash detection procedures.
- .8 Model security requirements
- .9 Other: *(Identify additional Model management protocols to be addressed.)*

§ 4.8.3 Ongoing Responsibilities. The Project Participant responsible for managing the Model shall do so consistent with the Model management protocols, which shall also include the following ongoing responsibilities:

- .1 Collect incoming Models:
 - .1 Coordinate submission and exchange of Models
 - .2 Create and maintain a log of Models received
 - .3 Review Model files for consistency with Sections 4.8.2.1 through 4.8.2.5
 - .4 Maintain a record copy of each Model file received
- .2 Aggregate Model files and make them available for Authorized Uses
- .3 Maintain Model Archives and backups consistent with the requirements of Section 4.8.4 below
- .4 Manage Model access rights
- .5 Other: *(Identify additional responsibilities.)*

§ 4.8.4 Model Archives. The individual or entity responsible for Model management as set forth in this Section 4.8 shall compile a Model Archive at the end of each Project milestone and shall preserve it without alteration as a record of Model completion as of that Project milestone.

§ 4.8.4.1 Additional Model Archive requirements, if any, are as follows:

§ 4.8.4.2 The procedures for storing and preserving the Model(s) upon final completion of the Project are as follows:

§ 4.9 Post-Construction Model. The services associated with providing a Model for post-construction use shall only be required if specifically designated in the table below as a Party's responsibility.

(Designate below any anticipated post-construction Model and related requirements, the Project Participant responsible for creating or adapting the Model to achieve such uses, and the location of a detailed description of the anticipated scope of services to create or adapt the Model as necessary to achieve such uses.)

Post-Construction Model	Applicability to Project (Applicable or Not Applicable)	Responsible Project Participant	Location of Detailed Description of Requirements and Services (Section 4.10 below or in an attachment to this exhibit and identified below)
-------------------------	--	---------------------------------	--

§ 4.9.1	Remodeling			
§ 4.9.2	Wayfinding and Mapping			
§ 4.9.3	Asset/FF & E Management			
§ 4.9.4	Energy Management			
§ 4.9.5	Space Management			
§ 4.9.6	Maintenance Management			

~~§ 4.10~~ Insert a detailed description of the requirements for each Post-Construction Model identified in Section 4.9 and the anticipated services necessary to create each Post-Construction Model, if not further described in an attachment to this Exhibit.

ARTICLE 5 OTHER TERMS AND CONDITIONS

Other terms and conditions related to the transmission and use of Digital Data are as follows:

§ 5.1 The E203-2013 document is included in the Architect-Owner Agreement as an understanding of the Digital Data Transfer that will occur under the Master Agreement for specific projects identified in a Service Authorization Agreement. This document and the accompanied G201 and/or G202 will be included in the Contractor's Contract, so as to bind all parties to the use of the Data.

ATTACHMENT "A"

Berners-Schober Associates, Inc. SERVICE AUTHORIZATION AGREEMENT

Owner: City of Green Bay
Facility Name: KI Convention Center
Project Name: Electrical A/V Upgrades
Project Number: 6160.17
Location: Green Bay, Wisconsin
Services Initiated By:

This service authorization is according to paragraph 12.1 of the AIA B104-2017 Master Owner-Architect Agreement dated 01/01/2021

DESCRIPTION OF SERVICE:

Project Narrative:

This SAA is Based on our understanding of the project as follows:

Project Type:	
Area:	
Occupancy Type:	
Construction Class:	
Floors Affected:	
Fire Protection System:	
Owner Contact:	
Estimated Construction Cost:	
Construction Contract Procedure:	
Contractor:	

Professional Services:

All basic services will be provided by Berners-Schober Assoc. Inc. employees.

Schedule/Site Visits:

The anticipated schedule for providing these services is as follows with the necessary Owner review and approval time between phases to be confirmed:

Schematic Design:	weeks
Construction Document Phase:	weeks
Bid/Negotiate/Contract:	weeks
Construction:	weeks

We will provide a minimum of 1 construction site visit every other week.

Compensation: (Basic Services)

The professional services fee shall be \$

Reimbursable Expenses:

Reimbursable Expenses will be invoiced in addition to professional fees. We recommend an allowance of \$ to be budgeted for such expenses. These expenses include, but are not limited to: instruments of service, printing/handling/postage, approval fees, travel and subsistence.

This service authorization is provided in two originals. Please sign both copies in the space provided below, retain one copy for your files, and return one copy to the Architect.

OWNER: **City of Green Bay**

ARCHITECT: **Berners-Schober Associates, Inc.**

Signature

Signature

Printed Name and Title

Printed Name and Title

Date

Date

Attachment B – CITY GREEN BAY
For Period January 1, 2021 to December 31, 2022

	2021	2022
MANAGING PRINCIPAL	\$175	\$180
PRINCIPAL	\$160	\$165
PROJECT MANAGER	\$140	\$145
SENIOR PROFESSIONAL	\$125	\$130
PROJECT PROFESSIONAL	\$120	\$125
STAFF PROFESSIONAL	\$85	\$90
SENIOR TECHNICAL STAFF	\$90	\$95
TECHNICAL STAFF	\$80	\$85
IT SUPPORT/ACCOUNTING	\$85	\$90
ADMINISTRATIVE SUPPORT	\$70	\$75
STUDENT STAFF	\$50	\$60

Senior Professional includes; Architects, Engineers, Designers and Field Reps.

Project Professional includes; Architects, Engineers, Designers, and Field Reps.

Staff Professionals includes; Intern-Architects, Engineers-in-Training (EIT) and Designers

Consultant and Sub-Consultant rates may vary from above listed rates.



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

December 9, 2020

PREPARED BY

AGENDA ITEM # E.5

Consideration with possible action on the review and approval of the 2021 Sanitary District rates.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. PROPOSED Sewer Service Charges 2021 Up-dated 12072020
2. SSD GRAPH HISTORY78- 21 Revised 12072020
3. SSD RATE HISTORY78- 21 Revised 12072020

PROPOSED 2021
SEWER SERVICE CHARGES
Up-dated 12/07/2020

SECTION (3)(c)1. NON-MONITORED USERS

Section (3)(c)1.a. Normal Sewage Strength Parameters Five year Average

Biochemical Oxygen Demand (BOD)	= 244 ppm
Suspended Solids (S.S.)	= 403 ppm
Phosphorous	= 6.7 ppm
Total Kjeldahl Nitrogen (TKN)	= 38.3 ppm

Section (3)(c)1.b. Service Charge

Service Charge = Customer Charge + Volume Charge

Section (3)(c)1.c. Customer Charge

<u>Meter Size</u> (Inches)	Monthly Billed Customers		Quarterly Billed Customers	
	<u>Allowance</u> (100 c.f.)	<u>Amount</u> (\$)	<u>Allowance</u> (100 c.f.)	<u>Amount</u> (\$)
5/8 or 3/4	1	\$ 15.80	3	\$ 34.20
1	3	28.70	9	71.50
1 1/2	5	41.60	15	108.80
2	10	74.50	30	203.60
3	20	162.40	60	460.50
4	30	240.60	90	668.6
6	65	474.40	195	1,329.90
8	175	1,112.50	510	3,124.20
10	250	1,580.80	750	4,542.80

c.f. = cubic feet

Section (3)(c)1.d. Volume Charge

The G.B.M.S.D. rates for the current period are:

Volume:	\$0.89851/1,000 gallons
BOD:	\$0.56977/pound
Suspended Solids	\$0.54823/pound
Phosphorous:	\$1.28923/pound
TKN:	\$1.10220/pound

Based On The G.B.M.S.D. Rates, The Volume Charges Are As Follows:

The G.B.M.S.D. Charge shall be:..... \$3.23/100 cubic feet
The City charge shall be:..... \$2.11/100 cubic feet
The total volume charge shall be:..... \$5.34/100 cubic feet

Section (3)(c)2. MONITORED USERS

Abnormal Strength Sewage

Section (3)(c)2.a. Service Charge

Service Charge = Monthly Customer Charge + Quantity Charge
+ Sampling Charge

Section (3)(c)2.b. Monthly Customer Charge

\$232.00 per month

Section (3)(c)2.c. Quantity Charges

	<u>G.B.M.S.D. Rate</u>	<u>City Rate</u>	<u>Total Rate</u>
Volume:	\$0.67209/100 c.f. ^(a)	\$2.11/100 c.f.	\$2.77209./100 c.f.
BOD:	\$0.56977/pound	--	\$0.56977/pound
S.S.:	\$0.54823/pound	--	\$0.54823/pound
Phosphorous:	\$1.28923/pound	--	\$1.28923/pound
TKN:	\$1.10220/pound	--	\$1.10220/pound

^(a)Equivalent to \$0.89851/1,000 gallons
c.f. = cubic feet

Section (3)(c)2.d. Sampling Charge

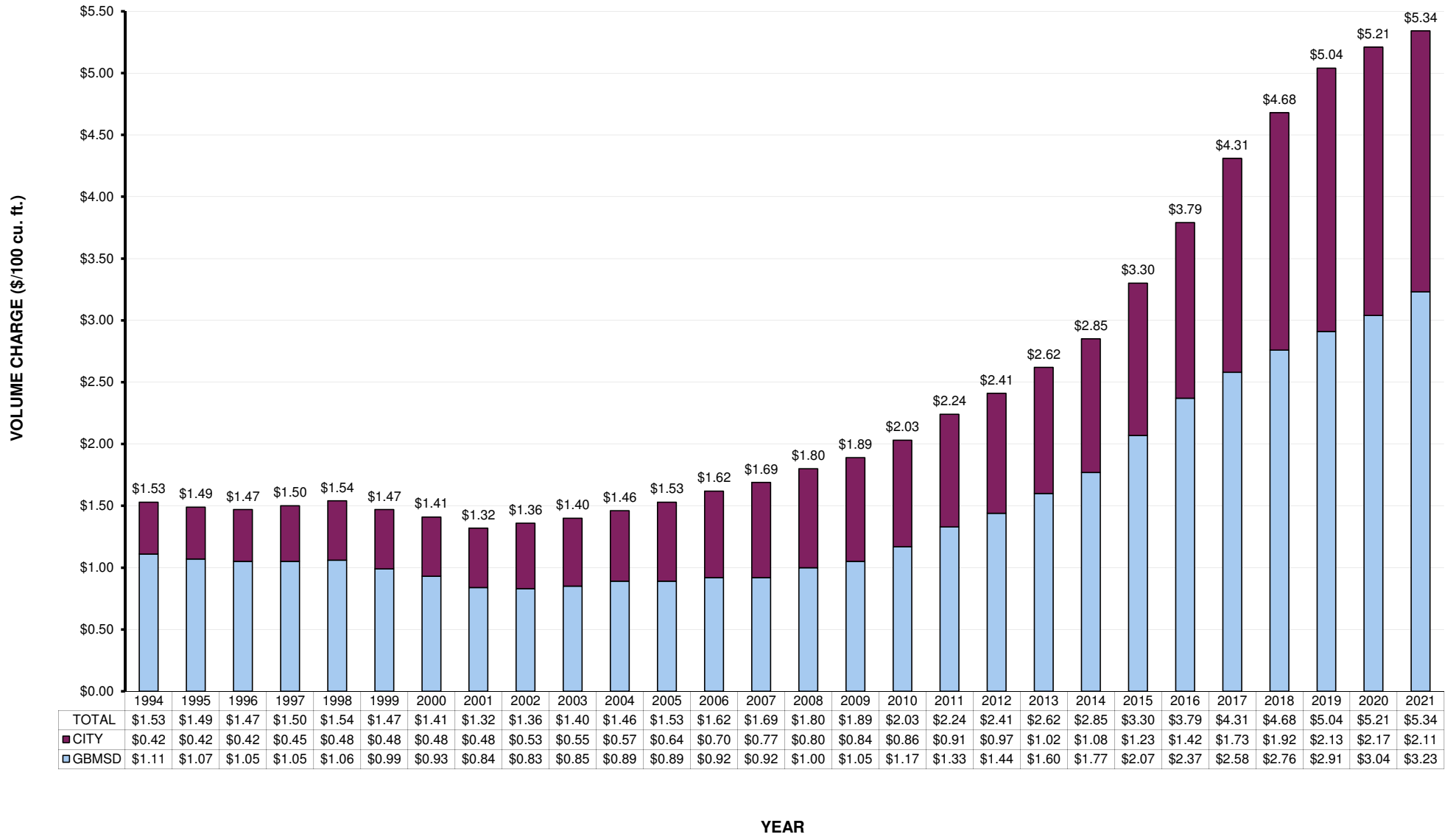
*2021 Rates

Sample Collection (\$12) & Analysis (\$45) = \$57.00 per sample
Sampler Rental = \$35.00 per day

2020 Rates shown for discussion

Sample Collection (\$12) & Analysis (\$44) = \$56.00 per sample
Sampler Rental = \$35.00 per day

SANITARY SEWER DISTRICT RATE HISTORY



SANITARY SEWER DISTRICT RATE HISTORY

								QUARTERLY	
VOLUME CHARGE				MINIMUM CHARGE				CHARGE	
NON-MONITORED USERS				NON-MONITORED USERS				(AVERAGE	
								RESIDENTIAL	
YEAR	GBMSD	CITY	TOTAL	I/I	VOLUME	BILLING	TOTAL	CUSTOMER)	BUDGET
1979	\$0.55	\$0.27	\$0.82	\$3.73	\$2.46	\$1.36	\$7.55	\$22.31	\$5,418,930.00
1980	\$0.56	\$0.33	\$0.89	\$4.48	\$2.67	\$1.50	\$8.65	\$24.67	\$5,138,000.00
1981	\$0.56	\$0.36	\$0.92	\$4.52	\$2.76	\$1.47	\$8.75	\$25.31	\$5,358,500.00
1982	\$0.55	\$0.40	\$0.95	\$4.32	\$2.85	\$2.18	\$9.35	\$26.45	\$5,683,500.00
1983	\$0.54	\$0.42	\$0.96	\$4.35	\$2.88	\$2.47	\$9.70	\$26.98	\$6,282,000.00
1984	\$0.55	\$0.44	\$0.99	\$4.36	\$2.97	\$2.67	\$10.00	\$27.82	\$6,573,000.00
1985	\$0.54	\$0.40	\$0.94	\$4.42	\$2.82	\$2.86	\$10.00	\$26.92	\$7,004,000.00
1986	\$0.56	\$0.36	\$0.92	\$3.70	\$2.76	\$2.84	\$9.30	\$25.86	\$6,867,000.00
1987	\$0.62	\$0.38	\$1.00	\$3.91	\$3.00	\$3.04	\$9.95	\$27.95	\$7,275,000.00
1988	\$0.62	\$0.38	\$1.00	\$4.04	\$3.00	\$3.11	\$10.15	\$28.15	\$7,902,000.00
1989	\$0.72	\$0.38	\$1.10	\$4.04	\$3.30	\$3.16	\$10.50	\$30.30	\$8,216,000.00
1990	\$0.92	\$0.38	\$1.30	\$4.04	\$3.90	\$3.26	\$11.20	\$34.60	\$8,979,000.00
1991	\$0.93	\$0.41	\$1.34	\$4.24	\$4.02	\$3.14	\$11.40	\$35.52	\$9,588,000.00
1992	\$1.01	\$0.41	\$1.42	\$3.75	\$4.26	\$3.09	\$11.10	\$36.66	\$10,331,000.00
1993	\$1.09	\$0.41	\$1.50	\$3.10	\$4.50	\$3.75	\$11.35	\$38.35	\$11,773,000.00
1994	\$1.11	\$0.42	\$1.53	\$2.98	\$4.59	\$3.93	\$11.50	\$39.04	\$10,914,000.00
1995	\$1.07	\$0.42	\$1.49	\$3.00	\$4.47	\$4.58	\$12.05	\$38.87	\$11,349,000.00
1996	\$1.05	\$0.42	\$1.47	\$3.00	\$4.41	\$4.64	\$12.05	\$38.51	\$12,336,000.00
1997	\$1.05	\$0.45	\$1.50	\$3.00	\$4.50	\$4.92	\$12.42	\$39.42	\$12,163,500.00
1998	\$1.06	\$0.48	\$1.54	\$3.00	\$4.62	\$5.56	\$13.18	\$40.90	\$12,206,700.00
1999	\$0.99	\$0.48	\$1.47	\$3.00	\$4.41	\$5.40	\$12.81	\$39.27	\$12,744,500.00
2000	\$0.93	\$0.48	\$1.41	\$3.00	\$4.23	\$5.51	\$12.74	\$38.12	\$12,300,000.00
2001	\$0.84	\$0.48	\$1.32	\$3.00	\$3.96	\$5.62	\$12.58	\$36.34	\$14,744,000.00
2002	\$0.83	\$0.53	\$1.36	\$3.12	\$4.08	\$5.44	\$12.64	\$37.12	\$14,601,010.00
2003	\$0.85	\$0.55	\$1.40	\$3.12	\$4.20	\$5.44	\$12.76	\$37.96	\$14,707,890.00
2004	\$0.89	\$0.57	\$1.46	\$3.27	\$4.38	\$5.61	\$13.30	\$39.58	\$14,914,160.00
2005	\$0.89	\$0.64	\$1.53	\$3.91	\$4.59	\$4.94	\$13.50	\$41.04	\$15,165,010.00
2006	\$0.92	\$0.70	\$1.62	\$4.29	\$4.86	\$4.62	\$13.80	\$42.96	\$15,234,270.00
2007	\$0.92	\$0.77	\$1.69	\$4.80	\$5.07	\$4.63	\$14.50	\$44.92	\$15,523,730.00
2008	\$1.00	\$0.80	\$1.80	\$5.23	\$5.40	\$4.74	\$15.40	\$47.80	\$15,700,210.00
2009	\$1.05	\$0.84	\$1.89	\$5.41	\$5.67	\$5.33	\$16.40	\$50.42	\$13,977,596.00
2010	\$1.17	\$0.86	\$2.03	\$5.72	\$6.09	\$5.57	\$17.40	\$53.94	\$15,658,490.00
2011	\$1.33	\$0.91	\$2.24	\$6.52	\$6.72	\$5.06	\$18.30	\$58.62	\$16,355,716.00
2012	\$1.44	\$0.97	\$2.41	\$6.60	\$7.23	\$5.01	\$18.80	\$62.18	\$17,593,540.00
2013	\$1.60	\$1.02	\$2.62	\$6.67	\$7.86	\$5.07	\$19.60	\$66.76	\$17,183,170.00
2014	\$1.77	\$1.08	\$2.85	\$6.00	\$8.55	\$5.42	\$20.00	\$71.30	\$18,623,220.00
2015	\$2.07	\$1.23	\$3.30	\$6.59	\$9.90	\$5.41	\$21.90	\$81.30	\$20,000,120.00
2016	\$2.37	\$1.42	\$3.79	\$8.98	\$11.37	\$5.57	\$25.90	\$94.12	\$21,522,582.00
2017	\$2.58	\$1.73	\$4.31	\$9.00	\$12.93	\$5.56	\$27.60	\$105.18	\$24,325,816.00
2018	\$2.76	\$1.92	\$4.68	\$9.74	\$14.04	\$5.93	\$29.70	\$113.94	\$25,995,950.00
2019	\$2.91	\$2.13	\$5.04	\$10.72	\$15.12	\$5.90	\$31.70	\$122.42	\$28,754,196.00
2020	\$3.04	\$2.17	\$5.21	\$10.24	\$15.63	\$6.41	\$32.30	\$126.08	\$31,012,511.00
2021	\$3.23	\$2.11	\$5.34	\$11.52	\$16.02	\$6.66	\$34.10	\$130.22	\$31,176,695.00
%CHANGE	4.47	1.88	2.50	12.50	2.50	3.90	5.57	3.28	0.53

NOTE:

1) GBMSD VOLUME CHARGE = Cost of treatment of 100 cu. ft. of sewage with an estimated strength 169/241/5.5/30.1 (BOD, Suspended Solids, Phosphorous, TKN)

NOTE: TKN billing parameter added 01/01/92.

2) CITY VOLUME CHARGE = Service charge (per 100 cu. ft.) for such items as administrative costs, sewer repair, maintenance charges, etc.

3) I/I CHARGE = Quarterly charge for infiltration/inflow.

4) MINIMUM VOLUME CHARGE = Total volume charge x 300 cu. ft./qtr.

5) BILLING CHARGE = Cost for water Department to prepare bill.

6) QUARTERLY CHARGE = (average residential customer) = 1800 cu. ft. x total volume charge + minimum charge.

12/2/20



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

December 9, 2020

PREPARED BY

AGENDA ITEM # E.6

Consideration with possible action on the review and approval of the 2021 Storm Water Utility rates.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Storm Water Utility - Budget 2021 HISTORY
2. Storm Water Utility - Budget History 2021
3. Storm Water Utility - Rates 2021

STORM WATER UTILITY BUDGET



ANNUAL BUDGET COMPARISON

ACCOUNT #	TITLE	2004		2005		2006		2007		2008		2009	2009	2010	2010	2011	2011	2012
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
50001	REGULAR SALARIES	\$371,830.00	\$276,836.55	\$739,830.00	\$485,011.91	\$764,950.00	\$654,717.11	\$788,370.00	\$666,937.54	\$813,160.00	\$817,840.18	\$848,930.00	\$935,354.67	\$861,340	\$882,919	\$885,030	\$905,652	\$889,800
50501	OVERTIME	\$128,860.00	\$107,004.50	\$150,740.00	\$63,096.59	\$166,820.00	\$87,529.90	\$168,100.00	\$111,048.74	\$150,160.00	\$106,913.90	\$153,300.00	\$108,632.21	\$153,640	\$86,203	\$154,480	\$22,417	\$144,000
51201	HEALTH INSURANCE	\$114,130.00	\$73,560.97	\$259,930.00	\$148,835.27	\$219,500.00	\$250,203.52	\$216,120.00	\$271,770.16	\$262,520.00	\$281,361.09	\$263,870.00	\$273,001.30	\$252,990	\$151,358	\$255,530	\$165,177	\$251,360
51202	DENTAL INSURANCE	\$7,730.00	\$6,703.62	\$18,970.00	\$12,978.85	\$17,810.00	\$21,020.93	\$17,410.00	\$21,090.40	\$18,430.00	\$20,185.31	\$18,420.00	\$19,038.39	\$18,890	\$11,373	\$19,480	\$13,083	\$19,310
51203	LIFE INSURANCE	\$870.00	\$807.77	\$2,070.00	\$1,242.47	\$1,650.00	\$1,980.00	\$1,680.00	\$2,016.00	\$1,620.00	\$1,213.12	\$1,680.00	\$2,281.21	\$1,680	\$1,483	\$1,870	\$2,345	\$1,900
51204	LEVY SUPPORTED HEALTH INSURANCE																	
51210	SOCIAL SECURITY	\$24,840.00	\$22,473.53	\$55,220.00	\$31,005.66	\$50,580.00	\$42,911.33	\$51,370.00	\$43,299.29	\$50,430.00	\$53,638.24	\$62,140.00	\$58,659.98	\$62,930	\$57,170	\$64,450	\$54,099	\$64,100
51211	MEDICARE	\$5,830.00	\$5,510.37	\$12,920.00	\$7,906.05	\$11,830.00	\$10,612.38	\$12,010.00	\$11,108.76	\$11,800.00	\$13,170.68	\$14,530.00	\$14,985.16	\$14,720	\$14,387	\$15,080	\$13,271	\$15,000
51212	WORKER'S COMPENSATION	\$5,000.00	\$0.00	\$22,000.00	\$0.00	\$13,000.00	\$5,676.66	\$24,400.00	\$9,980.51	\$26,800.00	\$68,718.98	\$28,480.00	\$13,817.43	\$22,950	\$23,373	\$19,090	\$77,132	\$23,570
51301	WRS - EMPLOYER SHARE	\$39,240.00	\$31,673.77	\$90,840.00	\$50,810.11	\$84,610.00	\$64,850.33	\$87,820.00	\$67,607.07	\$86,210.00	\$82,237.75	\$104,230.00	\$88,152.42	\$111,650	\$90,456	\$120,590	\$68,574	\$61,000
51401	CAR ALLOWANCE			\$0.00	\$87.99	\$0.00	\$1,182.99	\$0.00	\$365.87		\$0.00							
51402	CLOTHING ALLOWANCE					\$0.00	\$200.95	\$0.00	\$316.52									
51404	PERSONAL SUPPLIES							\$0.00	\$100.00									
51403	SAFETY GLASSES	-	-	-	-	-	-	-	-	-	-	-		\$1,000	\$232	\$1,000	\$0	\$1,000
51404	PERSONAL SUPPLIES	-	-	-	-	-	-	-	-	-	-	-		\$3,000	\$0	\$3,000	\$0	\$3,000
52001	TRAINING & TRAVEL	\$0.00		\$0.00		\$0.00	\$1,139.64	\$0.00	\$6.01	\$2,000.00	\$33.58	\$0.00	\$320.00	\$1,000	\$435	\$250	\$250	\$250
52003	DUES & BONDS	-	-	-	-	-	-	-	-	-	-	\$4,500.00	\$4,500.00	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
53001	CONTRACTUAL SERVICES	\$12,500.00	\$3,500.00	\$25,000.00	\$3,900.00	\$25,000.00	\$11,124.88	\$68,640.00	\$69,531.55	\$70,020.00	\$68,065.42	\$355,220.00	\$162,372.54	\$67,800	\$61,156	\$77,500	\$29,044	\$177,500
53002	COPY MACHINE	-	-	-	-	-	-	-	-	-	-	-	\$345.47	\$2,500	\$787	\$3,000	\$949	\$3,000
53014	LICENCES & PERMITS	-	-	-	-	-	-	-	-	-	-	\$12,000.00	\$12,000.00	\$12,000	\$12,000	\$12,000	\$12,000	\$13,750
53017	FINANCE SERVICES	\$95,000.00	\$0.00	\$200,000.00	\$180,000.00	\$200,000.00	\$207,462.05	\$210,000.00	\$200,000.00	\$210,000.00	\$235,869.35	\$220,000.00	\$216,000.00	\$230,000	\$225,000	\$250,000	\$250,000	\$240,000
53020	DATA PROCESSING SERVICES	-	-	-	-	-	-	-	-	-	-	-		\$13,190	\$6,914	\$13,190	\$6,883	\$10,000
53021	LEGAL FEES																	
53031	ENGINEERING/ADMINISTRATIVE SERVICES																	
53040	SANITATION DISPOSAL CHARGES	-	-	-	-	-	-	-	-	-	-	-		\$387,600	\$0	\$397,800	\$0	\$200,000
53102	SEDIMENT CREDIT - GBP (New 2019)																	
53110	SEWER SAMPLING CHARGES	\$5,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$206.60	\$10,000.00	\$0.00	\$10,000.00		\$10,000	\$2,267	\$10,000	\$0	\$5,000
53112	SEWER SERVICE RATE STABILIZATION	\$873,990.00	\$0.00	\$134,700.00	\$0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0	\$0		\$0	\$0
54001	MATERIALS & SUPPLIES	\$25,000.00	\$23,304.94	\$50,000.00	\$45,104.10	\$50,000.00	\$16,191.14	\$50,000.00	\$24,473.34	\$50,000.00	\$59,395.51	\$84,750.00	\$42,005.39	\$75,000	\$40,493	\$60,000	\$50,624	\$60,000
54007	PUBLIC EDUCATION																	
54010	GAS, OIL & LUBRICANT	\$0.00		\$1,000.00	\$2,721.41	\$5,000.00	\$4,743.54	\$10,000.00	\$19,785.67	\$10,000.00	\$31,500.97	\$40,000.00	\$19,827.41	\$60,000	\$29,888	\$45,000	\$39,799	\$45,000
55101	EQUIPMENT REPAIRS	\$0.00		\$1,000.00	\$5,200.84	\$5,000.00	\$7,527.06	\$17,500.00	\$30,044.19	\$17,500.00	\$41,576.68	\$40,000.00	\$37,667.62	\$60,000	\$63,099	\$60,000	\$62,974	\$70,000
55130	CITY EQUIPMENT USAGE	\$265,000.00	\$277,038.72	\$530,000.00	\$324,542.00	\$543,000.00	\$450,159.40	\$510,000.00	\$460,656.03	\$510,000.00	\$438,171.37	\$475,000.00	\$401,331.97	\$435,000	\$385,274	\$450,000	\$341,649	\$450,000
55140	EQUIPMENT REPLACEMENT	\$0.00		\$145,500.00	\$128,125.88	\$145,000.00	\$139,597.28	\$166,000.00	\$158,099.95	\$2,000.00	\$0.00	\$0.00		\$0	\$0	\$0	\$6,316	\$0
55150	NEW EQUIPMENT	\$0.00		\$0.00		\$0.00	\$0.00	\$14,000.00	\$8,732.60	\$5,000.00	\$4,197.00	\$0.00		\$2,000	\$0	\$0	\$0	\$0
55191	EQUIPMENT REPLACEMENT FUND	\$0.00		\$0.00		\$17,160.00	\$0.00	\$35,820.00	\$0.00	\$56,540.00	\$0.00	\$56,540.00		\$0	\$0	\$0	\$0	\$0
55320	DIKE MAINTENANCE	\$0.00		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000	\$0	\$5,000	\$0	\$5,000
55358	PUMP STATION REPAIR (NEW 2018)																	
56101	ELECTRICITY	\$12,500.00	\$2,454.72	\$25,000.00	\$19,920.29	\$27,750.00	\$23,794.66	\$29,310.00	\$22,438.93	\$29,310.00	\$30,246.53	\$31,590.00	\$30,558.87	\$34,040	\$42,695	\$36,400	\$44,330	\$45,000
56201	NATURAL GAS	\$150.00	\$0.00	\$300.00	\$0.00	\$310.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100	\$0	\$110	\$0	\$110
56301	TELEPHONE																	
56302	CELL PHONES	\$750.00	\$0.00	\$1,000.00	\$106.59	\$1,000.00	\$0.00	\$750.00	\$0.00	\$750.00	\$0.00	\$750.00	\$0.00	\$750	\$0	\$1,650	\$0	\$1,650
56402	WATER	\$100.00	\$0.00	\$200.00	\$0.00	\$220.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$200	\$0	\$200	\$0	\$200
56403	SEWER	\$50.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100	\$0	\$100	\$0	\$100
57098	DEPARTMENT INSURANCE CHARGES	\$2,820.00	\$0.00	\$5,720.00	\$5,070.00	\$6,780.00	\$7,464.00	\$7,230.00	\$8,419.00	\$6,410.00	\$11,878.04	\$6,640.00	\$6,151.75	\$7,740	\$14,133	\$7,900	\$6,150	\$15,000
59910	TRANSFER OUT - GENERAL FUND																	
59930	TRANSFER OUT - DEBT SERVICE	\$0.00		\$65,340.00	\$65,337.00	\$108,110.00	\$382,767.00	\$166,670.00	\$166,669.00	\$204,000.00	\$204,000.00	\$210,380.00	\$286,970.81	\$302,770	\$302,766	\$427,650	\$422,391	\$432,540
59940	TRANSFER OUT - CAPITAL PROJECTS	\$0.00		\$1,430,000.00	\$1,430,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,650,000.00	\$1,759,520.00	\$1,750,000.00	\$1,806,540.00	\$2,041,160	\$2,041,160	\$2,178,280	\$2,178,280	\$2,256,260
	EXPENDITURE BUDGET	\$0.00	\$0.00	\$0.00	\$9.93													
205670	TRANSFER OUT - FORESTRY FUNDING																	
	APPLIED SURPLUS																	
	APPLIED INTEREST REVENUE																	
	TOTAL	\$1,991,190.00	\$830,869.46	\$3,982,380.00	\$3,011,003.01	\$3,980,180.00	\$3,892,856.75	\$4,168,600.00	\$3,874,703.73	\$4,260,060.00	\$4,329,733.70	\$4,798,350.00	\$4,512,879.74	\$5,057,240.00	\$4,504,776.02	\$5,215,130.00	\$4,777,889.38	\$5,214,900.00
	Equivalent Runoff Units (ERU's)	39,000		78,000		75,500		75,500		73,500		73,000		74,000		74,000		74,000
	ERU charge(per year)	\$51.00		\$51.00		\$52.68		\$55.20		\$57.96		\$65.73		\$68.34		\$70.47		\$70.47
	ERU Charge(per month)	\$4.25		\$4.25		\$4.39		\$4.60		\$4.83		\$5.48		\$5.70		\$5.87		\$5.87

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ACCOUNT #	TITLE	2012 Actual	2013 Budget	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2020 Proposed Budget	2021 Proposed Budget
50001	REGULAR SALARIES	\$968,560	\$934,450	\$993,514	\$945,230	\$1,030,914	\$1,073,670	\$1,293,193	\$1,108,778	\$1,091,213	\$1,131,498	\$1,239,881	\$1,162,066	\$772,176	\$1,265,315	\$818,045	\$1,344,840	\$1,449,296
50501	OVERTIME	\$3,965	\$40,000	\$32,287	\$40,000	\$4,478	\$40,000	\$14,043	\$39,996	\$10,936	\$40,000	\$11,757	\$39,996	\$7,964	\$39,996	\$15,918	\$39,996	\$39,996
51201	HEALTH INSURANCE	\$248,256	\$243,160	\$242,620	\$251,810	\$251,936	\$281,200	\$284,248	\$246,737	\$255,663	\$268,694	\$288,909	\$259,141	\$161,114	\$298,600	\$154,193	\$307,597	\$298,045
51202	DENTAL INSURANCE	\$18,864	\$20,430	\$20,046	\$21,540	\$20,414	\$22,670	\$23,382	\$21,470	\$21,476	\$21,614	\$24,119	\$22,240	\$13,689	\$23,822	\$14,962	\$26,960	\$27,868
51203	LIFE INSURANCE	\$1,970	\$1,860	\$1,747	\$2,170	\$1,273	\$1,720	\$1,914	\$1,656	\$1,572	\$1,937	\$2,072	\$2,047	\$1,275	\$2,155	\$1,372	\$2,280	\$2,206
51204	LEVY SUPPORTED HEALTH INSURANCE		\$14,380	\$14,348	\$13,490	\$2,897	\$10,290	\$13,746	\$10,070	\$10,593	\$8,610	\$10,005	\$7,630	\$8,088	\$5,540	\$6,544	\$3,690	\$2,680
51210	SOCIAL SECURITY	\$56,592	\$66,870	\$58,528	\$61,090	\$62,193	\$66,430	\$74,725	\$68,762	\$64,342	\$70,072	\$73,591	\$72,065	\$45,896	\$78,142	\$49,539	\$82,988	\$89,557
51211	MEDICARE	\$13,516	\$15,640	\$14,211	\$14,290	\$14,668	\$15,550	\$17,725	\$16,079	\$15,202	\$16,381	\$17,349	\$16,875	\$10,841	\$18,297	\$11,585	\$19,427	\$20,967
51212	WORKER'S COMPENSATION	\$0	\$26,050	\$0	\$19,530	\$59,486	\$12,630	\$10,386	\$12,010	\$0	\$24,485	\$0	\$22,410	\$12,226	\$19,150	\$107,679	\$16,728	\$48,288
51301	WRS - EMPLOYER SHARE	\$50,104	\$70,410	\$55,228	\$68,830	\$66,247	\$75,680	\$86,570	\$75,817	\$72,470	\$79,752	\$85,162	\$80,565	\$52,188	\$85,531	\$54,595	\$93,508	\$100,558
51401	CAR ALLOWANCE	\$8		\$0				\$0										\$0
51402	CLOTHING ALLOWANCE	\$85		\$170		\$450		\$300	\$3,000	\$90	\$3,000	\$0	\$3,000	\$1,543	\$3,000	\$1,500	\$3,000	\$3,000
51404	PERSONAL SUPPLIES			\$0				-										
51403	SAFETY GLASSES	\$0	\$1,000	\$623	\$1,000	\$151	\$1,000	\$0	\$1,000	\$723	\$1,500	\$316	\$1,500	\$469	\$1,500	\$203	\$1,500	\$1,500
51404	PERSONAL SUPPLIES	\$0	\$3,000	\$0	\$3,000	\$0	\$3,000	\$1,500	\$0	\$0	\$5,000	\$1,593	\$5,000	\$1,214	\$5,000	\$2,665	\$5,000	\$5,000
52001	TRAINING & TRAVEL	\$414	\$23,000	\$1,810	\$1,000	\$763	\$1,000	\$2,631	\$5,000	\$666	\$8,000	\$2,722	\$6,000	\$2,686	\$10,900	\$5,135	\$5,900	\$9,275
52003	DUES & BONDS	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,540	\$4,500	\$5,100	\$5,500	\$5,450	\$6,500	\$4,430	\$5,500	\$4,450	\$6,000	\$6,000
53001	CONTRACTUAL SERVICES	\$43,409	\$63,500	\$89,050	\$70,000	\$13,953	\$70,000	\$11,892	\$250,000	\$106,631	\$250,000	\$40,552	\$250,000	\$101,569	\$150,000	\$98,103	\$100,000	\$200,000
53002	COPY MACHINE	\$214	\$1,500	\$736	\$1,500	\$665	\$1,500	\$749	\$1,500	\$669	\$1,550	\$2,167	\$1,600	\$2,924	\$1,600	\$3,568	\$3,000	\$3,000
53014	LICENCES & PERMITS	\$13,750	\$13,750	\$13,750	\$16,000	\$12,000	\$16,000	\$13,916	\$16,200	\$16,038	\$27,000	\$26,314	\$40,700	\$30,941	\$40,700	\$33,156	\$47,000	\$48,000
53017	FINANCE SERVICES	\$225,000	\$225,000	\$258,055	\$275,000	\$278,107	\$270,000	\$272,259	\$280,000	\$314,850	\$248,233	\$300,000	\$300,000	\$310,571	\$300,000	\$317,118	\$350,000	\$350,000
53020	DATA PROCESSING SERVICES	\$6,896	\$10,000	\$13,064	\$15,500	\$14,371	\$15,500	\$32,433	\$27,000	\$20,247	\$35,000	\$28,941	\$24,750	\$26,456	\$28,000	\$33,893	\$36,673	\$36,673
53021	LEGAL FEES												\$0	\$2,510		\$700	\$3,000	\$3,000
53031	ENGINEERING/ADMINISTRATIVE SERVICES						\$0	\$5,386		\$4,805	\$10,000	\$4,659	\$0	\$0	\$0		\$0	\$0
53040	SANITATION DISPOSAL CHARGES	\$251,941	\$200,000	\$0	\$200,000	\$0	\$200,000	\$348,767	\$200,000	\$200,000	\$200,000	\$1,631	\$200,000	\$0	\$200,000	\$423,022	\$200,000	\$200,000
53102	SEDIMENT CREDIT - GBP (New 2019)													\$0	\$150,000	\$0	\$275,000	\$324,777
53110	SEWER SAMPLING CHARGES	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$510	\$5,000	\$5,000	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$5,000
53112	SEWER SERVICE RATE STABILIZATION	\$0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
54001	MATERIALS & SUPPLIES	\$40,616	\$60,000	\$54,204	\$60,000	\$30,736	\$60,000	\$29,962	\$60,000	\$60,777	\$75,000	\$66,312	\$75,000	\$73,800	\$75,000	\$63,046	\$75,000	\$75,000
54007	PUBLIC EDUCATION										\$5,000	\$430	\$5,000	\$1,779	\$5,000	\$2,607	\$5,000	\$5,000
54010	GAS, OIL & LUBRICANT	\$44,018	\$45,000	\$46,320	\$45,000	\$49,252	\$50,000	\$48,001	\$50,000	\$38,771	\$50,000	\$48,959	\$50,000	\$56,777	\$57,500	\$53,712	\$61,000	\$61,000
55101	EQUIPMENT REPAIRS	\$91,935	\$100,000	\$71,147	\$125,000	\$63,926	\$125,000	\$117,057	\$125,000	\$158,264	\$175,000	\$112,385	\$150,000	\$99,359	\$150,000	\$98,131	\$150,000	\$200,000
55130	CITY EQUIPMENT USAGE	\$194,759	\$450,000	\$169,573	\$300,000	\$319,745	\$300,000	\$250,732	\$300,000	\$76,718	\$300,000	\$140,523	\$300,000	\$231,065	\$300,000	\$269,582	\$300,000	\$300,000
55140	EQUIPMENT REPLACEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,430	\$0	\$0	\$0	\$0
55150	NEW EQUIPMENT	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0		\$0		\$0	\$0	\$0	\$0
55191	EQUIPMENT REPLACEMENT FUND	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0		\$0		\$0	\$0	\$0	\$0
55320	DIKE MAINTENANCE	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$5,000	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000	\$5,000
55358	PUMP STATION REPAIR (NEW 2018)												\$100,000	\$12,729	\$100,000	\$27,780	\$100,000	\$100,000
56101	ELECTRICITY	\$32,102	\$56,000	\$43,308	\$60,150	\$44,699	\$65,500	\$48,589	\$71,860	\$44,255	\$71,860	\$42,643	\$76,660	\$45,477	\$98,260	\$60,585	\$106,000	\$106,000
56201	NATURAL GAS	\$0	\$110	\$0	\$110	\$0	\$110	\$0	\$110	\$0	\$110	\$0	\$110	\$0	\$110	\$0	\$110	\$110
56301	TELEPHONE								\$0	\$0	\$1,000	\$0	\$4,000	\$57	\$4,000	\$0	\$4,000	\$4,000
56302	CELL PHONES	\$0	\$1,650	\$0	\$1,650	\$0	\$1,650	\$499	\$1,650	\$2,964	\$4,200	\$3,685	\$5,000	\$1,996	\$5,000	\$2,559	\$5,000	\$7,000
56402	WATER	\$0	\$200	\$0	\$200	\$69	\$200	\$0	\$200	\$0	\$200	\$839	\$1,500	\$0	\$1,635	\$385	\$1,725	\$1,725
56403	SEWER	\$0	\$100	\$0	\$100	\$0	\$100	\$0	\$100	\$0	\$100	\$0	\$100	\$0	\$100	\$0	\$100	\$100
57098	DEPARTMENT INSURANCE CHARGES	\$6,360	\$1,670	\$5,320	\$6,950	\$5,563	\$6,330	\$15,251	\$7,230	\$18,486	\$14,010	\$6,165	\$10,747	\$5,950	\$14,574	\$12,392	\$17,155	\$18,020
59910	TRANSFER OUT - GENERAL FUND	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$470,000	\$470,000	\$470,000	\$470,000
59930	TRANSFER OUT - DEBT SERVICE	\$424,929	\$394,050	\$394,047	\$686,850	\$519,850	\$414,600	\$513,895	\$561,852	\$561,852	\$561,329	\$598,701	\$561,329	\$855,272	\$814,460	707930.12+15586	\$814,460	\$1,498,273
59940	TRANSFER OUT - CAPITAL PROJECTS	\$2,268,433	\$2,220,990	\$2,220,990	\$2,178,600	\$2,178,600	\$2,249,190	\$2,249,190	\$1,437,323	\$1,437,323	\$1,776,370	\$1,776,370	\$2,062,440	\$2,062,440	\$2,462,060	\$2,462,060	\$3,147,230	\$2,421,980
	EXPENDITURE BUDGET				-\$485,190		-\$450,120		\$0	\$0	\$0		\$0		\$0			
205670	TRANSFER OUT - FORESTRY FUNDING																\$1,189,853	\$1,250,866
	APPLIED SURPLUS	\$0	-\$303,370	\$0		\$0											\$0	\$0
	APPLIED INTEREST REVENUE																-\$75,000	-\$75,000
	TOTAL	\$5,011,195.76	\$5,214,900.00	\$5,019,198.17	\$5,214,900.00	\$5,251,907.28	\$5,214,900.00	\$5,987,988.82	\$5,214,900.00	\$4,822,694.79	\$5,733,772.00	\$3,860,796.59	\$6,135,971.00	\$4,438,760.35	\$7,300,447.00	\$4,846,819.98	\$9,355,720.00	\$9,723,760.00
	Equivalent Runoff Units (ERU's)		74,000		74,000		74,000		74,000		74,000		74,000		79,250		79,250	79,250
	ERU charge(per year)		\$70.47		\$70.47		\$70.47		\$70.47		\$77.48		\$82.92		\$92.12		\$118.05	\$122.70
	ERU Charge(per month)		\$5.87		\$5.87		\$5.87		\$5.87		\$6.46		\$6.91		\$7.68		\$9.84	\$10.22

STORM WATER UTILITY

ACCOUNT NUMBER 205525 - XXXXX

Number of ERU's

79,250

2021 BUDGET

12/02/20

ACCOUNT #	TITLE	Amount
50001	REGULAR SALARIES	\$1,449,296
50501	OVERTIME	\$39,996
51201	HEALTH INSURANCE	\$298,045
51202	DENTAL INSURANCE	\$27,868
51203	LIFE INSURANCE	\$2,206
51204	LEVY SUPPORTED HEALTH INSURANCE	\$2,680
51210	SOCIAL SECURITY	\$89,557
51211	MEDICARE	\$20,967
51212	WORKER'S COMPENSATION	\$48,288
51301	WRS - EMPLOYER SHARE	\$100,558
51402	CLOTHING ALLOWANCE	\$3,000
51403	SAFETY GLASSES	\$1,500
51404	PERSONAL SUPPLIES	\$5,000
52001	TRAINING & TRAVEL	\$9,275
52003	DUES & BONDS	\$6,000
53001	CONTRACTUAL SERVICES	\$200,000
53002	COPY MACHINE	\$3,000
53014	LICENCES & PERMITS	\$48,000
53017	FINANCE SERVICES	\$350,000
53020	DATA PROCESSING SERVICES	\$36,673
53021	LEGAL FEES	\$3,000
53031	ENGINEERING / ADMINISTRATIVE	\$0
53040	SANITATION DISPOSAL CHARGES	\$200,000
53102	SEDIMENT CREDIT - GBP (New 2019)	\$324,777
53110	SEWER SAMPLING CHARGES	\$5,000
54001	MATERIALS & SUPPLIES	\$75,000
54007	PUBLIC EDUCATION	\$5,000
54010	GAS, OIL & LUBRICANT	\$61,000
55101	EQUIPMENT REPAIRS	\$200,000
55130	CITY EQUIPMENT USAGE	\$300,000
55140	EQUIPMENT REPLACEMENT	\$0
55150	NEW EQUIPMENT	\$0
55191	EQUIPMENT REPLACEMENT FUND	\$0
55320	DIKE MAINTENANCE	\$5,000
55358	PUMP STATION REPAIRS	\$100,000
56101	ELECTRICITY	\$106,000
56201	NATURAL GAS	\$110
56301	TELEPHONE	\$4,000
56302	CELL PHONES	\$7,000
56402	WATER	\$1,725
56403	SEWER	\$100
57098	DEPARTMENT INSURANCE CHARGES	\$18,020
59910	TRANSFER OUT - GENERAL FUND	\$470,000
59930	TRANSFER OUT - DEBT SERVICE	\$1,498,273
59940	TRANSFER OUT - CAPITAL PROJECTS	\$2,421,980
	Subtotal	\$8,547,894
205670	TRANSFER OUT - FORESTRY FUNDING	\$1,250,866
	Subtotal w/ Forestry	\$9,798,760
	APPLIED SURPLUS	\$0
	APPLIED INTEREST REVENUE	\$75,000
	TOTAL	\$9,723,760

ERU charge(per year) **\$122.70**

ERU Charge(per month) **\$10.22**



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

December 9, 2020

PREPARED BY

AGENDA ITEM # E.7

Consideration with possible action on the report of the Purchasing Manager:

A. Request approval for the purchase of a Jet/Vacuum truck from Vactor for the sum of \$296,624.00. Sole Source document attached.

B. Approval of the Wastewater Monitoring contract for a period of 2 years with 3 additional one-year options to be awarded to the lowest responsible bidder to RFB #3290 with a not to exceed limit of \$250,000 annually.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 12-9-20 IS Agenda
2. Jet-Vacuum Truck
3. #3290 Bid Summary



CITY OF GREEN BAY - PURCHASING DIVISION

TO: I & S Committee
FR: Calvin Winters, Procurement Manager
DT: December 9, 2020
RE: Purchasing Report
Cc: Steve Grenier, Jamie Destiche

Report of the Purchasing Manager:

1. Request approval for the purchase of a Jet/Vacuum truck from Vactor for the sum of \$296,624.00. Sole Source document attached.
2. Approval of the Wastewater Monitoring contract for a period of 2 years with 3 additional one-year options to be awarded to the lowest responsible bidder to RFB #3290 with a not to exceed limit of \$250,000 annually.

City of Green Bay, Wisconsin
REQUEST FOR APPROVAL OF "NO SUBSTITUTE" PURCHASE SPECIFICATION

TO : Purchasing Division/Administrative Services

DATE: 12/01/20

FROM: Department/Division *Department of Public Works*

REQUISITION #

List "No Substitute" Item(s) here:

Combination Jet/Vacuum Sewer Truck-Vector Impact mounted on International #33,000 GVW chassis.

Select One:

- ☒ 1) One Time Purchase Estimated Cost: \$ \$296,624
- ☐ 2) Annual Commodity purchase: Estimated annual cost: \$
- ☐ 3) Item may be purchased again: Indicate term: Estimated Annual Cost: \$
- Example: 1 year, indefinite, etc. Long term requests will be reevaluated periodically)

We request approval of a "NO SUBSTITUTE" specification for the purchase of the subject item(s)

Check appropriate justification(s). Provide DETAILED explanation(s) below.

- ☒ 1. Sole Source – The below signed has searched the market and verified that no comparable item is available.
- ☐ 2. Single Source – Although comparable items are available, THIS is the only brand/model that will work.
- ☐ 3. Item(s) is (are) only acceptable replacement part(s) known for _____ (Identify)
- ☐ 4. Continuity of design is overriding consideration (ex: playground equipment or street furniture)
- ☐ 5. Safety:
- ☐ 6. Other:

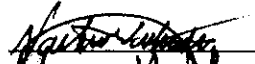
*Explanations shall contain sufficient information and justification for the items to be considered and approved as "NO SUBSTITUTE" items. Failure to do so will result in the request being denied and returned to the originator.

*Recommending Department Head will be available to defend said recommendation to the appropriate City Committee and/or Common Council.

PLEASE EXPLAIN YOUR REASONS FOR THIS REQUEST (additional info may be attached on a separate sheet):

The Department of Public Works Sewer Section currently has three (3) Vector combination jet/vacuum trucks. By having four (4) trucks in the fleet of the same make, it will increase the productivity of the crews by being familiar with the controls and operational functions of the trucks and will reduce costs by not having to stock commonly used replacement parts for multiple makes. Additionally, Vector is the only manufacture producing a combination jet/vacuum truck on a #33,000 GVW chassis.

Approvals:

Requestor: 

Date: 12-2-20

Department Head: 

Date: 12/2/2020

Purchasing Manager: 

DocuSigned by:

Calvin Winters

Date: 12/3/2020

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CITY OF GREEN BAY BID SUMMARY

RFB #3290 WASTEWATER MONITORING PROGRAM

DEPARTMENT: DPW/Eng		REQ #		FROM PAST 2016-2020		VENDOR #1	
Planholders: 25 Vendors		CC #96896		BADGER LABORATORIES INC		BADGER LABORATORIES INC	
DATE ISSUED: 11/18/20		Due: 12/7/2020		Neenah, WI		Neenah, WI	
QTY	DESCRIPTION	UNIT	PRICE	UNIT	PRICE		
2250	Regularly Scheduled Laboratory Analysis	\$ 43.00	\$ 96,750.00	\$ 45.00	\$ 101,250.00		
2250	Regularly Scheduled Sample Pickup	\$ 12.00	\$ 27,000.00	\$ 12.00	\$ 27,000.00		
36	Non-Scheduled Laboratory Analysis	\$ 43.00	\$ 1,548.00	\$ 45.00	\$ 1,620.00		
36	Non-Scheduled Sample Pickup	\$ 12.00	\$ 432.00	\$ 12.00	\$ 432.00		
	SUB-TOTAL:		\$ 125,730.00		\$ 130,302.00		
POTENTIAL ADDITIONAL ANNUAL WORK:							
	Sampler Installation and Maintenance						
50	Sampler Maintenance (per hour at site)	\$ 60.00	\$ 3,000.00	\$ 60.00	\$ 3,000.00		
380	Sampler Rental (per day)	\$ 30.00	\$ 11,400.00	\$ 35.00	\$ 13,300.00		
180	Oil & Grease Samples	N/A	New for 2020	\$ 50.00	\$ 9,000.00		
	Flow Meter Rental (per day)	\$ 30.00		\$ 30.00			
	Mileage from City Hall to site (per mile)	\$ 0.55		\$ 0.55			
	SUB-TOTAL:		\$ 14,400.00		\$ 25,300.00		
	Other Engineering Services (if required)						
	Registered Professional Engineer (per hour)	\$ 105.00		\$ 150.00			
	Design and/or Field Engineer (per hour)	\$ 90.00		\$ 130.00			
	Technician (per hour)	\$ 75.00		\$ 75.00			
	Chemist	\$ 60.00		\$ 75.00			
	Mileage from City Hall to site (per mile)	\$ 0.55		\$ 0.55			
		TOTAL:	\$ 140,130.00	TOTAL:	\$ 155,602.00		

Recommendation:

Award to the lowest responsive, responsible vendor Badger Laboratories for \$155,602 annually for 2021 & 2022 with the option of three one-year renewals (2023, 2024 and 2025) upon mutual agreement by both parties.



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

December 9, 2020

PREPARED BY

AGENDA ITEM # E.8

Consideration with possible action on the review and award of the contract SEWERS 9-20 MUSEUM PLACE STORM LIFT STATION.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

December 9, 2020

PREPARED BY

AGENDA ITEM # E.9

Report of actions taken by Department of Public Works

A. Granting of Licenses

I. Sidewalk Builder

- a. Andersen Basement Repair, Inc.
- b. Crete Workx

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

December 9, 2020

PREPARED BY

AGENDA ITEM # F.I

Director's Report on recent activities of the Public Works Department.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

December 9, 2020

PREPARED BY

AGENDA ITEM # F.2

The next Improvement and Services Committee meeting is scheduled for January 13, 2021.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None