



# **AGENDA OF THE FINANCE COMMITTEE**

**TUESDAY, NOVEMBER 29, 2022, 4:30 PM**

**In person at City Hall, Room 207.**

**Virtual attendance also available via Zoom.**

**A. Zoom Meeting Information.**

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

**B. Roll Call.**

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

**C. Approval of the Agenda.**

**D. Approval of Minutes.**

1. Approval of the Joint Finance/Personnel Committee minutes from the November 3, 2022 meeting.

**E. Regular Business.**

1. For consideration with possible action on the purchase of HPE Aruba switches and accessories for \$90,130.00
2. For consideration with possible action on the purchase of OneXafe with 3 years support from Vanguard Computers (state contract) for \$44,817.00
3. For consideration with possible action on the purchase of a Livescan fingerprint/mugshot machine for GBPD for \$26,631.00.
4. For consideration with possible action on the purchase of scanning services with MEI Mail Services Inc. for \$39,813.00.
5. For consideration with possible action on a report out of the vehicles purchased in 2022 off the state contract. Police purchase twelve vehicles using 2022 bonding and one parks vehicles using 2021 bonding.

6. For consideration with possible action the resolution authorizing a budget amendment for Fire Overtime reimbursement for \$2,556.69 for unbudgeted community events.
7. For consideration with possible action the resolution authorizing a budget amendment for Fire Overtime reimbursement for \$2,145.00 for unbudgeted state reimbursement training.
8. For consideration with possible action the resolution authorizing a budget amendment for Police Overtime reimbursement for \$32,650.53 for unbudgeted community events.
9. For consideration with possible action the resolution authorizing a budget amendment for Police Overtime reimbursement for \$1,281.88 for unbudgeted costs offset by invoices.
10. A request by Ald. Jennifer Grant to the Finance Committee which states: "For discussion with possible action to create a new resolution or amend the current resolution to reallocate all available ARPA funds within the existing categories and any new possible categories."

**F. Report of the Ad Hoc Facilities Committee (November 15, 2022).**

1. To direct Finance Staff to work with BSA on the total cost of the deficient and critical needs listed in the report in response to the review of the Facilities Assessment Updates for City Hall, Municipal Court, Police Station, and Fire Station #1.

To proceed with BSA for a flow review not to exceed \$30,000 and direct staff to find funding or bring it back to the Finance Committee.

**G. Informational.**

1. 2022 Contingency Account: \$184,297.00; unobligated is \$57,297.00.
2. The next Finance Committee meeting will be held on Tuesday December 13, 2022 at 4:30 PM.

**H. Adjournment.**

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



# Virtual Meeting Instructions

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## Finance Committee

### Zoom Meeting Information

#### Join Zoom Meeting

<https://us02web.zoom.us/j/88142524379?pwd=ekliUHNVYTJlRFpOUHVubTdXOHZYZz09>

**Meeting ID: 881 4252 4379**

**Passcode: 846368**

#### One tap mobile

+13126266799,,88142524379#,,,,\*846368# US (Chicago)

+19292056099,,88142524379#,,,,\*846368# US (New York)

#### Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 881 4252 4379

Passcode: 846368

Find your local number: <https://us02web.zoom.us/j/88142524379>

## Public Comments

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

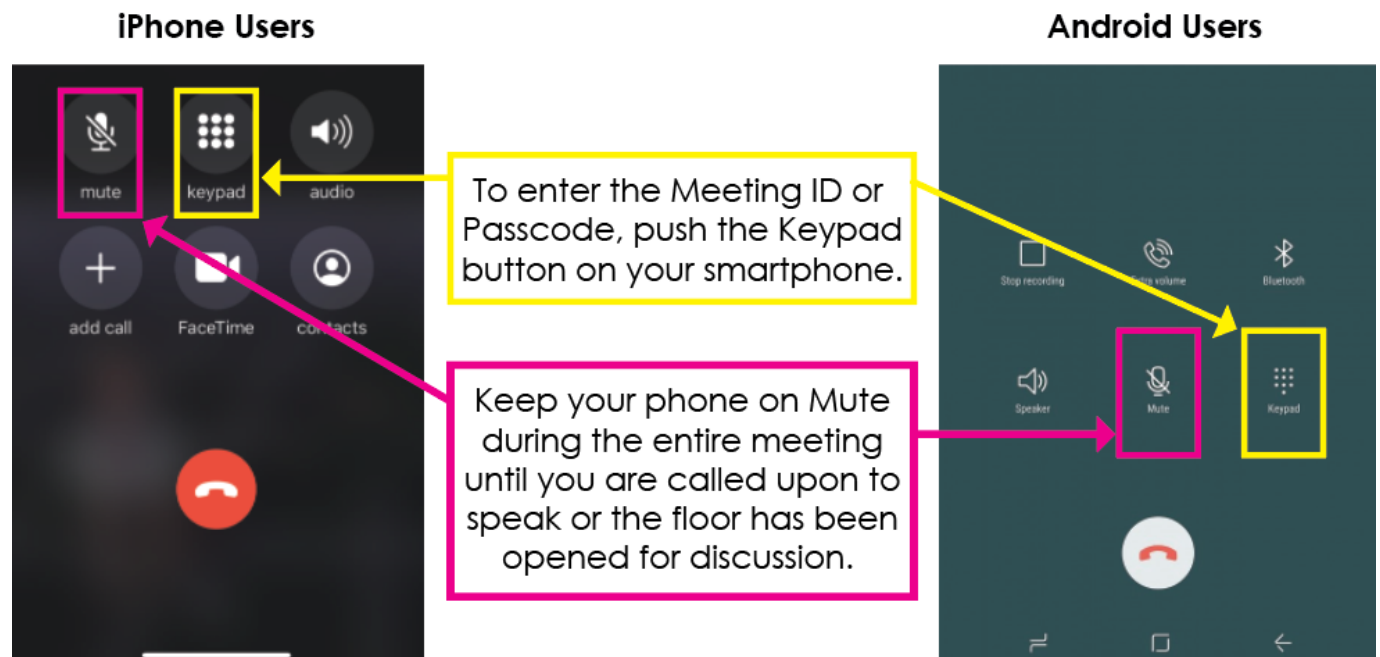
## Additional Information

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

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

### Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not wish to speak, please make sure your phone is on **Mute**
  - a. If you're using a smartphone, look at your screen and click the Mute button





Report to the  
**Finance Committee**  
of the City of Green Bay

**MEETING DATE**

November 29, 2022

**PREPARED BY**

**AGENDA ITEM # E.1**

For consideration with possible action on the purchase of HPE Aruba switches and accessories for \$90,130.00

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. HPE Aruba switch memo to Fin Co Doc I



Purchasing Department  
100 North Jefferson Street - Room 101  
Green Bay, Wisconsin 54301-5026  
[www.greenbaywi.gov](http://www.greenbaywi.gov)

Phone 920.448.3047  
Fax 920.448.3050

TO: Finance Committee

FR: Thomas J. Walenski

DT: November 21, 2022

RE: Purchasing Request

Cc: Diana Ellenbecker

Report by Mike Hronek, Thomas J. Walenski

Discussion and possible action on the Purchase of HPE Aruba switches and accessories for \$90,130.00.  
The project was competitively bid out. The purchase replaces switches at the following location.

| Quantity | Location                   | Funding Source  |
|----------|----------------------------|-----------------|
| 8        | Police Department          | Grant           |
| 8        | Fire Stations              | 2022 Bonding    |
| 2        | DPW East and West Garages  | 2022 Bonding    |
| 1        | Bay Beach                  | 2022 Bonding    |
| 1        | Cherry Street Parking Ramp | Parking Utility |
| 2        | METRO                      | METRO           |

#### Documents Included

1. Request Memo
2. Bid Summary
3. Camera Corner Quote

Respectfully Submitted

Thomas J. Walenski  
City of Green Bay – Procurement Manager

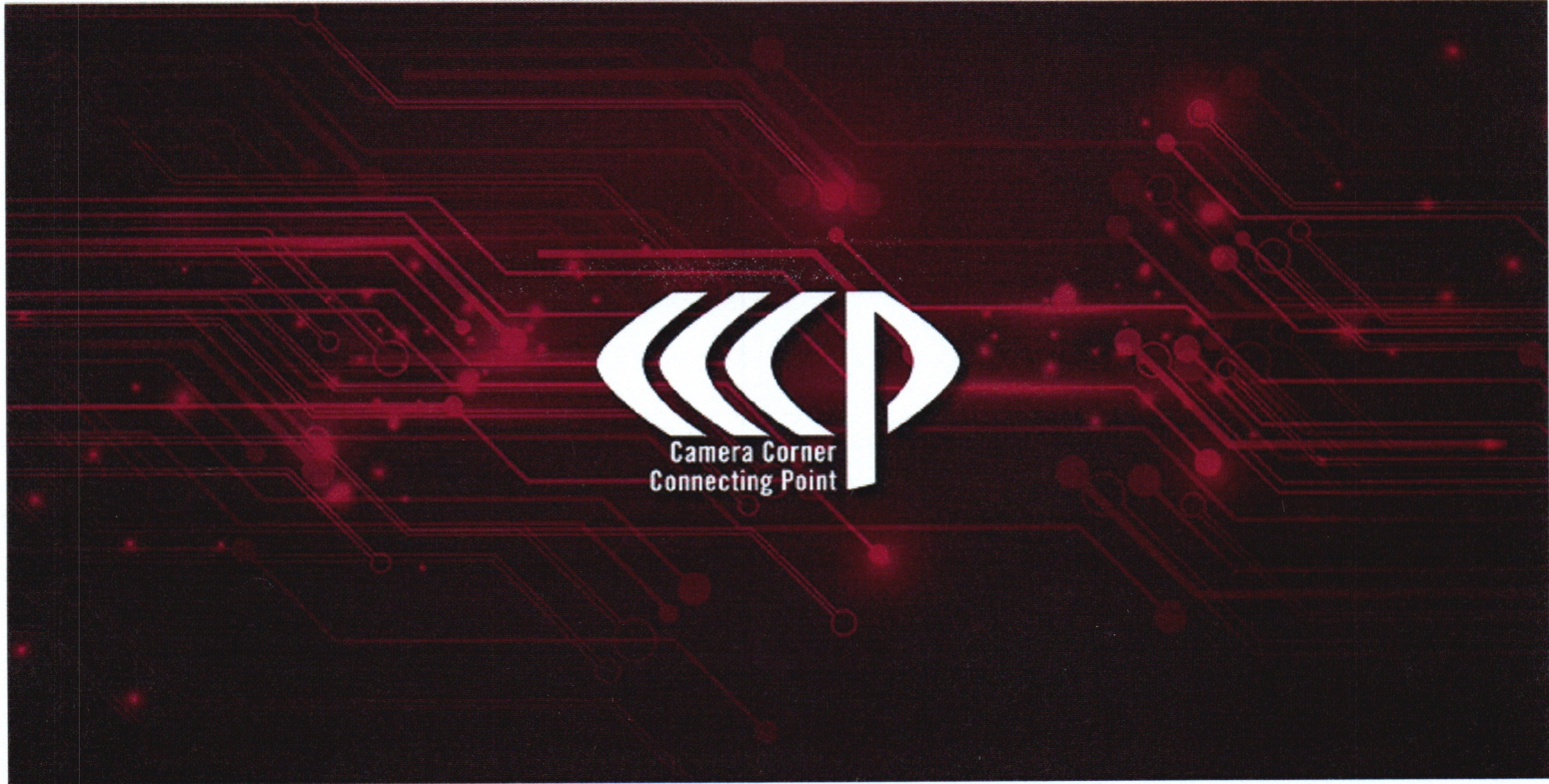
**CITY OF GREEN BAY BID SUMMARY**  
**RFB #2022-63 IT-Aruba Switches**

| DEPT: IT                   |      |                                                                                                                                                                                                                                                                | REQ # 182      |              | VENDOR #1     |              | VENDOR #2         |               | VENDOR #3          |       |
|----------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------|---------------|--------------|-------------------|---------------|--------------------|-------|
| Planholders: 11 DS Vendors |      |                                                                                                                                                                                                                                                                | CC# 008-000-00 |              | Camera Corner |              | RMM Solutions Inc |               | All About IT, Inc. |       |
| ISSUED: 11/9/22            |      |                                                                                                                                                                                                                                                                | DUE: 11/17/22  |              | Green Bay     |              | Wausau            |               | Houston, TX        |       |
| QTY                        | UNIT | DESCRIPTION                                                                                                                                                                                                                                                    | UNIT           | PRICE        | UNIT          | PRICE        | UNIT              | PRICE         | UNIT               | PRICE |
| 7                          | EA   | Aruba 6200F 24G Class4 PoE4SFP+ 370W Switch – 24 Ports -Manageable – 3 Layer Supported – Modular – Twisted Pair – Optical Fiber – PoE Ports                                                                                                                    | \$ 2,100.00    | \$ 14,700.00 | \$ 3,828.16   | \$ 26,797.12 | \$ 4,800.68       | \$ 33,604.76  |                    |       |
| 7                          | EA   | Aruba 6200F 48G Class4 PoE 4SFP+ 740 Switch – 48 Ports – Manageable – 3 Layer Supported – Modular – Twisted Pair – Optical Fiber – PoE Ports                                                                                                                   | \$ 4,050.00    | \$ 28,350.00 | \$ 6,640.98   | \$ 46,486.86 | \$ 14,633.90      | \$ 102,437.30 |                    |       |
| 15                         | EA   | ENET HP J4859D Compatible 100BASE-LX SFP 1310nm 10km DOM MMF/SMF Duplex LC HP Compatible – Lifetime Warranty and Compatibility Guaranteed, ENET HP Compatible D Revision optics are all downloaded compatible with A, B and C application requirements as well | \$ 40.00       | \$ 600.00    | \$ 37.10      | \$ 556.50    | \$ 63.17          | \$ 947.55     |                    |       |
| 1                          | EA   | Aruba 6300f 48-PORT 1GbE Class 4 PoE and 4-port SFP56 Switch – 48 Ports – Manageable – 3 Layer Supported- Modular – 4SFP Slots – Twisted Pair, Optical Fiber – 1U High – Rack Mountable – Lifetime Limited Warranty                                            | \$ 5,375.00    | \$ 5,375.00  | \$ 9,278.69   | \$ 9,278.69  | \$ 11,842.52      | \$ 11,842.52  |                    |       |
| 1                          | EA   | HPE Foundation Care Exchange – 1 Year Extended Service – Service 9x5 Next Business Day – Service Depot - Exchange                                                                                                                                              | \$ 630.00      | \$ 630.00    | \$ 604.18     | \$ 604.18    | \$ 31.07          | \$ 31.07      |                    |       |
| 2                          | EA   | Aruba 10G SFP+ to SFP+ 3m DAC Cable – 9.84 ft SFP+ Network Cable for Network Device, Transceiver, Switch – First End: 1 x SFP+ Network – Second End: 1 x SFP+ Network – 10 Gbits -1                                                                            | \$ 180.00      | \$ 360.00    | \$ 129.40     | \$ 258.80    | \$ 156.16         | \$ 312.32     |                    |       |
| 7                          | EA   | Aruba 2930M 48G POE+ 1-Slot Switch – 48 Ports – 3 Layer Supported – Modular – Twisted Pair                                                                                                                                                                     | \$ 2,000.00    | \$ 14,000.00 | \$ 6,083.48   | \$ 42,584.36 | \$ 8,146.02       | \$ 57,022.14  |                    |       |
| 7                          | EA   | HPE Foundation Care Exchange – 1 Year – Warranty – 9x5 Next Business Day – Service Depot – Maintenance – Parts and Labor – Electronic and Physical                                                                                                             | \$ 325.00      | \$ 2,275.00  | \$ 516.86     | \$ 3,618.02  | \$ 714.92         | \$ 5,004.44   |                    |       |
| 13                         | EA   | HPE Aruba X372 54VDC 1050W 110-240VAC Power Supply- 54 V DC Output                                                                                                                                                                                             | \$ 575.00      | \$ 7,475.00  | \$ 922.23     | \$ 11,988.99 | \$ 902.80         | \$ 11,736.40  |                    |       |
| 3                          | EA   | Aruba 2930 2-Port Stacking Module – For Data Networking2 x Expansion Slots                                                                                                                                                                                     | \$ 600.00      | \$ 1,800.00  | \$ 852.48     | \$ 2,557.44  | \$ 980.48         | \$ 2,941.44   |                    |       |
| 7                          | EA   | HPE Aruba 3810M 4SFP+ Module – For Data Networking, Optical Network Optical Fiber10 Gigabit Ethernet – 10GBase-X4 x Expansion Slots – SFP+                                                                                                                     | \$ 675.00      | \$ 4,725.00  | \$ 1,121.45   | \$ 7,850.15  | \$ 1,638.37       | \$ 11,468.59  |                    |       |
| 2                          | EA   | Aruba SFP+ Module – For Data Networking, Optical Networking – 1 x LC 10GBase – LRM Network – Optical Fiber – Multi-mode – 10 Gigabit Ethernet – 10GBase – LRM – Plug-in Module                                                                                 | \$ 260.00      | \$ 520.00    | \$ 448.76     | \$ 897.52    | \$ 406.68         | \$ 813.36     |                    |       |
| 1                          | EA   | Aruba 6200f 24G Class4 PoE 4SFP+ 370W Switch – 24 Ports – Manageable – 3 Layer Supported – Modular – Twisted Pair – Optical Fiber – PoE Ports                                                                                                                  | \$ 2,100.00    | \$ 2,100.00  | \$ 3,828.16   | \$ 3,828.16  | \$ 5,535.79       | \$ 5,535.79   |                    |       |
| 1                          | EA   | HPE Foundation Care Exchange – 1 Year Extended Service – Service – 9x5 Next Business Day – Service Depot Exchange                                                                                                                                              | \$ 190.00      | \$ 190.00    | \$ 182.57     | \$ 182.57    | \$ 31.07          | \$ 31.07      |                    |       |
| 2                          | EA   | HPE 1G SFP LC SX 500m OM2 MMF Transceiver – For Optical Network, Data Networking – 1- LC 1000Base – SX Network – Optical Fiber – Multi Node – Gigabit Ethernet – 1000Base - SX                                                                                 | \$ 95.00       | \$ 190.00    | \$ 149.24     | \$ 298.48    | \$ 178.54         | \$ 357.08     |                    |       |

| DEPT: IT                         |      |                                                                                                                                                                                 | REQ # 182      |              | VENDOR #1        |               | VENDOR #2         |               | VENDOR #3          |       |
|----------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------|------------------|---------------|-------------------|---------------|--------------------|-------|
| Planholders: 11 DS Vendors       |      |                                                                                                                                                                                 | CC# 008-000-00 |              | Camera Corner    |               | RMM Solutions Inc |               | All About IT, Inc. |       |
| ISSUED: 11/9/22                  |      |                                                                                                                                                                                 | DUE: 11/17/22  |              | Green Bay        |               | Wausau            |               | Houston, TX        |       |
| QTY                              | UNIT | DESCRIPTION                                                                                                                                                                     | UNIT           | PRICE        | UNIT             | PRICE         | UNIT              | PRICE         | UNIT               | PRICE |
| 8                                | EA   | Aruba 10G SFP+ LC LR 10km SMF Transceiver – For Data Networking, Optical Network – 1Xlc 10GbASE – LR Network – Optical Fiber – Single Mode- 10 Gigabit Ethernet – 10 GBase - LR | \$ 800.00      | \$ 6,400.00  | \$ 1,433.95      | \$ 11,471.60  | \$ 276.94         | \$ 2,215.52   |                    |       |
| 2                                | EA   | HPE 2920 1m Stacking Cable – 3.28 ft Network Cable for Network Device, Switch – Stacking Cable – Black                                                                          | \$ 120.00      | \$ 240.00    | \$ 195.47        | \$ 390.94     | \$ 383.06         | \$ 766.12     |                    |       |
| 1                                | EA   | HPE 2920 3.0m Stacking Cable – 9.84 ft Network Cable for Network Device, Switch – Stacking Cable – Black                                                                        | \$ 200.00      | \$ 200.00    | \$ 296.91        | \$ 296.91     | \$ 569.72         | \$ 569.72     |                    |       |
| TOTAL:                           |      |                                                                                                                                                                                 |                | \$ 90,130.00 |                  | \$ 169,947.29 |                   | \$ 247,637.19 |                    |       |
|                                  |      |                                                                                                                                                                                 |                |              |                  |               |                   |               |                    |       |
| LEAD TIME:                       |      |                                                                                                                                                                                 | 6-12 Months    |              | 6 Weeks - 1 Year |               | 4 Weeks           |               |                    |       |
| PAYMENT TERMS: NET 30            |      |                                                                                                                                                                                 | Net 30         |              | Net 30           |               | Net 30            |               |                    |       |
| EARLY PAYMENT DISCOUNT:          |      |                                                                                                                                                                                 |                |              |                  |               |                   |               |                    |       |
| COMPANY ACCEPTS P-CARD PAYMENTS: |      |                                                                                                                                                                                 | Yes            |              | No               |               | Yes               |               |                    |       |
| BID COMPLIANT:                   |      |                                                                                                                                                                                 | -              |              | -                |               | -                 |               |                    |       |

**Recommendation:** Award to the lowest responsive, responsible vendor.....





We have prepared a quote for you

**Aruba Switching**

Quote # CCCP003424  
Version 1

Prepared for:

**Green Bay Police**

Steve Meadowcroft  
SteveMe@greenbaywi.gov



## Hardware

| Product Details                                                                                                                                                                                                                                                                                                | Qty | Price      | Ext. Price  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|-------------|
| <b>Aruba 6300F 48-port 1GbE Class 4 PoE and 4-port SFP56 Switch - 48 Ports - Manageable - 3 Layer Supported - Modular - 4 SFP Slots - Twisted Pair, Optical Fiber - 1U High - Rack-mountable - Lifetime Limited Warranty</b>  | 1   | \$5,974.00 | \$5,974.00  |
| <b>HPE Foundation Care Exchange - 1 Year Extended Service - Service - 9 x 5 Next Business Day - Service Depot - Exchange</b>                                                                                                                                                                                   | 1   | \$601.00   | \$601.00    |
| <b>Aruba 10G SFP+ to SFP+ 3m DAC Cable - 9.84 ft SFP+ Network Cable for Network Device, Transceiver, Switch - First End: 1 x SFP+ Network - Second End: 1 x SFP+ Network - 10 Gbit/s - 1</b>                                  | 2   | \$108.00   | \$216.00    |
| <b>Aruba 2930M 48G POE+ 1-Slot Switch - 48 Ports - 3 Layer Supported - Modular - Twisted Pair</b>                                                                                                                           | 7   | \$4,096.00 | \$28,672.00 |
| <b>HPE Foundation Care Exchange - 1 Year - Warranty - 9 x 5 Next Business Day - Service Depot - Maintenance - Parts &amp; Labor - Electronic and Physical</b>                                                                                                                                                  | 7   | \$511.00   | \$3,577.00  |
| <b>HPE Aruba X372 54VDC 1050W 110-240VAC Power Supply - 54 V DC Output</b>                                                                                                                                                  | 13  | \$644.00   | \$8,372.00  |
| <b>Aruba 2930 2-Port Stacking Module - For Data Networking2 x Expansion Slots</b>                                                                                                                                           | 3   | \$658.00   | \$1,974.00  |
| <b>HPE Aruba 3810M 4SFP+ Module - For Data Networking, Optical NetworkOptical Fiber10 Gigabit Ethernet - 10GBase-X4 x Expansion Slots - SFP+</b>                                                                            | 7   | \$749.00   | \$5,243.00  |
| <b>Aruba SFP+ Module - For Data Networking, Optical Network - 1 x LC 10GBase-LRM Network - Optical Fiber - Multi-mode - 10 Gigabit Ethernet - 10GBase-LRM - Plug-in Module</b>                                              | 2   | \$478.00   | \$956.00    |
| <b>Aruba 6200F 24G Class4 PoE 4SFP+ 370W Switch - 24 Ports - Manageable - 3 Layer Supported - Modular - Twisted Pair, Optical Fiber - PoE Ports</b>                                                                         | 1   | \$2,340.00 | \$2,340.00  |





## Hardware

| Product Details                                                                                                                                                                                                                                                 | Qty | Price      | Ext. Price  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|-------------|
| HPE Foundation Care Exchange - 1 Year Extended Service - Service - 9 x 5 Next Business Day - Service Depot - Exchange                                                                                                                                           | 1   | \$173.00   | \$173.00    |
| HPE 1G SFP LC SX 500m OM2 MMF Transceiver - For Optical Network, Data Networking - 1 x LC 1000Base-SX Network - Optical Fiber - Multi-mode - Gigabit Ethernet - 1000Base-SX    | 2   | \$165.00   | \$330.00    |
| Aruba 10G SFP+ LC LR 10km SMF Transceiver - For Data Networking, Optical Network - 1 x LC 10GBase-LR Network - Optical Fiber - Single-mode - 10 Gigabit Ethernet - 10GBase-LR  | 8   | \$1,473.00 | \$11,784.00 |
| HPE 2920 1m Stacking Cable - 3.28 ft Network Cable for Network Device, Switch - Stacking Cable - Black                                                                        | 2   | \$128.00   | \$256.00    |
| HPE 2920 3.0m Stacking Cable - 9.84 ft Network Cable for Network Device, Switch - Stacking Cable - Black                                                                     | 1   | \$201.00   | \$201.00    |

**Subtotal: \$70,669.00**

## Services

| Product Details            | Qty | Price    | Ext. Price |
|----------------------------|-----|----------|------------|
| Installation/Configuration | 20  | \$200.00 | \$4,000.00 |

**Subtotal: \$4,000.00**



529 N. Monroe Avenue  
Green Bay, WI 54301  
www.cccp.com



## Aruba Switching

### Bill To:

**Green Bay Police**  
Steve Meadowcroft  
307 S Adams Street  
Green Bay, WI 54301  
(920) 448-3160  
SteveMe@greenbaywi.gov

### Ship To:

**Green Bay Police**  
Steve Meadowcroft  
307 S Adams Street  
Green Bay, WI 54301  
(920) 448-3160  
SteveMe@greenbaywi.gov

### Quote Information:

**Quote #: CCCP003424**  
Version: 1  
Delivery Date: 09/29/2022  
Expiration Date: 10/31/2022  
  
Sales Rep:  
Chris Nelson  
920-438-0334  
chris.nelson@cccp.com

## Quote Summary

| Description | Amount      |
|-------------|-------------|
| Hardware    | \$70,669.00 |
| Services    | \$4,000.00  |
| Total:      |             |
|             | \$74,669.00 |

IMPORTANT: Any legal document should refer to us as ACP CreativIT, LLC d/b/a Camera Corner Connecting Point or CCCP.

Additionally, all deliveries, especially LFD (Large Format Displays)/TV's, need to be opened, turned on and inspected thoroughly for concealed damage within 5 days of receipt to ensure full value replacement.

Orders converted from this quote, as authorized by the customer, acknowledges the customer has read our Return Policies and Conditions located on the Company Info page of the Camera Corner/Connecting Point website [www.cccp.com](http://www.cccp.com)

Please note: Quotes do not reflect tax. Shipping, handling, and other fees may apply. Contact your Account Executive with any questions. We reserve the right to cancel orders arising from pricing or other errors.



## → CCCP Statement of Work

### Project Description

#### Second Floor Switch Stack

##### Assemble switches

- Configure first member switch with expansion module
- Attach rack ears
- add stacking module to each switch

##### power up

##### upgrade firmware to latest stable

##### Build Stack

- 3 switches
- 1/1 to 2/1
- 2/2 to 3/2
- 3/2 to 1/2

##### configure Spanning-Tree

- Enable
- Priority 15
- admin-edge and bpdu-protect on all edge ports

##### Configure IGMP

- Enable IGMP v2 Snooping on all VLANs

##### Configure NTP

##### Configure Timezone and Daylight Savings

##### Disable telnet

##### Disable web management

##### Remove public SNMP community

##### Configure VLANs

- 1 - Default
- 28 - SecurityCameras
- 30 - NONAME
- 31 - NONAME
- 32 - NONAME
- 40 - BodyCam
- 42 - CityCam
- 161 - SecureWiFi(Legacy)
- 171 - PublicWiFi(Legacy)

##### Configure ports to mirror existing switching

- 5120's, the ports are inverted; evens on top, odds on bottom row
- QoS Trust DSCP

##### Configure Uplinks

- Single 10GBase-LRM connects to HP-Policy\_sw\_0 on Te1/1/2 Today

#### Basement 6300F

##### Assemble switches



## → CCCP Statement of Work

- Attach rack ears
- power up
- upgrade firmware to latest stable
- configure Spanning-Tree
  - Enable
  - Priority 3
  - admin-edge and bpdu-protect on all edge ports
- Configure IGMP
  - Enable IGMP v2 Snooping on all VLANs
- Configure NTP
- Configure Timezone and Daylight Savings
- Disable telnet
- Disable web management
- Remove public SNMP community
- Configure VLANs
  - 1
  - 10 - Servers
  - 11 - CH\_VLAN
  - 12 - NetMotion
  - 14 - NONAME
  - 20 - NONAME
  - 21 - NONAME
  - 22 - NONAME
  - 23 - NONAME
  - 25 - NONAME
  - 27 - NONAME
  - 28 - Security-Cameras
  - 30 - NONAME
  - 32 - NONAME
  - 35 - NONAME
  - 37 - NONAME
  - 40 - PD-BodyCam
  - 42 - PD-CityCamera
  - 161 - Private-WiFi
  - 171 - Public-WiFi
  - 200
  - 205
  - 242 - PDDMZ
  - 300 - iSCSI-VLAN
  - 1104 - vMotion
  - 3000

Configure ports to mirror existing switching



## → CCCP Statement of Work

5120's, the ports are inverted; evens on top, odds on bottom row  
QoS Trust DSCP

Configure Uplinks

Connect to PD-EDGE via 10 gig if possible

Migrate any routing from 3810's to 6300f

### Garage Switch

Assemble switch

Attach rack ears

power up

upgrade firmware to latest stable

configure Spanning-Tree

Enable

Priority 15

admin-edge and bpdu-protect on all edge ports

Configure IGMP

Enable IGMP v2 Snooping on all VLANs

Configure NTP

Configure Timezone and Daylight Savings

Disable telnet

Disable web management

Remove public SNMP community

Configure VLANs

1 - Default

28 - SecurityCameras

30 - NONAME

31 - NONAME

32 - NONAME

40 - BodyCam

42 - CityCam

161 - SecureWiFi(Legacy)

171 - PublicWiFi(Legacy)

Configure ports to mirror existing switching

5120's, the ports are inverted; evens on top, odds on bottom row

QoS Trust DSCP

Configure Uplinks

Single 1000BaseSX connects to First Floor Switch Stack on 3/45

## Specific Requirements

## Deliverable





## → CCCP Statement of Work

See Sales Quote for additional information

### Assumptions

The list of assumptions below was used to develop this Statement of Work and Quote. If any of these assumptions are not correct or if additional, unanticipated information was uncovered during the project, it may affect the SOW and Quote relative to the installation timeline and/or price. If so, a change order (discussed below) will be written and signed off by the customer before this additional work is performed.

- 
- 

### Customer Responsibilities

Customer, at its expense, shall:

A. Provide employees or agents of CCCP:

- reasonable access to the premises and facilities
- suitable and easily accessible floor space that's close to the project area
- necessary power and grounding
- an environment that prevents equipment from over-heating and/or exposure to moisture
- floor plans
- any other information as needed

B. Communicate all project related issues with CCCP in a timely basis such that the project timeline is not imperiled.

C. Provide all required licensing and software needed to ensure the timely backup of data as well as protection from viruses and other risks at all levels of the network.

D. Confirm all drop ship items have arrived.

E. Do not write on original packaging or boxes. Save all boxes and packing material as they are required for returns/rebates and repairs.

F. Cover the cost of lift rentals, if necessary, to access and/or install all equipment included in this project.

G. Upon request and prior to scheduling, provide photographic confirmation of the completed customer responsibilities.

H. Upon project completion, review and verify the system implemented by CCCP.

### Work Schedule/Billing Rate

#### Rates

Regular billing hours are 7:30am – 5:30pm Monday through Friday. Any work performed outside that range is billed at the after-hours rate. Refer to the Billing Rate Schedule below.

CCCP will work with the customers schedule when after-hours work is required. CCCP will confirm the installation timeframe with the customer.

#### Time

#### Rate per Hour

7:30am – 5:30pm (M-F)

Published Rate





## ⇒ CCCP Statement of Work

|                                   |                     |
|-----------------------------------|---------------------|
| 5:30pm – 7:30am (M-F)             | 1.5x Published Rate |
| Saturdays (7:30am-5:30pm)         | 1.5x Published Rate |
| Saturdays (5:30pm-12:00am Sunday) | 2x Published Rate   |
| Sundays (until 7:30am Monday)     | 2x Published Rate   |
| Holidays                          | 3x Published Rate   |

## Travel

For any customer within 60 miles of its Green Bay corporate office Camera Corner / Connecting Point charges for service from the time we leave our corporate office until the time our work is complete (i.e., we charge travel to the customer's location, but not from). In addition, for all service calls greater than 60 miles from our Green Bay corporate office, Camera Corner / Connecting Point reserves the right to charge an additional fee for zone travel charges. In addition, gas prices may at times, require us to include a small surcharge on dispatched trips from our technical team. Your account rep can explain how these charges may apply to you.

## Labor

Labor for this project is to be billed as follows:

Time and Materials billed off sales order @billing rate of: **\$140/ Hour**

Time and Materials billed off block @customer's current support block

Project Based (flat fee no matter how long it takes – excluding costs associated with change orders): \$

## Special Notes on Billing:

**Estimated labor hours listed on quotation is only an estimate. Any work done outside of normal business hours will be billed at the published after hour rates listed above. Customer is responsible and will be billed for all labor hours performed. If unknown factors are discovered - customer will be notified to discuss possible additional hours or scope changes.**

**NOTE: Custom Software** – The installation or re-installation of custom software will be billed on a Time and Material basis. The definition of custom software is the solution that is specially developed for a specific user or organization, which is in contrast with broadly used mass-market software.

## Terms

### Consulting

% to be Pre-Paid  
% to be Paid n/30  
% Special Terms

### Product

50% to be Pre-Paid  
50% to be Paid n/30  
% Special Terms

### Labor

% to be Pre-Paid (from Block)  
to be Paid n/30  
% Special Terms





## ⇒ CCCP Statement of Work

### Change Management

CCCP will review change requests to this Statement of Work by you. As part of this review, CCCP will prepare a Change Order (available upon request) that documents the request and, if applicable, any impact on the project schedule and pricing. CCCP will incorporate the change into the project schedule and scope of work upon receipt of your signed Change Order. Changes requested can affect the implementation schedule and services quoted. The following personnel at your company are authorized to make change orders:

|                   |       |
|-------------------|-------|
| Steve Meadowcroft |       |
| Name              | Title |
|                   |       |
| Name              | Title |
|                   |       |
| Name              | Title |
|                   |       |
| Name              | Title |
|                   |       |

### Waiver of Certain Services Related to this Project

Were any critical solutions related to this project declined by the customer? ☐ Yes ☐ No

If yes, please list the solutions below that were offered to the customer, but were declined.

•

The purpose of this waiver is to verify the customer's decision to decline these offered solutions and to hold Camera Corner / Connecting Point harmless should such a decision have adverse consequences arising from the customer's choice of services other than that what was recommended.

If the "Yes" box is selected above, please also select for below:

Camera Corner / Connecting Point has proposed the solutions listed above to me and described their advantages over my chosen solution: ☐ Yes ☐ No

I hereby decline said solution and agree to hold Camera Corner / Connecting Point harmless from any business interruption, data loss, excessive systems recovery costs, or other adverse consequences as a result of my decision: ☐ Yes ☐ No

### Resources

### Planned Downtime

CCCP will provide prior notice of any necessary system outages during the implementation. In case of unforeseen issues during





## ⇒ CCCP Statement of Work

the installation and cutover, CCCP will make every effort to minimize any interruption.

### Testing

CCCP will verify that the system and features meet the customer's expectations, as laid out in this document. This includes ensuring that the present functionality of the system is still available unless directed otherwise.

### First Day of Service

On the first day of service, CCCP will be available for the customer to discuss questions or issues they may have. We will document all issues and work quickly to resolve them.

### Return Policies

We strive to provide our customers with the highest level of service possible. From first visit to order delivery and installation, we want you to be completely satisfied with your experience.

**Unless specified, the manufacturer's product warranty does not cover the labor to fix defective product(s).**

Unless specified otherwise, all products are covered by the manufacturer's warranty. Please identify any concerns that you have within 30 days of the invoice date. Any issues after the first 30 days will be subject to the restrictions and limitations imposed by our vendors.

All cancelled orders/returns are subject to a 15% restocking fee. Opened software is not returnable. Special order/non-stock items may not be returnable or may be subject to a higher restock fee. Vendor approval will be required prior to the return of opened hardware. Defective hardware may be returned for exchange only. Support blocks are non-refundable. Refund checks will be mailed.

A RETURN AUTHORIZATION ("R.A") REQUEST must be placed by filling out our online Return Authorization Request and is required for ALL returns. (Go to [www.cccp.com](http://www.cccp.com) and click on the Return Authorization Request Form link under Policies & Terms.). You will get a response within 48 hours of your request. Merchandise must be returned within 7 days of the issuance of the R.A.

Please do not write on original packaging or boxes. In addition, save all boxes and packing material as they are required for returns/rebates and repairs.

Camera Corner / Connecting Point inspects all returns and reserves the right to return merchandise that does not meet manufacturers return authorization criteria.

If you have additional questions, please email [returns@cccp.com](mailto:returns@cccp.com).

### Programming

Programming performed by CCCP is subject to a limited warranty. CCCP warrants that the physical medium on which this programming is located is free from defects and that the products impacted by this programming will perform as outlined in this SOW. This limited warranty is good for 60 days from the date of invoice. See Programming Addendum to the SOW if applicable.

### Disclaimers and Limitations of Liability

CCCP WILL NOT UNDER ANY CIRCUMSTANCES BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, PROPERTY DAMAGE, LOST TIME, LOSS OF USE OF ANY EQUIPMENT OR ANY





## → CCCP Statement of Work

OTHER DAMAGES RESULTING FROM THE BREAKDOWN OR FAILURE OF ANY EQUIPMENT OR FROM DELAYS IN SERVICING OR THE INABILITY TO RENDER SERVICE ON ANY EQUIPMENT. CCCP LIABILITY FOR DAMAGES RESULTING FROM ANY CAUSE WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, CCCP NEGLIGENCE OR INSTALLATION OF DEFECTIVE PARTS OR COMPONENTS, WHETHER OR NOT SUCH DEFECT WAS KNOWN OR DISCOVERABLE, SHALL NOT EXCEED THE ACTUAL PRICE PAID TO CCCP BY CLIENT FOR THE EQUIPMENT OR PARTS, WHICHEVER IS LESS.

### Contact for Service

When you need to place a service call to Camera Corner / Connecting Point, please call us at (920) 438-0333. We will take your name, a brief description of the trouble, and a call back number. We will then contact one of our qualified associates to follow up on your request.

### Non-Solicitation of Personnel

Client agrees not to solicit, directly or indirectly (through individuals, subsidiaries, holding companies, partnerships, subcontractors, employment agencies or any other financially related firms), nor to tender an offer for employment nor place on their payrolls any present CCCP employee who becomes known to Client in connection with the proper performance of this Agreement during the term of this Agreement and for a period of one (1) year after its termination. In the event Client hires or contracts with a CCCP employee in violation of the terms of this paragraph, the Client agrees to pay CCCP as liquidated damages, and not as a penalty, an amount equal to one half of the employee's annual compensation, including but not limited to wages, bonuses and fringe benefits.

### Post Installation Review

CCCP wants to get your feedback to understand how we could serve you better, and improve our relationship with you. We may also ask for referrals or testimonials. Please feel free to contact us with any questions you may have.

### Approval for Acceptance and Authorization of Project Completion

CCCP will work with you to resolve any problems and answer any questions you have regarding the system implementation.

Your signature of acceptance will be asked for upon completion of the project.

### Approval for Contact Information/Logo Placement

CCCP will place our logo and contact information on a 1U blank rack panel to provide you convenient contact information.

### Approval for Pictures of Completed Project

CCCP may take pictures of the equipment upon completion of the project. They will be primarily used to document the installation work and reference in the future if design changes or troubleshooting is required. They also may be used to help represent and communicated to other customers the work that CCCP does.

Your signature of acceptance will be asked for upon completion of the project.

### Other Approvals

Throughout this project, CCCP may provide the customer with other documents requiring approval before we begin a particular





## → CCCP Statement of Work

phase of the project. Such documents are addendums of this document and are subject to all of the same guidelines stated in this document. A non-exhaustive list of examples would include a Programming Addendum to the SOW and a Custom Plate Addendum to the SOW.

### Subcontractors

CCCP may use subcontractors to assist on this project. All work by subcontractors will be directed and/or supervised by CCCP staff. Tasks that subcontractors may be utilized for include the following:

- Low voltage cabling – including Cat. 6 cabling
- Conduit and raceway work as required
- Physical installation of devices and equipment

### Remote Access

Unless specifically directed otherwise, CCCP will install TeamViewer software on the any provided servers and create a CCCP account on the system. This access will be used to facilitate service and repair issues as well as programming changes as directed by the owner.

### Acceptance and Authorization of SOW

**IN WITNESS WHEREOF**, the parties hereto each acting with proper authority Accept this Statement of Work.

Aruba Switch Installation

Project Name

Steve Meadowcroft

Customer Printed Full Name

Michael Seering

CCCP Acct Rep Printed Full Name

Luke McCormick

CCCP Engineer Printed Full Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

An authorized signature on this document acknowledges that the customer has read our Return Policy located on the Company Info page of the Camera Corner Connecting Point website [www.cccp.com](http://www.cccp.com).

After all parties have signed, please provide original to customer and a copy to CCCP.

### Acceptance and Authorization of Project Completion

**IN WITNESS WHEREOF**, the parties hereto each acting with proper authority have executed this Statement of Work.





## → CCCP Statement of Work

**By signing this Acceptance of Project Completion, you agree to pay all invoices associated with this project.**

Project Name \_\_\_\_\_

Customer Printed Full Name \_\_\_\_\_

CCCP Acct Rep Printed Full Name \_\_\_\_\_

CCCP Engineer Printed Full Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Can we use you as a reference or testimonial for the work just completed? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, may we ask why? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After all parties have signed, please provide original to customer and a copy to CCCP.





Report to the  
**Finance Committee**  
of the City of Green Bay

**MEETING DATE**

November 29, 2022

**PREPARED BY**

**AGENDA ITEM # E.2**

For consideration with possible action on the purchase of OneXafe with 3 years support from Vanguard Computers (state contract) for \$44,817.00

**BACKGROUND**

**RECOMMENDATION**

Approve.

**FISCAL IMPACT**

**ATTACHMENTS**

- I. arcsserve OneXafe 4417 request to purchase doc I



Purchasing Department  
100 North Jefferson Street - Room 101  
Green Bay, Wisconsin 54301-5026  
[www.greenbaywi.gov](http://www.greenbaywi.gov)

Phone 920.448.3047  
Fax 920.448.3050

TO: Finance Committee

FR: Thomas J. Walenski

DT: November 21, 2022

RE: Purchasing Request

Cc: Diana Ellenbecker

Report by Mike Hronek, Thomas J. Walenski

Discussion and possible action on the Purchase of OneXafe with 3 yrs. support for \$44,817.00. We received a quote from Vanguard Computers (State Contract) and competitively bid it out. The manufacturer Arcserve will allow us to purchase from AxCel Technology LLC. (pricing attached)

Funding Source is ARPA.

Documents Included

1. Request Memo
2. Bid Summary
3. AxCel Technology LLC Quote
4. Pricing Letter
5. State Contract Pricing Vanguard Computers

Respectfully Submitted

Thomas J. Walenski  
City of Green Bay – Procurement Manager



**CITY OF GREEN BAY QUOTE SUMMARY**  
**RFQ #**

|                                     |                |              |              |                  |              |              |
|-------------------------------------|----------------|--------------|--------------|------------------|--------------|--------------|
| Dept: IT                            | Req # Security | VENDOR #1    | VENDOR #2    | VENDOR #3        | VENDOR #4    | VENDOR #5    |
| Planholders:                        | CC #           | Arcserve     | CDW-Gov      | Storage Craft    | HSSL         | EPriceSource |
| Issued:                             | Due:10-27-2022 |              |              |                  |              |              |
| DESCRIPTION                         | OneXafe 4417   | OneXafe 4417 | OneXafe 4417 | OneXafe 4417     | OneXafe 4417 | OneXafe 4417 |
| Arcserve OneXafe4417 w/3yr warranty | \$ 44,817.00   | \$ 76,000.00 | \$ 60,157.70 | \$ 43,945.00     | \$ 55,253.39 |              |
|                                     |                |              |              | SUPPORT NOT INCL |              |              |
|                                     |                |              |              |                  |              |              |
| Payment Terms Net 30                |                |              |              |                  |              |              |
| Early Payment Discount:             |                |              |              |                  |              |              |
| Accepts credit card payments:       | ?              |              |              |                  |              |              |
| Bid Compliant:                      | x              | x            | x            | NO               | x            |              |

**Recommendation:** Award to the lowest responsive, responsible vendor

ArcServe 4417 OneXafe w/3yr support - next day service  
HSSL does not include - 3 year support

# CITY GREEN BAY Proposal For StorageCraft Immutable Storage : 4417 Includes 3 Year Support 10-4-2022

|                |                                                                                                                                                                     |  |                                                                                                                                                                                               |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Customer Name: | <b>Mr. Mike Hronek</b><br><b>IT Administrator</b><br><b>City of Green Bay</b><br><b>100 North Jefferson Street</b><br><b>Room 418</b><br><b>Green Bay, WI 54301</b> |  | <b>Jim Dziak</b><br><b>Representative</b><br><b>AxCel Technology, LLC</b><br><b>320 McGrath Lane</b><br><b>Hartland, WI 53029</b><br><b>262-397-4031</b><br><b>jdziak@axceltechnology.com</b> |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

\*\*\*\*\*

| Terms & Details |                  |
|-----------------|------------------|
| Quote ID:       | OP-01042445-R1   |
| Proposal Date:  | 10/04/2022       |
| Payment Terms:  | TO BE DETERMINED |
| Currency:       | USD              |

| Product List StorageCraft 4417 with 3 Year Support |                                                                                                                        |              |          |                    |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------|----------|--------------------|
|                                                    | Product Description                                                                                                    | Unit Price   | Quantity | Total              |
| A                                                  | Includes State of Wisconsin Purchasing Discount Contract No. 21-2770                                                   |              |          | PROMOTION DISCOUNT |
|                                                    |                                                                                                                        |              |          | EXPIRES 6-30-2022  |
| C                                                  | OneXafe 4417 204TB 10GbE SFP                                                                                           | \$52,495.00  | 1        | \$36,746.00        |
|                                                    |                                                                                                                        |              |          |                    |
|                                                    | Next Business Day Support for 4417 1 Year                                                                              | \$8,095.00   | 1        | \$6,071.00         |
|                                                    |                                                                                                                        | <b>Total</b> |          | <b>\$42,817.00</b> |
|                                                    | <b>ONE YEAR SUPPORT IS UPGRADED TO 3 YEARS SUPPORT</b>                                                                 |              |          |                    |
|                                                    | Next Business Day Support for 4417 2 ADDED YEARS OF SUPPORT                                                            | \$16,190.00  | 1        | Included           |
|                                                    |                                                                                                                        |              |          |                    |
|                                                    | Shipping                                                                                                               |              |          | Included           |
|                                                    |                                                                                                                        |              |          |                    |
|                                                    | Support for 4 <sup>th</sup> and 5 <sup>th</sup> year renewal will be locked at \$6,071.00 per year and billed annually |              |          |                    |
|                                                    |                                                                                                                        |              |          |                    |
|                                                    | Professional Services for Installation and Configuration                                                               |              |          | \$2,000.00         |
|                                                    | <b>TOTAL</b>                                                                                                           |              |          | <b>\$44,817.00</b> |
|                                                    | APPROVED BY: _____ DATE: _____                                                                                         |              |          |                    |



# CITY GREEN BAY Proposal For StorageCraft Immutable Storage : 4417 Includes 3 Year Support 10-4-2022

Each person signing has been duly authorized and empowered to enter into the Agreement on behalf of their respective company.  
This quotation, together with Arcserve Terms of Service constitutes a legally binding agreement between Arcserve and Customer.

August 26, , 2022.

Mr. Mike Hroneck  
IT Administrator  
City of Green Bay  
100 North Jefferson Street  
Green Bay, WI 54301

City of Green Bay,

As requested by our premier partner AxCel Technology, LLC located at 320 McGrath Lane, Hartland, WI 53029, The price submitted to The City of Green Bay is at the lowest cost that can be offered. No other Distributors, Resellers or Agents can offer a lower price to The City of Green for the OneXafe 4417. In addition, the lead time for the delivery of the OneXafe 4417 is currently estimated at 120 days plus and is dependent on the availability of technology parts that is affected by the Global Supply shortage.

AxCel Technology has pre-ordered a OneXafe 4417 for The City of Green Bay and can provide immediate delivery.

Sincerely,



Nate Key | Partner Account Manager  
Office: 801-871-2605 | Mobile: 219-229-2510 | [nate.key@arcserve.com](mailto:nate.key@arcserve.com)  
[arcserve.com](http://arcserve.com) | [Twitter](#) | [LinkedIn](#) | [YouTube](#)

**arcserve®**



# CITY GREEN BAY DELIVERY RECEIPT For StorageCraft Immutable Storage :

4417 Includes 3 Year Support

|                       |                                                                                                                                                                     |  |                                                                                                                                                                                               |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Customer Name:</b> | <b>Mr. Mike Hronek</b><br><b>IT Administrator</b><br><b>City of Green Bay</b><br><b>100 North Jefferson Street</b><br><b>Room 418</b><br><b>Green Bay, WI 54301</b> |  | <b>Jim Dziak</b><br><b>Representative</b><br><b>AxCel Technology, LLC</b><br><b>320 McGrath Lane</b><br><b>Hartland, WI 53029</b><br><b>262-397-4031</b><br><b>jdziak@axceltechnology.com</b> |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Terms & Details |                                                                         |
|-----------------|-------------------------------------------------------------------------|
| SERIAL NUMBER   | 2100210043890                                                           |
| Delivery Date:  | 8-29-2022                                                               |
| Payment Terms:  | October 2022- Subject to Grant Approval and Price Guarantee Lowest Cost |
| Currency:       | USD                                                                     |

| Product List StorageCraft 4417 with 3 Year Support |                                                                                                                        |              |          |                    |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------|----------|--------------------|
|                                                    | Product Description                                                                                                    | Unit Price   | Quantity | Total              |
| C                                                  | OneXafe 4417 204TB 10GbE SFP.<br>SN 2100210043890                                                                      | \$52,495.00  | 1        | \$36,746.00        |
|                                                    | Next Business Day Support for 4417 1 Year                                                                              | \$8,095.00   | 1        | \$6,071.00         |
|                                                    |                                                                                                                        | <b>Total</b> |          | <b>\$42,817.00</b> |
|                                                    | ONE YEAR SUPPORT IS UPGRADED TO 3 YEARS SUPPORT                                                                        |              |          |                    |
|                                                    | Next Business Day Support for 4417 2 ADDED YEARS OF SUPPORT                                                            | \$16,190.00  | 1        | Included           |
|                                                    | Shipping                                                                                                               |              |          | Included           |
|                                                    | Support for 4 <sup>th</sup> and 5 <sup>th</sup> year renewal will be locked at \$6,071.00 per year and billed annually |              |          |                    |
|                                                    | Professional Services for Installation and Configuration                                                               |              |          | \$2,000.00         |
|                                                    | <b>TOTAL</b>                                                                                                           |              |          | <b>\$44,817.00</b> |
|                                                    | RECEIVED BY: _____                                                                                                     | DATE: _____  |          |                    |



**Vanguard Computers, Inc.**  
13100 W. Lisbon Road, Suite 100  
Brookfield, Wisconsin 53005  
United States  
(P) 262-317-1900 (ext.) 2

**Quotation (Open)**

Quote # : 37405 1 rev of 1  
Modified Date: Oct 04, 2022 10:33 AM CDT  
Expiration Date: 10/26/2022  
Description: StorageCraft OneXafe 4417

**Sales Associates**

Preparer: Steffel, Chuck  
E-mail: Chuck.s@vanguardinc.com  
Phone: 262-317-1900  
Account Manager: Steffel, Chuck  
E-mail: Chuck.s@vanguardinc.com

**Customer**

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

**Bill To**

City of Green Bay  
Hronek, Mike  
100 N Jefferson St  
Rm. 416  
Green Bay, WI 54301  
United States

**Ship To**

City of Green Bay  
Hronek, Mike  
100 N Jefferson St  
Green Bay, WI 54301  
United States

**Payment Method**

Terms: Net 30 Days

**Shipping Info**

Delivery Method: Custom  
Carrier Account #:  
Special Instructions:

| # | Description                                              | Part #   | Qty | Unit Price  | Total       |
|---|----------------------------------------------------------|----------|-----|-------------|-------------|
| 1 | OneXafe 4417 204TB 10GbE SFP                             | 4417     | 1   | \$38,980.00 | \$38,980.00 |
| 2 | Next Business Day Support for 4417 3 Years               | 3YR      | 1   | \$23,195.00 | \$23,195.00 |
| 3 | Professional Services for Installation and Configuration | Services | 1   | \$2,000.00  | \$2,000.00  |

**Subtotal: \$64,175.00**  
Tax (.0000%): \$0.00  
Shipping: \$0.00  
**Total: \$64,175.00**

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

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

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

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

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

Visit <https://www.vanguardinc.com/terms> for complete details. Contact sales support for assistance with your order at [sales-support@vanguardinc.com](mailto:sales-support@vanguardinc.com).

Thank you, we appreciate your business!

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

Signature

Date







Report to the  
**Finance Committee**  
of the City of Green Bay

**MEETING DATE**

November 29, 2022

**PREPARED BY**

**AGENDA ITEM # E.3**

For consideration with possible action on the purchase of a Livescan fingerprint/mugshot machine for GBPD for \$26,631.00.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Livescan Fingerprint System Request | I-22 Document I





Purchasing Department  
100 North Jefferson Street - Room 101  
Green Bay, Wisconsin 54301-5026  
[www.greenbaywi.gov](http://www.greenbaywi.gov)

Phone 920.448.3047  
Fax 920.448.3050

TO: Finance Committee

FR: Thomas J. Walenski

DT: November 21, 2022

RE: Purchasing Request

Cc: Diana Ellenbecker, Pam Manley

Report by Rick Jurkanis, Thomas J. Walenski

Discussion and possible action on the purchase of a Livescan fingerprint/mugshot machine for GBPD. This is a Sole Source purchase \$26,631.00 to replace the current unit that has exceeded its useful life. This new machine will be compatible with the current system and will work with the current infrastructure. This is to be funded out of the 2019 Justice Assistance Grant (JAG/USDOJ)

Documents Included

1. Request Memo
2. Grant Info
3. Idemia Quote
4. Sole Source Document

Respectfully Submitted

Thomas J. Walenski  
City of Green Bay – Procurement Manager



# GRANT TRACKING FORM

## PART #1: Notification of Grant Funds

([emailto:PamelaMa@greenbaywi.gov](mailto:PamelaMa@greenbaywi.gov))

APPLICANT DEPARTMENT: Police

DATE: 1/23/2020

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

APPROPRIATE COMMITTEE: Finance

NAME OF GRANT/FUNDING SOURCE: 2019 Justice Assistance Grant (JAG)/USDOJ

AMOUNT OF GRANT REQUEST: \$46,911

LOCAL MATCH REQUIREMENT: \$0

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

TIMEFRAME OF GRANT: 10/1/2018 through 9/30/2022

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

PURPOSE OF GRANT (summary): Grant will provide \$13,220 for 3 vehicle mobile radios and \$29,000 for a Livescan fingerprint/mugshot machine for the GBPD as well as \$4,691 for the Brown County Sheriff Department for Safety restraint wraps, squad printer cable mounts, pistol holsters and magazine holsters.

How does the grant meet City/Department needs? Equipment and software for law enforcement needs

What are the personnel requirements (include both existing and new staff) of the grant? None

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

1-23-20

## PART #2: Request to Accept Grant Funds

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

AMOUNT OF GRANT AWARD: \$46,911

CFDA/STATE ID #: 16.738

LOCAL MATCH REQUIREMENT: \$0

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

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

Please describe what the grant money will be spent on: Grant will provide \$13,220 for 3 vehicle mobile radios and \$29,000 for a Livescan fingerprint/mugshot machine for the GBPD as well as \$4,691 for the Brown County Sheriff Department for Safety restraint wraps, squad printer cable mounts, pistol holsters and magazine holsters.

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

FC = Finance Committee



5515 East La Palma Avenue, Suite 100  
Anaheim CA 92807

October 17, 2022

Baeleigh Larson  
Green Bay Police Department  
307 S. Adams Street  
Green Bay WI 54301  
Email: [baeleighla@greenbaywi.gov](mailto:baeleighla@greenbaywi.gov)  
Tel: (920) 606-3890

**Reference No. IDWI-L061319-01G**

IDEMIA is pleased to provide Green Bay Police Department with the following price quote for the IDEMIA LiveScan System equipped with the accepted standard State of Wisconsin software and workflows.

**IDEMIA's fully integrated LiveScan solution provides Green Bay Police Department the following features and benefits:**

- ◆ Single-source vendor for all components of the LiveScan solution, including the AFIS interface for records submission to the State.
- Certification to the FBI's Electronic Fingerprint Transmission Specifications
- ◆ "Hit/No Hit" Response from the State AFIS Search
- ◆ Automatic fingerprint sequencing and duplicate print checking before scanning is completed, ensuring data integrity
- ◆ Quick check, review, and edit can be performed on each print
- ◆ All LiveScan Systems include on-site installation, training, and 1 year on-site warranty



## Solution Description and Pricing

IDEMIA proposes the equipment and services described in Table below.

| Tenprint/Palmprint (1000PPI) – Cabinet Adjustable Height                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            | Table 1. Pricing | Price source: SL-LAWENF |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|-------------------------|
|                                                                                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Unit Price |                  |                         |
| TPE-5600-HD<br>TPE-CSTX-WISCONSIN<br>TPE-CSTX-WIPALM<br>TPE-COMX-SMTPE<br>TP-IAT-CUSTOM<br>47FRT | <b>IDEMIA LiveScan System Cabinet AH Tenprint/Palmprint, including:</b> <ul style="list-style-type: none"> <li>◆ IDEMIA LiveScan System Software</li> <li>◆ FBI Appendix F Certified Tenprint/Palmprint 1000PPI Scanner with Moisture Discriminating Optics Scanner™ (MDO) Block Technology</li> <li>◆ Computer, Monitor, keyboard</li> <li>◆ Ruggedized Cabinet – Adjustable Height</li> <li>◆ Standard Wisconsin defined Workflows and profiles</li> <li>◆ Installation / On-site Training</li> <li>◆ <b>Warranty:</b> 1 Year <b>On-site Advantage</b> Solution warranty, 9X5, Next day on-site response and parts replacement</li> <li>◆ Freight</li> </ul> | \$21,852   |                  |                         |

*Current shipping of Palm Capture Systems is 120+ days after receipt by IDEMIA of Green Bay Police Department completed pre-install documentation, or as otherwise scheduled.*

Optional Annual Maintenance Support will start immediately following the 1<sup>st</sup> Year Warranty. Please contact the IDEMIA Maintenance Agreement team for pricing details.

## Options and Pricing

IDEMIA equipment options and pricing described in Table 2. Options Pricing

|                                    | Description                                                                                                                                                                                         | Unit Price |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| TPE-SWOX-DI-OFCS-BPUSH             | Demographic Interface (DI) - receives B.TXT files from external system via FTP or Windows File Share. Records pushed to system show in LiveScan Inventory View available for edit.                  | \$850      |
| TPE-SWOX-DIXML                     | Demographic Interface (DI) - allows XML files to be imported into LiveScan--XML format specific to IDEMIA. XML files can be pushed to LiveScan or pulled down via FTP, SMTP, or Windows File Share. | \$850      |
| TPE-HWOX-DIGCAP<br>TP-HWOX-DIGCAPC | Cabinet System - Digital Photo Capture to include: Digital Camera, Digital Photo Capture Software, Cabinet mounting hardware                                                                        | \$1,601    |
| TP-HWOX-ADLNIC2                    | Cabinet - PCI based 10/100 Ethernet LAN adapter                                                                                                                                                     | \$153      |
| TPE-PRT-DUP                        | Printer Black & White Tenprint Card, Duplexer                                                                                                                                                       | \$1,325    |

## IDEMIA LiveScan System – Details

| Item                               | Description                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wisconsin Enterprise Customization | <ul style="list-style-type: none"> <li>◆ TOTs: APP, CRM, CRM Test;</li> <li>◆ Cards: FD258, FD249, FD884, Wisconsin Final Disposition Form DJ-LE-249, Wisconsin State Criminal Forms DJ-LE-241</li> <li>◆ Transmits: WI IDEMIA mail server via SMTP email; Return Msg: No</li> <li>◆ Touch Print Enterprise Wisconsin Palm customization <i>(for Palm Capture Systems)</i></li> </ul> |
| TPE-COMX-SMTPE                     | ◆ Electronic Fingerprint Records Transmission via SMTP over TCP/I                                                                                                                                                                                                                                                                                                                     |

## Customer Responsibilities

Green Bay Police Department is responsible for the following:

**Connection to the Wisconsin Department of Justice (WDOJ) Badgernet network is required for electronic submission and is the responsibility of Green Bay Police Department**

- ◆ Providing necessary facility resources required for equipment installation and operation including access, space, environmental control, electrical power and networking.
- ◆ Provide a technical point of contact for IDEMIA who will be the primary person responsible for providing and/or coordinating obtainment of site installation pre-requisite information such as network information, IP addresses, power information, etc.
- ◆ Obtain and maintain the required transmission lines and hardware for remote communications to and from the necessary agencies.

- ◆ Installation, testing and troubleshooting any network communication connections, lines and/ or Green Bay Police Department network devices.
- ◆ Compliance with WDOJ requirements using WDOJ approved method for electronic transfer
- ◆ Obtain all required authorizations for connecting to the WDOJ AFIS.
- ◆ Printer supplies such as ink and toner cartridges (consumables) are Green Bay Police Department responsibility. IDEMIA does not offer or resell these items.

### **Assumptions**

In developing this proposal, IDEMIA has made the following assumptions:

- ◆ The proposed IDEMIA LiveScan System shall conform to the existing IDEMIA LiveScan configuration. Any additional functional requirements may be treated as change orders.
- ◆ An inter-agency agreement between Green Bay Police Department and applicable receiving agencies will be in place.
- ◆ Green Bay Police Department will provide all necessary communication for connectivity. This includes, but is not limited to hubs, routers, modems, etc.
- ◆ On-site Installation Services will be scheduled after network connectivity has been established and verified.

The following items are not included in the scope of IDEMIA's pricing and will be quoted based on current service rates in effect at the time of request: (a) requests for IDEMIA assistance / completion of any agency or governing body required security documentation, surveys or questionnaires; (b) requests for IDEMIA support and potential resolution of issues resulting from agency vulnerability assessments, penetration testing and/or security audits.

Additional engineering effort by IDEMIA beyond the scope of the standard product will be quoted based on current service rates in effect at the time of the change, plus any related travel or administrative expenses. Assistance with training and questions for the Green Bay Police Department database or any programming, scripting, or review of programs beyond work quoted above are excluded from this offer.

Prices are exclusive of any and all state, or local taxes, or other fees or levies. Customer payments are due to IDEMIA within 30 days after the date of the invoice. Product purchase will be governed by the IDEMIA Agreement, a copy of which is attached. Firm delivery schedules will be provided upon receipt of a purchase order. No subsequent purchase order can override such terms. Nothing additional shall be binding upon IDEMIA unless a subsequent agreement is signed by both parties.

IDEMIA reserves the right to substitute hardware of equal value with equal or better capability, based upon market availability. If, however such equipment is unavailable, IDEMIA will make its best effort to provide a suitable replacement.

### **Pricing valid through: January 30, 2023**

Purchase orders should be sent to IDEMIA by electronic mail or U.S. mail. Please direct all order correspondence, including Purchase Order, to:

**Noemi Islas**  
**IDEMIA**  
**5515 East La Palma Avenue, Suite 100**  
**Anaheim, CA 92807**  
**Email: [noemi.islas@us.idemia.com](mailto:noemi.islas@us.idemia.com) | Tel: (657) 652-4447**

We look forward to working with you.

Sincerely,



Casey Mayfield  
 Vice President Justice and Public Safety - IDEMIA Identity & Security USA LLC

## Advantage Solution Support

The following table provides a summary of the maintenance services and support available during warranty and following warranty expiration. Initial warranty period is 1 year from the date of installation.

| Support Features                                                | Warranty                    | Post Warranty                 |
|-----------------------------------------------------------------|-----------------------------|-------------------------------|
| <b>Software Support 9X5*</b>                                    | <b>Included in Warranty</b> | <b>Available for purchase</b> |
| Unlimited Telephone Technical Support                           | √                           | √                             |
| 2 Hour Telephone Response Time                                  | √                           | √                             |
| Remote Dial-in Analysis                                         | √                           | √                             |
| Software Standard Releases                                      | √                           | √                             |
| Software Supplemental Releases                                  | √                           | √                             |
| Automatic Call Escalation                                       | √                           | √                             |
| Software Customer Alert Bulletins                               | √                           | √                             |
| <b>Hardware Support – On-site 9X5*</b>                          | <b>Included in Warranty</b> | <b>Available for purchase</b> |
| On-Site Response                                                | 24-hours                    | √                             |
| On-Site Corrective Maintenance                                  | √                           | √                             |
| On-Site Parts Replacement                                       | √                           | √                             |
| Preventive Maintenance                                          | √                           | √                             |
| Escalation Support                                              | √                           | √                             |
| Hardware Service Reporting                                      | √                           | √                             |
| Hardware Customer Alert Bulletins                               | √                           | √                             |
| <b>Parts Support</b>                                            | <b>Included in Warranty</b> | <b>Available for purchase</b> |
| Advanced Exchange Parts Replacement                             | √                           | √                             |
| Telephone Technical Support for Parts Replacement               | √                           | √                             |
| Parts Customer Alert Bulletins                                  | √                           | √                             |
| <b>Software Uplifts</b>                                         |                             |                               |
| Hours of Coverage Available up to 24 Hours Per Day, 7 Days/Week | Optional                    | Optional                      |
| <b>Hardware Uplifts</b>                                         |                             |                               |
| Hours of Coverage Available up to 24 Hours Per Day, 7 Days/Week | Optional                    | Optional                      |

\*Customer local time



By signing this signature block below, Green Bay Police Department agrees to the terms and pricing stated in this price quote for the product and services as referenced above. My signature below constitutes the acceptance of this order and authorizes IDEMIA to ship and provide these product and services:

**Signature Authorization for Order:**

Signature

Name

Date

Total Purchase Price (including any Options): \$                     

**PLEASE PROVIDE A COPY OF CURRENT TAX EXEMPTION CERTIFICATE (if applicable).**

**Please provide Billing Address:**

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Billing Contact name

Telephone number (      )

Email

Check if Billing Address is same as Shipping Address: ☐

**Please provide Shipping Address (if different from Billing Address):**

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Technical Contact name

Telephone number (      )

Email

**Idemia Identity & Security USA LLC Short Form Sales Agreement**

1. Scope. Idemia Identity & Security USA LLC, ("IDEMIA" or "Seller") having a place of business at 5515 East La Palma Avenue, Suite 100, Anaheim, California 92807 and \_\_\_\_\_, ("Customer"), having a place of

business at \_\_\_\_\_,

enter into this Sales Agreement ("Agreement"), pursuant to which IDEMIA will sell to Customer and Customer will purchase from Seller the equipment, parts, software, or services related to the equipment (e.g., installation) described in Seller's Proposal or Letter Quote dated \_\_\_\_\_. These terms and conditions, together with the Proposal or Quote, comprise the "Agreement." Customer may indicate its acceptance of this Agreement by signing below or by issuing a purchase order that refers to either the Proposal/Quote or to a Customer solicitation to which the Proposal/Quote responds. Only these terms and conditions apply to the transaction, notwithstanding any inconsistent or additional terms and conditions contained in the purchase order or Customer solicitation.

2. Price, Payment and Sales Terms. The Contract Price is U.S. \$\_\_\_\_\_, excluding applicable sales, use, or similar taxes. Seller will submit invoices to Customer for products when they are shipped and, if applicable, for services when they are performed. Customer will make payments to Seller within twenty (20) days after the invoice date. Unless otherwise stipulated with the Seller when an Order is accepted, the Equipment will be delivered by Seller "FCA" (Free Carrier), with named place being the Seller's premises where the Goods are being dispatched, (Incoterms 2010). Title to the Equipment will pass to Customer upon payment in full of the Contract Price as outlined above, except that title to Software will not pass to Customer at any time. Risk of loss will pass to Customer upon delivery of the Equipment to the Customer at the agreed named place of delivery in accordance with the Incoterm in the contract. Seller will pack and ship all Equipment in accordance with good commercial practices.

3. Software. If this transaction involves software, any software owned by Seller ("IDEMIA Software") is licensed to Customer solely in accordance with Seller's Software License Agreement ("SLA"), which is attached as Exhibit A and incorporated herein by this reference. Any software owned by a third party ("Non-IDEMIA Software") is licensed to Customer in accordance with the standard license, terms, and restrictions of the copyright owner unless the owner has granted to Seller the right to sublicense its software pursuant to the SLA, in which case the SLA applies and the owner will have all rights and protections under the SLA as the Licensor. Seller makes no representations or warranties of any kind regarding Non-IDEMIA Software.

4. Express Limited Warranty and Warranty Disclaimer. IDEMIA Software is warranted in accordance with the SLA.

5. Delays and Disputes. Neither party will be liable for its non-performance or delayed performance if caused by an event, circumstance, or act of a third party that is beyond a party's reasonable control (a "Force Majeure"). Each party will notify the other if it becomes aware of a Force Majeure that will significantly delay performance. The parties will try to settle any dispute arising from this Agreement (except for a claim relating to intellectual property or breach of confidentiality) through good faith negotiations. If necessary, the parties will escalate the dispute to their appropriate higher-level managers. If negotiations fail, the parties will jointly select a mediator to mediate the dispute and will share equally the mediation costs. Neither party will assert a breach of this Agreement without first giving the other party written notice and a thirty (30) day period to cure the alleged breach.

6. LIMITATION OF LIABILITY. Except for personal injury or death, Seller's total liability, whether for breach of contract, warranty, negligence, strict liability in tort, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed the purchase price of the products or services for which losses or damages are claimed. SELLER WILL NOT BE LIABLE FOR ANY COMMERCIAL LOSS; INCONVENIENCE; LOSS OF USE, TIME, DATA, GOOD WILL, REVENUES, PROFITS OR SAVINGS; OR OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES IN ANY WAY RELATED TO OR ARISING FROM THIS AGREEMENT, THE SALE OR USE OF THE PRODUCTS, OR THE PERFORMANCE OF SERVICES BY SELLER PURSUANT TO THIS AGREEMENT. No action for contract breach or otherwise relating to the transactions contemplated by this

Agreement may be brought more than one year after the accrual of the cause of action. This limitation of liability survives the expiration or termination of this Agreement.

7. Confidential Information and Preservation of Proprietary Rights. The SLA governs software confidentiality. As to any other information marked "Confidential" and provided by one party to the other, the receiving party will maintain the confidentiality of the information and not disclose it to any third party; take necessary and appropriate precautions to protect the information; and use the information only to further the performance of this Agreement. Confidential information is and will remain the property of the disclosing party, and no grant of proprietary rights in the confidential information is given or intended. Seller, any copyright owner of Non-IDEMIA Software, and any third party manufacturer own and retain all of their proprietary rights in the equipment, parts and software, and nothing herein is intended to restrict their proprietary rights,. Except as explicitly provided in the SLA, this Agreement does not grant any right, title or interest in Seller's proprietary rights, or a license under any Seller patent or patent application.

8. Miscellaneous: Each party will comply with all applicable laws, regulations and rules concerning the performance of this Agreement or use of the products to the extent they do not conflict with the laws of the United States. This Agreement and the rights and duties of the parties will be governed by and interpreted in accordance with the laws of the State in which the products are installed to the extent they do not conflict with the laws of the United States. This Agreement constitutes the entire agreement of the parties regarding this transaction, supersedes all previous agreements and proposals relating to this subject matter, and may be amended only by a written instrument executed by both parties. Seller is not making, and Customer is not relying upon, any representation or warranty except those expressed herein. There are no certifications or commitments binding Seller applicable to this transaction unless they are in writing and signed by an authorized signatory of Seller.

**Idemia Identity & Security USA LLC ("SELLER"):**

Signed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**NAME ("CUSTOMER")**

Signed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## EXHIBIT A – SOFTWARE LICENSE AGREEMENT

In this Exhibit A, the term "Licensor" means Idemia Identity & Security USA LLC, ("IDEMIA"); "Licensee," means the Customer; "Primary Agreement" means the agreement to which this exhibit is attached (IDEMIA Short Form Sales Agreement); and "Agreement" means this Exhibit and the applicable terms and conditions contained in the Primary Agreement. The parties agree as follows:

For good and valuable consideration, the parties agree as follows:

### SECTION 1. DEFINITIONS

1.1 "Designated Products" means products provided by IDEMIA to Licensee with which or for which the Software and Documentation is licensed for use.

1.2 "Documentation" means product and software documentation that specifies technical and performance features and capabilities, and the user, operation and training manuals for the Software (including all physical or electronic media upon which such information is provided).

1.3 "Open Source Software" means software with either freely obtainable source code, license for modification, or permission for free distribution.

1.4 "Open Source Software License" means the terms or conditions under which the Open Source Software is licensed.

1.5 "Primary Agreement" means the agreement to which this exhibit is attached (IDEMIA Short Form Sales Agreement).

1.6 "Security Vulnerability" means a flaw or weakness in system security procedures, design, implementation, or internal controls that could be exercised (accidentally triggered or intentionally exploited) and result in a security breach such that data is compromised, manipulated or stolen or the system damaged.

1.7 "Software" (i) means proprietary software in object code format, and adaptations, translations, de-compilations, disassemblies, emulations, or derivative works of such software; (ii) means any modifications, enhancements, new versions and new releases of the software provided by IDEMIA; and (iii) may contain one or more items of software owned by a third party supplier. The term "Software" does not include any third party software provided under separate license or third party software not licensable under the terms of this Agreement.

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### SECTION 6. LIMITED WARRANTY; DISCLAIMER OF WARRANTY

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6.2. IDEMIA's sole obligation to Licensee and Licensee's exclusive remedy under this warranty is to use reasonable efforts to



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6.3. Warranty claims are described in the Primary Agreement.

6.4. **The express warranties set forth in this Section 6 are in lieu of, and IDEMIA disclaims, any and all other warranties (express or implied, oral or written) with respect to the Software or Documentation, including, without limitation, any and all implied warranties of condition, title, non-infringement, merchantability, or fitness for a particular purpose or use by Licensee (whether or not IDEMIA knows, has reason to know, has been advised, or is otherwise aware of any such purpose or use), whether arising by law, by reason of custom or usage of trade, or by course of dealing. In addition, IDEMIA disclaims any warranty to any person other than Licensee with respect to the Software or Documentation.**

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#### **SECTION 8. TERM AND TERMINATION**

8.1. Licensee's right to use the Software and Documentation will begin when the Primary Agreement is signed by both parties and will continue for the life of the Designated Products with which or for which the Software and Documentation have been provided by IDEMIA, unless Licensee breaches this Agreement, in which case this Agreement and Licensee's right to use the Software and Documentation may be terminated immediately upon notice by IDEMIA.

8.2. Within thirty (30) days after termination of this Agreement, Licensee must certify in writing to IDEMIA that all copies of the Software have been removed or deleted from the Designated Products and that all copies of the Software and Documentation have been returned to IDEMIA or destroyed by Licensee and are no longer in use by Licensee.

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#### **SECTION 9. UNITED STATES GOVERNMENT LICENSING PROVISIONS & RESTRICTED RIGHTS LEGEND**

This Section applies if Licensee is the United States Government or a United States Government agency. Licensee's use, duplication or disclosure of the Software and Documentation under IDEMIA's copyrights or trade secret rights is subject to the restrictions set forth in subparagraphs (c)(1) and (2) of the Commercial Computer Software-Restricted Rights clause at FAR 52.227-19 (JUNE 1987), if applicable, unless they are being provided to the Department of Defense. If the Software and Documentation are being provided to the Department of Defense, Licensee's use, duplication, or disclosure of the Software and Documentation is subject to the restricted rights set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 (OCT 1988), if applicable. The Software and Documentation may or may not include a Restricted Rights notice, or other notice referring to this Agreement. The provisions of this Agreement will continue to apply, but only to the extent that they are consistent with the rights provided to the Licensee under the provisions of the FAR or DFARS mentioned above, as applicable to the particular procuring agency and procurement transaction.

#### **SECTION 10. CONFIDENTIALITY**

Licensee acknowledges that the Software and Documentation contain IDEMIA's valuable proprietary and Confidential Information and are

IDEMIA's trade secrets, and that the provisions in the Primary Agreement concerning Confidential Information apply.

#### **SECTION 11. GENERAL**

11.1. **COPYRIGHT NOTICES.** The existence of a copyright notice on the Software will not be construed as an admission or presumption of publication of the Software or public disclosure of any trade secrets associated with the Software.

11.2. **COMPLIANCE WITH LAWS.** Licensee acknowledges that the Software is subject to the laws and regulations of the United States and Licensee will comply with all applicable laws and regulations, including export laws and regulations of the United States. Licensee will not, without the prior authorization of IDEMIA and the appropriate governmental authority of the United States, in any form export or re-export, sell or resell, ship or reship, or divert, through direct or indirect means, any item or technical data or direct or indirect products sold or otherwise furnished to any person within any territory for which the United States Government or any of its agencies at the time of the action, requires an export license or other governmental approval. Violation of this provision is a material breach of this Agreement.

11.3. **GOVERNING LAW.** This Agreement is governed by the laws of the United States to the extent that they apply and otherwise by the internal substantive laws of the State to which the Software is shipped if Licensee is a sovereign government entity, to the extent they do not conflict with the laws of the United States, or the internal substantive laws of the State of Delaware if Licensee is not a sovereign government entity. The terms of the U.N. Convention on Contracts for the International Sale of Goods do not apply. In the event that the Uniform Computer Information Transaction Act, any version of this Act, or a substantially similar law (collectively "UCITA") becomes applicable to a party's performance under this Agreement, UCITA does not govern any aspect of this Agreement or any license granted under this Agreement, or any of the parties' rights or obligations under this Agreement. The governing law will be that in effect prior to the applicability of UCITA.

11.4. **THIRD PARTY BENEFICIARIES.** This Agreement is entered into solely for the benefit of IDEMIA and Licensee. No third party has the right to make any claim or assert any right under this Agreement, and no third party is deemed a beneficiary of this Agreement. Notwithstanding the foregoing, any licensor or supplier of third party software included in the Software will be a direct and intended third party beneficiary of this Agreement.

11.5. **PREVAILING PARTY.** In the event of any dispute arising out of the subject matter of this Agreement, the prevailing party shall recover, in addition to any other damages assessed, its reasonable attorneys' fees and court costs incurred in arbitrating, litigating, or otherwise settling or resolving such dispute.

11.6. **SURVIVAL.** Sections 4, 5, 6.3, 7, 8, 9, 10, and 11 survive the termination of this Agreement.

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

TO : Purchasing Division/Administrative Services

DATE: 10/13/22

FROM: Department/Division Police Department

REQUISITION #

List "No Substitute" Item(s) here:

Livescan Fingerprint Machine

Select One:

- ☒ 1) One Time Purchase Estimated Cost: \$ \$26,631
- ☐ 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):

Please see attached documentation for the Livescan replacement purchase justification. Approved funding through our 2019 Justice Assistance grant (JAG) 825300-55140-27306. Please review specs with GBPD contact Criminalistic Specialist Baeleigh Andrae (3255) before issuing the purchase order.

Approvals:

Requestor:

Date: 10-13-22

Department Head:

Date: 10/13/2022

Purchasing Manager:

Date: 11/21/22



Report to the  
**Finance Committee**  
of the City of Green Bay

**MEETING DATE**

November 29, 2022

**PREPARED BY**

**AGENDA ITEM # E.4**

For consideration with possible action on the purchase of scanning services with MEI Mail Services Inc. for \$39,813.00.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Request to Purchase Document Scanning RFB 11-22 doc I





Purchasing Department  
100 North Jefferson Street - Room 101  
Green Bay, Wisconsin 54301-5026  
[www.greenbaywi.gov](http://www.greenbaywi.gov)

Phone 920.448.3047  
Fax 920.448.3050

TO: Finance Committee

FR: Thomas J. Walenski

DT: November 21, 2022

RE: Purchasing Request

Cc: Diana Ellenbecker

Report by Paul Van Calster, Thomas J. Walenski

Discussion and possible action on the Purchase of Services to scan the 625,000 documents from the 4<sup>th</sup> floor of City Hall. This was competitively solicited as a RFB, and MEI Mail Services Inc. was the lowest responsible bidder at \$39,813.00.

The funding source for this is ARPA #218100-53001-83098.

Documents Included

1. Request Memo
2. Bid Summary
3. MEI – SAM.GOV verification

Respectfully Submitted

Thomas J. Walenski  
City of Green Bay – Procurement Manager

**CITY OF GREEN BAY BID SUMMARY**  
**RFB #2022-23 Parcel Record Scanning**

|                                                  |      |                         |                       |              |                  |              |                |              |                                 |              |                              |               |
|--------------------------------------------------|------|-------------------------|-----------------------|--------------|------------------|--------------|----------------|--------------|---------------------------------|--------------|------------------------------|---------------|
| DEPT: Inspection                                 |      |                         | VENDOR #1             |              | VENDOR #2        |              | VENDOR #3      |              | VENDOR #4                       |              | VENDOR #5                    |               |
| Planholders: Vendors CC# 20400                   |      |                         | MEI MAIL SERVICES INC |              | MICROSYSTEMS INC |              | ON Q SOLUTIONS |              | STAT INFORMATIC SOLUTIONS LLC   |              | NATIONAL BUSINESS SYSTEMS    |               |
| ISSUED: 9/16/22 DUE: 10/13/22                    |      |                         | Farmers Branch TX     |              | Northbrook IL    |              | Kroenwetter WI |              | Green Bay WI                    |              | Bloomington MN               |               |
| QTY                                              | UNIT | DESCRIPTION             | UNIT                  | PRICE        | UNIT             | PRICE        | UNIT           | PRICE        | UNIT                            | PRICE        | UNIT                         | PRICE         |
| 1                                                | Lot  | Transportation Services | N/A                   | NC           | N/A              | \$ 2,500.00  | N/A            |              | N/A                             | Incl         | N/A                          | \$ 660.00     |
| 1                                                | Lot  | Document Preparation    | N/A                   | NC           | N/A              | \$ 9,500.00  | N/A            |              | N/A                             | Incl         | N/A                          | \$ 37,500.00  |
| 1                                                |      | Scanning Services       | \$ 0.0637             | \$ 39,813.00 | \$ 0.045         | \$ 29,732.00 | \$ 0.11        | \$ 68,750.00 | \$ 0.1574                       | \$ 98,375.00 | \$ 0.065                     | \$ 45,625.00  |
| 1                                                | Lot  | Indexing                | N/A                   | NC           | N/A              | \$ 3,570.00  | N/A            |              | N/A                             | Incl         | N/A                          | \$ 17,136.00  |
| 1                                                | Lot  | Delivering PDF Files    | N/A                   | NC           | N/A              | \$ 160.00    | N/A            |              | N/A                             | Incl         | N/A                          | \$ 50.00      |
| 1                                                | Lot  | Disposal Cost           | N/A                   | NC           | N/A              | \$ 960.00    | N/A            |              | N/A                             | Incl         | N/A                          | \$ 2,400.00   |
| TOTAL:                                           |      |                         |                       | \$ 39,813.00 |                  | \$ 46,422.00 |                | \$ 68,750.00 |                                 | \$ 98,375.00 |                              | \$ 103,371.00 |
|                                                  |      |                         |                       |              |                  |              |                |              |                                 |              |                              |               |
| LEAD TIME:                                       |      |                         | 4 Weeks               |              | 2-4 Weeks        |              | 1-2 Months     |              | 4 Weeks after notice to proceed |              | 4-6 Weeks possibly or sooner |               |
| PAYMENT TERMS: NET 30<br>EARLY PAYMENT DISCOUNT: |      |                         | -                     |              | -                |              | -              |              | -                               |              | -                            |               |
| COMPANY ACCEPTS P-CARD PAYMENTS:                 |      |                         | No                    |              | No               |              | No             |              | Yes                             |              | No                           |               |
| BID COMPLIANT:                                   |      |                         | -                     |              | -                |              | -              |              | -                               |              | -                            |               |

**Recommendation:** Award to the lowest responsive, responsible vendor.....



# MEI MAIL SERVICES INC.

|                                                                                                          |                                                                                        |                                              |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------|
| Unique Entity ID<br><b>TLQ2J7BKKWZ3</b>                                                                  | CAGE / NCAGE<br><b>3Y8B9</b>                                                           | Purpose of Registration<br><b>All Awards</b> |
| Registration Status<br><b>Active Registration</b>                                                        | Expiration Date<br><b>Sep 1, 2023</b>                                                  |                                              |
| Physical Address<br><b>13714 Gamma RD STE 120<br/>Farmers Branch, Texas 75244-4432<br/>United States</b> | Mailing Address<br><b>PO Box 794057<br/>Dallas, Texas 75379-4057<br/>United States</b> |                                              |

## Business Information

|                                           |                                                                  |                                       |
|-------------------------------------------|------------------------------------------------------------------|---------------------------------------|
| Doing Business as<br><b>(blank)</b>       | Division Name<br><b>(blank)</b>                                  | Division Number<br><b>(blank)</b>     |
| Congressional District<br><b>Texas 24</b> | State / Country of Incorporation<br><b>Texas / United States</b> | URL<br><b>www.meimailservices.com</b> |

## Registration Dates

|                                       |                                       |                                                 |
|---------------------------------------|---------------------------------------|-------------------------------------------------|
| Activation Date<br><b>Sep 6, 2022</b> | Submission Date<br><b>Sep 1, 2022</b> | Initial Registration Date<br><b>Aug 4, 2004</b> |
|---------------------------------------|---------------------------------------|-------------------------------------------------|

## Entity Dates

|                                         |                                             |
|-----------------------------------------|---------------------------------------------|
| Entity Start Date<br><b>Mar 3, 1998</b> | Fiscal Year End Close Date<br><b>Dec 31</b> |
|-----------------------------------------|---------------------------------------------|

## Immediate Owner

|                        |                                       |
|------------------------|---------------------------------------|
| CAGE<br><b>(blank)</b> | Legal Business Name<br><b>(blank)</b> |
|------------------------|---------------------------------------|

## Highest Level Owner

|                        |                                       |
|------------------------|---------------------------------------|
| CAGE<br><b>(blank)</b> | Legal Business Name<br><b>(blank)</b> |
|------------------------|---------------------------------------|

## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII. Their responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

## Exclusion Summary

Active Exclusions Records?

**No**

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

**Yes**

## Entity Types

### Business Types

|                                                              |                                                |                                        |
|--------------------------------------------------------------|------------------------------------------------|----------------------------------------|
| Entity Structure<br><b>Corporate Entity (Not Tax Exempt)</b> | Entity Type<br><b>Business or Organization</b> | Organization Factors<br><b>(blank)</b> |
| Profit Structure<br><b>For Profit Organization</b>           |                                                |                                        |



**Socio-Economic Types****Minority Owned Business****Self Certified Small Disadvantaged Business****Veteran Owned Business****Black American Owned****Service Disabled Veteran Owned Business**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Financial Information**

Accepts Credit Card Payments

**No**

Debt Subject To Offset

**No**

EFT Indicator

**0000**

CAGE Code

**3Y8B9****Points of Contact****Electronic Business**

✎

**Leslie E Marshall, Mr.****PO Box 794057****Dallas, Texas 75379****United States**

Angela M Freeman, Ms.

PO Box 794057

Dallas, Texas 75379

United States

**Government Business**

✎

**Leslie E Marshall, Mr.****PO Box 794057****Dallas, Texas 75379****United States**

Angela M Freeman, Ms.

PO Box 794057

Dallas, Texas 75379

United States

**Past Performance**

✎

**Leslie E Marshall, Mr.****PO Box 794057****Dallas, Texas 75379****United States**

Angela M Freeman, Ms.

PO Box 794057

Dallas, Texas 75379

United States

**Service Classifications****NAICS Codes**

Primary

**Yes**

NAICS Codes

**561410****323111****323120****491110****518210****522320****541611****561110****561210****561431****561439**

NAICS Title

**Document Preparation Services****Commercial Printing (Except Screen And Books)****Support Activities For Printing****Postal Service****Data Processing, Hosting, And Related Services****Financial Transactions Processing, Reserve, And Clearinghouse Activities****Administrative Management And General Management Consulting Services****Office Administrative Services****Facilities Support Services****Private Mail Centers****Other Business Service Centers (Including Copy Shops)**

561499

All Other Business Support Services

## Disaster Response

This entity does not appear in the disaster response registry.



Report to the  
**Finance Committee**  
of the City of Green Bay

**MEETING DATE**

November 29, 2022

**PREPARED BY****AGENDA ITEM # E.5**

For consideration with possible action on a report out of the vehicles purchased in 2022 off the state contract. Police purchase twelve vehicles using 2022 bonding and one parks vehicles using 2021 bonding.

**BACKGROUND****RECOMMENDATION**

Receive and place on file.

**FISCAL IMPACT****ATTACHMENTS**

- I. State Vehicle Purchases 2022 - report out doc I





**Purchasing Department**  
100 North Jefferson Street - Room 101  
Green Bay, Wisconsin 54301-5026  
[www.greenbaywi.gov](http://www.greenbaywi.gov)

Phone 920.448.3047  
Fax 920.448.3050

TO: Finance Committee

FR: Thomas J. Walenski

DT: November 21, 2022

RE: Purchasing Request

Cc: Diana Ellenbecker

Report by: Thomas J. Walenski

This is a report out of the Vehicles purchased for 2022 off of the State Contract. This report may have one additional vehicle by the end of the year for Parks we are waiting on the order window to open up.

13 Vehicles - \$549,687.00

12 - ea Police

1 - ea Parks

Respectfully Submitted

Thomas J. Walenski  
City of Green Bay - Procurement Manager



# CITY OF GREEN BAY - PURCHASING

To: Finance Committee Members  
From: Thomas J. Walenski, Procurement Manager  
Date: November 18, 2022  
Subject: 2022 State Contract Vehicle Purchases

Below is a recap of 13 vehicles purchased off of the State of Wisconsin Vehicle Contract in 2022. All of these vehicles were approved in the 2022 City Bonding. The State program utilizes a public and competitive bidding process and awards are made to the lowest vendors by make and model.

| PO Number               | Fiscal Year | Description                                      | Status  | Open Amount  | Total Amount | Vendor                |
|-------------------------|-------------|--------------------------------------------------|---------|--------------|--------------|-----------------------|
| <a href="#">2200107</a> | 2022        | 2023 FORD HYBRID INTERCEPTOR UTILITY SQUADS      | Printed | \$375,066.00 | \$375,066.00 | <a href="#">35831</a> |
| <a href="#">2200099</a> | 2022        | 2023 FORD F-150 POLICE RESPONDER TRUCKS (3 EACH) | Printed | \$131,367.00 | \$131,367.00 | <a href="#">35831</a> |
| <a href="#">2200087</a> | 2022        | 2023 FORD SUPER DUTY F-2503                      | Printed | \$43,254.00  | \$43,254.00  | <a href="#">35831</a> |

| PO Number                                                      | Fiscal Year | Description                                        | Status  | Open Amount  | Total Amount | Vendor                | Vendor Name                | Department                  |
|----------------------------------------------------------------|-------------|----------------------------------------------------|---------|--------------|--------------|-----------------------|----------------------------|-----------------------------|
| <a href="#">2200107</a>                                        | 2022        | 2023 FORD HYBRID INTERCEPTOR UTILITY SQUADS(9EACH) | Printed | \$375,066.00 | \$375,066.00 | <a href="#">35831</a> | EWALD'S HARTFORD FORD, LLC | POLICE                      |
| <a href="#">2200099</a>                                        | 2022        | 2023 FORD F-150 POLICE RESPONDER TRUCKS (3 EACH)   | Printed | \$131,367.00 | \$131,367.00 | <a href="#">35831</a> | EWALD'S HARTFORD FORD, LLC | POLICE                      |
| <a href="#">2200087</a>                                        | 2022        | 2023 FORD SUPER DUTY F-2503 (1 EACH)               | Printed | \$43,254.00  | \$43,254.00  | <a href="#">35831</a> | EWALD'S HARTFORD FORD, LLC | PARKS RECREATION & FORESTRY |
| Total Purchase Orders for 2022 -State Contract Purchase Orders |             |                                                    |         | \$549,687.00 |              |                       |                            |                             |



Report to the  
**Finance Committee**  
of the City of Green Bay

**MEETING DATE**

November 29, 2022

**PREPARED BY**

**AGENDA ITEM # E.6**

For consideration with possible action the resolution authorizing a budget amendment for Fire Overtime reimbursement for \$2,556.69 for unbudgeted community events.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. BA RESOLUTION \$2556.69



**RESOLUTION AUTHORIZING  
TO BUDGET AMENDMENT**

**December 6, 2022**

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

Pursuant to the recommendation of the Finance Committee at its meeting of November 29, 2022, the following 2022 amendment of funds is hereby authorized:

|           | <u>ACCOUNT</u>                           | <u>AMOUNT</u> |
|-----------|------------------------------------------|---------------|
| Increase: | 101400 50501 Fire-Overtime               | \$2,556.69    |
| Increase: | 101400 46223 Fire Overtime Reimbursement | \$2,556.69    |

\*\*This budget amendment is for 2022 unbudgeted overtime for staffing at the Hot Cider Hustle and overtime reimbursement for the Brown County Fire Investigation Task Force.

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



## GREEN BAY CITY TREASURER

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

## INVOICE

| Invoice Date      | Invoice No. |
|-------------------|-------------|
| 10/12/2022        | 161580      |
| Customer Number   |             |
| 90                |             |
| Invoice Total Due |             |
| \$416.18          |             |
| Customer PO       | Due Date    |
|                   | 11/11/2022  |

BROWN COUNTY SHERIFFS DEPT  
2684 DEVELOPMENT DR  
GREEN BAY, WI 54311

Fire-OT

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 10/12/2022

Customer Number: 90

| Description                                                                                                         | Quantity | Price    | UOM  | Original Bill  | Adjusted | Paid     | Amount Due |
|---------------------------------------------------------------------------------------------------------------------|----------|----------|------|----------------|----------|----------|------------|
| BROWN COUNTY FIRE INVESTIGATION TASK FORCE<br>OVERTIME REIMBURSEMENT - COOLMAN 1436 MESA<br>DR ON 9/19/22.          | 1.00     | \$134.65 | EACH | \$134.65       | \$0.00   | \$0.00   | \$134.65   |
| BROWN COUNTY FIRE INVESTIGATION TASK FORCE<br>OVERTIME - G DOUGHERTY - PROGRAM<br>ADMINISTRATION FOR PR #21 - 2022. | 1.00     | \$191.53 | EACH | \$191.53       | \$0.00   | \$0.00   | \$191.53   |
| IAAI FIT EXAM FOR CORY ZEGERS 8/21/22.                                                                              | 1.00     | \$90.00  | EACH | \$90.00        | \$0.00   | \$0.00   | \$90.00    |
| Please put Invoice Number on your check.<br>Make checks payable to City of Green Bay.                               |          |          |      | Invoice Total: |          | \$416.18 |            |

FOR QUESTIONS PLEASE CALL LYNN AT GREEN BAY METRO FIRE DEPARTMENT (920) 448-3277.

ORIGINAL  
COPY



## GREEN BAY CITY TREASURER

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

## INVOICE

|                   |             |
|-------------------|-------------|
| Invoice Date      | Invoice No. |
| 10/25/2022        | 162263      |
| Customer Number   |             |
| 52545             |             |
| Invoice Total Due |             |
| \$1,863.87        |             |
| Customer PO       | Due Date    |
|                   | 11/24/2022  |

ALL COMMUNITY EVENTS  
1152 ENSELL RD  
LAKE ZURICH, IL 60047

Fire OT

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 10/25/2022

Customer Number: 52545

| Description                                                                           | Quantity | Price      | UOM  | Original Bill  | Adjusted   | Paid   | Amount Due |
|---------------------------------------------------------------------------------------|----------|------------|------|----------------|------------|--------|------------|
| GREEN BAY METRO FIRE DEPARTMENT OVERTIME<br>TO STAFF HOT CIDER HUSTLE 10-23-22.       | 1.00     | \$1,863.87 | EACH | \$1,863.87     | \$0.00     | \$0.00 | \$1,863.87 |
| Please put Invoice Number on your check.<br>Make checks payable to City of Green Bay. |          |            |      | Invoice Total: | \$1,863.87 |        |            |

FOR QUESTIONS PLEASE CALL LYNN AT GREEN BAY METRO FIRE DEPARTMENT (920) 448-3277.

ORIGINAL  
COPY





## GREEN BAY CITY TREASURER

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

## INVOICE

| Invoice Date      | Invoice No. |
|-------------------|-------------|
| 11/09/2022        | 162960      |
| Customer Number   |             |
| 90                |             |
| Invoice Total Due |             |
| \$276.64          |             |
| Customer PO       | Due Date    |
|                   | 12/09/2022  |

BROWN COUNTY SHERIFFS DEPT  
2684 DEVELOPMENT DR  
GREEN BAY, WI 54311

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 11/09/2022

Customer Number: 90

| Description                                                                                  | Quantity | Price    | UOM  | Original Bill  | Adjusted | Paid     | Amount Due |
|----------------------------------------------------------------------------------------------|----------|----------|------|----------------|----------|----------|------------|
| BROWN COUNTY FIRE INVESTIGATION TASK FORCE OVERTIME FOR GREG DOUGHERTY - PAYROLL #22 - 2022. | 1.00     | \$170.24 | EACH | \$170.24       | \$0.00   | \$0.00   | \$170.24   |
| BROWN COUNTY FIRE INVESTIGATION TASK FORCE OVERTIME FOR GREG DOUGHERTY - PAYROLL #23 - 2022. | 1.00     | \$106.40 | EACH | \$106.40       | \$0.00   | \$0.00   | \$106.40   |
| Please put Invoice Number on your check.<br>Make checks payable to City of Green Bay.        |          |          |      | Invoice Total: |          | \$276.64 |            |

FOR QUESTIONS PLEASE CALL LYNN AT GREEN BAY METRO FIRE DEPARTMENT (920) 448-3277.

ORIGINAL  
COPY



Report to the  
**Finance Committee**  
of the City of Green Bay

**MEETING DATE**

November 29, 2022

**PREPARED BY**

**AGENDA ITEM # E.7**

For consideration with possible action the resolution authorizing a budget amendment for Fire Overtime reimbursement for \$2,145.00 for unbudgeted state reimbursement training.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. BA RESOLUTION \$2145.00

**RESOLUTION AUTHORIZING  
TO BUDGET AMENDMENT**

**December 6, 2022**

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

Pursuant to the recommendation of the Finance Committee at its meeting of November 29, 2022, the following 2022 amendment of funds is hereby authorized:

|           | <u>ACCOUNT</u>                                 | <u>AMOUNT</u> |
|-----------|------------------------------------------------|---------------|
| Increase: | 101400 50501 Fire-Overtime                     | \$2,145.00    |
| Increase: | 101400 43611 Fire-State Overtime Reimbursement | \$2,145.00    |

\*\*This budget amendment is for August 2022 unbudgeted state reimbursements of costs incurred for employees to attend USAR (Urban Search & Rescue) trainings.

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## State of Wisconsin

52597122

Check Date: 9/29/2022

Supplier Number: 0000071787

Check No: 1002577102

HC: CM

| AP Unit                               | Voucher ID | Invoice Number  | Invoice Date | Gross Amount | Discount Amount | Paid Amount |
|---------------------------------------|------------|-----------------|--------------|--------------|-----------------|-------------|
| DMA                                   | 00117575   | I-2022-03-04-04 | 7/27/2022    | \$220.00     | \$0.00          | \$220.00    |
| TF1 Rescue Spec Trng 7/26/22 - Lucier |            |                 |              |              |                 |             |

USAR

QUESTIONS? Contact wivendors@wi.gov or 608-264-6600 with check and amt

| Check Number | Date      | Total Gross Amount | Total Discounts | Total Paid Amount |
|--------------|-----------|--------------------|-----------------|-------------------|
| 1002577102   | 9/29/2022 | \$220.00           | \$0.00          | \$220.00          |

1002577102

Dept of Administration - State Controller  
PO Box 7932  
Madison WI 53707-7932

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

State of Wisconsin  
General Operations

1002577102

US Bank, Milwaukee N.A.

12-2/750

Void one year after date  
September 29, 2022

\$ \*\*\* 220.00

Pay to the order of: GREEN BAY METRO FIRE DEPT

Pay Exactly: \*\*\*\*TWO HUNDRED TWENTY AND XX/100 DOLLAR

000441

GREEN BAY METRO FIRE DEPT  
501 SOUTH WASHINGTON STREET  
GREEN BAY WI 54301-4218

Kathy K. Blumenfeld

Secretary of Administration

Sarah Godlewski  
State Treasurer

52597122

DOCUMENT CONTAINS WATERMARK - HOLD AT AN ANGLE TO VIEW

1002577102 075000022 182380581401



| State of Wisconsin                                                                                                                                                                                                                                                                                                                                                               |            |                             |                 |                      |                 |             |              |      |                    |                 |                   |            |           |          |        |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------|-----------------|----------------------|-----------------|-------------|--------------|------|--------------------|-----------------|-------------------|------------|-----------|----------|--------|----------|
| Check Date: 9/19/2022                                                                                                                                                                                                                                                                                                                                                            |            | Supplier Number: 0000071787 |                 | Check No: 1002568422 |                 | HC: CM      |              |      |                    |                 |                   |            |           |          |        |          |
| AP Unit                                                                                                                                                                                                                                                                                                                                                                          | Voucher ID | Invoice Number              | Invoice Date    | Gross Amount         | Discount Amount | Paid Amount |              |      |                    |                 |                   |            |           |          |        |          |
| DMA                                                                                                                                                                                                                                                                                                                                                                              | 00116931   | I-2022-03-04-01             | 7/13/2022       | \$935.00             | \$0.00          | \$935.00    |              |      |                    |                 |                   |            |           |          |        |          |
| TF1 Rescue Spec Trng 7/13/22 - Bauer & Lucier                                                                                                                                                                                                                                                                                                                                    |            |                             |                 |                      |                 |             |              |      |                    |                 |                   |            |           |          |        |          |
| USAR                                                                                                                                                                                                                                                                                                                                                                             |            |                             |                 |                      |                 |             |              |      |                    |                 |                   |            |           |          |        |          |
| <p>QUESTIONS? Contact wivendors@wi.gov or 608-264-6600 with check and amt</p> <table border="1"> <thead> <tr> <th>Check Number</th> <th>Date</th> <th>Total Gross Amount</th> <th>Total Discounts</th> <th>Total Paid Amount</th> </tr> </thead> <tbody> <tr> <td>1002568422</td> <td>9/19/2022</td> <td>\$935.00</td> <td>\$0.00</td> <td>\$935.00</td> </tr> </tbody> </table> |            |                             |                 |                      |                 |             | Check Number | Date | Total Gross Amount | Total Discounts | Total Paid Amount | 1002568422 | 9/19/2022 | \$935.00 | \$0.00 | \$935.00 |
| Check Number                                                                                                                                                                                                                                                                                                                                                                     | Date       | Total Gross Amount          | Total Discounts | Total Paid Amount    |                 |             |              |      |                    |                 |                   |            |           |          |        |          |
| 1002568422                                                                                                                                                                                                                                                                                                                                                                       | 9/19/2022  | \$935.00                    | \$0.00          | \$935.00             |                 |             |              |      |                    |                 |                   |            |           |          |        |          |

1002568422  
 Dept of Administration - State Controller  
 PO Box 7932  
 Madison WI 53707-7932

State of Wisconsin  
 General Operations

1002568422

US Bank, Milwaukee N.A.

12-2/750

Void one year after date

September 19, 2022

\$ \*\*\* 935.00

Pay to the order of: GREEN BAY METRO FIRE DEPT

Pay Exactly: \*\*\*\*NINE HUNDRED THIRTY-FIVE AND XX/100 DOLLAR

000433  
 GREEN BAY METRO FIRE DEPT  
 501 SOUTH WASHINGTON STREET  
 GREEN BAY WI 54301-4218

Kathy K. Blumberg

Secretary of Administration

Sarah Jodkowski  
 State Treasurer

52575408

DOCUMENT CONTAINS WATERMARK - HOLD AT AN ANGLE TO VIEW

1002568422 075000022 182380581401

## State of Wisconsin

52575409

Check Date: 9/19/2022

Supplier Number: 0000071787

Check No: 1002568423

HC: CM

| AP Unit                            | Voucher ID | Invoice Number  | Invoice Date | Gross Amount | Discount Amount | Paid Amount |
|------------------------------------|------------|-----------------|--------------|--------------|-----------------|-------------|
| DMA                                | 00116943   | I-2022-03-04-05 | 7/27/2022    | \$605.00     | \$0.00          | \$605.00    |
| TF1 Search/Canine 7/27/22 - Lucier |            |                 |              |              |                 |             |

USAR

QUESTIONS? Contact wivendors@wi.gov or 608-264-6600 with check and amt

| Check Number | Date      | Total Gross Amount | Total Discounts | Total Paid Amount |
|--------------|-----------|--------------------|-----------------|-------------------|
| 1002568423   | 9/19/2022 | \$605.00           | \$0.00          | \$605.00          |

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

1002568423  
 Dept of Administration - State Controller  
 PO Box 7932  
 Madison WI 53707-7932

State of Wisconsin  
 General Operations

1002568423  
 US Bank, Milwaukee N.A.

12-2750

Void one year after date  
 September 19, 2022

\$ \*\*\* 605.00

Pay to the order of: GREEN BAY METRO FIRE DEPT

Pay Exactly: \*\*\*\*SIX HUNDRED FIVE AND XX/100 DOLLAR

000434  
 GREEN BAY METRO FIRE DEPT  
 501 SOUTH WASHINGTON STREET  
 GREEN BAY WI 54301-4218

Secretary of Administration

State Treasurer

52575409

DOCUMENT CONTAINS WATERMARK - HOLD AT AN ANGLE TO VIEW

1002568423 075000022 182380581401

State of Wisconsin

52587077

Check Date: 9/23/2022

Supplier Number: 0000071787

Check No: 1002572901

HC: CM

| AP Unit | Voucher ID | Invoice Number                                           | Invoice Date | Gross Amount | Discount Amount | Paid Amount |
|---------|------------|----------------------------------------------------------|--------------|--------------|-----------------|-------------|
| DMA     | 00117120   | I-2022-03-04-06-A<br>TF1 Planning Trng - 8/11/22 - Waack | 8/11/2022    | \$385.00     | \$0.00          | \$385.00    |

USAR

QUESTIONS? Contact wivendors@wi.gov or 608-264-6600 with check and amt

| Check Number | Date      | Total Gross Amount | Total Discounts | Total Paid Amount |
|--------------|-----------|--------------------|-----------------|-------------------|
| 1002572901   | 9/23/2022 | \$385.00           | \$0.00          | \$385.00          |

1002572901  
Dept of Administration - State Controller  
PO Box 7932  
Madison WI 53707-7932

State of Wisconsin  
General Operations

1002572901

US Bank, Milwaukee N.A.

12-2/750

Void one year after date

September 23, 2022

\$ \*\*\* 385.00

Pay to the order of: GREEN BAY METRO FIRE DEPT

Pay Exactly: \*\*\*\*THREE HUNDRED EIGHTY-FIVE AND XX/100 DOLLAR

000767  
GREEN BAY METRO FIRE DEPT  
501 SOUTH WASHINGTON STREET  
GREEN BAY WI 54301-4218

Kathy K. Blumenfeld

Secretary of Administration

Sarah Jodkowski  
State Treasurer

52587077

DOCUMENT CONTAINS WATERMARK - HOLD AT AN ANGLE TO VIEW

1002572901 075000022 182380581401



Report to the  
**Finance Committee**  
of the City of Green Bay

**MEETING DATE**

November 29, 2022

**PREPARED BY**

**AGENDA ITEM # E.8**

For consideration with possible action the resolution authorizing a budget amendment for Police Overtime reimbursement for \$32,650.53 for unbudgeted community events.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. BA RESOLUTION \$32650.53



**RESOLUTION AUTHORIZING  
TO BUDGET AMENDMENT**

**December 6, 2022**

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

Pursuant to the recommendation of the Finance Committee at its meeting of November 29, 2022, the following 2022 amendment of funds is hereby authorized:

|           | <u>ACCOUNT</u>                             | <u>AMOUNT</u> |
|-----------|--------------------------------------------|---------------|
| Increase: | 101300 50501 Police-Overtime               | \$32,650.53   |
| Increase: | 101300 46223 Police Overtime Reimbursement | \$32,650.53   |

\*\*This budget amendment is for 2022 unbudgeted overtime for staffing at events such as the Farmer's Markets, Lambeau Field Kick-Off Concert, Friday's On the Fox, Rock the Dock, Octoberfest, Beja Shriners Parade, Alzheimer's Association Walk and others.

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## Kim Rivest

---

**From:** Rick Jurkanis  
**Sent:** Tuesday, October 25, 2022 1:52 PM  
**To:** Kim Rivest  
**Subject:** RE: OT Reimbursements  
**Attachments:** Scan\_009261.pdf

Here you go Kim

---

**From:** Kim Rivest <Kim.Rivest@greenbaywi.gov>  
**Sent:** Monday, October 3, 2022 2:38 PM  
**To:** Rick Jurkanis <Rick.Jurkanis@greenbaywi.gov>  
**Subject:** OT Reimbursements

Hi Rick.

I see that your overtime reimbursement account (46223) has surpassed the \$100,000 mark. Once you pass that I need to begin doing budget amendment journal entries. Can you please forward me copies of the invoices that make up the \$20,601.90 (or close to that amount)? Once I receive these I can create the resolution to submit to the next Finance Committee agenda. Going forward can you please send me a copy of the invoices as they are prepared? Thanks for your help with this!

Kim

**Kim Rivest**  
**Senior Accountant**  
City of Green Bay  
Finance Department  
920.448.3027  
[greenbaywi.gov](mailto:Kim.Rivest@greenbaywi.gov)

New budget amendments for  
PD Overtime Reimb-



## GREEN BAY CITY TREASURER

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

## INVOICE

| Invoice Date      | Invoice No. |
|-------------------|-------------|
| 09/08/2022        | 160176      |
| Customer Number   |             |
| 60844             |             |
| Invoice Total Due |             |
| \$4,489.13        |             |
| Customer PO       | Due Date    |
|                   | 10/08/2022  |

WISCONSIN POLICE LEADERSHIP FOUNDATION  
PETE PETERS  
3028 S. POPLAR RIVER ROAD  
POPLAR, WI 54864

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 09/08/2022

Customer Number: 60844

| Description                                                                                                               | Quantity | Price      | UOM  | Original Bill | Adjusted | Paid   | Amount Due |
|---------------------------------------------------------------------------------------------------------------------------|----------|------------|------|---------------|----------|--------|------------|
| SPECIAL PROJECT OVERTIME<br>WI POLICE LEADERSHIP FOUNDATION CONFERENCE<br>8/7/22, 8/8/22, 8/9/22, 8/10/22<br>SEE ATTACHED | 1.00     | \$4,489.13 | EACH | \$4,489.13    | \$0.00   | \$0.00 | \$4,489.13 |

Please put Invoice Number on your check.  
Make checks payable to City of Green Bay.

Invoice Total:

\$4,489.13

FOR QUESTIONS ON THIS INVOICE PLEASE CALL LISA AT 920-448-3188.

ORIGINAL  
COPY



# GREEN BAY CITY TREASURER

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

## INVOICE

|                   |             |
|-------------------|-------------|
| Invoice Date      | Invoice No. |
| 09/08/2022        | 160175      |
| Customer Number   |             |
| 55413             |             |
| Invoice Total Due |             |
| \$11,494.40       |             |
| Customer PO       | Due Date    |
|                   | 10/08/2022  |

ON BROADWAY INC  
ALLIE THUT  
340 N BROADWAY STE 165  
GREEN BAY, WI 54301

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 09/08/2022

Customer Number: 55413

| Description                                                                                                                                                                                                                       | Quantity | Price       | UOM  | Original Bill  | Adjusted    | Paid   | Amount Due  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|------|----------------|-------------|--------|-------------|
| SPECIAL PROJECT OVERTIME<br>WEDNESDAY NIGHT FARMERS MARKET ON<br>BROADWAY 5/25/22, 6/1/22, 6/8/22, 6/15/22,<br>6/22/22, 6/29/22, 7/6/22, 7/13/22, 7/20/22,<br>7/27/22, 8/3/22, 8/10/22, 8/17/22, 8/24/22, 8/31/22<br>SEE ATTACHED | 1.00     | \$11,494.40 | EACH | \$11,494.40    | \$0.00      | \$0.00 | \$11,494.40 |
| Please put Invoice Number on your check.<br>Make checks payable to City of Green Bay.                                                                                                                                             |          |             |      | Invoice Total: | \$11,494.40 |        |             |

FOR QUESTIONS ON THIS INVOICE PLEASE CALL LISA AT 920-448-3188.

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## GREEN BAY CITY TREASURER

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

## INVOICE

| Invoice Date      | Invoice No. |
|-------------------|-------------|
| 09/08/2022        | 160174      |
| Customer Number   |             |
| 8400              |             |
| Invoice Total Due |             |
| \$6,634.73        |             |
| Customer PO       | Due Date    |
|                   | 10/08/2022  |

DOWNTOWN GREEN BAY INC  
JEN METCALF  
130 E WALNUT ST #501  
GREEN BAY, WI 54301

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 09/08/2022

Customer Number: 8400

| Description                                                                                                                                                                                                              | Quantity | Price      | UOM  | Original Bill  | Adjusted | Paid       | Amount Due |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|------|----------------|----------|------------|------------|
| SPECIAL PROJECT OVERTIME<br>DOWNTOWN FARMERS MARKET (SATURDAY<br>MORNINGS) 5/28/22, 6/4/22, 6/11/22, 6/18/22<br>6/25/22, 7/2/22, 7/9/22, 7/16/22, 7/23/22,<br>7/30/22, 8/6/22, 8/13/22, 8/20/22, 8/27/22<br>SEE ATTACHED | 1.00     | \$6,634.73 | EACH | \$6,634.73     | \$0.00   | \$0.00     | \$6,634.73 |
| Please put Invoice Number on your check.<br>Make checks payable to City of Green Bay.                                                                                                                                    |          |            |      | Invoice Total: |          | \$6,634.73 |            |

FOR QUESTIONS ON THIS INVOICE PLEASE CALL LISA AT 920-448-3188.

ORIGINAL  
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## Kim Rivest

---

**From:** Rick Jurkanis  
**Sent:** Wednesday, October 26, 2022 8:19 AM  
**To:** Kim Rivest  
**Subject:** FW: GBPD Special Event Invoices  
**Attachments:** Scan\_009271.pdf

\$12,682.15 total

---

**From:** Rick Jurkanis  
**Sent:** Wednesday, October 26, 2022 8:17 AM  
**To:** Kim Rivest <Kim.Rivest@greenbaywi.gov>  
**Subject:** GBPD Special Event Invoices

Hi Kim:

Attached are the special events invoices I emailed Lisa yesterday to create. Thanks.



**Rick Jurkanis**  
Business Manager  
Green Bay Police Department  
920.448.3237 | [rick.jurkanis@greenbaywi.gov](mailto:rick.jurkanis@greenbaywi.gov)

New budget amendments for  
PD OT Reimb



# GREEN BAY CITY TREASURER

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

# INVOICE

| Invoice Date      | Invoice No. |
|-------------------|-------------|
| 10/26/2022        | 162268      |
| Customer Number   |             |
| 8400              |             |
| Invoice Total Due |             |
| \$3,330.03        |             |
| Customer PO       | Due Date    |
|                   | 11/25/2022  |

DOWNTOWN GREEN BAY INC  
ATTN: ALISSA COTTER  
130 E WALNUT ST #501  
GREEN BAY, WI 54301

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 10/26/2022

Customer Number: 8400

| Description                                                                           | Quantity | Price    | UOM  | Original Bill  | Adjusted | Paid       | Amount Due |
|---------------------------------------------------------------------------------------|----------|----------|------|----------------|----------|------------|------------|
| SPECIAL PROJECT OVERTIME<br>FRIDAYS ON THE FOX<br>6/10/22<br>SEE ATTACHED             | 1.00     | \$546.12 | EACH | \$546.12       | \$0.00   | \$0.00     | \$546.12   |
| SPECIAL PROJECT OVERTIME<br>FRIDAYS ON THE FOX<br>6/17/22<br>SEE ATTACHED             | 1.00     | \$548.10 | EACH | \$548.10       | \$0.00   | \$0.00     | \$548.10   |
| SPECIAL PROJECT OVERTIME<br>FRIDAYS ON THE FOX<br>6/24/22<br>SEE ATTACHED             | 1.00     | \$548.10 | EACH | \$548.10       | \$0.00   | \$0.00     | \$548.10   |
| SPECIAL PROJECT OVERTIME<br>FRIDAYS ON THE FOX<br>7/1/22<br>SEE ATTACHED              | 1.00     | \$559.69 | EACH | \$559.69       | \$0.00   | \$0.00     | \$559.69   |
| SPECIAL PROJECT OVERTIME<br>FRIDAYS ON THE FOX<br>7/8/22<br>SEE ATTACHED              | 1.00     | \$567.34 | EACH | \$567.34       | \$0.00   | \$0.00     | \$567.34   |
| SPECIAL PROJECT OVERTIME<br>FRIDAYS ON THE FOX<br>7/15/22<br>SEE ATTACHED             | 1.00     | \$560.68 | EACH | \$560.68       | \$0.00   | \$0.00     | \$560.68   |
| Please put Invoice Number on your check.<br>Make checks payable to City of Green Bay. |          |          |      | Invoice Total: |          | \$3,330.03 |            |

FOR QUESTIONS ON THIS INVOICE PLEASE CALL LISA AT 920-448-3188.

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## GREEN BAY CITY TREASURER

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

## INVOICE

|                   |             |
|-------------------|-------------|
| Invoice Date      | Invoice No. |
| 10/26/2022        | 162269      |
| Customer Number   |             |
| 55413             |             |
| Invoice Total Due |             |
| \$2,567.64        |             |
| Customer PO       | Due Date    |
|                   | 11/25/2022  |

ON BROADWAY INC  
ALLIE THUT  
340 N BROADWAY STE 165  
GREEN BAY, WI 54301

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 10/26/2022

Customer Number: 55413

| Description                                                                           | Quantity | Price    | UOM  | Original Bill  | Adjusted   | Paid   | Amount Due |
|---------------------------------------------------------------------------------------|----------|----------|------|----------------|------------|--------|------------|
| SPECIAL PROJECT OVERTIME<br>WEDNESDAY NIGHT FARMERS MARKET<br>9/7/22<br>SEE ATTACHED  | 1.00     | \$641.91 | EACH | \$641.91       | \$0.00     | \$0.00 | \$641.91   |
| SPECIAL PROJECT OVERTIME<br>WEDNESDAY NIGHT FARMERS MARKET<br>9/14/22<br>SEE ATTACHED | 1.00     | \$641.91 | EACH | \$641.91       | \$0.00     | \$0.00 | \$641.91   |
| SPECIAL PROJECT OVERTIME<br>WEDNESDAY NIGHT FARMERS MARKET<br>9/21/22<br>SEE ATTACHED | 1.00     | \$641.91 | EACH | \$641.91       | \$0.00     | \$0.00 | \$641.91   |
| SPECIAL PROJECT OVERTIME<br>WEDNESDAY NIGHT FARMERS MARKET<br>9/28/22<br>SEE ATTACHED | 1.00     | \$641.91 | EACH | \$641.91       | \$0.00     | \$0.00 | \$641.91   |
| Please put Invoice Number on your check.<br>Make checks payable to City of Green Bay. |          |          |      | Invoice Total: | \$2,567.64 |        |            |

FOR QUESTIONS ON THIS INVOICE PLEASE CALL LISA AT 920-448-3188.

ORIGINAL  
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## GREEN BAY CITY TREASURER

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

## INVOICE

|                   |             |
|-------------------|-------------|
| Invoice Date      | Invoice No. |
| 10/26/2022        | 162270      |
| Customer Number   |             |
| 59427             |             |
| Invoice Total Due |             |
| \$641.91          |             |
| Customer PO       | Due Date    |
|                   | 11/25/2022  |

GREEN BAY FIRST CHURCH  
MATT MILLER  
1460 SHAWANO AV  
GREEN BAY, WI 54303

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 10/26/2022

Customer Number: 59427

| Description                                                         | Quantity | Price    | UOM  | Original Bill | Adjusted | Paid   | Amount Due |
|---------------------------------------------------------------------|----------|----------|------|---------------|----------|--------|------------|
| SPECIAL PROJECT OVERTIME<br>TRAFFIC CONTROL 8/21/22<br>SEE ATTACHED | 1.00     | \$641.91 | EACH | \$641.91      | \$0.00   | \$0.00 | \$641.91   |

Please put Invoice Number on your check.  
Make checks payable to City of Green Bay.

Invoice Total:

\$641.91

FOR QUESTIONS ON THIS INVOICE PLEASE CALL LISA AT 920-448-3188.

ORIGINAL  
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## GREEN BAY CITY TREASURER

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

## INVOICE

|                   |             |
|-------------------|-------------|
| Invoice Date      | Invoice No. |
| 10/26/2022        | 162271      |
| Customer Number   |             |
| 62946             |             |
| Invoice Total Due |             |
| \$3,161.16        |             |
| Customer PO       | Due Date    |
|                   | 11/25/2022  |

ROCK THE DOCK  
DAWN PARADISO-HANSEN  
1050 S GRIDER ST  
APPLETON, WI 54914

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 10/26/2022

Customer Number: 62946

| Description                                                                           | Quantity | Price      | UOM  | Original Bill  | Adjusted   | Paid   | Amount Due |
|---------------------------------------------------------------------------------------|----------|------------|------|----------------|------------|--------|------------|
| SPECIAL PROJECT OVERTIME<br>ROCK THE DOCK<br>8/20/22                                  | 1.00     | \$3,161.16 | EACH | \$3,161.16     | \$0.00     | \$0.00 | \$3,161.16 |
| Please put Invoice Number on your check.<br>Make checks payable to City of Green Bay. |          |            |      | Invoice Total: | \$3,161.16 |        |            |

FOR QUESTIONS ON THIS INVOICE PLEASE CALL LISA AT 920-448-3188.

ORIGINAL  
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## GREEN BAY CITY TREASURER

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

## INVOICE

|                   |             |
|-------------------|-------------|
| Invoice Date      | Invoice No. |
| 10/26/2022        | 162272      |
| Customer Number   |             |
| 62288             |             |
| Invoice Total Due |             |
| \$962.87          |             |
| Customer PO       | Due Date    |
|                   | 11/25/2022  |

JESS MILLER LLC  
2263 MEADOW RIDGE DR  
DE PERE, WI 54115

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 10/26/2022

Customer Number: 62288

| Description                                                                           | Quantity | Price    | UOM  | Original Bill  | Adjusted | Paid   | Amount Due |
|---------------------------------------------------------------------------------------|----------|----------|------|----------------|----------|--------|------------|
| SPECIAL PROJECT OVERTIME<br>OKTOBERFEST<br>9/17/22<br>SEE ATTACHED                    | 1.00     | \$962.87 | EACH | \$962.87       | \$0.00   | \$0.00 | \$962.87   |
| Please put Invoice Number on your check.<br>Make checks payable to City of Green Bay. |          |          |      | Invoice Total: | \$962.87 |        |            |

FOR QUESTIONS ON THIS INVOICE PLEASE CALL LISA AT 920-448-3188.

ORIGINAL  
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## GREEN BAY CITY TREASURER

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

## INVOICE

|                   |             |
|-------------------|-------------|
| Invoice Date      | Invoice No. |
| 10/26/2022        | 162273      |
| Customer Number   |             |
| 63237             |             |
| Invoice Total Due |             |
| \$882.53          |             |
| Customer PO       | Due Date    |
|                   | 11/25/2022  |

BRAD SCHLOSSTEIN  
2166 BARBERRY LA  
GREEN BAY, WI 54304

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 10/26/2022

Customer Number: 63237

| Description                                                                 | Quantity | Price    | UOM  | Original Bill | Adjusted | Paid   | Amount Due |
|-----------------------------------------------------------------------------|----------|----------|------|---------------|----------|--------|------------|
| SPECIAL PROJECT OVERTIME<br>BEJA SHRINERS PARADE<br>8/20/22<br>SEE ATTACHED | 1.00     | \$882.53 | EACH | \$882.53      | \$0.00   | \$0.00 | \$882.53   |

Please put Invoice Number on your check.  
Make checks payable to City of Green Bay.

Invoice Total:

\$882.53

FOR QUESTIONS ON THIS INVOICE PLEASE CALL LISA AT 920-448-3188.

ORIGINAL  
COPY





## GREEN BAY CITY TREASURER

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

## INVOICE

|                   |             |
|-------------------|-------------|
| Invoice Date      | Invoice No. |
| 10/26/2022        | 162274      |
| Customer Number   |             |
| 62936             |             |
| Invoice Total Due |             |
| \$735.52          |             |
| Customer PO       | Due Date    |
|                   | 11/25/2022  |

THE FAMILY RADIO NETWORK  
1909 W 2ND STREET  
APPLETON, WI 54914

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 10/26/2022

Customer Number: 62936

| Description                                                         | Quantity | Price    | UOM  | Original Bill | Adjusted | Paid   | Amount Due |
|---------------------------------------------------------------------|----------|----------|------|---------------|----------|--------|------------|
| SPECIAL PROJECT OVERTIME<br>BAY BEACH EVENT 8/28/22<br>SEE ATTACHED | 1.00     | \$735.52 | EACH | \$735.52      | \$0.00   | \$0.00 | \$735.52   |

Please put Invoice Number on your check.  
Make checks payable to City of Green Bay.

Invoice Total:

\$735.52

FOR QUESTIONS ON THIS INVOICE PLEASE CALL LISA AT 920-448-3188.

ORIGINAL  
COPY



## GREEN BAY CITY TREASURER

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

## INVOICE

|                   |             |
|-------------------|-------------|
| Invoice Date      | Invoice No. |
| 10/26/2022        | 162275      |
| Customer Number   |             |
| 63238             |             |
| Invoice Total Due |             |
| \$400.49          |             |
| Customer PO       | Due Date    |
|                   | 11/25/2022  |

CARI JOSEPHSON  
2700 VERNON DR #340  
GREEN BAY, WI 54304

✂ Please Detach and return top portion with your payment ✂

City of Green Bay, Green Bay, WI 54301

Invoice Date: 10/26/2022

Customer Number: 63238

| Description                                                                           | Quantity | Price    | UOM  | Original Bill  | Adjusted | Paid     | Amount Due |
|---------------------------------------------------------------------------------------|----------|----------|------|----------------|----------|----------|------------|
| SPECIAL PROJECT OVERTIME<br>ALZHEIMER'S ASSOCIATION WALK<br>9/24/22<br>SEE ATTACHED   | 1.00     | \$400.49 | EACH | \$400.49       | \$0.00   | \$0.00   | \$400.49   |
| Please put Invoice Number on your check.<br>Make checks payable to City of Green Bay. |          |          |      | Invoice Total: |          | \$400.49 |            |

FOR QUESTIONS ON THIS INVOICE PLEASE CALL LISA AT 920-448-3188.

ORIGINAL  
COPY



Report to the  
**Finance Committee**  
of the City of Green Bay

**MEETING DATE**

November 29, 2022

**PREPARED BY**

**AGENDA ITEM # E.9**

For consideration with possible action the resolution authorizing a budget amendment for Police Overtime reimbursement for \$1,281.88 for unbudgeted costs offset by invoices.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. BA RESOLUTION \$1281.88

**RESOLUTION AUTHORIZING  
TO BUDGET AMENDMENT**

**December 6, 2022**

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

Pursuant to the recommendation of the Finance Committee at its meeting of November 29, 2022, the following 2022 amendment of funds is hereby authorized:

|           | <u>ACCOUNT</u>                               | <u>AMOUNT</u> |
|-----------|----------------------------------------------|---------------|
| Increase: | 101300 54051 Police-Medical Supplies         | \$1,281.88    |
| Increase: | 101160 45110 Muni Court-Ordinance Violations | \$1,281.88    |

\*\*This budget amendment is for September and October 2022 unbudgeted costs to offset the expenses paid to local hospitals for blood draws resulting from the police department's OWI arrests-1<sup>st</sup> offense that are collected from invoicing the person that was arrested.

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**MONTHLY REPORT FOR Sep, 2022**

**TOTAL MONEY COLLECTED:**

|                  |                    |
|------------------|--------------------|
| Fines/Costs:     | \$90,538.55        |
| Blood Draw Fees: | \$491.88           |
| Reopen Fees:     | \$100.00           |
| <b>TOTAL:</b>    | <b>\$91,130.43</b> |

**LESS MONIES PD TO COUNTY:**

|                               |                   |
|-------------------------------|-------------------|
| Jail Fees:                    | \$4,769.95        |
| Driver Improvement Surcharge: | \$2,576.30        |
| IID Surcharge:                | \$550.00          |
| <b>TOTAL:</b>                 | <b>\$7,896.25</b> |

|                            |                    |
|----------------------------|--------------------|
| <b>TOTAL PAID TO CITY:</b> | <b>\$83,234.18</b> |
|----------------------------|--------------------|

Total collected less total pd to County

**RECEIPTS:**

| <i>WEEK</i>    | <i>Receipt #</i> | <i>Amount</i> |
|----------------|------------------|---------------|
| 9/1 - 9/14/21  |                  | \$45,254.70   |
| 9/15 - 9/30/21 |                  | \$37,979.48   |

|                        |                    |
|------------------------|--------------------|
| <b>TOTAL RECEIPTS:</b> | <b>\$83,234.18</b> |
|------------------------|--------------------|



# MONTHLY REPORT FOR Oct, 2022

**TOTAL MONEY COLLECTED:**

|                  |                     |
|------------------|---------------------|
| Fines/Costs:     | \$102,342.33        |
| Blood Draw Fees: | \$790.00            |
| Reopen Fees:     | \$148.80            |
| <b>TOTAL:</b>    | <b>\$103,281.13</b> |

**LESS MONIES PD TO COUNTY:**

|                               |                    |
|-------------------------------|--------------------|
| Jail Fees:                    | \$5,494.24         |
| Driver Improvement Surcharge: | \$3,901.10         |
| IID Surcharge:                | \$881.90           |
| <b>TOTAL:</b>                 | <b>\$10,277.24</b> |

**TOTAL PAID TO CITY:****\$93,003.89**

Total collected less total pd to County

**RECEIPTS:**

| <i>WEEK</i>      | <i>Receipt #</i> | <i>Amount</i> |
|------------------|------------------|---------------|
| 10/1 - 10/15/21  |                  | \$47,220.50   |
| 10/16 - 10/31/21 |                  | \$45,783.39   |

**TOTAL RECEIPTS:****\$93,003.89**



Report to the  
**Finance Committee**  
of the City of Green Bay

**MEETING DATE**

November 29, 2022

**PREPARED BY**

**AGENDA ITEM # E.10**

A request by Ald. Jennifer Grant to the Finance Committee which states: "For discussion with possible action to create a new resolution or amend the current resolution to reallocate all available ARPA funds within the existing categories and any new possible categories."

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. 2022-11-11 Dist I to Finance

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Celestine Jeffreys](#)  
**Subject:** Online Form Submittal: Alders' Petitions and Communications  
**Date:** Friday, November 11, 2022 11:26:41 AM

---

## Alders' Petitions and Communications

|                       |                                                                                                                                                                                                       |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                  | Jennifer Grant                                                                                                                                                                                        |
| Committee Name        | Finance Committee                                                                                                                                                                                     |
| Text of Communication | For discussion with possible action to create a new resolution or amend the current resolution to reallocate all available ARPA funds within the existing categories and any new possible categories. |

Email not displaying correctly? [View it in your browser.](#)





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

## MEETING DATE

November 29, 2022

## AGENDA ITEM # F.I

To direct Finance Staff to work with BSA on the total cost of the deficient and critical needs listed in the report in response to the review of the Facilities Assessment Updates for City Hall, Municipal Court, Police Station, and Fire Station #1.

To proceed with BSA for a flow review not to exceed \$30,000 and direct staff to find funding or bring it back to the Finance Committee.

## BACKGROUND

For discussion at the meeting.

The attached spreadsheets are based on the assessment by Berners Schober (BSA), but modified by city Engineering staff.

These building improvements are recommended by Trista Hobbs, Assistant City Engineer – Special Projects to be implemented immediately or within the next year.

## RECOMMENDATION

Add to Capital Improvement Plan.

## FISCAL IMPACT

## ATTACHMENTS

1. BSA-Engineering City hall & Police summary of priority items\_11.23.2022
2. CityHall\_Updated 11.7.2022
3. FireStation1
4. MunicipalCourt
5. PoliceStation



## Police station

### Summary of Deficient and Critical Priority from BSA's assessment

|                            |                       | Deficient        | Critical         |                  |
|----------------------------|-----------------------|------------------|------------------|------------------|
|                            |                       | Immediate        | Replace 1-2      |                  |
|                            |                       | replacement      | years            |                  |
| <b>Items to update now</b> |                       |                  |                  |                  |
| Architectural              | Precast panels        |                  | \$ 8,000         | \$ 8,000         |
| Architectural              | Precast canopy        |                  | \$ 12,000        | \$ 12,000        |
| Plumbing                   | Thermal Mixing Valve  | \$ 8,000         |                  | \$ 8,000         |
| Plumbing                   | Backflow prevention   | \$ 5,000         |                  | \$ 5,000         |
| Plumbing                   | Storm & roof drainage | \$ 8,000         |                  | \$ 8,000         |
| Electrical                 | Receptacles           | \$ 1,500         | \$ -             | \$ 1,500         |
| <b>TOTAL</b>               |                       | <b>\$ 22,500</b> | <b>\$ 20,000</b> | <b>\$ 42,500</b> |

### Items to defer until HVAC replacement

|              |                  |                   |                   |                   |
|--------------|------------------|-------------------|-------------------|-------------------|
| HVAC         | Air unit housing |                   | \$ 435,000        | \$ 435,000        |
| HVAC         | Insulation       |                   | \$ 1,500          | \$ 1,500          |
| HVAC         | Housing          | \$ 2,500          |                   | \$ 2,500          |
| HVAC         | Condensing units | \$ 2,500          |                   | \$ 2,500          |
| HVAC         | make-up air unit | \$ 140,000        |                   | \$ 140,000        |
| HVAC         | Exhaust          | \$ 40,000         |                   | \$ 40,000         |
| HVAC         | Control          | \$ 20,000         | \$ -              | \$ 20,000         |
| <b>TOTAL</b> |                  | <b>\$ 205,000</b> | <b>\$ 436,500</b> | <b>\$ 641,500</b> |
| BSA summary  |                  | \$ 227,500        | \$ 456,500        | \$ 684,000        |

## CITY HALL

### Summary of Deficient and Critical Priority from BSA's assessment

|                            |                                                     | Deficient         | Critical        | High                |                     |
|----------------------------|-----------------------------------------------------|-------------------|-----------------|---------------------|---------------------|
|                            |                                                     | Immediate         | Replace 1-2     | Replace 3-5         |                     |
|                            |                                                     | replacement       | years           | years               |                     |
| <b>Items to update now</b> |                                                     |                   |                 |                     |                     |
| Architectural*             | Roof Replacement                                    | \$ -              | \$ -            | \$ 750,000          | \$ 750,000          |
| Plumbing                   | Storm/clearwater system                             | \$ 40,000         |                 |                     | \$ 40,000           |
| Plumbing                   | Eyewash(es)                                         | \$ 5,000          |                 |                     | \$ 5,000            |
| Plumbing                   | Therm mixing valve                                  | \$ 7,500          |                 |                     | \$ 7,500            |
| Plumbing                   | Backflow prevention                                 | \$ 500            |                 |                     | \$ 500              |
| Fire protection            | Standpipe system                                    | \$ 65,000         |                 |                     | \$ 65,000           |
| Electrical                 | Branch Panel, mixed loads                           |                   |                 | \$ 18,000           | \$ 18,000           |
| Electrical                 | Update/replace fire alarm devices                   |                   |                 | \$ 500,000          | \$ 500,000          |
| Electrical**               | Remove transformer from building and update service |                   |                 | \$ 1,000,000        | \$ 1,000,000        |
| Electrical                 | Seal fire alarm penetrations                        | \$ -              | \$ 5,000        | \$ -                | \$ 5,000            |
| <b>TOTAL</b>               |                                                     | <b>\$ 118,000</b> | <b>\$ 5,000</b> | <b>\$ 2,268,000</b> | <b>\$ 2,391,000</b> |

#### Items to defer until HVAC replacement

|              |                           |                  |                  |              |                  |
|--------------|---------------------------|------------------|------------------|--------------|------------------|
| HVAC 1       | Air intake                | incl 3-5 yrs     |                  |              | \$ -             |
| HVAC 1       | Coils                     |                  | incl 3-5 yrs     |              | \$ -             |
| HVAC 1       | Mechanical room duct work | incl 3-5 yrs     |                  |              | \$ -             |
| HVAC 2       | Ductwork                  | incl 3-5 yrs     |                  |              | \$ -             |
| HVAC 3       | Ductwork                  | incl 3-5 yrs     |                  |              | \$ -             |
| HVAC 4       | Ductwork                  | incl 3-5 yrs     |                  |              | \$ -             |
| HVAC 5       | Housing                   | \$ 30,000        |                  |              | \$ 30,000        |
| HVAC 5       | Coils                     |                  | incl 3-5 yrs     |              | \$ -             |
| HVAC 5       | Pipe insulation           |                  | \$ 26,000        |              | \$ 26,000        |
| HVAC 5       | Boiler room               | \$ 13,000        | \$ -             | \$ -         | \$ 13,000        |
| <b>TOTAL</b> |                           | <b>\$ 43,000</b> | <b>\$ 26,000</b> | <b>\$ -</b>  | <b>\$ 69,000</b> |
| BSA summary  |                           | \$ 161,000       | \$ 31,000        | \$ 2,268,000 | \$ 2,460,000     |

\* Currently leaking and damaging 6th floor ceiling and equipment. Had a leak in the IT closet recently.

\*\* Not included in report because it is part of the 2023 CIP

# FACILITY ASSESSMENT

Document prepared for:

**City of Green Bay**

Green Bay, WI

**City Hall**

**Comm. No. 22CGB12.00**

**September 30, 2022**

## Facility Assessment

City of Green Bay | Green Bay, WI

Comm. No. 22CGB12.00

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## **report description**

An assessment of City Hall was conducted in 2015 by Berners Schober which reviewed the condition of the building's architectural, structural, mechanical, plumbing and electrical elements. This report, done in the summer of 2022, is an update to the previous assessment. Each building was re-surveyed by trade and the reports updated. Below are brief summaries of the changes to the building in the intervening 7 years.

## **architectural**

Exterior building elements have not changed significantly since the previous assessment. The roof of the building and penthouse are in need of replacement. Single pane windows are recommended for replacement.

Interior finishes were reviewed with an emphasis on those which were damaged or in poor condition. The elevators have been replaced since the previous assessment. The 6<sup>th</sup> Floor was renovated during the past 7 years, including the staff break room which provided accessible sink and counter areas.

## **code/accessibility**

The Wisconsin building code has been updated since the last assessment to referencing the 2015 International Building Code (IBC). The 2015 IBC references the 2009 ICC A117.1 Accessible and Usable Buildings and Facilities code. The 2010 ADA Standards remain in effect since the previous assessment. Major building elements, such as the stair and elevator shafts, are unchanged. Notes from the 2009 assessment related to fire ratings still apply but were not reiterated.

Since the 2015 assessment, some of the accessible elements have been corrected. A chart is included in this report section that documents compliant and non-compliant elements of the accessible toilet rooms. Drinking fountains with water bottle fillers have been installed on all floors except the basement.

## **structure**

Structural elements have exhibited little change since the previous assessment.

## **plumbing**

Water heater was replaced with a new electric unit. Previous unit was gas-fired.

## **fire protection**

There has been no change to the fire protection system since the last assessment, with the exception of alterations to address remodeled areas.

## **mechanical**

No major changes/updates to the mechanical systems have been made since the last evaluation. Duct systems were modified to serve the renovated space. The boiler tubes have been refurbished, which will extend the life expectancy of the steam boilers.

## **electrical**

No major changes/updates to the electrical systems have been made since the last evaluation. Some additional interior lighting has been upgraded to LED.



| ITEM              | DEFICIENT (d)<br>Immediate<br>Replacement | CRITICAL<br>PRIORITY (cp)<br>Replace in 1-2<br>years | HIGH PRIORITY (hp)<br>Replace in 3-5 years              | COST ESTIMATE   |
|-------------------|-------------------------------------------|------------------------------------------------------|---------------------------------------------------------|-----------------|
| <b>City Hall</b>  |                                           |                                                      |                                                         |                 |
| architectural-ext |                                           |                                                      | Roof replacement                                        | \$750,000       |
| architectural-ext |                                           |                                                      | Tuck Pointing                                           | \$5,000         |
| architectural-ext |                                           |                                                      | Exterior window<br>replacement                          | \$563,200       |
| architectural-int |                                           |                                                      | Floors-Composite<br>tile at basement                    | TBD             |
| architectural-int |                                           |                                                      | Exterior metal door<br>and frame (long &<br>short term) | \$200 – \$6,000 |
| code              |                                           |                                                      | Accessible route                                        | \$400 – \$1,000 |
| plumbing          | Storm/clearwater<br>system                |                                                      |                                                         | \$40,000        |
| plumbing          |                                           |                                                      | Valves                                                  | \$5,000         |
| plumbing          |                                           |                                                      | Insulation                                              | \$20,000        |
| plumbing          | Eyewash(es)                               |                                                      |                                                         | \$5,000         |
| plumbing          | Therm. mixing valve<br>(TMV)              |                                                      |                                                         | \$7,500         |
| plumbing          | Backflow<br>prevention                    |                                                      |                                                         | \$500           |
| plumbing          |                                           |                                                      | Elevator sump pit                                       | \$500           |
| fire protection   |                                           |                                                      | Fire pump<br>Fire pump controller                       | \$55,000        |
| fire protection   |                                           |                                                      | Jockey pump<br>Jockey pump<br>controller                | \$10,000        |
| fire protection   | Standpipe system                          |                                                      |                                                         | \$65,000        |
| HVAC - AHU-1      |                                           |                                                      | Housing                                                 | \$520,000       |
| HVAC              | Air intake                                |                                                      |                                                         | \$incl          |
| HVAC              |                                           | Coils                                                |                                                         | \$incl          |
| HVAC              |                                           |                                                      | Insulation                                              | \$incl          |
| HVAC              | Mechanical room duct<br>work              |                                                      |                                                         | \$incl          |
| HVAC              |                                           |                                                      | Distribution duct<br>work                               | \$1,252,000     |
| HVAC              |                                           |                                                      | Induction terminals                                     | \$3,380,000     |
| HVAC - AHU-2      |                                           |                                                      | Housing                                                 | \$210,000       |
| HVAC              |                                           |                                                      | Coils                                                   | \$incl          |
| HVAC              | Ductwork                                  |                                                      |                                                         | \$incl          |
| HVAC              |                                           |                                                      | Insulation                                              | \$incl          |
| HVAC - 3          |                                           |                                                      | Housing                                                 | \$210,000       |
| HVAC              |                                           |                                                      | Coils                                                   | \$incl          |

|                        |             |                              |                                   |                                  |
|------------------------|-------------|------------------------------|-----------------------------------|----------------------------------|
| HVAC                   | Duct work   |                              |                                   | \$incl                           |
| HVAC                   |             |                              | Insulation                        | \$incl                           |
| HVAC - 4               |             |                              | Housing                           | \$210,000                        |
| HVAC                   |             |                              | Air intake                        | \$ incl                          |
| HVAC                   |             |                              | Coils                             | \$ incl                          |
| HVAC                   |             |                              | Fan                               | \$ incl                          |
| HVAC                   |             |                              | controls                          | \$ incl                          |
| HVAC                   | Ductwork    |                              |                                   | \$ incl                          |
| HVAC                   |             |                              | Insulation                        | \$ incl                          |
| HVAC - 5               | Housing     |                              |                                   | \$ 30,000                        |
| HVAC                   |             | Coils                        |                                   | \$ incl                          |
| HVAC                   |             |                              | Filter                            | \$ incl                          |
| HVAC                   |             |                              | Exhaust fans                      | \$40,000                         |
| HVAC                   |             |                              | Exhaust Ductwork                  | \$50,000                         |
| HVAC                   |             |                              | Boilers                           | \$350,000                        |
| HVAC                   |             | Pipe insulation              |                                   | \$26,000                         |
| HVAC                   |             |                              | Room terminal units               | \$65,000                         |
| HVAC                   |             |                              | Mechanical room                   | \$11,000                         |
| HVAC                   | Boiler room |                              |                                   | \$13,000                         |
| HVAC                   |             |                              | DDC control                       | \$50,000                         |
| electrical             |             |                              | Branch panel, mixed loads         | \$18,000                         |
| electrical             |             |                              | Update/replace fire alarm devices | \$500,000                        |
| electrical             |             | Seal fire alarm penetrations |                                   | \$5,000                          |
| <b>City Hall Total</b> |             |                              |                                   | <b>\$8,467,700 – \$8,474,700</b> |

## architecture

### building description

The existing city hall building was constructed in 1956. The six-story structure has an exterior consisting of granite panels and face brick masonry with a precast concrete wall cap. There is mechanical penthouse on the roof that is also constructed of face brick and has a pre-cast concrete cap. This building holds several City of Green Bay Department offices as well as the City Council Chambers.

### building envelope

#### roof

The existing roof is a rubber membrane covered with a pea sized ballast system. It was recommended in our previous study in 2015 that the roof needed replacement in its entirety. This replacement work would also the removal all of the copper flashings on the current roof. The roof of the existing mechanical penthouse should be replaced along with all damaged pre-cast concrete copings as these two roofs are the same age and condition. The existing roof is 11,170 sf with 500' of flashing and trim. The Mechanical Penthouse roof is 2,430 sf and has 250' of flashing that would be replaced.

#### exterior walls

The exterior of the building is clad on the first floor with granite panels. These panels are in very good condition for a building of this age. The upper five stories are clad with a cream-colored face brick. From observance at the ground level most of the brick appears to be in good condition. The building could be power washed to clean the streaking from window ledges above. There are more than likely a few areas in which tuck pointing might be required but were not visible from the ground.

The window wells to the east have some rust staining below the grating and could be part of a maintenance cleaning program to maintain the exterior condition of the building. There is a hollow metal door and frame at the bottom of the stair leading to the window well area that is very rusted and should be considered for replacement.

#### exterior windows and doors

The exterior doors are wide style aluminum doors with single pane glass and are in good condition. The operation, pulls, power assist system and closers are all in good working order.

The exterior windows are aluminum framed casement windows with single pane uninsulated glass panels. The interior of these windows has a secondary sliding, single-pane glass panel. These windows are not thermally broken, and the glass provides little or no insulation value to the building. In addition, there are numerous locations on the upper floors that are show signs of water damage at the jambs, which will get worse over time. It is highly recommended that all the windows should be replaced with a thermally broken frame with insulated low-E glass.

### legend

|                                            |                                                    |                                                |                                       |                              |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/ Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------|--------------|---------------------------|

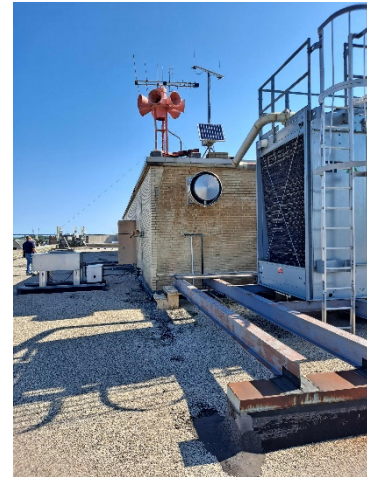
| architectural elements      | grade | budget cost | notes | comments                 |
|-----------------------------|-------|-------------|-------|--------------------------|
| <b>exterior elements</b>    |       |             |       |                          |
| Roof condition              | HP    | \$ 750,000  | A1    | Complete replacement     |
| Exterior facade condition   | HP    | \$ 5,000    | A2    | Tuck pointing masonry    |
| Exterior window replacement | HP    | \$ 563,200  | A3    | Replace exterior windows |

**notes:**

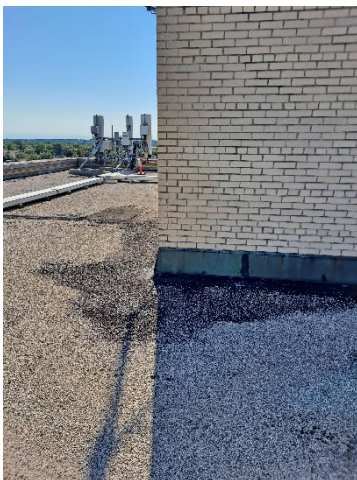
- A1.** Remove and replace both mechanical penthouse roof and 6<sup>th</sup> floor roof including replacement of copper flashing with stainless steel and all damaged pre-cast concrete wall caps.
- A2.** Tuck point existing main building and mechanical penthouse.
- A3.** Replace all 256 windows (various sizes) at the exterior, patch interior jambs and repaint all window jambs.



**Existing roof**



**Existing roof**



**Mechanical penthouse - tuck pointing**



**Mechanical penthouse - tuck pointing**



**City Hall  
Parks Department  
Architectural-Exterior**



**Penthouse pre-cast coping replacement**



**Replace exterior windows**



**Rust on window well walls**



**Rusted door to window well**



**Rust on window well walls**



## **architecture**

### **building description**

City Hall is a brick and granite clad structure dating from 1956.

### **interior conditions**

The following are updated condition notes from the previous assessment conducted in 2015.

#### **basement**

##### **Floors**

- 9" composite tile in print shop area has cracked and missing tile at multiple locations throughout the space. Staff reports that a previous asbestos survey found asbestos in the adhesive for the tiles, but not the tiles themselves. Areas of missing or damaged tile should be addressed in order to prevent old adhesive from becoming airborne.

##### **Walls**

- Chipped paint at lower portion of corridor walls and handrails in mechanical room.

##### **Doors and frames**

- Paint at frames is worn and chipped in multiple locations.
- Metal door from boiler room to exterior is rusted at sill. Weatherstripping is missing at door. Daylight visible at door perimeter.

#### **first floor**

##### **Floors**

- Carpet at high traffic areas (legal suite, reception areas) is showing wear.

##### **Walls**

- Sealant at perimeter of wall-hung lavatory in single-user toilet room is smeared on wall/not consistent.
- Former wall locations and other patches in walls of open office are visible due to different wall texture and/or paint sheen.

##### **Ceilings**

- Minor chip in ceiling panel at office with brown wall.

#### **second floor**

##### **Walls**

- Paint has chipped at gypsum board outside corners.

#### **third floor**

##### **Floors**

- Multiple chips in vinyl tiles, specifically at room with printer and interior corridor.

##### **Walls**

- Paint has chipped at gypsum board outside corners.
- Bent louver blades at wall under window.

##### **Doors**

- Scratches in finish of wood door at storage rooms.

##### **Ceilings**

- Inconsistent gaps in perforated spline ceiling tiles.
- Uneven gaps between perimeter trim and spline ceiling tiles, likely due to cupping of the ceiling tiles.

**fourth floor**

**Floors**

- Athletic flooring is shifting, causing gaps between floor tiles.
- Older athletic flooring with interlocking edges has de-laminating surface at several tiles.
- Bubbled carpet at NE office. Long-term condition. Carpet is worn at traffic areas.

**Walls**

- Chipped paint at metal door frames.
- Missing cover at light switch.

**Doors and windows**

- Chipped paint at metal door frames.
- Window jambs behind interior clear panel are deteriorated or broken at some windows. Possibly due to moisture build-up between panel and exterior single-pane windows. Typically occurs on south and west-facing windows.

**Ceilings**

- Missing light fixture at internal corridor of unused space.
- Loose spline ceiling tiles at several areas of unused space.
- Water-stained ceiling panel at room outside of IT space. Adjacent window head has either unmatched paint or patched area.

**fifth floor**

**Walls**

- Square gap in wall at intersection of marble panels, plaster wall, and rubber base (Human Resources lobby area)

**Doors**

- Scratched wood finish at door wood frame (Human Resources area).

**Casework**

- Gap in plastic laminate countertop.
- Crack and de-laminated area of plastic laminate countertop at wall corner intersection.

**sixth floor**

**Walls**

- Paint has started to peel from surface of glazed ceramic block in single-user toilet room.

**penthouse**

**Walls**

- Brick on interior southwest wall is effervescing. This appears to be due to a deteriorated roof edge condition on the exterior portion of the penthouse at this location.
- Efflorescence under windowsill at east wall.

## legend

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| architectural elements                        | grade | budget cost                                 | notes  | comments                                         |
|-----------------------------------------------|-------|---------------------------------------------|--------|--------------------------------------------------|
| <b>floors</b>                                 |       |                                             |        |                                                  |
| Composite tile at basement                    | HP    | \$\$                                        | A1     | Cost determined by abatement consultant          |
| Carpet                                        | F     |                                             | A2     |                                                  |
| Vinyl composite tile at 3 <sup>rd</sup> floor | F     |                                             |        | Replace chipped tiles.                           |
| Athletic flooring                             | F     |                                             | A3, A4 |                                                  |
| <b>walls</b>                                  |       |                                             |        |                                                  |
| Chipped paint at corners                      | C     |                                             | A5     |                                                  |
| Sealant at wall-hung lavatory                 | F     |                                             | A6     |                                                  |
| Walls – miscellaneous                         | C     |                                             | A7     |                                                  |
| Brick at penthouse                            | F     |                                             | A8     |                                                  |
| <b>doors and frames</b>                       |       |                                             |        |                                                  |
| Wood doors                                    | C/F   |                                             | A9     |                                                  |
| Interior metal doors and frames               | C     |                                             | A10    |                                                  |
| Exterior metal door and frame                 | HP    | \$200 (short term)<br>\$5K-\$6K (long term) | A11    |                                                  |
| <b>casework</b>                               |       |                                             |        |                                                  |
| Casework                                      | F     | \$300 - \$800                               | A12    |                                                  |
| <b>ceilings</b>                               |       |                                             |        |                                                  |
| Ceiling tiles and panels                      | C     |                                             |        | General maintenance to replace and secure tiles. |

## notes:

- A1.** Consult with abatement professionals on how to best replace chipped or missing tile in areas where tile is encapsulating probable asbestos containing material (ACM) in the adhesive.
- A2.** Broadloom carpet at first and fourth floors (and other areas) is worn but serviceable. Recommend planning for carpet tile for future replacement to better facilitate updates to worn areas only.
- A3.** Provide new adhesive to secure tiles where gap has formed in athletic flooring.
- A4.** Replace interlocking tiles which have de-laminated surfaces. (Verify if attic stock is on hand.)
- A5.** Touch-up paint as needed throughout building. Consider corner guards at high-traffic areas.

**City Hall  
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Architectural-Interior**

- A6.** Remove existing sealant at perimeter of lavatory. Patch paint if necessary and re-apply sealant.
- A7.** Maintenance staff: correct bent metal louver blade; replace missing switch cover; in-fill gap at wall in Human Resources (wood or gypsum board patch and paint).
- A8.** Clean effervescence off brick in penthouse and monitor for reoccurrence after exterior conditions are corrected.
- A9.** Lightly sand and re-finish scratched wood doors and wood frames.
- A10.** Touch-up chipped paint at interior doors and frames as needed.
- A11.** Short-term recommendation: replace weatherstripping at perimeter of exterior door. Sand rusted surfaces and apply rust-inhibiting paint. Long-term recommendation: plan for replacement of door and frame.
- A12.** Provide clear sealant at gap in plastic laminate. Recommend replacing cracked and de-laminated surface. If matching laminate is available, installer may be able to remove just damaged portion.

**Basement**



**Chipped floor tile**



**Chipped paint**

**City Hall  
Parks Department  
Architectural-Interior**



**Chipped paint at wall**



**Missing weatherstripping at rusted door**

**First floor**



**Worn carpet – legal area**



**Excessive sealant at lavatory**



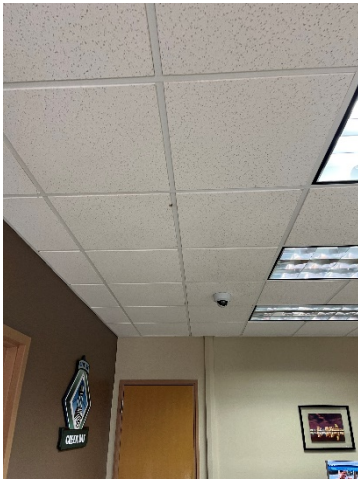
**Ripped carpet seam**



**Visible wall patches**



**City Hall  
Parks Department  
Architectural-Interior**



Small chip in ceiling panel



2<sup>nd</sup> & 3<sup>rd</sup> floors: typical chipped paint at exterior corner

Third floor



Chipped floor tiles



Bent louver blades



Scratched wood door



Typical spline ceiling issues



**City Hall  
Parks Department  
Architectural-Interior**

**Fourth floor**



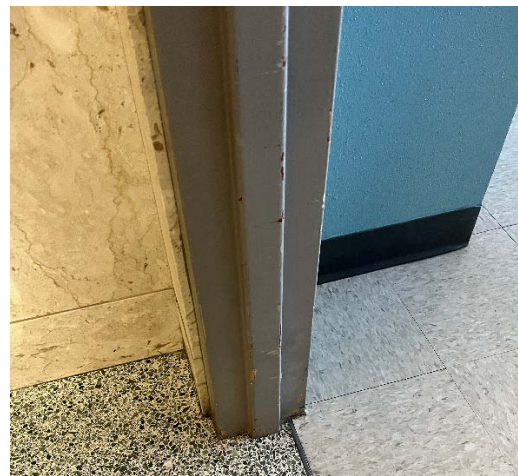
**Gap in rubber floor tile**



**De-laminated interlocking floor tiles**



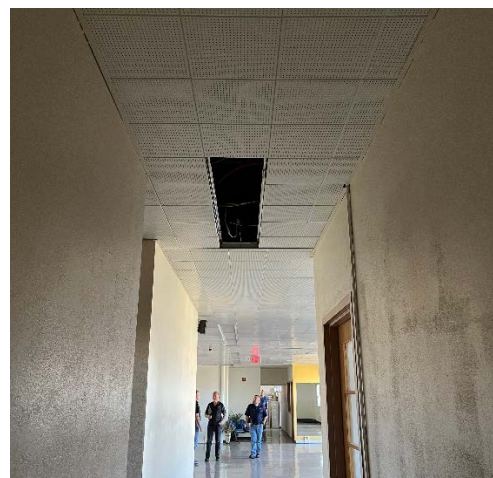
**Bubbled carpet at NE office**



**Chipped paint at HM frames**



**Typical spline ceiling issues**



**Missing light fixture**



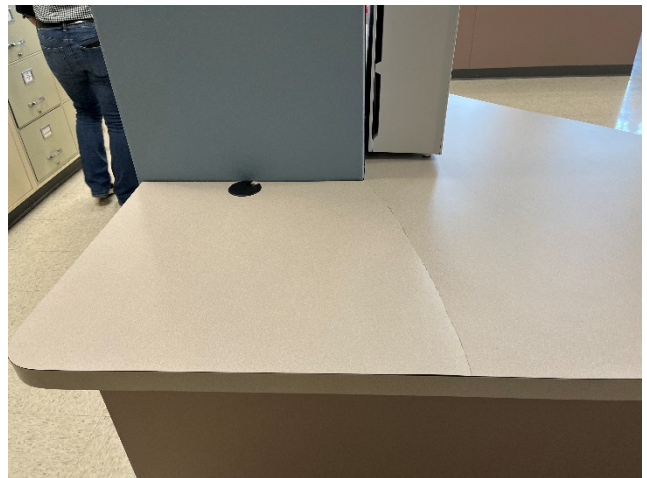


**Damaged ceiling tile – adjacent to IT room**

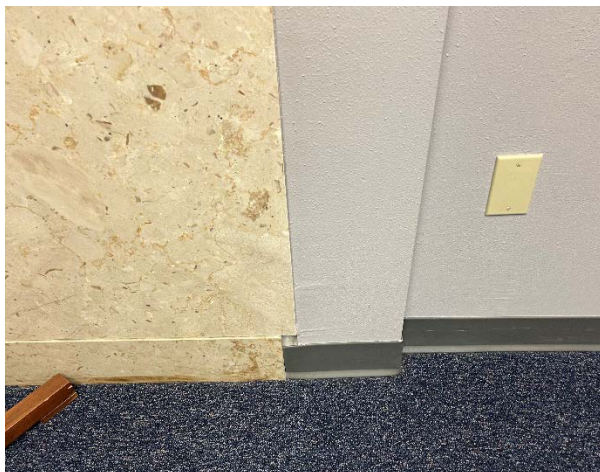
**Fifth floor**



**Plastic laminate gap**



**Cracked, damaged plastic laminate**



**Fill gap in wall**



**Scratched wood finish**

**Sixth floor**



**Peeling paint from glazed block**

**Penthouse**



**Effervescence on west wall**



**Effervescence on east wall**



## code compliance and accessibility building data

code references based on 2015 IBC

|                                                              |                                                                                                                                                                                                                             |                   |                                                                                                                         |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Year(s) Constructed</b>                                   | 1955 (date on building 1956)                                                                                                                                                                                                | <b>Gross Area</b> | Basement: 14,021 SF<br>First Floor: 13,349 SF<br>Floors two - six: 13,433 SF<br>Penthouse: 2,346 SF<br>Total: 96,881 SF |
| <b>Occupancy Classification</b><br><i>(Chapter 3 of IBC)</i> | The WI building code at the time of construction and additions would have placed the building under Chapter 54 Factory, Office, Mercantile occupancy category.<br><br>Current code would place it under <b>B Business</b> . |                   |                                                                                                                         |
| <b>Construction Type</b><br><i>(Chapter 6 IBC)</i>           | Construction <b>Type I-B</b> (2-hour concrete beams, columns & floor slabs, 1-hour roof)                                                                                                                                    |                   |                                                                                                                         |

### summary of code compliance/life safety

The Green Bay City Hall complied with the building code, as adopted by Wisconsin, at the time it was constructed. If a future modification or renovation is undertaken, any items/areas modified or updated would need to be brought into compliance with the current code. Additional modifications may be triggered, depending on the scope of work.

**Careful review of code should be done prior to any renovation project to identify other mandated upgrades.**

This assessment will identify items that have changed or are identified differently from the previous assessment in 2015. Updates to the existing facility that are required will be noted as such. Others will be noted for reference when planning future renovations.

### egress

Two means of egress area available from all areas of the occupied floors of the building. The penthouse has a single means of egress, which is allowable for its area and use.

### stairs, ramps and shafts

Currently, stair shafts are designated for up or down movement only, to minimize potential spread of Covid 19 between occupants. In the case of a fire or emergency, either stair shaft is available for use.

### handrails and guardrails

There is no change to this aspect of the building from the previous assessment. Handrail extensions past the lowest tread are not present but grandfathered in as compliant when built. These are not a significant safety hazard. Note that the recommendation for additional guards on the rails at open sides of stairs is still pertinent. The openings between guards are over 12" wide. While grandfathered in as compliant at time of construction, these openings would not comply with current code requirements for openings of less than 4".

## summary of accessibility/ADA compliance

### ADA standards

The Americans with Disabilities Act places establishes an additional level of requirements on public and commercial facilities in terms of accessibility. Unlike a building code, it is a federal law which requires continual compliance, regardless of when a building was built. Accessibility items noted in this report fall under this category and should thus be addressed in a timely manner.

In addition, Wisconsin has adopted the 2015 suite of International Building Codes (IBC). Chapter 11 of the IBC directs that "buildings and facilities shall be designed and constructed to be accessible in accordance with this code and ICC A117.1-09." This codifies most of the same accessibility standards as those found in the ADA.



### **accessible route**

Drinking fountains with water bottle fillers have been installed at most floors. Extensions to the wall or other obstructions have been provided to ensure that the drinking fountains do not protrude more than the allowable 4" from the corridor wall.

The City Council room has a two-level platform at the front of the room, which is not accessible. While there would be space for a ramp to the lower level, there is not space to the upper platform unless some of the lower seated spaces were removed. The second floor Committee Room has a similar single-level platform.

The fifth-floor accessible toilet room has a table in place which impedes on the clear floor space for the toilet fixture.

The light switch for the first-floor accessible toilet room is not in the room, but in the passageway leading to the toilet room.

### **doors**

Most doors used by the public and staff have been converted to either lever handles or push/pull hardware, both of which are accessible. Some doors still have knob hardware, which is not accessible. Doors observed with knobs were either not required to be accessible or were not the sole entrance to a usable room.

### **casework**

A portion of each reception desk in various offices is at accessible height for those in wheelchairs.

### **plumbing fixtures and grab bars**

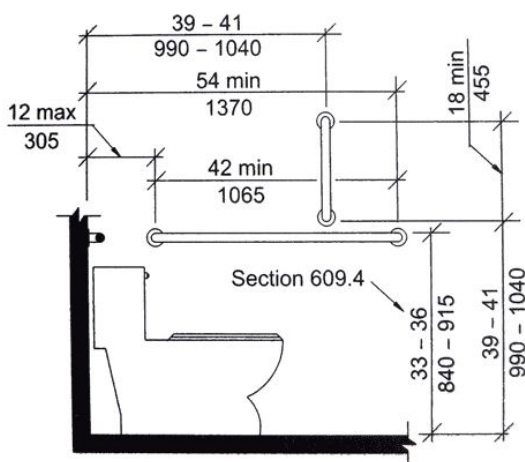
Drinking fountains with water bottle fillers have been installed in public corridors. For full accessibility to standing height people, cups are provided at the drinking fountain in the second-floor corridor, near the City Council Chambers.

The sixth-floor staff break room has been provided with a sink that has forward-approach accessibility. Lavatories are at accessible height, but do not provide pipe protection to areas below.

All toilets in accessible toilet rooms are below the minimum accessible height. Some of these fixtures have been provided with height extenders to offer a seat height that is closer to (but not at) accessible height.

Toilet room on third floor has a grab bar mounted to an access panel. It was not verified whether this supports the required amount of weight for compliance. (ADA 609.8 requires grab bars to support a vertical or horizontal force of 250 lbs.)

A vertical grab bar is required at all accessible toilets per ICC A117.1 604.5.1. These bars were not present. (See image below.)



**Fig. 604.5.1  
Side Wall Grab Bar for Water Closet**

# City Hall Parks Department Code & Accessibility

The chart below summarizes accessible elements in each of the accessible toilet rooms. ADA/ICC A117.1 ranges are noted at the top of the chart for reference. Heights not in compliance are highlighted yellow.

| Floor/room                         | toilet seat height | grab bar heights |          | lavatory rim height | notes                        |
|------------------------------------|--------------------|------------------|----------|---------------------|------------------------------|
| ADA / ICC A117.1                   | 17" to 19"         | 33" to 36"       |          | 34" maximum         |                              |
| ICC A117.1                         | Min. 18"           | 33" to 36"       |          | 34" maximum         | Code required heights        |
| 1 <sup>st</sup> - Women/Accessible | 16 ¼"              | 33 ¼"            | 33 ½"    | 32 ¼"               | Light switch is in corridor. |
| 2 <sup>nd</sup> – Accessible       | 20 ¼"              | 34 ¾"            | 36 ½"    | 33 ½"               |                              |
| 3 <sup>rd</sup> – Accessible       | 15 ½"              | 35 1/8"          | 33 1/8"  | 33 7/8"             |                              |
| 4 <sup>th</sup> – Accessible       | 15 ¾"              | 34 3/8"          | 32 ¼"    | 33 1/8"             |                              |
| 5 <sup>th</sup> - Accessible       | 16 3/8"            | 34 3/16"         | 34 3/16" | 33 ¼"               |                              |
| 6 <sup>th</sup> - Accessible       | 16 ¾"              | 34 ½"            | 34 3/8"  | 33 ¼"               |                              |

## legend

|                                            |                                                    |                                                |                                       |                              |              |                          |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------|--------------|--------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/ Adequate | <b>N</b> New | <b>NA</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------|--------------|--------------------------|

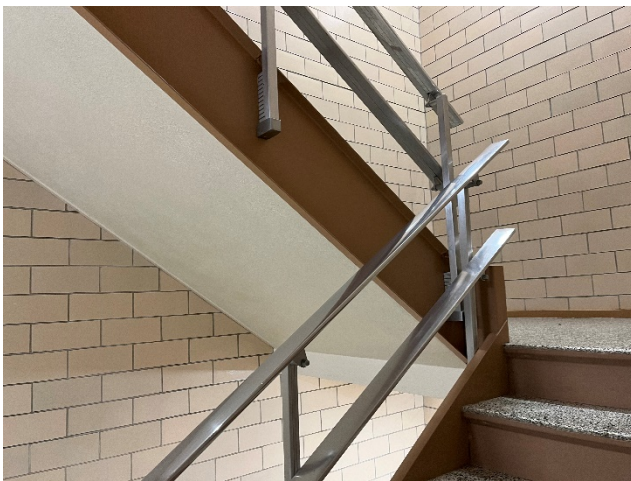
| architectural elements                | grade     | budget cost     | notes      | comments |
|---------------------------------------|-----------|-----------------|------------|----------|
| <b>Code compliance / Life safety</b>  |           |                 |            |          |
| Egress and Safety                     | <b>C</b>  |                 |            |          |
| Stairs, ramps and shafts              | <b>C</b>  |                 |            |          |
| Handrails/guardrails                  | <b>F</b>  |                 | CA1        |          |
| <b>Accessibility / ADA compliance</b> |           |                 |            |          |
| Accessible route                      | <b>HP</b> | \$400 – \$1,000 | CA2        |          |
| Clear floor space                     | <b>F</b>  |                 | CA3<br>CA4 |          |
| Doors                                 | <b>F</b>  |                 | CA5        |          |
| Casework                              | <b>C</b>  |                 |            |          |
| Plumbing: lavatories                  | <b>F</b>  |                 | CA6        |          |
| Plumbing: toilets                     | <b>F</b>  |                 | CA7        |          |
| Grab bars                             | <b>F</b>  |                 | CA8        |          |

## notes:

- CA1.** Recommend in-fill panels at inner sides of stair tower guards to meet current codes and prevent objects over 4" from passing through.
- CA2.** Provide permanent or portable ramps to allow accessibility to raised platform levels of City Council Chambers and Committee Room.
- CA3.** Light switch for first floor accessible toilet room should be relocated to inside of the room.

## City Hall Parks Department Code & Accessibility

- CA4.** Relocate table in fifth floor accessible toilet room if persons with accessibility needs work on this floor.
- CA5.** As part of continuing maintenance program, continue to replace knob handles with lever handles.
- CA6.** Provide pipe protection. See Plumbing section of report for additional information.
- CA7.** Begin program to replace toilets in accessible toilet rooms to provide fixtures that meet seat height requirements. See Plumbing section of report for additional recommendations.
- CA8.** Re-mount grab bar in fourth floor toilet room to compliant height.



Large openings in open side of stair rails



Lack of handrail extension past lowest tread



Council platform not accessible



Committee room platform not accessible



**City Hall  
Parks Department  
Code & Accessibility**



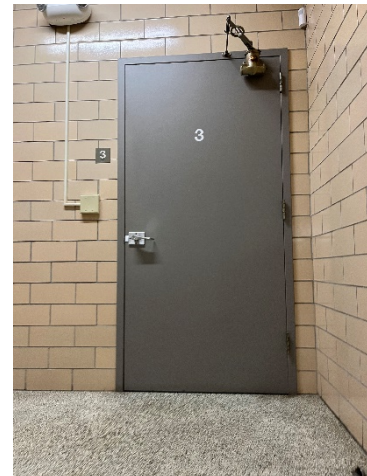
**Drinking cups provided at water fountain**



**Sink with front-approach accessibility**



**Knob handle on door**



**Typical lever handled door**



**3<sup>rd</sup> floor: grab bar mounted on panel**



**5<sup>th</sup> floor: Typical missing vertical grab bar**

## structural system

### summary

The structure consists of cast-in-place concrete floor slabs, beams, and columns bearing on a concrete foundation system.

### legend

|                                            |                                                    |                                                |                                       |                             |              |                          |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|--------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>NA</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|--------------------------|

| structural elements                    | grade | budget cost | notes | comments                                                                                                                                                                           |
|----------------------------------------|-------|-------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Year                                   |       |             |       | 1956 (Berners-Schober Comm. No. 2020)                                                                                                                                              |
| <b>structure type</b>                  |       |             |       |                                                                                                                                                                                    |
| Foundations                            | C     |             |       | Cast-in-place concrete foundation/basement walls bearing on individual spread or continuous strip footings.                                                                        |
| Basement                               | C     |             | S1    | Floor is typically a 4" concrete slab on grade with 6x6 - 10/10 welded wire mesh reinforcing. 5" slab in boiler room.                                                              |
| First floor                            | C     |             |       | 3" concrete/terrazzo topping over a combination of 4" solid one-way slabs and 4" +2", 6" +2", and 10"+2" tile & joist slabs supported by cast-in-place concrete beams and columns. |
| Second floor                           | C     |             | S2    | 3" concrete/terrazzo topping over a combination of 4" solid one-way slabs and 4" +2" and 6" +2" tile & joist slabs supported by cast-in-place concrete beams and columns.          |
| Third, fourth, fifth, and sixth floors | C     |             |       | 3" concrete/terrazzo topping over a combination of 4" solid one-way slabs and 4" +2" tile & joist slabs supported by cast-in-place concrete beams and columns.                     |
| Roof/penthouse floor                   | C     |             | S3    | Combination of 4" or 5" solid one-way slabs and 4" +2" tile & joist slabs supported by cast-in-place concrete beams and columns. 3" concrete topping in penthouse.                 |
| Penthouse roof                         | C     |             |       | 6" +2" tile & joist slabs supported on load-bearing masonry walls.                                                                                                                 |
| <b>building risk category</b>          | NA    |             |       | Risk Category II.                                                                                                                                                                  |
| <b>construction type</b>               | NA    |             |       | Construction Type I-B (2-hour concrete beams, columns & floor slabs, 1-hour roof)                                                                                                  |
| <b>vertical expandability</b>          | NA    |             |       | None.                                                                                                                                                                              |
| <b>typical column spacing</b>          | NA    |             |       | N/A                                                                                                                                                                                |
| <b>overall structural condition</b>    | C     |             |       | The existing building is structurally sound with no significant deficiencies noted.                                                                                                |



**notes:**

- S1.** There is minor shrinkage cracking in the concrete slab on grade in the basement at various locations. The cracking is not a cause for structural concern at this time.
- S2.** There is some minor settlement cracking in the glazed tile walls near the corners of the stairwells. However, the tile is non-load bearing, and no remedial action is recommended at this time.
- S3.** In addition to the recommended masonry repairs identified in the Architectural section, there is some expansion cracking in the face brick near the outside corners of the penthouse. It is not impairing the structural function of the walls, so no remedial action is immediately necessary. However, these cracks should be routed and sealed whenever the recommended repairs are performed.



**Shrinkage cracks in basement slab  
(Note S1)**



**Settlement cracks in glazed tile walls of stairs  
(Note S2)**



**Expansion cracking of brick penthouse  
(Note S3)**

## plumbing systems summary

City Hall was constructed in 1956. The original piping is in fair condition and can be replaced as needed. Insulation could be added to the hot water piping for energy savings. Thermostatic mixing valves (TMV's) should be added to correct code issues. Eyewashes require tempered water – add TMV's.

Building is served by interior roof drains on the main roof and serving the Penthouse roof. There is no secondary drainage for the building.

Plumbing fixtures are older, flush valve(s) which could be updated to conserve water. Each floor has a dedicated ADA compliant toilet room. Building utilities in general appear adequate.

## legend

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| plumbing systems                  | grade | budget cost | notes | comments                                     |
|-----------------------------------|-------|-------------|-------|----------------------------------------------|
| Water piping condition            | F     |             | P1    | Copper piping                                |
| Sanitary piping condition         | F     |             | P2    | PVC & cast iron                              |
| Storm/clearwater system           | D     | \$40,000    | P3    | Cast iron, roof drains, no secondary         |
| Valves                            | HP    | \$5,000     | P4    | Gate & ball                                  |
| Domestic water service            | C     |             | P5    | 4" main – combined w/FP                      |
| Insulation                        | HP    | \$20,000    | P6    | Add insulation                               |
| Code issues                       | D     | See below   | P7    | TMV, backflow prevention                     |
| <b>equipment</b>                  |       |             |       |                                              |
| Domestic water heater             | F     |             | P8    | Electric unit replaced since last assessment |
| Recirculation pump(s)             | F     |             | P9    | Grundfos                                     |
| Water softener                    | F     |             | P10   | (2) Diamond units                            |
| Eyewash(es)                       | D     | \$5,000     | P11   | Add TMV's                                    |
| Therm. mixing valve (TMV)         | D     | \$7,500     | P12   | Add TMV (code issue)                         |
| Drain tile, sanitary sump/pump(s) | F     | \$500       | P13   | Submersible, Simplex                         |
| Plumbing fixtures                 | F     |             | P14   |                                              |
| Backflow prevention               | D     | \$500       | P15   | Add vacuum breaker(s) on hose connection     |
| "Shop" air compressor             | NA    |             |       |                                              |
| Elevator sump pit                 | HP    | \$15,000    | P16   | No pit or pump installed                     |
| Chilled Water Unit                | F     |             | P17   | For drinking fountains                       |

**City Hall**  
**Parks Department**  
**Plumbing**

| plumbing systems            | grade | budget cost | notes | comments                         |
|-----------------------------|-------|-------------|-------|----------------------------------|
| <b>exterior</b>             |       |             |       |                                  |
| Storm Drainage, Roof Drains | F     | See P3      | P18   | No secondary drainage            |
| Utilities                   | F     |             | P19   | 4" water main, 4" sanitary sewer |

**notes:**

- P1. Water piping is copper, soldered joints. Original main is galvanized piping. Fair condition. Piping is missing insulation in some areas.
- P2. Original sanitary is cast iron, hub & spigot and threaded galvanized. Piping from the later remodeling(s) is cast iron no-hub or PVC.  
**Recommendation:** replace sanitary waste/vent piping with new PVC as required.
- P3. Storm system has interior roof drains on the main roof. The Penthouse roof discharges over the roof edge, onto the main roof below - no roof drain(s) or scuppers. As a result, the rainwater is deteriorating the concrete and brick below the roof edge. No secondary overflow roof drainage system is installed. Storm piping within the building is not insulated.  
**Note:** Secondary drainage needs to be addressed per code and the Penthouse roof needs roof drains or scuppers installed for proper drainage. Existing roof drains should be replaced in the next roofing project, as they are in poor condition.
- P4. Older valves are gate, newer valves are ball and butterfly. Several older valves are leaking, as evidenced by the pail(s) in basement hanging below the valve(s) that are leaking.
- P5. Building is served by a 4" water main. Domestic main is 3" with a 2" meter set and 3-valve bypass. There is also a separate 3" water main with booster pump that serves the building's standpipe system.
- P6. Water piping is insulated with glass fiber and/or elastomeric insulation. Insulation is missing in some areas. Insulation could be added for energy savings and to prevent condensation.
- P7. Code issues: No thermostatic mixing valve (TMV) at the water heater. Add TMV per code. Eyewashes require tempered water – install TMV's. Add hose end vacuum breakers to all faucets with hose connections.
- P8. Water heater is a electric AO Smith model LTE-80D 200, 208/240V, 5500/5500 dual watt, 80-gallon unit. *[previous WH in yr 2014 was gas fired]* Add TMV to the water heater piping. Set temperature to max. 110-115 degrees F. - per code.
- P9. Recirculation pump is Grundfos model #UP26-99, ¾" connection.
- P10. Water softener is a Diamond duplex residential unit with brine tank. Units serve the boiler feed only.
- P11. Eyewashes require tempered water. Install TMV's to each unit.
- P12. Add TMV at water heater. Set temperature to 110-115 degrees F. (max. temperature allowed per code.)
- P13. Drantile sump/pump is Simplex submersible. Sanitary sump pump, previously a Duplex, is now Simplex. Pump serves basement fixtures only. Piping is galvanized and PVC. Sumps should have a high-water alarm installed.

- P14.** Each floor has a dedicated ADA compliant toilet room with a wall-hung WC (water closet), sensor control flush valve. Lavatory is wall-hung with electronic sensor faucet. Lavatory should have safety covers installed per ADA requirements. Men's/women's public toilet rooms have wall-hung WC's with concealed flush valves. Lavatory is wall-hung with sensor faucet; urinal is floor mounted with electronic flush valve. Piping is concealed in pipe chase behind fixtures. Each floor has a new EWC (electric water cooler) with ADA accessible bottle filler. Chiller in the basement could be removed, since it was set-up for the original vitreous drinking fountains-see note P17. Some floors have breakroom stainless steel sink(s) with lever control faucet. Basement has a few janitors' sinks and a prefab shower stall. Exterior: several non-freeze sill faucets.

**Recommendation:** replace existing 3.5 gpf water closets with 1.6 gpf fixtures as required. Install safety covers at lavatory p-trap and water stops, especially at the ADA toilet rooms.

- P15.** Basement: Watts 909, ¾" RPZ backflow preventer for the boilers. Penthouse: Watts 9d for the AHU's. Install hose end vacuum breakers on all hose threaded connections. Vending machine water connection should have a Watts SD3 in-line vacuum breaker installed per code.
- P16.** No sump pit/pump installed in the elevator shaft. Pump would be required by today's code but is grandfathered in as compliant since the building was constructed in 1956. Pump/sump should be added if there are water issues in the elevator shaft. Route pump discharge to the closest storm sewer.
- P17.** There is a Filtrine chiller in the basement with a dedicated piping system that serves the drinking fountain in the basement and the newer electric water coolers on each floor. Presently the chiller is serving electric water coolers that already have a cooler on them. If the last remaining drinking fountain in the basement was replaced, the chiller unit in the basement could be removed.
- P18.** The upper Penthouse does not have roof drainage, rainwater discharges over the roof edge to drains on the main roof. This discharge pattern is deteriorating the concrete and brick walls of the Penthouse. The main building roof has interior cast iron roof drains, that are in poor condition and should be replaced. There is no secondary overflow roof drainage system installed, which would be required by today's code. Areaways have a drain(s) installed, which connects to the drain tile system for discharge. West entrance canopies discharge to grade, over the roof flashing edge.
- P19.** Building is served by a 4" water main, 3" for domestic water and 3" boosted main for the fire protection standpipe system. Sanitary sewer is 6" routed to Walnut Street. Several 6" storm sewers routes to Walnut and Jefferson Streets. Parking lots have interior catch basin(s). The north parking lots pitch west to catch basins located at the drives. The east parking lot pitches south to catch basins and a curb inlet.



**Storm and water piping**



**Cast iron vent piping**



**City Hall  
Parks Department  
Plumbing**



Vent, water piping in penthouse



Expansion joint (4th floor) toilet chase



Flush valve in toilet chase



Piping in toilet chase – typical



2" water meter, 4" water main



Sanitary vent piping



**City Hall  
Parks Department  
Plumbing**



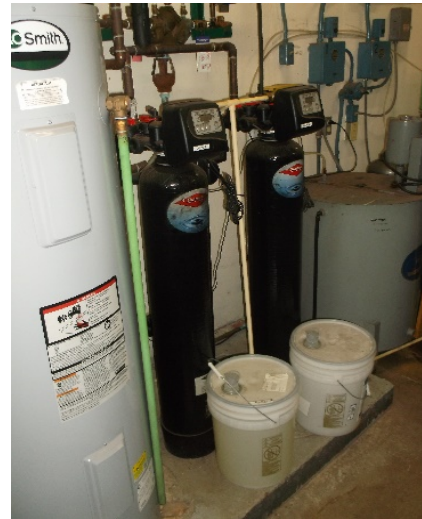
**Chiller for drinking fountain(s)**



**Leaking valve(s)**



**Electric water heater**



**Water softeners-duplex**



**HWR recirculation pump**



**Eyewash – boiler room**

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**Eyewash – penthouse**



**Drain tile, sanitary sump/pump**



**Pump discharge piping**



**WC – ADA (typical per floor)**



**Lavatory – ADA (typical per floor)**



**WC – public toilet room**



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**Lavatory – public toilet room**



**Urinal – men's public**



**Electric water cooler – typical corridor**



**Dual electric water cooler(s)**



**Toilet room – 2<sup>nd</sup> floor**



**Drinking fountain - basement**

**City Hall  
Parks Department  
Plumbing**



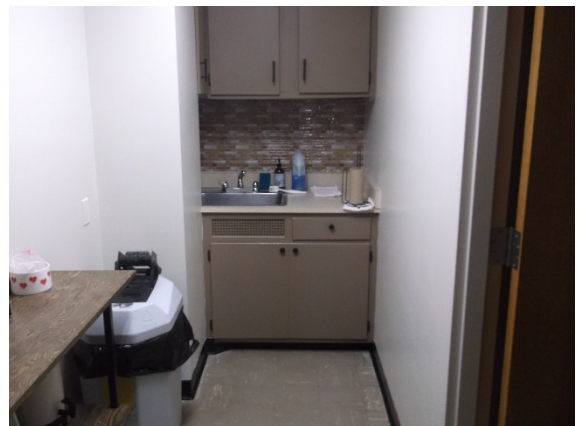
**Janitors' sink – boiler room**



**Clean-up sink**



**Break room sink**



**Break room sink**



**Kitchen sink – 6<sup>th</sup> floor**



**RPZ backflow preventer**



**City Hall  
Parks Department  
Plumbing**



**Roof drain**



**Penthouse roof**



**Canopy roof(s)**



**Area well – east face**



**Area well drain**



**City Hall  
Parks Department  
Plumbing**



**Parking lot - north**



**Parking lot - east**

## fire protection systems

### summary

City hall was built in 1955 and had a standpipe system and fire pump installed at that time. The fire pump serves only the standpipe system, no sprinkler system is installed in the building.

Based on its condition the fire pump appears to be the original pump. The fire pump is showing signs of severe corrosion and leaking and is not located within its own rated enclosure as required by the current edition of NFPA 20. If the fire pump is replaced it will required to be brought up to the current adopted standards.

The standpipe system is a Class II system, which includes 1 ½" hose valves. The 2015 Edition of the IFC requires that a Class III Standpipe system, which includes both 1 ½" and 2 ½" hose valves, be installed in all buildings with a floor height higher than 30' above the level of access. It also requires that the valves be located within exit stairways. The existing hose valves are located in the corridor on each floor, adjacent to the stairwells.

### legend

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| fire protection                    | grade | budget cost | notes | comments                    |
|------------------------------------|-------|-------------|-------|-----------------------------|
| Water service                      | C     |             | FP1   | 6" Water service            |
| Backflow prevention                | C     |             | FP2   | 3" Watts double check valve |
| Fire pump                          | HP    | \$55,000    | FP3   | Fairbanks Morse             |
| Fire pump controller               | HP    | See pump    | FP3   |                             |
| Jockey pump                        | HP    | \$10,000    | FP3   | No jockey pump at fire pump |
| Jockey pump controller             | HP    | See pump    | FP3   |                             |
| Wet pipe sprinkler system          | NA    |             | FP4   |                             |
| Sprinkler heads                    | NA    |             |       |                             |
| Percent of building unit sprinkled | 0%    |             |       | Not sprinklered             |
| Fire suppression system            | C     |             | FP5   | IT room                     |
| Standpipe system                   | D     | \$65,000    | FP6   | 1 ½" hose valves            |

### notes:

**FP1.** A 6" water main enters the building in the basement mechanical room on the south side of the building. The main is reduced to a 3" main before passing through the backflow preventer.

**FP2.** A 3" Watts Model 709 double check valve backflow preventer protects the domestic water supply from contamination by the standpipe system. The isolation valves on the backflow preventer are locked in the open position but are not electronically monitored. The standpipe system has a 3" check valve inline from the FDC (fire department connection) that is located on the south wall of the building.

**Note:** the FDC should have an alarm bell installed above it - to identify location.

**FP3.** Based on its condition the fire pump is believed to be the original fire pump installed in 1955 although it appears to have been relocated at some point in time. No nameplate was found on the fire pump, but the test card attached to the piping indicates that it is a 200 GPM 40 PSI fire pump. The fire pump does not have a jockey pump installed that is required to maintain pressure in the system.

The fire pump is in poor condition; it is leaking and shows signs of severe corrosion. The pump, located in the mechanical room, is not in a dedicated two-hour enclosure. The current installation meets the installation standards when the pump was installed, but any changes or updates to the fire pump system will be required to meet the current adopted standards. NFPA 20 2013 Edition requires that a fire pump in a non-sprinkled building shall be separated from the rest of the building by two-hour construction. Upgrading the fire pump will also require adding jockey pump and controller.

However, NFPA 14 allows for the installation of manual Wet Standpipe Systems in non-high-rise buildings if the local AHJ finds that installation acceptable. This means that an upgrade of the standpipe system to meet today's codes could result in the removal of the fire pump, pending the AHJ's approval.

**FP4.** IFC 2015 Edition requires that in buildings, where the floor level of the highest story is higher than 30 feet above the level of access, a Class III Standpipe System be installed in the building. A Class III Standpipe consists of both 1 ½" hose valve and a 2 ½" hose valve. This building is equipped only with a Class II system consisting of 1 ½" hose valves. IFC 2015 Edition also requires that hose valves on a Class III system be located within every required stairway. The existing hose valves are located in the corridor, not within the stairway. As stated in FP3, an upgrade of the standpipe system to a Class III system would allow for the installation of a semi-automatic system.

In the penthouse cables and wires are zip tied to the standpipe piping, nothing is allowed to be attached to the fire protection piping.

**FP5.** The IT room (4<sup>th</sup> floor) has a Ansul Halon 1301 fire suppression system and nozzle installed in the room. The system is controlled by a AutoPulse Z-10 agent release control panel.

**FP6.** The existing standpipe system is a 1 ½" system. The current standard requires 2 ½" hose valves on the system. IFC 2015 also requires that hose valves on the standpipe system be installed in every required exit stairway. The valves are currently installed in the corridor on each floor. Upgrading the standpipe system would involve installing new risers in each stairway and new hose valves on each intermediate landing.



Backflow preventer



Fire pump



**City Hall  
Parks Department  
Fire Protection**



**FDC check valve**



**Cable attached to standpipe**



**Hose valve cabinet**



**Ansul Halon 1301 – IT room**



**Halon control panel – IT room**



**Valve cabinet - basement**



**City Hall  
Parks Department  
Fire Protection**



Hose valve – penthouse



Fire dept. connection

## **HVAC systems summary**

The building was constructed in 1956 and has undergone numerous renovation projects affecting the HVAC systems. The boilers are original to the building's construction. The refractory is inspected and maintained each year. The boiler controls and burners have been upgraded and/or replaced. The boilers were retubed and should have another 15-20 years of useful life. The steam system serves air unit heating coils and steam-to-water heat exchangers that provide hot water to the building's heating units. The penthouse heating system was replaced years ago and remains in fair condition. The pumps appear to be in fair condition. The basement heating system pump was replaced years ago as well and is in fair condition. The basement system is not insulated.

The main building ventilation system is a built-up high pressure induction air unit located in the mechanical penthouse. The unit is original to the building's construction, but the major components have been replaced. The coils continue to show signs of deterioration and will require increased maintenance until they fail. This air unit serves induction units located under each window. The induction units are original to the building's construction. The unit's drain pans are deteriorating and on occasion become plugged, causing overflows into the building's envelope cavity. There are no filters on the units which allows the coils to become dirty/plugged and not perform adequately. The units are served by a two-pipe system which allows either heating or cooling of the entire building. A two-pipe system was a cost-effective way of providing heating and cooling at the time of construction, however it leads to temperature fluctuations on opposite sides of the building in the spring and fall. The occupants will typically be more uncomfortable than with a four-pipe system.

There are three additional air units. One air unit is dedicated to the basement, one dedicated to the council chambers, and one dedicated to interior spaces on the upper floor. The units are original to the building's construction, but the major components have been replaced. The cooling coils are continuing to deteriorate and will require increased maintenance until they fail.

A water-cooled air unit is located in a closet on first floor and serves the reception desk and a room on second floor. The unit requires replacement, or the space should be served off a larger central system. Occupant dissatisfaction with the unit's operation has led the staff to simply turn the unit off.

The chiller was replaced in 2008 and the cooling tower in 2011. The pumps have also been replaced. The piping, in general, is in fair condition. Pipe insulation is missing or has deteriorated around the air unit coils and is causing rust and deterioration of the piping. The lack of insulation at the induction unit coils allows condensation to form and drip into the building's envelope cavity.

Four main exhaust fans serve the building's exhaust ventilation requirements. The fans are in poor condition, and the ducts, mostly original to the building, are dirty and leak. Exhaust ventilation is reduced significantly at the lower levels. A fan, that previously served a blueprint machine, is believed to still be abandoned in the areaway. The fan is powered with the manual on/off/auto switch located in a break room.

There are rooms throughout the building that are occupied and not ventilated. The corridors throughout the building are used as plenums to transfer the air from the outer offices to the return grilles located in the corridors or to the interior toilet rooms. The printing department, located in the basement, has cooling, ventilation, and humidity issues associated with being connected to the single zone air unit #4.

The IT department cooling unit was installed approximately 13 years ago (per staff) to provide additional air conditioning to this department. No major issues with the unit's operation were noted. Floor and ceiling tiles have been modified/removed which short circuits the air flow throughout the room and allows infiltration from adjacent spaces.

The building controls are primarily pneumatic with some DDC control added to the air units, chiller, and boiler systems to provide some central monitoring. Air compressors are located in the boiler room.

**City Hall**  
**Parks Department**  
**HVAC Systems**

**legend**

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| HVAC systems                 | grade | budget cost | notes | comments                                                                                                                            |
|------------------------------|-------|-------------|-------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>AHU-1</b>                 |       |             |       | Original 1956.                                                                                                                      |
| Housing                      | HP    | \$520,000   | H1    | Upstream of coils in fair condition.                                                                                                |
| Air intake                   | D     | (incl.)     | H1    | Outside air dampers are shut.                                                                                                       |
| Coils                        | CP    | (incl.)     | H1    | Steam, Chilled water. Chilled water coil casing is deteriorating.                                                                   |
| Fan                          | HP    |             |       | 20000 CFM, 50HP                                                                                                                     |
| Filters                      | HP    |             |       | 30%                                                                                                                                 |
| Controls                     | HP    |             |       | Pneumatic actuators, some DDC interface.                                                                                            |
| Insulation                   | HP    | (incl.)     | H1    | Insulation missing at some ductwork. Minor damage to insulation throughout penthouse. Cooling coil piping is in poor condition.     |
| Mechanical room ductwork     | D     | (incl.)     | H1    | Original except where replaced during projects. The main exit corridor is used as a return plenum on each floor. No economizer.     |
| Distribution ductwork        | HP    | \$1,252,000 | H1    | No fire dampers at the floor penetrations. Shafts are not fire rated/protected.                                                     |
| <b>Exterior room comfort</b> |       |             |       |                                                                                                                                     |
| Induction terminals          | HP    | \$3.38M     | H2    | Most units original to building. Two-pipe system. Thermal issues throughout building. No filters on unit. Deteriorating drain pans. |
| <b>AHU-2</b>                 |       |             |       | Original 1956                                                                                                                       |
| Housing                      | HP    | \$210,000   | H3    | Rusting around the coils.                                                                                                           |
| Air intake                   | D     |             |       | From AHU-1                                                                                                                          |
| Coils                        | HP    | (incl.)     | H3    | Chilled water coil casing is deteriorating.                                                                                         |
| Fan                          | F     |             |       | 4800 CFM, 3 HP                                                                                                                      |
| Filters                      | F     |             |       | 30% (From AHU-1)                                                                                                                    |
| Controls                     | F     |             |       | Pneumatic actuators, some DDC interface.                                                                                            |
| Ductwork                     | D     | (incl.)     | H3    | Original except where replaced during projects. The corridor is used as a return plenum. No economizer.                             |

**City Hall**  
**Parks Department**  
**HVAC Systems**

| HVAC systems | grade | budget cost | notes | comments                                                                                                                                           |
|--------------|-------|-------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Insulation   | HP    | (incl.)     | H3    | Insulation missing at some ductwork. Chilled water insulation is in poor condition.                                                                |
| <b>AHU-3</b> |       |             |       | Original 1956                                                                                                                                      |
| Housing      | HP    | \$210,000   | H4    | Rusting around the coils.                                                                                                                          |
| Air intake   | D     |             |       | From AHU-1                                                                                                                                         |
| Coils        | HP    | (incl.)     | H4    | Chilled water coil casing is deteriorating.                                                                                                        |
| Fan          | F     |             |       | 2000 CFM, 1 HP                                                                                                                                     |
| Filters      | F     |             |       | 30% (From AHU-1)                                                                                                                                   |
| Controls     | F     |             |       | Pneumatic actuators, some DDC interface.                                                                                                           |
| Ductwork     | D     | (incl.)     |       | Original except where replaced during projects. The corridor is used as a plenum. No economizer.                                                   |
| Insulation   | HP    | (incl.)     | H4    | Insulation missing at some ductwork. Chilled water insulation is in poor condition.                                                                |
| <b>AHU-4</b> |       |             |       | Original 1956                                                                                                                                      |
| Housing      | HP    | \$210,000   | H5    | Upsize the replacement unit to serve the entire basement.                                                                                          |
| Air intake   | HP    | (incl.)     | H5    |                                                                                                                                                    |
| Coils        | HP    | (incl.)     | H5    | Steam and chilled water. Chilled water coil added later, downstream of unit.                                                                       |
| Fan          | HP    | (incl.)     | H5    | 1700 CFM, 1/2 HP                                                                                                                                   |
| Filters      | C     |             |       | 30%                                                                                                                                                |
| Controls     | HP    | (incl.)     | H5    | Pneumatic actuators, some DDC interface.                                                                                                           |
| Ductwork     | D     | (incl.)     | H5    | Ductwork has been revised and extended to serve mainly the copy room and some office area. The corridor is used as a return plenum. No economizer. |
| Insulation   | HP    | (incl.)     | H5    | Exposed duct. Outside air duct did not appear to be insulated.                                                                                     |
| <b>AHU-5</b> |       |             |       |                                                                                                                                                    |
| Housing      | D     | \$30,000    | H6    | Unit is turned off due to staff dissatisfaction.                                                                                                   |
| Coils        | CP    | (incl.)     | H6    | City water cooled. Recommend 1.5-ton air cooled condensing unit.                                                                                   |
| Filter       | HP    | (incl.)     | H6    | 20%                                                                                                                                                |
|              |       |             |       |                                                                                                                                                    |



**City Hall  
Parks Department  
HVAC Systems**

| HVAC systems                       | grade | budget cost | notes     | comments                                                                                                                                                           |
|------------------------------------|-------|-------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Chiller/cooling tower</b>       |       |             | <b>H7</b> |                                                                                                                                                                    |
| Chiller                            | C     |             |           | Installed 2008, 160 tons, R134A                                                                                                                                    |
| Cooling tower                      | C     |             |           | Installed 2011                                                                                                                                                     |
| Pumps                              | C     |             |           | 320 GPM, 10 HP(CT) and 480 GPM, 10 HP(CWS)                                                                                                                         |
| Insulation                         | C     |             |           | Some damaged areas.                                                                                                                                                |
| <b>Data room cooling units</b>     |       |             | <b>H7</b> |                                                                                                                                                                    |
| Housing                            | F     |             |           | Approximately 13 years old. No issues indicated by staff.                                                                                                          |
| Condensing units                   | F     |             |           |                                                                                                                                                                    |
| <b>exhaust fans</b>                |       |             |           |                                                                                                                                                                    |
| General exhaust                    | HP    | \$40,000    | H8        | Four centrifugal fans. Consider replacement with a single unit. Exhaust fan and ductwork is needed in basement.                                                    |
| Exhaust ductwork                   | HP    | \$50,000    | H8        | Mostly original. Minimal replacement during renovation projects. Lint/dust is coating the grilles and ductwork. Recommend cleaning, sealing, and rebalance.        |
| <b>heating system</b>              |       |             |           |                                                                                                                                                                    |
| Boilers                            | HP    | \$350,000   | H9        | Original boilers. Controls and Burners are upgraded. Refractory ok (per staff). 15,180 EDR, 15 PSI steam.                                                          |
| Pumps                              | C     |             |           | (2) 0.5 HP boiler feed pumps.<br>(2) 10 HP secondary pumps (330 GPM)<br>Fractional HP basement Pump (16 GPM)                                                       |
| Converters                         | F     |             |           |                                                                                                                                                                    |
| Piping                             | F     |             |           |                                                                                                                                                                    |
| Pipe insulation                    | CP    | \$26,000    | H9        | Penthouse seasonal water pumps are not insulated for pumping cold water. No insulation on basement steam to water converter. Original insulation is deteriorating. |
| Room terminal units                | HP    | \$65,000    | H10       | Older Units. Zone thermostat controls units in multiple rooms. Thermal issues.                                                                                     |
| <b>mechanical room ventilation</b> |       |             |           |                                                                                                                                                                    |
| Mechanical room                    | HP    | \$11,000    | H11       | Refrigerant leak sensor installed. Fan appears to be adequately sized. Recommend control improvement for ventilation to control space temperature.                 |
| Boiler room                        | D     | \$13,000    | H11       | Combustion intake at high louver, not ducted to structure above or to floor.                                                                                       |

**City Hall  
Parks Department  
HVAC Systems**

| HVAC systems    | grade     | budget cost     | notes      | comments                                                                                  |
|-----------------|-----------|-----------------|------------|-------------------------------------------------------------------------------------------|
| <b>controls</b> |           |                 | <b>H12</b> |                                                                                           |
| Air compressor  | <b>C</b>  |                 |            | Two Simplex 2 HP units with extra tank.                                                   |
| Room control    | <b>F</b>  |                 |            | Original pneumatics. Replace with low voltage DDC during mechanical improvement projects. |
| DDC control     | <b>HP</b> | <b>\$50,000</b> | <b>H12</b> | Upgrade required with major mechanical replacement project. Installed 2002.               |

**notes:**

- H1.** AHU-1 is a built-up unit. The intake and filters also serve AHU-2 and AHU-3. The intake dampers are closed. A contractor told staff that the leakage through the damper provides 5% outside air which is approximately 1,250 CFM. The building exhaust is approximately 4 times greater which indicates the building is under a constant negative pressure. It is recommended to balance the system to provide the additional outside air, achieve a positively pressurized building, and improve the indoor air quality.

The air unit housing has continued to deteriorate. Some upstream components are in fair condition while the coil areas are more deteriorated. The major components have been maintained and upgraded to keep the unit operational well beyond the unit's expected useful life. The unit's coils will require increased maintenance until they fail. There is no return fan or relief air damper on this unit to allow the unit to economize and take advantage of moderate weather conditions. This unit utilizes the buildings exit corridors as plenums which is no longer allowed by code as it creates a safety hazard in a fire emergency. The ductwork floor penetrations did not appear to be protected at each floor. It is recommended to replace this air unit and reconfigure the duct systems to provide an economizer and protect penetrations between floors.

The distribution supply ductwork is located in the outer walls between sets of induction terminals. The return ductwork is located in a centralized shaft. The high priority (HP) grade is given to allow this item's estimated cost to be grouped into the building cost summary but with continued maintenance the unit should remain functional for another 10 years. New building codes would require fire dampers at each floor and the duct shafts to be 2-hr rated. Although installation of fire dampers and rated shafts will improve building and occupant safety, the existing building code does not require it for an equipment replacement project. Renovation projects which modify the shaft, ductwork, or equipment will require the shafts to be upgraded.

- H2.** The building's exterior rooms are served by induction units under each window. These units are served by a two-pipe system which provides either hot or chilled water. The inability to heat and cool rooms individually leads to overheating and overcooling of rooms in the spring and fall. To aid in manually manipulating the units, staff has provided adjustable deflector panels on the windowsills to allow the occupants to deflect the air into the room or to cover the sill outlet and minimize the amount of air coming from the unit.

The unit's drain pans continue to deteriorate and on occasion plug, which then overflows into the building's envelope. There are no filters on these units which allows lint to plug the unit's coil. Staff cleans the coils when a unit's cover plate is removed for maintenance. The induction unit is poorly ducted to the sill grille which allows air to be immediately recirculated into the induction unit. In addition, the induction unit's intake is extremely small compared to new units and this restricts its ability to induce more air and allow greater air exchanges within the rooms. Pipe insulation has, in general, been removed to maintain the induction units and control valves. Condensation forms on the bare pipe and it drips into the envelope wall.

The recommendation is to replace and upgrade the induction unit system. The budget offered in the legend above will replace the induction units with a four-pipe system. Alternates to this type of system include variable refrigerant flow and a ducted VAV system. The budget for these systems increases to 4.7 million. Each system type has advantages and disadvantages in regard to energy efficiency, ceiling type, occupant disruption, and thermal comfort. It is recommended to review each system type and how it affects the building occupants prior to budgeting for this project.

- H3.** AHU-2 is original to the building and serves the interior spaces on the upper two floors. The unit has been maintained and the major components have been replaced to keep the unit operational well past its expected useful life. The unit housing is continuing to deteriorate around the coils. Pipe insulation is missing, and condensation is deteriorating the piping and valve components. This unit utilizes the buildings exit corridors as plenums which is no longer allowed by code as it creates a safety hazard in a fire emergency. It is recommended to replace this air unit, add an economizer, and revise the ductwork serving the floors. Recommend replacing this air unit simultaneously with the other penthouse units.
- H4.** AHU-3 is original to the building. The unit has been maintained and the major components have been replaced to keep the unit operational well past its expected useful life. The unit housing continues to deteriorate around the coils. Pipe insulation is missing, and condensation is deteriorating the piping and valve components. This unit utilizes the buildings exit corridors as plenums which is no longer allowed by code as it creates a safety hazard in a fire emergency. It is recommended to replace this air unit simultaneously with the other penthouse units and consider omitting this unit if a variable refrigerant flow system is utilized as indicated in H1 above.
- H5.** AHU-4, located in the basement, is primarily meant to serve the copy room although the duct main has been tapped to serve some office space. The unit was originally heating only but a cooling coil has been added downstream to provide air conditioning. The ductwork did not appear to be insulated. The unit uses the main basement corridor as a plenum to return the air. There are multiple spaces that are occupied that are not ventilated. The print shop area has temperature and humidity issues through most of the year. This unit is in fair condition but is well past its expected useful life. It is too small to serve the entire basement area. A project to replace the air unit, revise the duct system and properly ventilate the basement rooms is recommended.
- H6.** AHU-5 is a water-cooled unit serving the welcome desk on first floor and a room on second floor. The staff has this unit turned off due to the occupants' dissatisfaction with its operation. Recommend replacing this unit with a blower coil and a 1.5-ton condensing unit. For additional room comfort reheat coils could be added in subsequent projects to allow individual room control. A variable refrigerant flow system as indicated above would allow this unit to be omitted.
- H7.** The chiller, cooling tower, and IT department cooling unit have all been replaced within the last 13 years. Staff did not indicate issues with any of the units' operations.
- H8.** The office building exhaust system is served by multiple centrifugal fans. Dust and lint build-up is prevalent at toilet room grilles and in the ductwork. Air flow within the lower-level rooms is diminished and can be attributed to older leaky ductwork combined with the dirtying of the systems. Fire dampers at the floor penetrations were not readily visible and may not exist. Duct cleaning, taping and sealing, and air balancing are recommended. Multiple exhaust fans can be replaced with a single exhaust fan as these fans primarily serve toilet rooms which are required to be ventilated when the building is occupied.

A side wall propeller fan installed in the basement recirculates air between the room and the corridor. This fan is recommended to be removed and/or ducted to meet code. Recommend improving the basement ventilation including the expansion/renovation of the existing exhaust system.

- H9.** The boilers are original to the building's construction. The refractory is inspected annually and is repaired as needed. The boilers were retubed since last evaluation and this will extend the expected life of the internal components for another 15-20 years. The boiler burners and controls have been replaced and upgraded over the years. The high priority (HP) grade is given to allow this item's estimated cost to be

grouped into the building cost summary. With continued maintenance the unit should remain functional for another 10-15 years. However high efficiency hot water boilers or convertors will be needed if the building undergoes major renovations to improve the indoor air quality and comfort. These are steam boilers that serve three air unit steam coils and two steam to water heat exchangers. Originally, the boilers served an absorption chiller, which has since been removed. The air units have very little steam load. The current steam load is primarily the steam to water converter serving the hot water used in the induction terminals. It is recommended to replace the steam boilers with hi-efficiency condensing hot water boilers. Replacement of the boilers with steam boilers will escalate the construction estimate offered in the legend above. It is recommended to pipe the boiler relief valves to the floor in the interim.

One steam to water heat exchanger is located in the basement and serves the basement and some first-floor heating units. There is no insulation on the unit or the piping through most of the basement. The pump appears to have been replaced in the last few years. Recommended removing this converter system when the boilers are replaced with water boilers.

The steam to water heat exchanger system in the penthouse mechanical room has been replaced. This unit serves the induction terminals. The pumps appear to be new and are used for both hot and chilled water. The pumps are not insulated and condensation forms on the pumps and the adjacent piping. This condensation will damage insulation and advance the corrosion of the piping and pump. Recommend removing this converter system when the boilers are replaced and insulating the pumps to prevent condensation.

- H10.** The basement heating units are combined and are controlled by zone thermostats. The zoning creates uneven heating and thermal discomfort throughout the basement. Recommend revising the control by adding a thermostat at each occupied room and a control valve at each heating unit.

Steam unit heaters are located sporadically around the building and appear to be original. The units require replacement (or removal) when the boilers are replaced.

- H11.** The penthouse mechanical room has an exhaust fan that is operated by a refrigerant leak detector. The electrical and communication equipment installed in the mechanical room generate heat. Recommend revising the exhaust fan control to ventilate the room based on room temperature as well as refrigerant leak detection.

The boiler room combustion air is served by several dampered louvers. These intakes terminate at the louver about mid-height on the wall. Current code requires the combustion duct to terminate at high and low points in the room. Recommend correcting the combustion ductwork when the boiler system is replaced.

- H12.** The air compressor serving the buildings pneumatic controls appears to operate sufficiently. One of the units appears to be about 7 years old. As systems are replaced, low voltage DDC controls are recommended for installation as this will allow greater monitoring of the system. A DDC front end computer is located in an office in the basement. The DDC controls were installed in 2002 and will require an upgrade as the mechanical systems are replaced.



**City Hall  
Parks Department  
HVAC Systems**



**AHU-1 steam coil**



**AHU-2 and 3 coils**



**AHU-2 and AHU-3**



**AHU-4**



**Water cooled blower coil (AHU-5)**



**AHU-1 intake**

**City Hall  
Parks Department  
HVAC Systems**



**Typical exhaust fan**



**Mechanical room fan**



**Basement room ventilation fan**



**Typical unit heater**



**Boiler (1 of 2)**



**Boiler chemical feeder**



**City Hall  
Parks Department  
HVAC Systems**



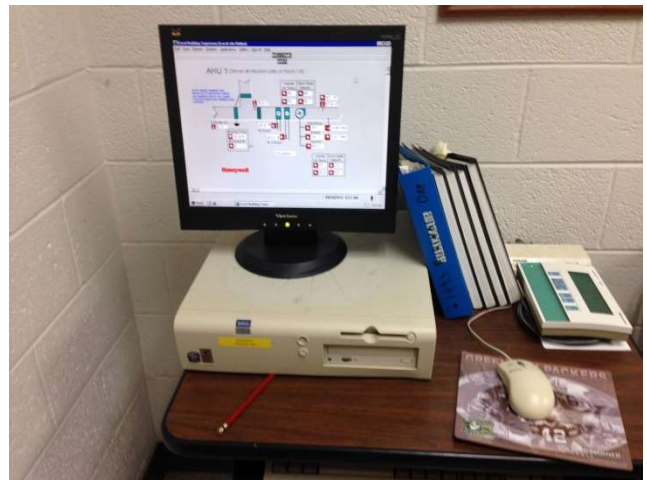
**Condensate receiver**



**Air dryer**



**Air compressors**



**Temperature control computer**



**Induction unit water pumps**



**Basement hot water system**



City Hall  
Parks Department  
HVAC Systems



Building steam to water converters



chiller



Condenser pump



Chilled water pump



Cooling tower



IT department condenser



**City Hall  
Parks Department  
HVAC Systems**



**Typical induction unit piping**



**Condensation below induction unit (in wall)**



**Exhaust grille (typical)**



**Vestibule heater (typical)**



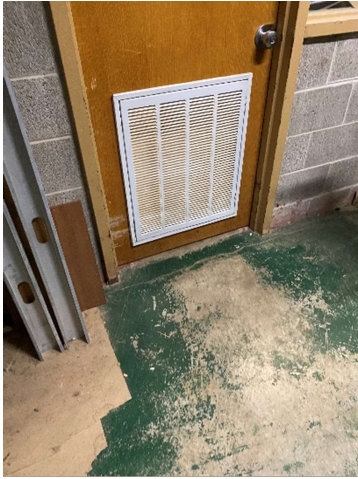
**Gas meter**



**Exhaust fan discharge (abandoned)**



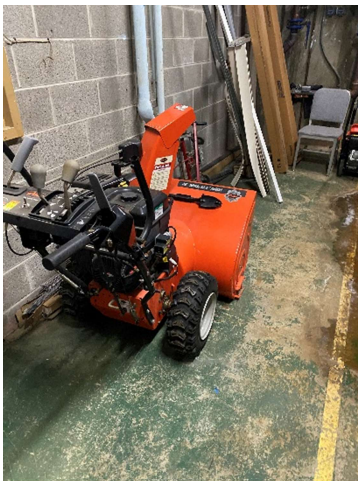
**City Hall  
Parks Department  
HVAC Systems**



**Transfer grille  
(wood shop to hazardous storage)**



**Print room dehumidification  
(humidity issues)**



**Hazardous storage  
(poor ventilation)**



**Room circulation fan  
(temperature issues)**

## **electrical systems**

### **summary**

City Hall is served by a 2000 Amp, 120/208 Volt, three phase electrical service. The Main Switchboard (MSB) is a Square D model Saflex fusible-switch type; it is in the basement. The MSB is original to the building (circa 1956). Although the equipment appears in fair condition, Square D no longer supports this style of switchboard. Often the mechanical component of a switch (the action of OPENING and CLOSING) becomes difficult to operate or simply fails to operate. Eventually replacement parts become difficult to find. The MSB consists of three service disconnect switches, and a distribution section. Each of the service disconnects is labeled – although more prominent labels and labels identifying each disconnect by number (e.g. – Service Disconnect No. 1, Service Disconnect No. 2, etc.) is recommended. The switch providing the normal power feed to the automatic transfer switch (ATS) is labeled “Emergency Circuits Disconnect”. Recommend changing this label to “Normal Power to ATS” since “emergency” circuits are fed from the generator and are not disconnected by this switch when utility power is lost. There is a project waiting for funding which replaces all the distribution equipment.

Understanding how power is distributed in the penthouse could be improved by installing a motor control center. Currently the feeder serving the penthouse is tapped several times to serve numerous disconnect switches. There is a project waiting for funding which replaces all the distribution equipment.

A 60-KW diesel-fueled generator provides standby power. The generator is enclosed in a weather-housing and is located on-grade near the southeast corner of the building. It feeds an automatic transfer switch (ATS) rated 225-amps. The ATS is located in the basement across from the MSB. Although the generator serves both lighting and non-lighting loads the presence of battery-operated emergency lighting throughout the building, plus the absence of a second ATS, indicates the generator is not relied upon for emergency egress. The generator is reportedly exercised under load each week. The diesel fuel tank is double-walled and situated in the generator’s support structure.

The main emergency power panel (EPP) is located adjacent to the ATS. EPP is a Square D Load Center with a 200A main circuit breaker. The panel has 24 1-pole spaces available.

A manual transfer switch with a pin-and-sleeve receptacle for connecting a temporary generator was installed in the basement by the communications provider whose transmitting equipment is installed on the building’s rooftop. The normal feed to the manual transfer switch is tapped from the bus of the MSB despite there being a spare 200A switch available in the distribution section of MSB.

Branch panels for both normal and emergency power are manufactured by Square D. Many of these panels are Square D model QO and are recessed (flush-mounted) in walls in the stairwells. One panel is in the Men’s room on the first floor. Although the condition of these panels is good, Square D no longer manufactures the model QO, and replacement parts are becoming more difficult to acquire. Having them located in the stairwells is unusual, and the fact they are flush mounted makes it difficult to access if a new conduit is needed for a new circuit. In some instances, proper working access (standing on a level surface) is not provided. Overall, the condition of the branch panels is good, but their age means replacement circuit breakers will become increasingly difficult to acquire. It would be very difficult and costly to relocate the panels, but it is possible to improve a poor situation by replacing the interiors and panel covers to improve reliability and ease of access. There is a project waiting for funding which replaces all the distribution equipment.

Generally lighting fixtures throughout the buildings are in good to fair condition and utilize T8 fluorescent lamps and electronic ballasts. An exception to this is the lighting fixtures on fifth and sixth floors which have been updated to LED fixtures.

Battery-operated emergency egress lighting fixtures occur sporadically throughout the building. Each one that was tested worked, however, the quantity of the fixtures, fixture placement, and overall performance do not comply with current standards. An exception to this is on sixth floor. All of sixth floor is code compliant.

The building is protected by an EST fire alarm system. It is a zoned system. The control panel is in a small room on the north end of the first floor. A remote annunciator has been added at the fire fighter’s entrance on first floor. The existing pull stations, smoke and heat detectors, strobes and horn/strobes were not updated at the time the new

# City Hall Parks Department Electrical

fire panel was installed. Coverage with visual and audible/visual alarms is inconsistent – some areas are compliant, some are not. Use of smoke and/or heat detectors is also inconsistent.

Various unsealed corridor wall penetrations were observed throughout the building. Most of these penetrations appear to be due to distribution of fiber optic cabling or other communications cabling.

## legend

|                                            |                                                    |                                                |                                       |                              |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/ Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------|--------------|---------------------------|

| electrical systems                                    | grade | budget cost | notes  | comments                                                                                                                            |
|-------------------------------------------------------|-------|-------------|--------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>electrical service</b>                             |       |             |        |                                                                                                                                     |
| Utility service entrance                              | C     | \$1.5 Mil   | E1     | MSB switchboard is served from a pad mounted transformer.                                                                           |
| <b>normal power distribution equipment</b>            |       |             |        |                                                                                                                                     |
| Main switchboard MSB                                  | F     | See notes   | E1     | Age lessens reliability of switches opening and closing; switches should be lubricated periodically. Plan for eventual replacement. |
| Branch panels                                         | F     | See notes   | E1     | Replace obsolete panel interiors; replace panel covers.                                                                             |
| <b>emergency power distribution equipment</b>         |       |             |        |                                                                                                                                     |
| Generator                                             | F     | See notes   | E1     | 60 KW natural gas generator in fair condition.                                                                                      |
| Transfer switch                                       | HP    | See notes   | E1, E2 | 225 Amp ATS in fair condition.                                                                                                      |
| Branch panel                                          | HP    | \$18,000    | E1     | Three small Square D load centers in fair condition with limited future capacity. Mixed loads.                                      |
| <b>lighting</b>                                       |       |             |        |                                                                                                                                     |
| Throughout entire building excluding floors 5, and 6. | C     |             | E3     | Consider upgrades to LED light fixtures.                                                                                            |
| Exterior                                              | F     | \$1000      | E4     | Replace HID with LED.                                                                                                               |
| <b>lighting controls</b>                              |       |             |        |                                                                                                                                     |
| Conference or meeting rooms                           | C     |             |        | Existing occupancy sensors                                                                                                          |
| Offices                                               | C     |             |        | Existing occupancy sensors                                                                                                          |
| Toilet rooms/ small storage rooms                     | C     |             |        | Existing occupancy sensors                                                                                                          |
| <b>emergency egress lighting and exit signs</b>       |       |             |        |                                                                                                                                     |
| Corridors, stairways, elevator lobbies                | HP    | See notes   | E1, E2 | Add a second ATS and panelboards dedicated to emergency egress lighting.                                                            |

**City Hall  
Parks Department  
Electrical**

| electrical systems                                    | grade | budget cost | notes  | comments                                                                 |
|-------------------------------------------------------|-------|-------------|--------|--------------------------------------------------------------------------|
| Exit signs                                            | HP    | See notes   | E1, E2 | Add a second ATS and panelboards dedicated to emergency egress lighting. |
| <b>fire alarm devices</b>                             |       |             |        |                                                                          |
| Upgrade/replace all devices.                          | HP    | \$500,000   | E5     | Increase coverage of visual and audible devices to be compliant.         |
| Seal penetrations                                     | CP    | \$5000      |        | Fire alarm and all low voltage penetrations.                             |
| <b>tele-data system</b>                               |       |             |        |                                                                          |
| Servers, racks, cabinets, cabling, jacks, electronics | C     |             |        | Cat 6 cabling.                                                           |

**notes:**

- E1.** A Service Upgrade and Emergency and Normal Power Distribution project (approximately \$1.5 million) was bid but never constructed.
- E2.** A second ATS and branch panels dedicated to emergency egress lighting is the better option long term since the facility already has a standby generator. While unit equipment (battery operated emergency lighting) is the least expensive first-dollars solution, it has ongoing maintenance material and labor costs related to replacing batteries every 3 to 5 years.
- E3.** Continue to upgrade all light fixtures to LED when feasible. Approximately \$150K per floor.
- E4.** Consideration should be given to replacing older exterior HID fixtures with new LED ones.
- E5.** At a minimum, consider adding additional visual and audible devices to be code compliant. Approximate budget of \$25K.



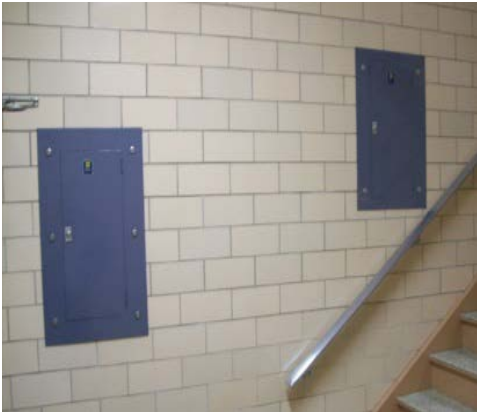
MSB main switchboard



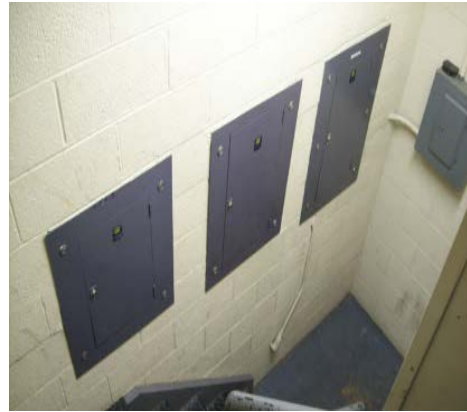
Main emergency panel



**City Hall  
Parks Department  
Electrical**



**Panels in stairway**



**Panels in stairwell to penthouse**



**Penthouse distribution**



**Fire alarm panel**



**Fire alarm annunciator**



**Card access system**

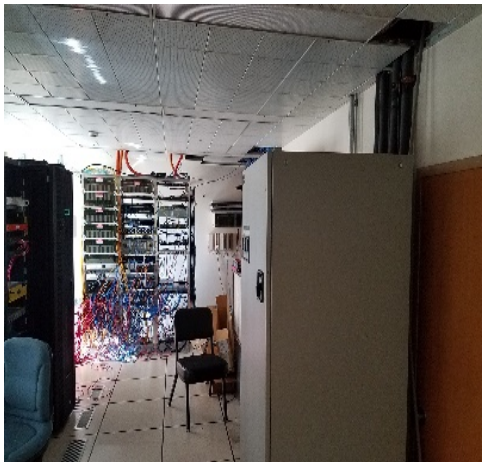
**City Hall  
Parks Department  
Electrical**



**Exit sign**



**Battery light**



**Server room**



**Lighting**



**Lighting**



**Lighting**



**Kitchen receptacles**



**Unsealed penetration**



**Exterior lighting**

# FACILITY ASSESSMENT

Document prepared for:

**City of Green Bay**

Green Bay, WI

**Fire Station #1**

**Comm. No. 22CGB12.00**

**September 30, 2022**



## Facility Assessment

City of Green Bay | Green Bay, WI

Comm. No. 22CGB12.00

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## **report description**

An assessment of Fire Station 1 was conducted in 2015 by Berners Schober which reviewed the condition of the building's architectural, structural, mechanical, plumbing and electrical elements. This report, done in the summer of 2022, is an update to the previous assessment. Each building was re-surveyed by trade and the reports updated. Below are brief summaries of the changes to the building in the intervening 7 years.

## **architectural**

Interior finishes were reviewed with an emphasis on those which were damaged or in poor condition.

Since the previous building assessment in 2015, the roof has been replaced. The current EPDM roof is in good condition.

## **code/accessibility**

The Wisconsin building code has been updated since the last assessment to referencing the 2015 International Building Code (IBC). The 2015 IBC references the 2009 ICC A117.1 Accessible and Usable Buildings and Facilities code. The 2010 ADA Standards remain in effect since the previous assessment. Major building elements, such as the stair and elevator shafts, are unchanged.

Since the 2015 assessment there appear to have been no changes to accessible features. The assessment is written with recommendations for future continued use.

## **structure**

Modification to original notes to better explain structure. No significant changes to structure itself.

## **plumbing**

No significant changes since the previous assessment.

## **fire protection**

There has been no change to the fire protection system since the last assessment.

## **mechanical**

The garage vehicle exhaust system has been replaced and repairs were made on the leaking condensate pump since the previous assessment.

## **electrical**

No major changes/updates to the electrical systems have been made since the last evaluation.

| ITEM          | DEFICIENT (d)<br>Immediate Replacement                 | CRITICAL PRIORITY<br>(cp)<br>Replace in 1-2 years                            | HIGH PRIORITY (hp)<br>Replace in 3-5 years    | COST ESTIMATE     |
|---------------|--------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------|-------------------|
| Architectural |                                                        |                                                                              | Site conditions -<br>Concrete aprons          | \$15,000 - 20,000 |
| code          |                                                        | Electrical panel and<br>plumbing main in<br>same room.                       |                                               | See Plumb report  |
| code          |                                                        |                                                                              | Accessible route                              | \$2,000-\$3,000   |
| code          |                                                        |                                                                              | Plumbing fixtures –<br>toilets and lavatories | \$3,000-\$4,000   |
| structural    |                                                        | 4" + 2" tile and joist<br>slab supported by<br>load-bearing<br>masonry walls |                                               | \$6,000           |
| plumbing      |                                                        |                                                                              | Piping insulation                             | \$25,000          |
| plumbing      | Code issues                                            |                                                                              |                                               | \$8,000           |
| plumbing      | Add pump/piping (code<br>issue)                        |                                                                              |                                               | \$17,000          |
| plumbing      | Add thermal mixing valve<br>(TMV) (code issues)        |                                                                              |                                               | \$10,000          |
| HVAC          |                                                        |                                                                              | Humidification                                | \$15,000          |
| HVAC          | No ventilation in first<br>floor office.               |                                                                              |                                               | \$22,000          |
| HVAC          |                                                        | Occupied space<br>thermal comfort                                            |                                               | \$65,000          |
| HVAC          |                                                        |                                                                              | Occupied space<br>thermal comfort             | \$170,000         |
| HVAC          | Men's room exhaust                                     |                                                                              |                                               | \$6,000           |
| HVAC          | Women's room exhaust                                   |                                                                              |                                               | \$6,000           |
| HVAC          |                                                        |                                                                              | Kitchen hood, fan<br>and ductwork             | \$50,000          |
| HVAC          | Rooms with chemicals<br>stored have no<br>ventilation. |                                                                              |                                               | \$22,000          |
| HVAC          | Damaged & missing pipe<br>insulation                   |                                                                              |                                               | \$17,000          |
| HVAC          |                                                        | Poor location and<br>insulation                                              |                                               | \$8,000           |
| HVAC          | Mechanical room, poor<br>ventilation                   |                                                                              |                                               | \$12,000          |
| HVAC          |                                                        |                                                                              | Steam unit heater<br>and unit ventilator      | \$28,000          |
| HVAC          | Make-up air unit                                       |                                                                              |                                               | \$56,000          |
| HVAC          | Exhaust                                                |                                                                              |                                               | \$133,000         |
| HVAC          |                                                        |                                                                              | Pneumatic control                             | \$17,000          |

|                              |                         |  |                                                                      |                              |
|------------------------------|-------------------------|--|----------------------------------------------------------------------|------------------------------|
| HVAC                         |                         |  | Toilet room exhaust                                                  | \$1,500                      |
| HVAC                         | Storage room exhaust    |  |                                                                      | \$1,500                      |
| HVAC                         | Dryer exhaust           |  |                                                                      | \$1,000                      |
| electrical                   |                         |  | Elec panel in poor condition-Bulldog                                 | \$6,000                      |
| electrical                   |                         |  | ATS in fair condition                                                | \$6,000                      |
| electrical                   |                         |  | Load centers in fair condition-limited future capacity. Mixed loads. | \$18,000                     |
| electrical                   | GFCI receptacles needed |  |                                                                      | \$1,500                      |
| electrical                   |                         |  | Add occupancy sensors                                                | \$4,000                      |
| <b>Fire Station #1 Total</b> |                         |  |                                                                      | <b>\$752,000 – \$759,500</b> |



## **architecture**

### **building description**

Fire Station #1 is a historic structure built in 1929 and constructed of brick with stone accent bands. The exterior brick is in very good condition for a building of this age. There only a few areas where some tuck pointing could be addressed to prevent further damage to the building. The area most in need of tuck pointing is the chimney on the roof. There are large settlement cracks that should be addressed on the chimney.

A recent hazardous materials assessment by North Star Environmental Testing, LLC was provided as information for this report.

### **building envelope**

#### **roof**

Since the previous building assessment in 2015, the roof has been replaced. The current EPDM roof is in good condition.

#### **exterior walls**

Brick and stone trim on all sides. The exterior walls appear to be in good condition with a few minor repair areas to be addressed.

#### **exterior windows and doors**

None of the exterior doors are ADA compliant due to the exterior concrete stoop settlement. See Code section of this report for additional information. The hollow metal doors are faded and could use a coat of paint. When doors are painted, it would be recommended to replace the weatherstripping around the doors. Plywood transoms over the doors are weather-damaged and should be replaced. Note that these panels were noted as Category II non-friable in the Hazardous Materials Assessment provided to the City of Green Bay.

#### **exterior site conditions**

The driveway apron has significant cracking throughout.

### **interior conditions**

#### **floors**

The recent hazardous materials report indicates the presence of Asbestos Containing Material (ACM) in some of the vinyl tiles which have since been encapsulated under new carpeting on the second floor, specifically in the Dayroom area. The breakroom, previously thought to have ACM, is not indicated as such in the report. Ceramic tile and terrazzo floors are in generally good condition.

Items remaining from previous assessment include the following:

- Minor amount of adhesive on ceramic mosaic tile in west first floor storage rooms.
- Older carpets are worn but serviceable.

#### **doors and frames**

Some interior wood door frames have chipped paint. Most doors are in good condition. See Code section of report for information on door hardware.

#### **walls**

Some spalling of brick and concrete at base of wall in garage. Glazed ceramic tiles are missing a multiple locations of east stair shaft and men's toilet room. A large settlement crack in the north side of the east stair shaft has re-occurred. An area of plaster over the door frame to the truck bay has cracked off, exposing the metal drywall edge bead. A circular hole in the wall at the chief's office appears due to the location of a previous intercom system.

#### **ceilings**

There are several locations throughout the station where individual ceiling tiles are missing. Some areas at the offices on second floor have water-stained ceiling tiles. The source of the leaks appears to have been addressed by a roof replacement in recent years.

# Fire Station #1 Fire Department Architectural

## miscellaneous

The insulation on the pipes in the first floor women's room is not called out as ACM but looks to be friable and exposed to the room interior.

## legend

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| architectural elements     | grade     | budget cost   | notes     | comments |
|----------------------------|-----------|---------------|-----------|----------|
| <b>exterior elements</b>   |           |               |           |          |
| Roof condition             | <b>C</b>  |               |           |          |
| Exterior facade condition  | <b>F</b>  | \$5,000       | <b>A1</b> |          |
| Exterior windows and doors | <b>F</b>  | \$4,500       | <b>A2</b> |          |
| Site conditions            | <b>HP</b> | \$15K - \$20K | <b>A3</b> |          |
| <b>interior conditions</b> |           |               |           |          |
| Floors                     | <b>F</b>  |               | <b>A4</b> |          |
| Doors and frames           | <b>F</b>  |               | <b>A5</b> |          |
| Ceilings                   | <b>F</b>  |               | <b>A6</b> |          |
| Miscellaneous              | <b>F</b>  |               | <b>A7</b> |          |

## notes:

- A1.** Tuck-point as needed on few wall locations. Tuck-point and repair masonry at chimney.
- A2.** Replace plywood transom in-fill panels. Paint doors and frames. Replace weatherstripping.
- A3.** Concrete at driveways is cracked and spalling. Recommend replacement.
- A4.** Plan to continue carpet replacement of worn areas.
- A5.** Re-paint wood door frames.
- A6.** Recommend replacing missing ceiling tiles to help maintain conditioned space.
- A7.** Refer to plumbing section for notes on replacing pipe insulation at women's room.

**Fire Station #1  
Fire Department  
Architectural**



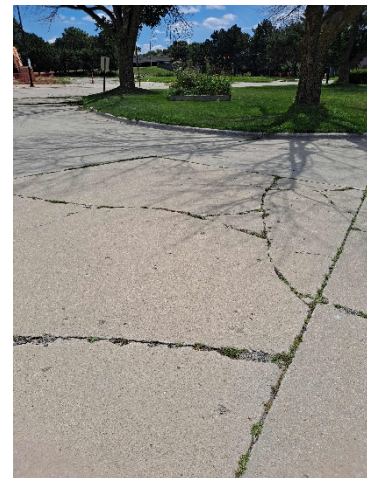
**Exterior brick in good condition**



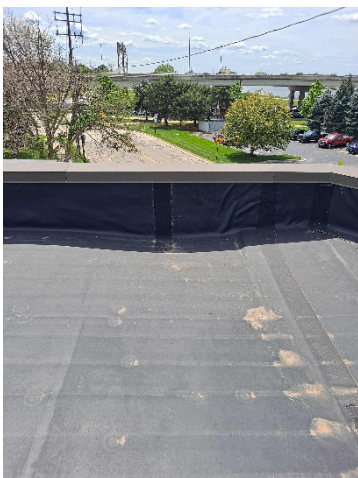
**Door not egressing to grade**



**Cracked driveway apron**



**Cracked driveway apron**



**Roof in good condition**



**Tuck pointing needed at chimney**



**Fire Station #1  
Fire Department  
Architectural**



**Transom faded and broken**



**Tile with adhesive on it**



**Spalling brick due to moisture exposure**



**Missing wall tile**



**Missing wall tile at plumbing wall**



**Cracked/missing plaster over door**



**Fire Station #1  
Fire Department  
Architectural**



**Cracked plaster at stair**



**Chipped paint at wood door frame**



**Missing and stained ceiling tile**



**Patch hole in wall**



**Friable insulation on piping**

## **code compliance and accessibility**

### **building data**

*code references based on 2015 IBC*

|                                                              |                                                                                                                                                                                                           |                   |                                           |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------|
| <b>year(s) constructed</b>                                   | Original building: 1929                                                                                                                                                                                   | <b>gross area</b> | 4,955 SF floor plate<br>10,356 total area |
| <b>occupancy classification</b><br><i>(chapter 3 of IBC)</i> | 1 <sup>st</sup> floor is <b>S-1</b> Moderate-hazard Storage, non-separated from <b>B</b> Business.<br>2 <sup>nd</sup> floor is <b>B</b> Business occupancy with <b>R-3</b> residential as incidental use. |                   |                                           |
| <b>construction type</b><br><i>(chapter 6 IBC)</i>           | 1929 building code commercial building construction is closest to IBC 2015 Construction Type II-B                                                                                                         |                   |                                           |

#### **summary of code compliance/life safety**

Summary of the building type and occupancy classification from the previous study is still applicable. In general, any renovation to a space would need to meet current codes, as modified in the International Existing Building Code.

#### **egress and safety**

One means of egress is available out of the storage rooms west of the apparatus bay, with a second route available through the apparatus bay itself. The same is the case for the toilet room on the east side of the apparatus bay.

The lower-level mechanical space and mid-level storage areas both egress through the east stair to the exterior. The plumbing main is located in the mid-level electrical room, as it was at the previous assessment. This is a code issue which should be addressed. The second-floor egresses through the stair shaft to the east, and the exterior steel stair and jump platform.

#### **stairs, ramps and shafts**

The stair is not in a rated shaft, but this condition is original to the building and thus presumed to have complied with code at the time of construction. As noted in the previous study, the rooms opening off of this stair shaft would not be allowed by current code, but even in a renovation would be allowed to remain because it is “technically infeasible” to change the configuration.

#### **handrails and guardrails**

As noted in previous study, the large openings in the guards of the handrails do not comply with current code but are allowed to remain. While the size of the openings may not be a safety hazard for adults, adding a second handrail on the outer wall, where feasible, would increase safety during egress.

## **summary of accessibility/ADA compliance**

#### **ADA standards**

The Americans with Disabilities Act places an additional level of requirements on public and commercial facilities in terms of accessibility. Unlike a building code, it is a federal law which requires continual compliance, regardless of when a building was built. Accessibility items noted in this report fall under this category and should thus be addressed in a timely manner.

#### **accessible route**

None of the existing hinge doors are close enough to grade to meet accessibility requirements. Overhead doors for vehicles are at grade but are not allowable as a legal means of egress or entry. As a historic building with no elevator, there is no way to provide an accessible route to the main spaces of the building located on the second floor. This report will address accessibility from the standpoint of people with mobility challenges, but not in wheelchairs.

#### **doors**

There are a variety of doorknob styles in the building; knob (not accessible), lever, and push/pull. The door at first floor from stair to apparatus bay is less than 32” wide at the stops, which does not meet current code or

# Fire Station #1

## Fire Department

### Code & Accessibility

accessibility minimum requirements. The lockers in the women's room interfere with clear floor space to use the door to the room.

#### casework

Kitchen casework, while not technically accessible, meets the needs of those who can access it.

#### plumbing fixtures

There are no toilet or shower facilities in the building which comply with accessibility guidelines. Even for those who are not in wheelchairs, there are modifications that could make use of the facilities easier and safer. See notes in the chart below and in the plumbing section for specific suggestions.

The first-floor women's room has multiple issues: the door clearance noted above, the lack of privacy at the toilet stall and shower, lack of accessibility, unused urinal, and friable insulation at the radiator pipes. If the building is slated for continued use, this room should be considered as an opportunity to reconfigure to provide a single-user accessible toilet and shower room.

Lavatories are mounted at accessible height and provide clear floor space to access. Drinking fountain on second-floor is at accessible standing height.

#### legend

|                                            |                                                    |                                                |                                       |                             |              |                          |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|--------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>NA</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|--------------------------|

| architectural elements                     | grade     | budget cost     | notes      | comments                                |
|--------------------------------------------|-----------|-----------------|------------|-----------------------------------------|
| <b>Code compliance / Life safety</b>       |           |                 |            |                                         |
| Egress and safety                          | <b>C</b>  |                 |            |                                         |
| Electrical panel at mid-level              | <b>CP</b> |                 | CA8        | Cost is listed in Plumbing report.      |
| Stairs, ramps and shafts                   | <b>F</b>  |                 | CA1        |                                         |
| Handrails/guardrails                       | <b>F</b>  |                 | CA2        |                                         |
| <b>Accessibility / ADA compliance</b>      |           |                 |            |                                         |
| Accessible route                           | <b>HP</b> | \$2,000-\$3,000 | CA3        |                                         |
| Doors                                      | <b>F</b>  |                 | CA4<br>CA5 |                                         |
| Casework                                   | <b>C</b>  |                 |            |                                         |
| Plumbing fixtures – toilets and lavatories | <b>HP</b> | \$3000-\$4,000  | CA6        |                                         |
| Showers                                    | <b>F</b>  |                 | CA7        | See note: need to define scope of work. |

#### notes:

**CA1.** Shaft not required to comply with current codes. No change needed at this time.

**CA2.** Recommend installation of handrail on outer wall of stair where it does not interfere with access to other spaces.

## Fire Station #1 Fire Department Code & Accessibility

- CA3.** For the safety of all users, a new threshold and/or step is recommended to minimize the trip hazard at exterior entry doors.
- CA4.** Lockers at the women's room impeded on the clear floor space required at the door. The room and building are not currently accessible, but if future modifications are done, consider alternate placement for better functionality at the lockers and door access.
- CA5.** Recommend replacing knob hardware with lever hardware.
- CA6.** Note the recommendation in text above to reconfigure the women's room to a single-user accessible room. Recommend the following upgrades for safe usage:
- Remove the urinal in the Women's room and utilize the corner area to create a single accessible toilet stall with appropriate grab bars.
  - Recommend updating faucet controls to lever handles on lavatories for easier/accessible use.
  - Note that entry to the room is not currently accessible. Plumbing renovations should be considered in conjunction with entry reconfiguration.
- CA7.** Showers are not accessible. These are listed as Fair because their function is not necessary for safe usage of the building, and the rooms in which the showers are located are not currently accessible. If a renovation is considered, the first floor Women's room could be converted to a single-user, accessible toilet room and shower. As a full design project, that cost is not estimated due to the need to define full scope of work.
- CA8.** The plumbing main is in the electrical room on the mid-level floor. This is a code violation. See Plumbing section of this report for cost estimate.



Recommend 2<sup>nd</sup> handrail



Egress door not at level of egress



**Fire Station #1  
Fire Department  
Code & Accessibility**



**Recommend threshold at entry**



**Recommend lever door hardware**



**Remove unused fixture**



**Potential area for accessible toilet**

**Fire Station #1  
Fire Department  
Code & Accessibility**



**Recommend lever faucet handles**

# Fire Station #1

## Fire Department

### Structural

## structural system

### summary

The structure consists of cast-in-place concrete floor slabs bearing on steel girders or load-bearing masonry walls and wood roof joists over steel girders or wood stud bearing walls.

### legend

|                                            |                                                    |                                                |                                       |                             |              |                          |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|--------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>NA</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|--------------------------|

| structural elements                                   | grade | budget cost | notes | comments                                                                                                                                     |
|-------------------------------------------------------|-------|-------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>year</b>                                           |       |             |       | 1929 (Berners Schober Comm. No. 1262)                                                                                                        |
| <b>structure type</b>                                 |       |             |       |                                                                                                                                              |
| Foundations                                           | C     |             |       | Cast-in-place concrete foundation and/or basement walls bearing on individual spread or continuous strip footings.                           |
| Basement - boiler room/generator 4' below first floor | C     |             | S1    | Floor is a 4" concrete slab on grade with 6x6 - 6/6 welded wire mesh reinforcing.                                                            |
| First floor                                           | C     |             |       | Floor is a 6" concrete slab on grade with 6x6 - 10/10 welded wire mesh reinforcing.                                                          |
| First floor (above boiler/generator room)             | CP    | \$6,000     | S2    | 4" + 2" tile and joist slab supported by load-bearing masonry walls.                                                                         |
| Storage room 7' above first floor                     | C     |             |       | 2 x 8 wood joists 16" on center.                                                                                                             |
| Second floor                                          | C     |             |       | 4" + 2" tile & joist slab supported on steel girders and load-bearing masonry walls.                                                         |
| Roof                                                  | C     |             |       | 2x10 wood joists at 16" on center typical, supported by steel girders or 2x4 wood stud bearing walls.                                        |
| <b>building risk category</b>                         | NA    |             |       | An active Fire Station would be Risk Category IV, however, the current office function of the building would be considered Risk Category II. |
| <b>construction type</b>                              | NA    |             | S3    | Construction Type II-B (2-hour exterior bearing walls, 1-hour beams, columns & floor slabs, 0-hour roof)                                     |
| <b>vertical expandability</b>                         | NA    |             |       | None.                                                                                                                                        |
| <b>typical column spacing</b>                         | NA    |             |       |                                                                                                                                              |
| <b>overall structural condition</b>                   | C     |             |       | The existing building is structurally sound with no significant deficiencies noted.                                                          |

**notes:**

- S1.** There is a vertical crack in the east foundation wall of the room housing the generator. However, it does not extend into the brick wall above and the owner is not aware of any water infiltration through the crack. Therefore, no remedial action is recommended at this time.
- S2.** There are five concrete joists above the generator room that have exposed reinforcing bars. Although this condition has been present since the original construction, reinforcing bars in joists require a minimum of 3/4" of concrete cover to maintain a 2-hour fire resistance for the slab assembly. Recommend application of cementitious repair mortar to develop required cover to steel reinforcing.
- S3.** The 1985 publication "Fire Resistance Ratings" by Engineering and Safety Service (American Insurance Services Group) would have credited the plastered 2x10 roof system with a 1-hour rating which would have brought the current IBC Construction Type up to Type **II-A**.



**Cracked foundation wall in generator room  
(Note S1)**



**Exposed reinforcing in joists above generator  
(Note S2)**



## plumbing systems summary

Fire Station #1 was constructed in approximately 1929. The original piping is in poor/fair condition, it has been replaced as needed when issues arise. Insulation could be added to the hot water piping for energy savings. A thermal mixing valve (TMV) and hot water recirculation pump with return piping should be added to the system. These are code issues which need to be corrected. The location of the water main in/above the Electrical Closet is another code issue that should be corrected.

Building is served by two 4" roof drains. EPDM roof has no secondary drainage or relief scuppers -Code issue.

Plumbing fixtures in the second floor men's toilet room are older and could be updated to conserve water. The first floor women's toilet room was converted from a men's and the urinal is still installed. Building utilities in general appear adequate.

This building is not equipped with an automatic fire sprinkler system. In order to add a wet sprinkler system to the building, the water main size would need to be increased from the current 2". The exhaust hood in the kitchen (for gas range) should have a NOVEC 1230 (or equal) kitchen suppression system installed.

## legend

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| plumbing systems           | grade | budget cost | notes | comments                         |
|----------------------------|-------|-------------|-------|----------------------------------|
| Water piping condition     | F     |             | P1    | Copper piping                    |
| Sanitary piping condition  | F     |             | P2    | PVC & cast iron                  |
| Storm/clearwater piping    | F     |             | P3    | Cast iron                        |
| Valves                     | F     |             | P4    | Gate & ball                      |
| Domestic water service     | C     |             | P5    | 2" main                          |
| Insulation                 | HP    | \$25,000    | P6    | Add insulation                   |
| Code issues                | D     | \$8,000     | P7    | Relocate water main              |
| <b>equipment</b>           |       |             |       |                                  |
| Domestic water heater      | F     |             | P8    | Gas-fired                        |
| Drench shower station      | NA    |             |       |                                  |
| Recirculation pump(s)      | D     | \$17,000    | P9    | Add pump/piping (code issue)     |
| Water softener             | NA    |             |       | No water softener installed      |
| Thermal mixing valve (TMV) | D     | \$10,000    | P10   | Add TMV (code issue)             |
| Grease interceptor         | NA    |             |       | Grease interceptor not required. |
| Kitchen equipment          | F     |             | P11   |                                  |
| Plumbing fixtures          | F     |             | P12   |                                  |

**Fire Station #1**  
**Fire Department**  
**Plumbing**

| plumbing systems            | grade | budget cost | notes | comments                         |
|-----------------------------|-------|-------------|-------|----------------------------------|
| Oxygen storage              | NA    |             |       |                                  |
| Backflow prevention         | C     |             | P13   | 1 ½" hose connection             |
| "Shop" air compressor       | NA    |             |       | HVAC pneumatics only             |
| Laundry equipment           | F     |             | P14   |                                  |
| Drain tile sump/pump        | NA    |             |       |                                  |
| Ambulance/truck garage      | F     |             | P15   | Trench drain, garage catch basin |
| <b>exterior</b>             |       |             |       |                                  |
| Storm drainage, roof drains | F     |             | P16   | Discharge to street              |
| Lawn irrigation             | NA    |             |       |                                  |
| Utilities                   | F     |             | P17   |                                  |

**notes:**

- P1.** Water piping is mainly copper, soldered joints. Fair condition. There is some original galvanized pipe in the boiler room. Kitchen sink on second floor has PEX water piping installed. Majority of the water piping in the boiler room is not insulated.
- P2.** Original sanitary is cast iron. Some newer PVC piping in the boiler room and garage. Vent piping on the second floor was replaced to cast iron no-hub connection. A 4" vent on the roof is cracked. One Studor vent in the garage vents the trench drain(s).
- P3.** Storm piping is cast iron hub & spigot. Piping is not insulated. Noise issue on the 2<sup>nd</sup> floor office area due to lack of insulation on the piping.
- P4.** Older valves are gate, newer valves are ball.
- P5.** Building is served by a 2" water main. 2" water meter with 3-valved by-pass in the boiler room.
- P6.** Minimal water and none of the storm piping is insulated. Insulation should be added for energy savings (IECC) and to control noise issues.
- P7.** Code issues: water temperature is set at 119° Fahrenheit, the maximum temperature allowed is 110-115 degrees Fahrenheit. No thermostatic mixing valve (TMV) at the heater. Add TMV per code. No recirculating pump at heater. Add recirculating pump. Hot water piping length exceeds 100'-0" per code. Water main is installed in the electrical closet and needs to be relocated. (reference notes P9 and P10 also.)
- P8.** Water heater is gas fired, atmospheric direct vent to chimney, AO Smith ProMax. Model FCG 75 300, 75-gallon, 75,000 BTU. Hot/cold water connection at the heater is 1". Piping is not insulated.
- P9.** Install a hot water recirculation (HWR) pump and HWR piping. Length of hot water piping exceeds 100'-0" allowed per code. Hot water run time to second floor kitchen sink exceeds 1 minute. Building would need to comply with the IECC code for recirculation within 2'-0" of the fixture.
- P10.** Add TMV at the water heater. Set hot water temperature to 110° Fahrenheit max. Above 115 degrees F is a code issue.
- P11.** Kitchen equipment: Two compartment stainless steel sink, single lever faucet, with garbage disposal. No dishwasher in the kitchen. Gas range should have a fire suppression system installed in the hood.
- P12.** Plumbing fixtures: there are no ADA compliant fixtures in the building.

## Fire Station #1 Fire Department Plumbing

First floor unisex toilet room has a floor drain and a tank-type WC with 15" rim above finished floor (aff). Lavatory, outside the room, is wall-hung with rim at 29" aff.

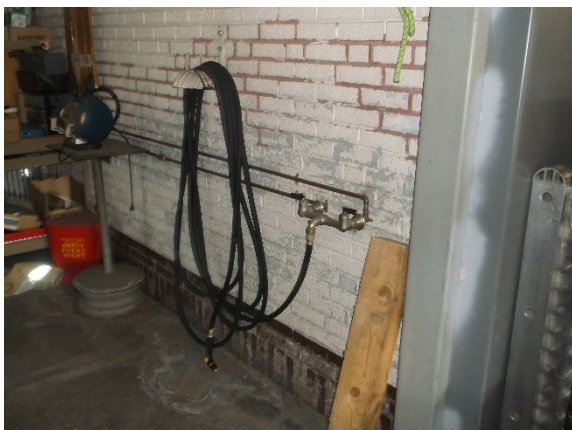
Women's toilet room on first floor is a converted men's toilet room. Floor mounted urinal is still installed but not functioning and should be removed. WC is floor mounted, 16" rim aff. 3.5 gpf valve. Lavatory is wall-hung, 30" rim aff. Mustee modular fiberglass shower unit with Moen shower valve. Room also has a janitors' sink. Toilet room has "multi-functional" use.

The second floor Men's toilet room has floor mounted WC's at 16" rim aff., 3.5 gpf valve. Lavatories are wall-hung, rim at 30-1/2" rim aff. Urinal is floor mounted with Sloan Royal flush valve. Shower is a built-up tile room with two Delta shower valves. Shower room only has one floor drain which is not allowed, as each shower is required to have a separate drain. Piping has "hammering" and should have water hammer arrestors installed.

There is an older version EWC in the meeting room, rim at 37" aff. Also, a new version water bottle cooler in the dining room area is being used in lieu of the older EWC. Plumbing fixtures could be replaced with low flow and water conserving units. There are no exterior non-freeze water sill faucets on the building.

Garage has a residential washer and dryer set-up with an adjacent laundry/janitors sink and service faucet.

- P13. There is a Watts 009 RPZ backflow in the boiler room for the HVAC boiler. 1 1/2" hose fill connection in the garage has an elevated atmospheric vacuum breaker installed. Faucets with hose connection ends have a threaded hose end vacuum breaker installed. All backflow prevention is compliant.
- P14. Residential washer (and dryer), laundry/janitors sink are installed in the garage area.
- P15. Garage: trench drains ~~which~~ discharge to a garage catch basin. Trench drain is vented by a studor vent instead of a "typical" vent through the roof.
- P16. There are two 4" roof drains (east and west side of roof) which discharge separately to the street. Drains are in fair condition but have some issues with tree debris clogging the drains. There is no secondary roof drainage. Parapet relief drains should be added for secondary drainage. (Secondary drainage is now a code requirement but was probably not required in 1926 when the building was erected). Storm piping through the building is not insulated.
- P17. Building is served from a 2" water main. The main routes from South Adams Street. Sanitary sewer is 6". Main routes north to Chicago Street, exits the lower boiler room at 20" aff., gravity discharge. Two 4" storm sewers route to South Washington and South Adams Streets. Parking lot/drives are pitched and discharge to the adjacent streets – no internal drainage or catch basin(s). Technically draining parking space over a public sidewalk is not allowed.



Service faucet - garage



Sanitary piping – boiler room

**Fire Station #1  
Fire Department  
Plumbing**



**Sanitary/water piping – boiler room**



**PEX piping to kitchen sink**



**Water piping thru electrical closet**



**Water service, water meter with by-pass**



**Storm piping, sanitary vent**



**Water heater – gas fired**



**Fire Station #1  
Fire Department  
Plumbing**



**Water heater vent piping**



**Hot/cold water piping at water heater**



**Studor vent - garage**



**Fill connection(s) in garage**



**Water closet - unisex**



**Lavatory – outside unisex toilet room**

**Fire Station #1  
Fire Department  
Plumbing**



**Sink, lavatory, urinal – women's**



**Water closet -women's**



**Shower – women's**



**Electric water cooler- meeting room**



**Kitchen double sink**



**Kitchen sink – garbage disposal**



**Fire Station #1  
Fire Department  
Plumbing**



**Water closet – men's**



**Urinal & lavatory – men's**



**Lavatory sink – men's**



**Shower room– men's**



**Men's shower room floor drain**



**Washer/dryer in garage bay**



**Fire Station #1  
Fire Department  
Plumbing**



**Sanitary vent & roof drain**



**Sanitary vent & roof drain**



**Fill lines backflow preventer**



**Garage catch basin**



**Garage trench drain**



**Parking lot drive**



**Fire Station #1  
Fire Department  
Plumbing**



**Parking Lot**



**Fire hydrant @ S. Washington Street**

## **HVAC systems summary**

The building was originally constructed in 1929. Multiple renovation and mechanical upgrade projects have taken place over the last 90 years. The upper level was renovated in 2012 to transition the living quarters into administrative office area.

The second-floor office area is served by a 2007 packaged roof top air unit with gas fired heat. The air unit system provides either heated or cooled air to the living quarters and utilizes zone dampers to regulate air flow and provide a measure of individual room temperature control. Steam radiation units equipped with Danfoss valves for temperature control are located around the building perimeter. The manual control of the steam radiation units combined with automated zone damper control and varying occupancies and envelope orientations is creating some undesirable air unit zone temperature fluctuations, causing thermal discomfort. During the last remodeling project, partition walls were constructed, sub-dividing the thermal zones. The zone thermostats and ventilation diffusers were not modified sufficiently thereby exacerbating the thermal discomfort issues.

Toilet/shower rooms are ventilated by ceiling mounted fans. These fans are timer or light switch operated. Some storage rooms and closets that store paint and cleaning chemicals are not ventilated.

An electric heater has been utilized in in the women's toilet/shower to supplement the steam radiator unit. It is unknown if it is still utilized, but there have been no upgrades to the rooms heating system since the last evaluation.

The kitchen ventilation hood is served by a roof mounted exhaust fan. The hood appears to be and older type 1. The ductwork is constructed of galvanized sheet metal. A cook-top stove is located beneath the hood.

A low-pressure steam boiler, installed in 2007, is located in the lower-level mechanical room. Steam is distributed to the office area and the apparatus room heating units.

The air unit and zone VAV controls are low voltage. Apparatus room ventilators utilize pneumatic controls. The air compressor is located in the lower-level mechanical room.

The apparatus room ventilation system was replaced in 1987 and consists of a make-up air unit, unit heater, and exhaust fan. The make-up air unit outside air duct is capped off. The make-up air unit and exhaust fan serving this room are not believed to be operational. The make-up air and exhaust fan were originally designed to operate via a 60-minute timer switch. A unit ventilator is located over the old machine shop area (now storage). A vehicle exhaust system (previously PlymoVent) was replaced after the last evaluation and is connected to each vehicle and utilized to capture and expel exhaust fumes as trucks leave the building. Additional vehicles and powered equipment are also stored in the garage.

Through-the-wall air conditioning units are still utilized as a recently (2001) designed/bid ductless split project has not been constructed. Ceiling exhaust fans are located in the storage room and an abandoned toilet room off the west side of the apparatus rooms. These fans are timer switch operated.

# Fire Station #1

## Fire Department

### HVAC Systems

#### legend

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| HVAC systems                        | grade | budget cost | notes | comments                                                                                                                                                                 |
|-------------------------------------|-------|-------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| air unit                            |       |             | H1    | Installed 2007.<br>Trane roof top packaged YSC series, 10-ton cooling with gas heat.                                                                                     |
| Housing                             | F     |             |       |                                                                                                                                                                          |
| Air intake                          | C     |             |       |                                                                                                                                                                          |
| Condenser fins                      | F     |             |       |                                                                                                                                                                          |
| Fan                                 | F     |             |       | 4000 CFM, 3 HP                                                                                                                                                           |
| Filters                             | C     |             |       | 30% filters                                                                                                                                                              |
| Controls                            | F     |             |       | Low voltage, zone dampers.                                                                                                                                               |
| Ductwork                            | C     |             | H3    | Installed 2007. Not revised during last remodeling project. Rain cap over exterior ductwork.                                                                             |
| Insulation                          | C     |             |       | Duct liner in exterior ductwork.                                                                                                                                         |
| Humidity                            | HP    | \$15,000    | H1    | Residential type unit. Manually filled. Humidification is not a code requirement.                                                                                        |
| Occupied space ventilation (Office) | D     | \$22,000    | H2    | No ventilation in first floor office.                                                                                                                                    |
| Occupied space thermal comfort      | CP    | \$65,000    | H3    | Air unit zone thermostat and manual radiation control conflict. Air unit discharge temperature is affected. Zones are not split to serve rooms modified in last project. |
|                                     | HP    | \$170,000   |       |                                                                                                                                                                          |
| exhaust fans                        |       |             |       |                                                                                                                                                                          |
| Men’s room exhaust                  | D     | \$6,000     | H4    | Ceiling mounted fan. Timer switch operated.                                                                                                                              |
| Women’s room exhaust                | D     | \$6,000     | H4    | Ceiling mounted fan. Light switch operated.                                                                                                                              |
| Ductwork                            | C     |             |       |                                                                                                                                                                          |
| Kitchen hood, fan and ductwork      | HP    | \$50,000    | H5    | Type 1 hood. Roof mounted fan discharges below 40” above the roof line. Galvanized ductwork.                                                                             |
| Building exhaust ventilation        | D     | \$22,000    | H6    | Rooms with chemicals stored within them have no ventilation.                                                                                                             |
| boiler system                       | C     |             | H7    | Installed 2007                                                                                                                                                           |
| Boilers                             | C     |             |       | Weil McLain, 787 MBH input, 634 MBH output low pressure steam                                                                                                            |

**Fire Station #1**  
**Fire Department**  
**HVAC Systems**

| HVAC systems                | grade | budget cost | notes | comments                                                                                                                                    |
|-----------------------------|-------|-------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Pumps                       | C     |             | H7    | 1/3 HP Simplex Condensate pump.                                                                                                             |
| Piping                      | C     |             |       | Mostly original throughout building.                                                                                                        |
| Pipe insulation             | D     | \$17,000    | H8    | Most of the piping is bare and uninsulated throughout the boiler room and apparatus room. Damaged insulation in multiple exposed locations. |
| Room terminal units         | CP    | \$8,000     | H9    | Radiators and fin tube with Danfoss Valves.                                                                                                 |
| Mechanical room ventilation | D     | \$12,000    | H10   | Damper for boiler combustion. No intake for generator combustion air. Gas meter regulator vent close to intake louver.                      |
| <b>controls</b>             |       |             |       |                                                                                                                                             |
| Air compressor              | C     |             | H11   | Serves boiler room and apparatus room equipment.                                                                                            |
| Garage ventilation          |       |             | H12   |                                                                                                                                             |
| Heaters                     | HP    | \$28,000    | H12   | Steam unit heater and unit ventilator.                                                                                                      |
| Make-up air unit            | D     | \$56,000    | H12   | Outside air cut off. 1300 CFM, ½ HP motor.                                                                                                  |
| Exhaust                     | D     | \$133,000   | H12   | 1500 CFM, ½ HP fan motor                                                                                                                    |
| Truck exhaust               | C     |             |       | Replaced in last couple years                                                                                                               |
| Control                     | D     | \$17,000    | H12   | Pneumatic control. 60-minute timer switch.                                                                                                  |
| Toilet room exhaust         | HP    | \$1,500     | H13   | Ceiling mounted fan. Timer switch operated. 50 CFM. Installed 1983. Room appears abandoned.                                                 |
| Storage room exhaust        | HP    | \$1,500     | H13   | Ceiling mounted fan. Timer switch operated. 100 CFM. Installed 1983                                                                         |
| Dryer exhaust               | D     | \$1,000     | H14   | Terminates inside.                                                                                                                          |

**notes:**

**H1.** The air unit is 15 years old. Expected useful life is about 20 years. The air unit is a multi-zone system utilizing zone dampers to regulate individual room air flow. The unit has a master zone terminal to set the unit to heating or cooling mode. The zone dampers will adjust air flow to maintain space temperature based on a rooms heating or cooling requirements. When installed, this system was an economical way to provide some measure of individual room temperature control. In addition to the zone VAV units, perimeter rooms utilize fin tube or radiators for additional heat. When both systems are operational, the zone damper control can conflict with the radiation control and this causes variations in the air unit discharge temperature which will then affect heating and cooling throughout the office area. Control upgrades through the air unit manufacturer are available to improve the terminal operation and simultaneously control the space fin tube radiation.

In the past portable residential style humidifiers have been utilized to provide spot humidification for specific occupants. Humidification is not required but does improve occupant comfort. As the use of the building has changed over the years, humidification may no longer be desired. However, in buildings



## **Fire Station #1 Fire Department HVAC Systems**

where occupants spend extended periods of time, or sleep, it is often utilized to improve occupant comfort. Portable units will improve humidity only slightly but may have a greater psychological effect for the occupants. This is because the air unit will introduce a greater amount of dry, outside air than the portable units can properly humidify. To humidify this building, it is recommended to install an electric or gas fired humidifier that is sized to serve the entire office space. A high priority grade has been given to this item for budgeting purposes if there remains a desire to provide humidification and improve occupant satisfaction.

**H2.** A first-floor office uses a radiator for heat and a through wall air conditioner for cooling. There is no outside air ventilation for this room. Recommend extending the ductwork from the air unit system to this room to provide ventilation and to positively pressurize the room in relation to the apparatus room. A project to provide supplemental cooling upstairs and ventilation/cooling in this room via ductless split systems has been designed but has not been constructed as the costs were higher than anticipated.

**H3.** During the last remodeling project, partition walls were constructed, sub-dividing the thermal zones. The zone thermostats and ventilation diffusers did not get modified sufficiently thereby exacerbating the thermal discomfort issues. To increase room comfort, it is recommended to install individual room reheat coils controlled in parallel with the room radiation devices through a single zone thermostat.

Two estimates are indicated in the spreadsheet above. The first estimate is for revisions to the ductwork, dampers and thermostats to accommodate the previous office revisions and improve ventilation and thermal comfort with the system available. Along with the H2 item it will also fund ductless split systems in the conference room. The second estimate is an increase to the first, to replace the zone dampers and manual radiation valves with VAV heating terminal units and automatic radiation valves to provide true individual room comfort control. A second less expensive option is to only replace the manual valves with automatic control valves.

**H4.** The men's toilet fan is ventilated with timer switch operated ceiling fan. The Women's toilet fan is interlocked with the rooms light switch. The type of fan and physical size indicate that they do not provide enough ventilation to properly exhaust the room. In addition, the number of toilet fixtures and showers require that the ventilation be continuous when the building is occupied. Replacement of the fans and interlocking them with the air unit operation is recommended.

**H5.** For stove top appliances, where grease vapors may be exhausted, a type 1 hood is required. This hood has a flat filter which is not allowed in new hoods as grease can drip into the food being prepared. The ductwork is galvanized and not sealed liquid tight. In addition the exhaust fan does not discharge the code required distance above the roof. The building occupancy has changed slightly and indications are that the stove and exhaust system are rarely utilized, unlike the other 6 fire stations. A new type 1 hood equipped with a fire suppression system and vented with approved liquid tight ductwork is recommended if this stove continues to be utilized for cooking food that produces grease vapors.

**H6.** Inadequate exhaust in some toilet/locker spaces and there is no exhaust in the janitors room and storage rooms where chemical/cleaning supplies are stored. Fans where installed, are operated via timer or light switches. An exhaust system improvement project is recommended to improve building ventilation.

**H7.** The boiler system was replaced in 2007. The boiler is a low-pressure steam boiler. The boiler was inspected in 2020. A condensate pump is located behind the boiler. During the last evaluation walk-through the pump was leaking and spare seals were purchased. The pump appears to have been repaired.

**H8.** There is very little pipe insulation installed on the building steam and condensate piping. Insulation was visible in some occupied areas and storage areas. Uninsulated piping is visible in the mechanical rooms and apparatus room, where the majority of the building piping is located. The bare piping radiates uncontrolled heat which will affect thermal comfort.

**H9.** The fin tube and radiator units are controlled with Danfoss valves. Some of the radiator units are covered with sheet metal covers to prevent physical contact. The unit in the women's toilet is positioned poorly, the

# **Fire Station #1**

## **Fire Department**

### **HVAC Systems**

insulation is falling apart, and the past electric heater use suggests it is inadequate to maintain the space temperature.

- H10.** The mechanical room ventilation consists of an outside air louver covered with a damper. The ventilation damper opens when the boiler is firing. The louver is otherwise closed. There is no make-up air for the water heater combustion. This damper should remain partly open, even in the closed position to accommodate the water heat combustion needs. A generator is located outside of the mechanical room. If the fire door to the boiler room was shut, the generator combustion air would be shut-off. The intake louver is too close to the gas meter and its regulator. A project to provide combustion ventilation for the generator and pipe the gas regulator away from the intake louver is recommended.
- H11.** A small Simplex fractional horsepower air compressor serves the building pneumatic control system. The building pneumatic controllers consist mainly of a few control valves on apparatus room equipment. The remainder of the control system (air unit, room terminal units, and boiler) is low voltage electric (DDC) controls. It is recommended that building improvement projects include the replacement of the pneumatic controls with low voltage devices. This will allow the removal of the air compressor.
- H12.** A steam unit heater and unit ventilator provide heat to the apparatus room. A make-up air unit and exhaust fan was installed in 1987. These units were originally operated by a manually operated timer switch. The building occupants indicated they believe these units to be abandoned. The exhaust duct has been cut back to a height of 8 feet (originally terminated at 18" above the floor). The exhaust should be extended to near the floor for best contaminant removal. The make-up air unit outside air intake has been capped off.

A vehicle exhaust system is connected to each truck parked in the garage. This system operates whenever a truck is started and the vehicle exhaust is expelled from the garage. The fan is mounted on the roof with an extended stack head.

An enclosed garage has specific exhaust code requirements, and the garage is required to have a negative pressure in relation to the living/occupied quarters. A garage exhaust system may operate continuously, operating at a minimum level when the garage is unoccupied and operating at a maximum level when the garage is occupied or a vehicle is started. Alternately a garage exhaust system may operate intermittently if it meets 4 specific code provisions including the installation of a gas detection system. The vehicle exhaust system alone does not meet the ventilation requirements for an enclosed garage. Although the system mitigates/minimizes vehicle emissions into the space, the building codes have not allowed for the use of a vehicle exhaust system as an exception to the garage ventilation requirements. A garage exhaust fan upgrade project to install new make-up fan, exhaust fan, ductwork, and control systems is necessary to improve garage ventilation and occupant safety.

- H13.** A laundry dryer is located in the apparatus garage. The dryer terminates inside the room. This termination allows warm, moist air to be vented directly into the garage. This vent should be terminated outside.

**Fire Station #1  
Fire Department  
HVAC Systems**



**Roof top air unit**



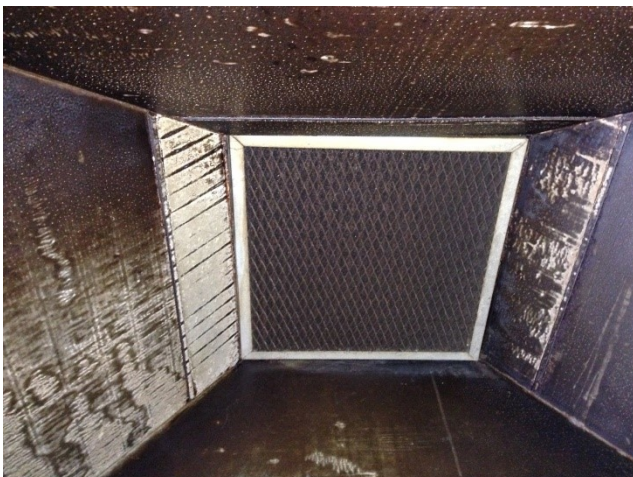
**Roof exhaust hood**



**Ceiling mount fan (typical)**



**Kitchen exhaust fan**



**Kitchen hood (inside view)**



**Boiler**



**Fire Station #1  
Fire Department  
HVAC Systems**



**Condensate pump**



**Radiation unit (typical)**



**Uninsulated pipe (typical)**



**Poor insulation condition**



**Wall built over valve**



**Radiator at women's toilet**



**Fire Station #1  
Fire Department  
HVAC Systems**



Supply grille (typical)



Destratification fan



Temperature control air compressor



Typical thermostat (This one too close to fridge)



Exhaust fan manual switch (typical)



Dryer vent (indoors)



**Fire Station #1  
Fire Department  
HVAC Systems**



**Unit ventilator (steam)**



**Through wall air conditioner**



**Gas meter (intake louver out of frame)**



**Steam unit heater (bare piping)**



**Make-up air unit**



**Vehicle exhaust fan**

## electrical systems

### summary

The building is served by two utility services, a 200 Amp and a 100 Amp, 120/208 Volt, three phase. The panels are in fair condition but have limited future capacity. The water main over the panels is a code violation. The emergency generator serving the building is in fair condition. The emergency system is fed from a single transfer switch which feeds three separate small emergency panels. The panels are in fair condition but have limited future capacity. An additional transfer switch and panel board is recommended to separate the critical and equipment loads from the life safety loads.

The outlets within the garage are not GFCI protected. Lighting fixtures are in good to fair condition and utilize T8 lamps and ballasts and compact fluorescent lamps. There are occupancy sensors located in the toilet rooms and in the conference room, but the facility should install occupancy sensors in offices, storage rooms and janitor's closets. Decorative compact fluorescent building mounted fixtures are in good condition; consideration should be given to replacing with more efficient and lower maintenance LED fixtures in the future.

The server equipment is in good condition and the facility is pulling Cat 5 data and voice cabling and coax for CATV. The fire alarm system includes stand-alone smoke detectors and carbon monoxide detectors throughout the building, which are in good condition.

### legend

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| electrical systems                            | grade | budget cost | notes | comments                                                                                                                                                                                   |
|-----------------------------------------------|-------|-------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>electrical service</b>                     |       |             |       |                                                                                                                                                                                            |
| Utility service entrance                      | C     |             |       | Two overhead utility services, one 200 Amp, one 100 Amp enter the building on the north side into the 2 <sup>nd</sup> floor electrical closet. Water main over panels is a code violation. |
| <b>normal power distribution equipment</b>    |       |             |       |                                                                                                                                                                                            |
| Main disconnect(s)                            | F     |             |       | 200A Bulldog Electric disconnect in fair condition. MCB in fair condition.                                                                                                                 |
| Branch panels                                 | HP    | \$6000      | E1    | Two panels on 2nd floor, two panels on 1 <sup>st</sup> floor. Bulldog Electric panel on 2 <sup>nd</sup> floor in poor condition, Square D load centers in good condition.                  |
| <b>emergency power distribution equipment</b> |       |             |       |                                                                                                                                                                                            |
| Generator                                     | F     |             |       | 10 KW Kohler natural gas generator in fair condition.                                                                                                                                      |
| Transfer switch                               | HP    | \$6,000     | E2    | Kohler 50 Amp ATS in fair condition.                                                                                                                                                       |
| Disconnect switch                             | C     |             |       | 50A/2P Square D disconnect on incoming generator feed to the ATS in the boiler room in good condition.                                                                                     |
| Branch panel                                  | HP    | \$18,000    | E2    | Three small Square D load centers in fair condition with limited future capacity. Mixed loads.                                                                                             |

**Fire Station #1**  
**Fire Department**  
**Electrical**

| electrical systems                              | grade | budget cost | notes | comments                                                                                                                                     |
|-------------------------------------------------|-------|-------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Receptacles                                     | D     | \$1500      | E3    | Garage outlets need to be GFCI. Outlets within 6' of sinks need to be GFCI.                                                                  |
| <b>lighting</b>                                 |       |             |       |                                                                                                                                              |
| Garage                                          | C     |             | E4    | Industrial fixtures with T-8 lamps in good condition.                                                                                        |
| Office spaces, conference rooms, and corridors  | F     | \$2,000     | E4    | Recessed acrylic lens troffers with T-8 lamps in good to fair condition.                                                                     |
| Sleep rooms and toilet rooms                    | C     |             | E4    | Recessed acrylic lens troffers in good condition.                                                                                            |
| Mechanical spaces, storage rooms, utility areas | F     | \$3,000     | E4    | Ceramic lamp holders with screw-in compact fluorescent lamps, surface mounted wraps and industrial strips with T-8 lamps, in fair condition. |
| Exterior                                        | F     | \$6,000     | E4    | Decorative wall mounted fixtures are in fair condition. Fixtures are utilizing screw-in compact fluorescent lamps.                           |
| <b>lighting controls</b>                        |       |             |       |                                                                                                                                              |
| Conference or meeting rooms                     | C     |             | E5    | Existing occupancy sensors                                                                                                                   |
| Offices                                         | HP    | \$4,000     | E5    | Add occupancy sensors.                                                                                                                       |
| Toilet rooms/ small storage rooms               | F     | \$1000      | E5    | Toilet rooms have occupancy sensors in good condition; add sensors in janitor and storage rooms.                                             |
| <b>emergency egress lighting and exit signs</b> |       |             |       |                                                                                                                                              |
| Corridors                                       | C     |             |       | Fixtures connected to emergency panel.                                                                                                       |
| Exit signs                                      | C     |             |       | LED in good condition.                                                                                                                       |
| <b>fire alarm devices</b>                       |       |             |       |                                                                                                                                              |
| Smoke detectors                                 | C     |             |       | Stand-alone smoke and carbon monoxide detectors throughout the building.                                                                     |
| <b>tele-data system</b>                         |       |             |       |                                                                                                                                              |
| Racks, cabinets, cabling and jacks              | C     |             |       | Cat 5 cabling.                                                                                                                               |

**notes:**

- E1. Consideration should be given to replacing the existing Bulldog Electric panel (that is in poor condition and will have limited parts available) with a new panel.
- E2. Recommend providing an additional automatic transfer switch and panel board to separate the critical and equipment branch loads from the life safety loads. The existing panels have several circuits listed as "unknown". These circuits should be traced and identified to get a better idea of available capacity.



## Fire Station #1 Fire Department Electrical

- E3.** Replace all outlets located in the garage area with GFCI type device. Replace existing kitchen outlets with GFCI type device unless they are currently protected from the adjacent GFCI outlet. If this is the case, the outlet should be labeled per NEC requirements.
- E4.** Consideration should be given to replacing older non-LED fixtures with new LED ones.
- E5.** Occupancy sensors should be installed in the offices, storage rooms, and janitor's closets to provide additional energy savings. If areas are renovated, controls will be required to be updated to meet current energy code.



Electrical utility service entrance



Electrical utility service entrance



200A service meter and disconnect



100A service meter and disconnect

# Fire Station #1 Fire Department Electrical



10kw generator



50A transfer switch



Emergency panel #3



Emergency panel #1



Emergency panel #2



Existing panel



**Fire Station #1  
Fire Department  
Electrical**



Existing panel



Existing panel



Exterior receptacle



Garage receptacles



Kitchen receptacles



Office lighting

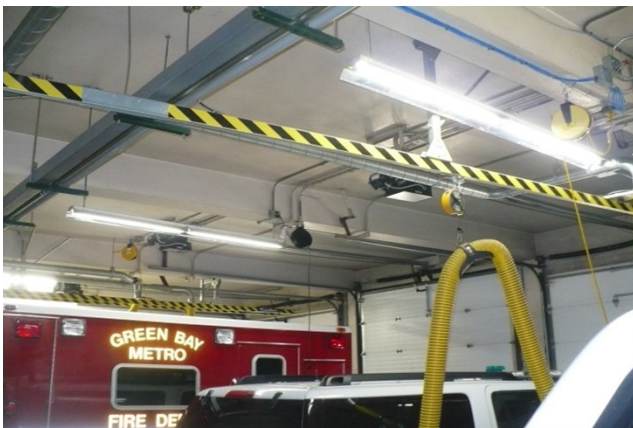
**Fire Station #1  
Fire Department  
Electrical**



**Stand-alone smoke & carbon monoxide detectors**



**Exterior fixture**



**Garage lighting**



**Exit sign**



# FACILITY ASSESSMENT

Document prepared for:

**City of Green Bay**

Green Bay, WI

**Municipal Court**

**Comm. No. 22CGB12.00**

**September 30, 2022**

**Facility Assessment**  
**City of Green Bay | Green Bay, WI**  
Comm. No. 22CGB12.00

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## **report description**

An assessment of the Municipal Court was conducted in 2015 by Berners Schober which reviewed the condition of the building's architectural, structural, mechanical, plumbing and electrical elements. This report, done in the summer of 2022, is an update to the previous assessment. Each building was re-surveyed by trade and the reports updated. Below are brief summaries of the changes to the building in the intervening 7 years.

## **architectural**

The roof was replaced since the previous assessment. Minor damage to fascia panels occurred in the winter of 2021/22.

Interior finishes have experienced additional wear. The code issues at the front stair have been corrected.

## **code/accessibility**

The Wisconsin building code has been updated since the last assessment to referencing the 2015 International Building Code (IBC). The 2015 IBC references the 2009 ICC A117.1 Accessible and Usable Buildings and Facilities code. The 2010 ADA Standards remain in effect since the previous assessment. Major building elements, such as the stair and elevator shafts, are unchanged.

Since the 2015 assessment there have been no changes to accessible features.

## **structure**

Structural elements have exhibited little change since the previous assessment.

## **plumbing**

No changes since previous assessment.

## **fire protection**

There has been no change to the fire protection system since the last assessment.

## **mechanical**

The hot water boilers and pump were replaced since the last evaluation and a few supply duct terminations were modified in the basement occupied areas.

## **electrical**

No major changes or updates were done to the facility since the last assessment.

| ITEM                         | DEFICIENT (d)<br>Immediate<br>Replacement       | CRITICAL PRIORITY<br>(cp)<br>Replace in 1-2 years | HIGH PRIORITY (hp)<br>Replace in 3-5 years | COST ESTIMATE    |
|------------------------------|-------------------------------------------------|---------------------------------------------------|--------------------------------------------|------------------|
| <b>Municipal Court</b>       |                                                 |                                                   |                                            |                  |
| architectural                |                                                 |                                                   | Expansion joint                            | \$2,000          |
| code                         |                                                 |                                                   | Plumbing fixtures                          | \$400            |
| code                         |                                                 |                                                   | Ramp and handrails                         | \$1,500          |
| plumbing                     |                                                 |                                                   | Insulation                                 | \$5,000          |
| plumbing                     | Code issues                                     |                                                   |                                            | \$2,000          |
| plumbing                     | Add TMV (code issue)                            |                                                   |                                            | \$6,000          |
| HVAC                         |                                                 | Air unit housing                                  |                                            | \$250,000        |
| HVAC                         |                                                 | Air unit coils                                    |                                            | \$incl           |
| HVAC                         |                                                 | Air unit fan                                      |                                            | \$incl           |
| HVAC                         |                                                 | Air unit filters                                  |                                            | \$incl           |
| HVAC                         |                                                 | Air unit controls                                 |                                            | \$incl           |
| HVAC                         |                                                 |                                                   | Air unit ductwork                          | \$40,000         |
| HVAC                         |                                                 |                                                   | Air unit insulation                        | \$4,000          |
| HVAC                         |                                                 |                                                   | Occupied space<br>thermal comfort          | \$28,000         |
| HVAC                         |                                                 |                                                   | Exhaust ductwork                           | \$16,000         |
| HVAC                         |                                                 |                                                   | Pipe insulation                            | \$7,000          |
| HVAC                         | Elevator machinery<br>room ventilation          |                                                   |                                            | \$13,000         |
| electrical                   | Add additional<br>Emergency lights              |                                                   |                                            | \$5,000          |
| electrical                   |                                                 | Install additional<br>horns & horn/strobes        |                                            | \$10,000         |
| electrical                   |                                                 | Smoke detector at<br>elevator-per code            |                                            | \$1,000          |
| electrical                   | Install shunt-trip control<br>at elevator power |                                                   |                                            | \$8,000          |
| <b>Municipal Court Total</b> |                                                 |                                                   |                                            | <b>\$398,000</b> |



## **architecture**

The building was constructed in 1967 of masonry cavity walls with aluminum fascia panels. The overall building is in good condition.

## **building envelope**

### **roof**

The roof was replaced since the previous assessment and is in good condition.

### **exterior walls**

Brick wall are in generally good condition. Sealant at expansion joints is beginning to show signs of cracking. The fascia panels at the southwest corner of the building are out of alignment with the rest of the fascia. Building maintenance personnel report that this area was hit last winter by a payloador plowing snow. The structure itself was not damaged.

### **exterior windows and doors**

The composite panel portion of the windows has faded but is in otherwise serviceable condition.

## **interior conditions**

### **floors**

Basement carpet is stained and has ripped areas at seams. Mosaic tile in basement toilet rooms is in good condition. Vinyl composite tile at back exit door has two tiles missing and has some staining. Vinyl stair treads and risers are worn but serviceable.

First floor carpet at open office has bubbled in some areas and is showing wear. Carpet in courtroom is in good condition. Toilet rooms and main lobby floors were replaced in the 2000 upgrade and are in good condition.

### **walls**

Walls are in generally good condition. Glazed tiles in basement toilet rooms have holes from previously mounted equipment.

### **ceilings**

There are some stained and misplaced ceiling tiles above the front stair shaft. The basement has a mix of tile styles. Some, primarily in workout rooms, have bowed or mis-placed tiles. Air vents in basement toilet room are rusted. A ceiling tile in the back stair is missing, reportedly from wind entering the building during winter use of the back door.

### **doors and frames**

Metal door frames in basement have chipped paint.

### **equipment and casework**

Toilet partitions in basement are rusting at the lower edges. Most casework is in good condition. The wood trim along the patron side of the reception desk has worn finish off the edges.

**Municipal Court  
Police Department  
Architectural**

**legend**

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| architectural elements     | grade     | budget cost | notes | comments |
|----------------------------|-----------|-------------|-------|----------|
| <b>exterior elements</b>   |           |             |       |          |
| Roof condition             | <b>N</b>  |             |       |          |
| Expansion joint            | <b>HP</b> | \$2,000     | A1    |          |
| Metal fascia panels        | <b>F</b>  | \$1,000     | A2    |          |
| Metal spandrel panels      | <b>F</b>  |             | A3    |          |
| <b>interior conditions</b> |           |             |       |          |
| Floors                     | <b>F</b>  |             | A4    |          |
| Doors and frames           | <b>C</b>  |             | A5    |          |
| Casework                   | <b>C</b>  |             | A6    |          |
| Partitions                 | <b>F</b>  |             | A7    |          |
| Ceilings                   | <b>F</b>  |             | A8    |          |

**notes:**

- A1. Replace dried or cracked sealant at expansion joints.
- A2. Replace or repair loose aluminum fascia panels at southwest corner of building.
- A3. Plan for future replacement of metal spandrel panels at windows.
- A4. Replace missing vinyl composite tiles in back stair. Repair ripped carpet at Cardio room.
- A5. Repaint door frames in basement.
- A6. Touch up stain and re-seal finish at reception counter.
- A7. Short-term maintenance: remove rust and re-paint toilet partitions at basement. Long-term planning: coordinate new partitions with accessibility upgrades. See Code report.
- A8. Replace all missing or stained ceiling tiles. At back (west) entry, provide hold-down clips to prevent tiles from being dislodged by winter winds and pressure changes.
- A9. Replace rusted ceiling diffuser in toilet rooms.

**Municipal Court  
Police Department  
Architectural**



**Exterior brick in good condition**



**Aluminum fascia panels**



**Dried and cracking expansion joint material**



**Transom panels at windows**



**Missing vinyl tile at back door**



**Ripped carpet at cardio room**



**Municipal Court  
Police Department  
Architectural**



**Chipped paint at basement door frames**



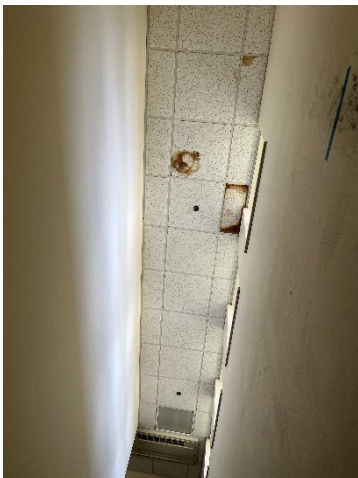
**Worn finish at reception counter**



**Rusted bottom of women's toilet partitions**



**Rusted bottom of men's toilet partitions**



**Ceiling at front stair shaft**



**Rusted ceiling diffuser at basement toilet room**



**Municipal Court  
Police Department  
Architectural**



**Missing ceiling tile at back stair shaft**

## **code compliance and accessibility building data**

*code references based on 2015 IBC*

|                                                        |                                                                        |                   |                                                       |
|--------------------------------------------------------|------------------------------------------------------------------------|-------------------|-------------------------------------------------------|
| <b>year(s) constructed</b>                             | 1967 original construction<br>2000 renovation of 1 <sup>st</sup> floor | <b>gross area</b> | Basement: 6,277 SF<br>1 <sup>st</sup> Floor: 6,277 SF |
| <b>occupancy classification<br/>(chapter 3 of IBC)</b> | Business                                                               |                   |                                                       |
| <b>construction type<br/>(chapter 6 IBC)</b>           | Construction Type V-B                                                  |                   |                                                       |

### **summary of code compliance/life safety**

Summary of the building type and occupancy classification from the previous study is still applicable. In general, any renovation to a space would need to meet current codes, as modified in the International Existing Building Code.

### **egress and safety**

Two means of egress are provided from all areas on both floors.

### **stairs, ramps and shafts**

Both front and rear stair shafts appear to be code compliant. The front stair is accessed from the central lobby, as opposed to egressing directly to an exit.

There is an exception to the requirement to discharge directly outside in IBC 1028.1 Exceptions 1 and 2, whereby 50% of exits may egress through an area on the level of discharge provided conditions are met. One of those conditions is that the exit doors are “readily visible and identifiable from the point of termination of the enclosure.” Since the exit doors are around a corner from the stair door, this would not comply with the intent of the code. It is presumed to have complied with code at the time of its construction, and is therefore allowed to remain. If a renovation of the stair shaft were to occur, this situation would need to be addressed.

### **handrails and guardrails**

No change from previous assessment: handrail extension at front stair is not feasible due to configuration. Presumed to have complied with code when built.

## **summary of accessibility/ADA compliance**

### **ADA standards**

The Americans with Disabilities Act places establishes an additional level of requirements on public and commercial facilities in terms of accessibility. Unlike a building code, it is a federal law which requires continual compliance, regardless of when a building was built. Accessibility items noted in this report fall under this category and should thus be addressed in a timely manner.

### **accessible route**

The elevator provides accessibility to both floors of the building. The judge’s bench is on a platform which is not accessible. If this is an issue for any judge using the facility, space is available to add a ramp access to the platform.

Passage and door width into basement Women’s toilet rooms is not wide enough to be accessible.

### **doors**

Doors on 1<sup>st</sup> floor are accessible width and have lever handles. Some doors in basement have knob handles which are not accessible. (Example: entry to Women’s room from locker area.)

### **casework**

Reception counter provides accessibility at both lower seated and higher standing height. Breakrooms should provide a workspace at accessible 34” height.

**Municipal Court  
Police Department  
Code & Accessibility**

**plumbing fixtures**

Basement toilet stall are not accessible. The vertical grab bars are missing from each of the toilet rooms and stalls on 1<sup>st</sup> floor. These are needed to comply with code and ADA guidelines.

As noted in previous report, both basement and 1<sup>st</sup> floor break rooms should provide workspace and sinks at accessible 34" height.

**legend**

|          |                                   |           |                                          |           |                                      |          |                              |          |                     |          |     |           |                |
|----------|-----------------------------------|-----------|------------------------------------------|-----------|--------------------------------------|----------|------------------------------|----------|---------------------|----------|-----|-----------|----------------|
| <b>D</b> | Deficient – Immediate Replacement | <b>CP</b> | Critical Priority – Replace in 1-2 years | <b>HP</b> | High Priority – Replace in 3-5 years | <b>F</b> | Fair – Replace in 6-10 years | <b>C</b> | Compliant/ Adequate | <b>N</b> | New | <b>NA</b> | Not Applicable |
|----------|-----------------------------------|-----------|------------------------------------------|-----------|--------------------------------------|----------|------------------------------|----------|---------------------|----------|-----|-----------|----------------|

| architectural elements                | grade | budget cost | notes      | comments                          |
|---------------------------------------|-------|-------------|------------|-----------------------------------|
| <b>code compliance / Life safety</b>  |       |             |            |                                   |
| Egress and Safety                     | C     |             |            |                                   |
| Stairs, ramps and shafts              | C     |             |            |                                   |
| Handrails/guardrails                  | C     |             | CA3        |                                   |
| <b>accessibility / ADA compliance</b> |       |             |            |                                   |
| Accessible route                      | HP    | \$1,500     | CA1<br>CA2 | Cost for ramp and handrails only. |
| Doors                                 | F     |             | CA4        |                                   |
| Casework                              | F     |             | CA5        |                                   |
| Plumbing fixtures                     | HP    | \$400       | CA5<br>CA6 |                                   |

**notes:**

**CA1.** Route into basement Women's room is not accessible due to width of passageway.

**CA2.** If a judge is in need of accessibility to the judge's platform, provide ramp access and appropriate handrails.

**CA3.** If front stair shaft is modified, provide handrail extensions per code.

**CA4.** Recommend replacing knob door hardware with lever handles.

**CA5.** Provide workspace in breakrooms at accessible 34" height. Could be separate table.

**CA6.** Add vertical grab bars to accessible toilet rooms.

**Municipal Court  
Police Department  
Code & Accessibility**



**Narrow entry to basement Women's room**



**Knob hardware at basement Women's room**



**Step up to judge's platform**



**Break room counter/sink at 36"**



**1<sup>st</sup> floor unisex toilet room – missing vertical grab bar**



**Break room counter/sink at 36"**



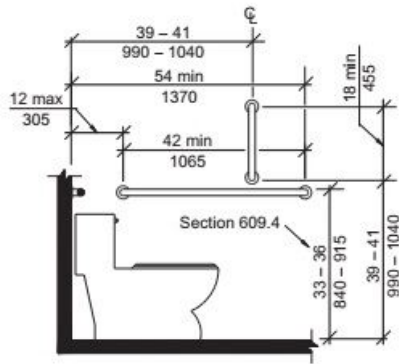
**Municipal Court  
Police Department  
Code & Accessibility**



1<sup>st</sup> floor Women's – missing vertical grab bar



1<sup>st</sup> floor Men's – missing vertical grab bar



Note: For children's dimensions see [Figure 609.4.2](#)

**FIGURE 604.5.1 SIDE WALL GRAB BAR FOR WATER CLOSET**

ICC A117.1 graphic showing vertical grab bar

## structural system

### summary

The structure consists of steel roof deck and open web steel joists supported by exterior load-bearing masonry walls, and concrete filled metal form deck over open web steel joists at first floor supported by exterior basement walls and an interior steel frame of steel tube columns and wide flange beams.

### legend

|                                            |                                                    |                                                |                                       |                              |              |                          |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------|--------------|--------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/ Adequate | <b>N</b> New | <b>NA</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------|--------------|--------------------------|

| structural elements                 | grade     | budget cost | notes     | comments                                                                                                                                                                      |
|-------------------------------------|-----------|-------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>year</b>                         |           |             |           | 1967 (Former Employment Security Building by State of Wisconsin – Department of Administration)                                                                               |
| <b>structure type</b>               |           |             |           |                                                                                                                                                                               |
| Foundations                         | <b>C</b>  |             | <b>S1</b> | Cast-in-place concrete foundation/basement walls bearing on individual spread or continuous strip footings.                                                                   |
| Basement                            | <b>C</b>  |             |           | 4" concrete slab on grade with 6x6 #10/#10 wire mesh reinforcing.                                                                                                             |
| First floor                         | <b>C</b>  |             |           | 3" concrete slab on metal form deck over open web steel joists, supported by exterior basement walls and an interior steel frame of steel tube columns and wide flange beams. |
| Roof                                | <b>C</b>  |             |           | 1½" A-20 steel roof deck and type "LH" open web steel joists supported by exterior load-bearing masonry walls.                                                                |
| <b>building risk category</b>       | <b>NA</b> |             |           | Risk Category II                                                                                                                                                              |
| <b>construction type</b>            | <b>NA</b> |             |           | Construction Type <b>II-B</b> (0-hour beams, columns, floor slabs, 0 hour roof)                                                                                               |
| <b>vertical expandability</b>       | <b>NA</b> |             |           | None.                                                                                                                                                                         |
| <b>typical column spacing</b>       | <b>NA</b> |             |           |                                                                                                                                                                               |
| <b>overall structural condition</b> | <b>C</b>  |             |           | The existing building is structurally sound with no significant deficiencies noted.                                                                                           |

### notes:

- S1.** There is a minor vertically oriented shrinkage crack below the steel beam bearing location in the east foundation wall of the basement storage room. The crack shows no evidence of movement or water infiltration and is not a cause for structural concern. No remedial action is recommended at this time.



Concrete shrinkage crack in basement storage room (Note S1)

# Municipal Court Police Department Plumbing

## plumbing systems summary

The Municipal Court building was constructed in approximately 1967 and remodeled in 2000. The original piping is in fair condition. Majority of the water and storm piping is insulated. A thermal mixing valve (TMV) should be added to the system. This is a code issue which needs to be corrected.

Building is served by four 3" roof drains along the outer edge. Building was re-roofed in 2000. Roof has no internal secondary drainage or relief scuppers, which is a code issue.

Plumbing fixtures in the Basement toilet room are older and could be updated to conserve water. The 1<sup>st</sup> floor fixtures were updated in 2000. Building utilities in general appear adequate.

## legend

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| plumbing systems                  | grade | budget cost | notes | comments                           |
|-----------------------------------|-------|-------------|-------|------------------------------------|
| Water piping condition            | F     |             | P1    | Copper piping                      |
| Sanitary piping condition         | F     |             | P2    | PVC & cast iron                    |
| Storm/clearwater piping condition | F     |             | P3    | Cast iron                          |
| Valves                            | F     |             | P4    | Gate & ball                        |
| Domestic water service            | C     |             | P5    | 2" main, 4" combined water service |
| Insulation                        | HP    | \$5,000     | P6    | Add "missing" insulation           |
| Code issues                       | D     | \$2,000     | P7    | Add TMV, relocate FP drain         |
| <b>equipment</b>                  |       |             |       |                                    |
| Water heater                      | F     |             | P8    | Newer electric heater              |
| Recirculation pump(s)             | F     |             | P9    |                                    |
| Water softener                    | NA    |             |       | No water softener installed        |
| Thermal mixing valve (TMV)        | D     | \$6,000     | P10   | Add TMV (code issue)               |
| Backflow preventer                | F     |             | P12   |                                    |
| Elevator sump/pump                | C     |             | P13   | Simplex                            |
| Drain tile sump pump              | F     |             | P14   | (3) Simplex, (1) Duplex            |
| Sanitary ejector pump             | F     |             | P15   | Duplex                             |
| <b>fixtures</b>                   |       |             |       |                                    |
| Plumbing fixtures                 | F     |             | P11   |                                    |
|                                   |       |             |       |                                    |



**Municipal Court  
Police Department  
Plumbing**

| plumbing systems            | grade | budget cost | notes | comments |
|-----------------------------|-------|-------------|-------|----------|
| <b>exterior</b>             |       |             |       |          |
| Storm drainage, roof drains | F     |             | P16   |          |
| Water main                  | F     |             | P17   |          |
| Lawn irrigation             | NA    |             |       |          |

**notes:**

- P1.** Water piping is mainly copper, soldered joints in fair condition. There are some pre-press connections at the water heater. Some sections of piping are missing insulation. Repair as required.
- P2.** Original sanitary is cast iron hub & spigot. 2000 remodeling is cast iron no-hub. Pump discharge piping from ejectors is newer PVC.
- P3.** Storm piping is cast iron hub & spigot. Piping is insulated with glass fiber. Pump discharge is original galvanized or newer PVC.
- P4.** Original valves are gate; newer valves are ball.
- P5.** Building is served by a 4" water service for the combined fire protection and domestic water. 2" water main, 1" meter set with a 3-valved by-pass in the Mechanical room.
- P6.** Water and storm piping is insulated with glass fiber. Some sections of water piping are missing insulation. Repair as required.
- P7.** Code issues: water temperature is set at 120° Fahrenheit - maximum temperature to be 110-115 degrees Fahrenheit. No thermostatic mixing valve (TMV) at the heater. Add TMV per code. Fire protection drain discharges to a janitor's sink in the basement, which is not allowed per code for in-direct waste discharge. Re-route drain piping to a nearby floor drain. Install hose end vacuum breaker on the hose bib at the water main.
- P8.** Water heater is electric, AO Smith model #ECS 40 200, 208/240Volt, 40-gallon unit. Piping has pro-press connections, also missing insulation. Repair as required. 1" HCW connections.
- P9.** Existing B&G 120Volt recirculation pump with timer. ¾" hot water return piping to pump.
- P10.** Add TMV at the water heater. Set hot water temperature to 110° Fahrenheit. A thermostatic mixing valve on the hot water system is required per code.
- P11.** Plumbing fixtures: Plumbing fixtures on 1<sup>st</sup> floor are ADA accessible. 1<sup>st</sup> floor Men's and Women's toilet rooms have wall-hung vitreous water closets (WC) at regular and ADA height. Urinal is wall-hung at 17" a.f.f.; lavatory is wall-hung with metering faucet. Safety covers installed. Lobby has bi-level ADA electric water coolers. Judge's Chambers has a tank-type WC installed, vitreous lavatory in countertop, lever handle control on faucet. Toilet room also has a fiberglass modular shower. Staff toilet room has wall-hung WC and lavatory and an older style electric water cooler (EWC) in the adjacent corridor.

Basement fixtures appear to be original vintage. WC's and lavatories are wall-hung, vitreous fixtures. Urinal is floor mount with flush valve. Break room sinks are stainless steel drop-in type with faucet. There is a newer ADA compliant EWC with a bottle filler located in the weightlifting area.

Each floor has a janitor's sink. Basement sink has the fire protection inspector's test indirect waste discharging to it-which is not allowed per code. Test drain needs to be routed to a floor drain. See note P7.

Exterior of building has non-freeze sill faucets installed.

## Municipal Court Police Department Plumbing

- P12.** Janitor's sink faucet with hose connection ends has a threaded vacuum breaker installed. Sink faucet also has a diverter valve installed for a soap dispenser connection. **Note:** Typically, these soap dispensers are a source of cross-connection if the faucet is left on, as the cold water bleeds into the hot waterside. This becomes the reason for a lack of hot water and lower temperatures. Hose bib at the water main needs to have a hose end vacuum breaker installed.
- P13.** Elevator sump/pump is simplex, submersible with a high-water alarm installed.
- P14.** Building has four separate drain tile sump/pump locations. One unit is a duplex, other three are simplex pump(s), and all are submersible. Simplex unit in the workout area (located under the mats) has a high-water alarm installed. High water alarms should be installed on the other pumps also. **Note:** Typically, pump discharge connection(s) are made into the top of the gravity sewer – not into the side of the piping as these are installed.
- P15.** Sanitary ejector pumps are duplex top-mount. Pumps are 1 ½ hp, 208Volt, 3-phase.
- P16.** Building is served by four 3" roof drains with 4" roof leaders to below grade. Piping is insulated with glass fiber. There is no secondary roof drainage installed, which is a code issue. (International Plumbing Code 1108.1) Secondary drainage could have been added during the last re-roofing project.
- P17.** Utilities are fed from Jefferson Street. 4" water main to the building serves the domestic water and fire protection systems combined. 4" sanitary sewer. 4" and 6" storm sewers combined, route to a 6" storm main to the street. Parking lot has internal storm drainage with catch basin(s).



4" water service



Water piping

**Municipal Court  
Police Department  
Plumbing**



**Water piping, Gate valve**



**Water piping**



**Sanitary piping (cast iron & PVC)**



**Storm piping - insulated**



**Storm piping, drain tile pump discharge**



**Water piping at water heater, pro-press piping**



**Municipal Court  
Police Department  
Plumbing**



**Water meter with by-pass**



**Electric water heater**



**Hot water recirculating pump**



**Water closet – 1<sup>st</sup> floor public men's**



**Lavatories – 1<sup>st</sup> floor public men's**



**Urinal – basement men's**



**Municipal Court  
Police Department  
Plumbing**



**Lavatories – basement women's**



**Water closet – basement men's**



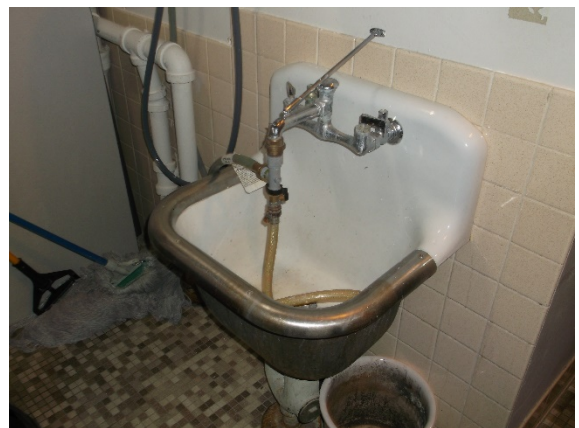
**Water closet – judge's toilet room**



**Shower – judge's toilet room**



**Staff toilet room – 1<sup>st</sup> floor**



**Janitor's sink**

**Municipal Court  
Police Department  
Plumbing**



**Electric water coolers – lobby**



**Electric water cooler – basement**



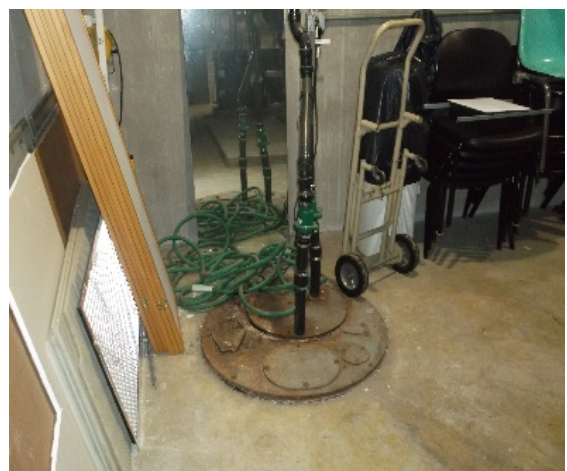
**Basement sink**



**Elevator sump/pump**



**Elevator – high water alarm**



**Clearwater sump/pump**



**Municipal Court  
Police Department  
Plumbing**



**Drain tile sump/pump, alarm**



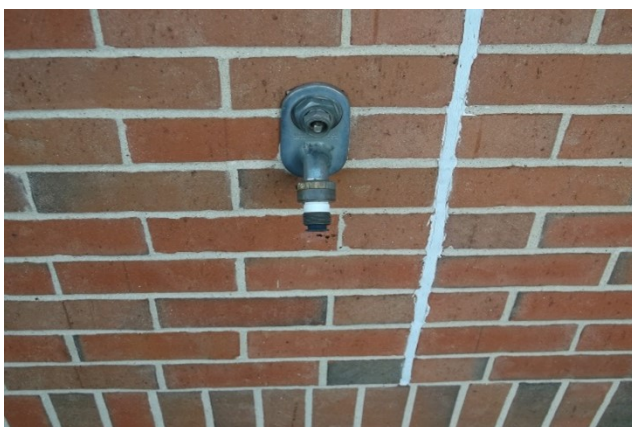
**Drain tile sump/pump**



**Sanitary ejector – duplex pumps**



**Breakroom sink -1<sup>st</sup> floor**



**Non-freeze sill faucet**



**Sanitary vent & roof drain**

**Municipal Court  
Police Department  
Plumbing**



**Roof & skylights**



**Sanitary vent & roof drain**



**Parking lot- catch basin**



## fire protection systems

### summary

The Municipal Court building was constructed in approximately 1967 and remodeled in 2000. This building is partially sprinkled, with a fully sprinkled basement but no sprinkler system on the first floor main area.

The 4" water main comes into the basement through the east wall and supplies both the domestic water supply and the fire protection sprinkler system.

The sprinkler system piping, valves, sprinkler heads, and equipment appear to be in good condition and free of corrosion and leaks.

There are several minor deficiencies on the sprinkler system. They are not affecting the proper operation of the system but should be corrected. See note FP3.

### legend

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| fire protection                      | grade | budget cost | notes | Comments                                   |
|--------------------------------------|-------|-------------|-------|--------------------------------------------|
| Water service                        | C     |             | FP1   | 4" water service                           |
| Backflow prevention                  | C     |             | FP2   |                                            |
| Fire pump                            | NA    |             |       | Not Required                               |
| Fire pump controller                 | NA    |             |       |                                            |
| Jockey pump                          | N/A   |             |       | Not Required                               |
| Jockey pump controller               | N/A   |             |       |                                            |
| <b>wet pipe sprinkler system</b>     |       |             |       |                                            |
| Valves                               | F     |             | FP3   |                                            |
| Piping                               | F     |             | FP3   |                                            |
| Sprinkler heads                      | F     |             | FP3   |                                            |
| Percent of building unit sprinkled   | 50%   |             | FP3   | Basement is sprinkled, first floor is not. |
| Elevator machine rooms sprinkled     | C     |             | FP4   |                                            |
| Electrical Switchgear room sprinkled | C     |             | FP4   |                                            |
| Elevator hoist way pits sprinkled    | C     |             | FP5   |                                            |
| <b>other fire protection systems</b> |       |             |       |                                            |
| Pre-action system                    | NA    |             | FP6   |                                            |
| Kitchen hood system                  | NA    |             | FP6   |                                            |

**notes:**

- FP1.** The 4" combined water service enters the building in the basement and splits 2" to the domestic water system and 4" to the fire protection system.
- FP2.** The backflow preventer is an Ames 2000 SS 4" double check valve backflow preventer with OS&Y gate valves. The backflow preventer and the gate valves are in good condition.
- FP3.** The basement level and the stairwells are fully sprinkled. The deficiencies on the fire sprinkler system include the following. The sprinkler flow indicator stickers installed on the piping to the fire department connection are pointing in the wrong direction. The automatic ball drip valve on the fire department connection check valve is capped. This drip valve is meant to allow water in the check valve to drip out to prevent freezing. A pendent sprinkler head was discovered that was not replaced with an upright head when the ceiling was removed. The inspector's test drain is piped to a sink. There are a few upright sprinkler heads that are not piped to within 6" of the bottom of the metal deck – minor deficiency. All valves, piping, and sprinkler heads appear to be in good condition. The piping shows no indication of corrosion and the valves appear to be in good condition.
- FP4.** The elevator equipment room and hoist-way pit are sprinkled which meets the requirements of NFPA 13.
- FP5.** The elevator is hydraulic which requires sprinkler heads both in the pit of the hoist-way shaft and in the elevator equipment room. Sprinkler heads are located in both locations.
- FP6.** There are no kitchens or server rooms requiring fire suppression systems in the building.



**Fire department connection**



**Test connection**



**Municipal Court  
Police Department  
Fire Protection**



**Fire protection riser**



**4" double check backflow preventer**



**Flow direction points the wrong direction**



**Automatic ball drip capped**



**Pendent sprinkler head too far from ceiling**



**Sprinkler head with baffle in electrical room**

**Municipal Court  
Police Department  
Fire Protection**



Inspector's test drain discharging in sink



Sprinkler head under duct



Sprinkler head – missing escutcheon



Sprinkler head in stairwell



Fire protection main



## HVAC systems summary

The building was constructed in 1967 and in 2000 was remodeled for the municipal court. The remodeling installed ductwork, VAV terminals and heating devices on first floor and minimally renovated the basement systems. The basement was renovated about ten years ago to create police department work-out spaces. The HVAC systems were minimally affected with the latest renovations. Minor grille and duct modifications have been made on the lower level since the last evaluation.

A modular air unit installed in a basement mechanical room serves the entire building. The system has filtration, heating coil, and a refrigerant cooling coil which serves an outdoor condensing unit. The condensing unit was replaced about eight years ago, according to maintenance staff. The air unit continues to underperform, leading to temperature and high humidity issues in the building. The building is under-ventilated and the unit does not have capacity to take on additional outside necessary to adequately serve the occupant design requirements. The air unit mechanical room is very cramped. The air unit is past its expected useful life. Components are being maintained and replaced as they fail but, due to the cramped conditions, maintenance is difficult and time consuming. Replacement of the unit will require an extended period of outage.

Due to the low structure clear height in the basement, the ductwork has been routed through the joist space and has been sized as medium pressure ductwork, which increases air velocity and noise. Grilles through the basement area are loud. The basement remodeling has left some ductwork in a semi-abandoned state. The main supply ducts are insulated with duct liner and the insulation has eroded slightly.

Exhaust ventilation for toilet rooms, janitor closets and other miscellaneous spaces is served by a variety of power roof ventilators and ceiling exhaust fans. The fans vary in age, size and condition, as they have been installed and replaced during the various remodeling projects.

A hot water boiler installed adjacent to the air unit serves the building heating requirements. The boiler system, piping, and venting was replaced in the last couple years. No operational issues were noted with this system. Piping and insulation is, in general, original to the building with some exceptions at the revised VAV terminals installed in 2000. Piping insulation is missing or in disrepair in a variety of locations and is missing in areas where maintenance staff has required access to the piping and system components and insulation was not replaced.

The controls are low voltage DDC. An operator terminal is located in the mechanical room.

## legend

|                                            |                                                    |                                                |                                       |                              |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/ Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------|--------------|---------------------------|

| HVAC systems    | grade | budget cost | notes | Comments                                                                              |
|-----------------|-------|-------------|-------|---------------------------------------------------------------------------------------|
| Air unit        |       |             | H1    | Trane modular unit. Unit's exact age unknown but appears to be at least 30 years old. |
| Housing         | CP    | \$250,000   | H1    | Maintenance staff has kept unit operating, well past expected useful life.            |
| Condensing unit | F     |             |       | Carrier Unit model 38aks028, R-22                                                     |
| Air intake      | C     |             |       | Area way to six feet above grade.                                                     |
| Coils           | CP    | (incl)      | H1    | Hot water and refrigerant coils.                                                      |
| Fan             | CP    | (incl)      | H1    | 15 HP, 11,000 CFM                                                                     |
| Filters         | CP    | (incl)      | H1    | 30%                                                                                   |

**Municipal Court  
Police Department  
HVAC Systems**

| HVAC systems                   | grade | budget cost | notes | Comments                                                                                                                                                                                         |
|--------------------------------|-------|-------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Controls                       | CP    | (incl)      | H1    | DDC, Valves have been replaced.                                                                                                                                                                  |
| Ductwork                       | HP    | \$40,000    | H1    | Original except where replaced during projects. Medium pressure. Loud and leaky. Sealing and/or replacement required.                                                                            |
| Insulation                     | HP    | \$4,000     | H1    | Duct liner is slightly eroded. Most piping insulation is in fair condition. Poor at AHU control valves.                                                                                          |
| Occupied space thermal comfort | HP    | \$28,000    | H1    | Some VAV units do not have reheat coils, rooms can overcool.                                                                                                                                     |
| <b>exhaust fans</b>            |       |             | H2    |                                                                                                                                                                                                  |
| Toilet/locker room exhaust     | F     |             |       | Multiple fans. PRV, cabinet, centrifugal.                                                                                                                                                        |
| Exhaust ductwork               | HP    | \$16,000    | H2    | Mostly original. Minimal replacement during renovation projects. Lint/dust is coating the grilles and ductwork in the basement, less on first floor. Recommend cleaning, sealing, and rebalance. |
| <b>boiler system</b>           |       |             | H3    |                                                                                                                                                                                                  |
| Boilers                        | C     |             | H3    | Apex commercial boiler                                                                                                                                                                           |
| Pumps                          | C     |             |       | Taco, in-line pumps                                                                                                                                                                              |
| Piping                         | C     |             |       | Mix of copper and steel.                                                                                                                                                                         |
| Pipe insulation                | HP    | \$7,000     | H3    | Insulation missing at a variety of locations. Poor condition around unit coils.                                                                                                                  |
| Room terminal units            | C     |             |       | Convectors, VAV, cabinet heaters.                                                                                                                                                                |
| Mechanical room ventilation    | D     | \$13,000    | H4    | Elevator machinery room is not separate system.                                                                                                                                                  |
| <b>controls</b>                |       |             | H5    |                                                                                                                                                                                                  |
| DDC                            | C     |             |       | Upgrade front end with major equipment replacement project.                                                                                                                                      |

**notes:**

**H1.** The unit is an indoor modular unit with hot water heating coil, refrigerant cooling coil and VAV control. The unit appears to be at least 35 years old, which exceeds the units expected useful life. The condensing unit was replaced approximately 8 years ago as the old one had failed. Maintenance staff has replaced components on this unit as they have failed, which has allowed the unit to maintain operation to this point. Eventually, corrosion, tube erosion, and metal fatigue will cause major failure of the coils and/or fans. The mechanical room is extremely tight and a replacement will require an extended period of downtime. The unit is undersized to adequately ventilate the building and temperature and humidity issues require the use of supplemental systems and dehumidifiers to maintain comfort. A project to replace the air handling unit, possibly with an outdoor, on-grade unit, is recommended.

The supply ducts are lined. Duct liner erodes over time. This will lead to system inefficiency and condensation which will damage building material. It is recommended to seal the ductwork and install duct wrap insulation during renovation projects.

An older DDC control system controls the air unit and VAV controls. The system is operational but will require updating when the unit is replaced.

## Municipal Court Police Department HVAC Systems

Some VAV terminals did not have reheat coils and temperature control is dependent on the room's load and terminal's ability to shut-down. These units are primarily located in the basement, which has been revised to work-out space. The HVAC was not modified during the room revisions and the spaces were quite cool when unoccupied. During the basement remodel, some ductwork was removed and left in a partially abandoned state. Some grilles were removed, and the ductwork is left open to blow into the space, while other grilles remain and are quite noisy. A project to add reheat coils and modify the basement ductwork is recommended to improve occupant comfort and reduce noise levels.

- H2.** The building exhaust system is served by multiple fans of various sizes and types. The ages and conditions vary greatly, as the units have been modified and replaced as necessary. Dust and lint build-up is prevalent at the lower-level grilles and ducts. Air flow within these spaces appears diminished and can be attributed to older leaking ductwork combined with the dirtying of the systems. Duct cleaning, taping, sealing, and air balancing are recommended.
- H3.** The boiler system has been replaced since the last evaluation. No operational issues were noted during the building walk-through.
- Pipe insulation is missing or in disrepair in a variety of locations around the building. The insulation is especially poor around the air unit and boiler, where maintenance work has required the removal of the insulation and it was not repaired or replaced. It is recommended to insulate this piping and repair insulation during an air unit and/or boiler replacement project.
- H4.** The elevator machinery room is exhausted by a building general exhaust fan. Code requires independent systems to serve elevators. A fan dedicated to the elevator room is recommended to be installed.
- H5.** Controls are low voltage DDC controls. The system will require an upgrade when a major equipment replacement project occurs. Upgrades will allow this building to be monitored from a central location.



Air unit



Air unit

**Municipal Court  
Police Department  
HVAC Systems**



**Duct (sealed)**



**Circulation fan**



**VAV terminal (no reheat)**



**Older VAV terminal**



**Cabinet fan**



**Old grille (plugged)**



**Municipal Court  
Police Department  
HVAC Systems**



**Condensing unit**



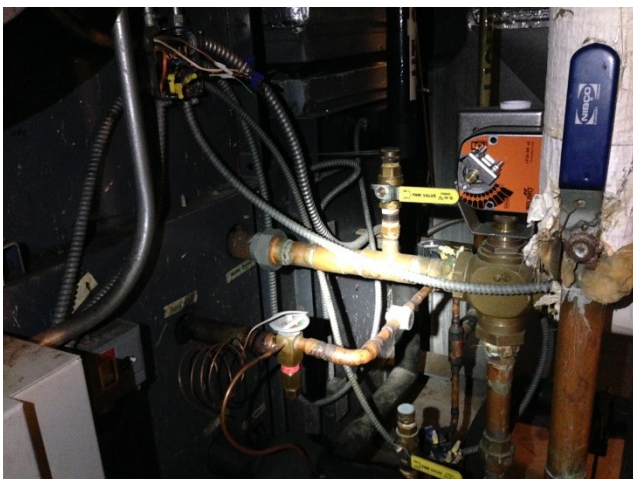
**Refrigerant piping**



**Good insulation (typical)**



**Poor insulation (typical)**



**Air unit coils**



**Boiler**



**Municipal Court  
Police Department  
HVAC Systems**



**Hot water pumps**



**Gas meter**



**Area way**



**Variable frequency drive**



**Electric thermostat**



**Low voltage thermostat**

**Municipal Court  
Police Department  
HVAC Systems**



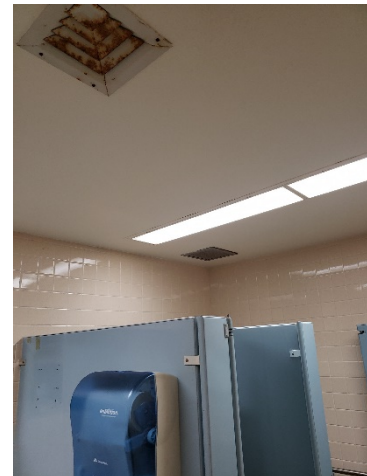
**Portable dehumidifier**



**Exhaust fan**



**Exhaust fan**



**Exhaust grille (degraded)**

## electrical systems

### summary

The electric service is rated 600-Amps at 120/208-Volt, 3-Phase, and is fed underground from pole-mounted transformers located west of the building. The main distribution panel (MDP) is in the basement. It was installed during a renovation project in 2000. There is a spare 4" conduit routed from the MDP to the CT cabinet located on the building's west elevation. The MDP was manufactured by Square D, is in good condition, and has a total of 19.5-inches of unused space available for new circuit breakers. New and replacement circuit breakers are still available. There are three branch circuit panels. Two were added with the 2000 project and are manufactured by Square D (type NQOD); the other is manufactured by Westinghouse. The Square D panels are in good condition. New and replacement parts are available for the Square D panels; however, Westinghouse no longer manufactures electric panel boards or circuit breakers. All circuit breaker positions in all branch circuit panelboards are occupied.

Interior lighting fixtures predominantly use T8 fluorescent lamps with electronic ballasts. Generally, lighting fixtures appear to be in good condition. A few fixtures on the basement level are missing lenses or have sagging lenses. The majority of downlight/can fixtures utilize compact fluorescent lamps. The courtroom includes six incandescent downlight fixtures; there are approximately a dozen incandescent downlights in one of the fitness rooms in the basement. Some downlights have been retrofit with self-ballasted compact fluorescent lamps. Interior spaces are equipped with occupancy sensors or electronic timer switches that shut lighting OFF for energy conservation. Exterior lighting fixtures are soffit-mounted recessed HID (metal halide) controlled via a time clock.

Unit equipment or battery-packs are used for the emergency egress lighting; coverage does not comply with today's emergency egress illumination codes. Not all fixtures were operational.

The building has a zoned fire alarm system whose control panel was reportedly replaced in 2014. The panel has six spare zones. Coverage with audible and audible/visual alarm (A/V alarm) devices is not code compliant. The elevator lobby smoke detector outside the basement elevator doors is located too close to the sidewall and is not permanently fastened. This detector is mounted on a piece of 2x4 lumber spanning, but not fastened to the building's structural members. There is no evidence of a shunt-trip mechanism to automatically disconnect power to the elevator when sprinklers are activated in the elevator machine room and/or elevator shaft. A shunt-trip operation is required by code when the machine room and elevator shaft are protected by fire sprinklers.

In the basement, a few electrical boxes are missing covers and a couple of conduit runs are not supported properly. Code requires conduit be supported within 3-feet of a box and at intervals not exceeding 10 feet. Conduit penetrations through the east stairwell wall in the basement are not fire sealed.

### legend

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| electrical systems                         | grade | budget cost | notes | comments                                                                                |
|--------------------------------------------|-------|-------------|-------|-----------------------------------------------------------------------------------------|
| <b>electrical service</b>                  |       |             |       |                                                                                         |
| Utility service entrance                   | C     |             |       | 600A, 120/208V, 3 phase 4-wire                                                          |
| <b>normal power distribution equipment</b> |       |             |       |                                                                                         |
| Main switchboard                           | C     |             |       | Square D I-Line model is in good condition, and actively supported by the manufacturer. |
| Branch panels                              | F     | \$9,000     | E1    | Replace the obsolete Westinghouse panel.                                                |



**Municipal Court  
Police Department  
Electrical**

| electrical systems                                    | grade | budget cost | notes | comments                                                                                                                                             |
|-------------------------------------------------------|-------|-------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>emergency power distribution equipment</b>         |       |             |       |                                                                                                                                                      |
| Generator                                             | N/A   |             |       | There is no emergency power in the building.                                                                                                         |
| <b>lighting</b>                                       |       |             |       |                                                                                                                                                      |
| Atrium, office spaces, conference rooms and corridors | C     |             |       | Mixture of parabolic and prismatic lensed fixtures using T8 fluorescent lamps and electronic ballasts; fixtures are generally in good condition.     |
| Incandescent and fluorescent interior down lights     | F     | \$10,000    | E2    | Consider replacing the A19 incandescent lamped and self-ballasted compact fluorescent lamped downlights with LED fixtures.                           |
| Exterior soffit downlights                            | F     | \$2,000     | E2    | Consider replacing HID lamped lighting fixtures in the exterior soffit with LED sourced fixtures                                                     |
| Mechanical spaces, storage rooms, utility areas       | C     |             |       | Ceramic lamp holders with screw-in compact fluorescent lamps, surface mounted wraps and industrial strips with T-8 lamps, in fair to good condition. |
| <b>lighting controls</b>                              |       |             |       |                                                                                                                                                      |
| Conference or meeting rooms                           | C     |             |       | Existing occupancy sensors                                                                                                                           |
| Offices                                               | C     |             |       | Existing occupancy sensors                                                                                                                           |
| Toilet rooms/small storage                            | C     |             |       | Occupancy sensors or electronic timer switches are used.                                                                                             |
| <b>emergency egress lighting and exit signs</b>       |       |             |       |                                                                                                                                                      |
| Emergency battery packs and exit signs                | D     | \$5,000     | E3    | Add additional EM lights. Replace batteries; confirm lamps are good and fixtures work properly.                                                      |
| <b>fire alarm devices</b>                             |       |             |       |                                                                                                                                                      |
| Horns and horn/strobes                                | CP    | \$10,000    | E4    | Install additional audible and audible/visual alarm devices.                                                                                         |
| Smoke detector at elevator, basement                  | CP    | \$1,000     | E4    | Install per code.                                                                                                                                    |
| Shunt-trip mechanism                                  | D     | \$8,000     | E5    | Install shunt-trip control on main power to elevator.                                                                                                |
| <b>tele-data system</b>                               |       |             |       |                                                                                                                                                      |
| Racks, cabinets, cabling, and jacks                   | C     |             |       | Cat 5 and 6 cabling.                                                                                                                                 |

**notes:**

- E1.** Availability of new and replacement parts will eventually become an issue for the obsolete Westinghouse panels.
- E2.** Consideration should be given to replacing older non-LED fixtures with new LED ones.
- E3.** Keeping emergency egress lighting operational is important to limit liability exposure.
- E4.** When non-code required devices are voluntarily added to a fire alarm system, code requires the entire installation shall comply with code. There are several rooms without audible or audible/visual alarms. Smoke detector at elevator in basement requires attention.
- E5.** Code requires the power to the elevator be disconnected if fire sprinklers in the elevator machine room and/or elevator shaft are activated. Releasing water on energized electrical circuits could result in a passenger in the elevator being electrocuted.



**MDP panel**



**Fire alarm panel**



**EM battery pack**



**Timer switch**

**Municipal Court  
Police Department  
Electrical**



Detector not installed properly



Opening through wall common with stairway



Exit sign

# FACILITY ASSESSMENT

Document prepared for:

**City of Green Bay**

Green Bay, WI

**Police Station**

**Comm. No. 22CGB12.00**

**September 30, 2022**



## Facility Assessment

City of Green Bay | Green Bay, WI

Comm. No. 22CGB12.00

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## **report description**

An assessment of the Police Station was conducted in 2015 by Berners Schober which reviewed the condition of the building's architectural, structural, mechanical, plumbing and electrical elements. This report, done in the summer of 2022, is an update to the previous assessment. Each building was re-surveyed by trade and the reports updated. Below are brief summaries of the changes to the building in the intervening 7 years.

## **architectural**

The roof is scheduled for replacement and is not a part of this assessment. Exterior precast and brick have condition issues typical for weather exposure: brittle caulk, staining and cracking. Concrete canopy at the south has additional spalling. Door thresholds and weatherstripping are deteriorating. Metal framing and housings of shutters are faded and beginning to rust.

Most interior finishes exhibit additional wear and staining. Floor finishes show considerable wear.

## **code/accessibility**

The Wisconsin building code has been updated since the last assessment to referencing the 2015 International Building Code (IBC). The 2015 IBC references the 2009 ICC A117.1 Accessible and Usable Buildings and Facilities code. The 2010 ADA Standards remain in effect since the previous assessment. Major building elements, such as the stair and elevator shafts, are unchanged.

Since the 2015 assessment there appear to have been no changes to accessible features.

## **structure**

Structural elements have exhibited little change since the previous assessment.

## **plumbing**

Shop air compressor was replaced. New unit is a Snap-On.

## **fire protection**

There has been no change to the fire protection system since the last assessment.

## **mechanical**

Gas fired unit heaters were installed in the garage since the previous assessment. The facility hot water boilers were replaced in 2022.

## **electrical**

No major changes/updates to the electrical systems have been made since the last evaluation. Some additional exterior and interior lighting has been upgraded to LED.

Clearance around some panels was increased per recommendations. The server room has additional clearance space issues.

| ITEM                  | DEFICIENT (d)<br>Immediate<br>Replacement | CRITICAL<br>PRIORITY (cp)<br>Replace in 1-2<br>years | HIGH PRIORITY (hp)<br>Replace in 3-5<br>years       | COST ESTIMATE       |
|-----------------------|-------------------------------------------|------------------------------------------------------|-----------------------------------------------------|---------------------|
| <b>Police Station</b> |                                           |                                                      |                                                     |                     |
| architectural         |                                           | Precast panels                                       |                                                     | \$7,000 – \$8,000   |
| architectural         |                                           |                                                      | Precast soffits                                     | \$1,000 – \$2,000   |
| architectural         |                                           | Precast canopy                                       |                                                     | \$8,000 - \$12,000  |
| architectural         |                                           |                                                      | Bollards at garage doors                            | \$6,000 – \$8,000   |
| architectural         |                                           |                                                      | Weatherstripping at doors                           | \$500 – \$700       |
| architectural         |                                           |                                                      | Exterior lintels                                    | \$1,000 – \$2,000   |
| architectural         |                                           |                                                      | Seal parking lot                                    | \$27,000 – \$30,000 |
| architectural         |                                           |                                                      | Carpet                                              | \$45,000 – \$50,000 |
| architectural         |                                           |                                                      | Vinyl Composite Tile                                | \$18,000 – \$22,000 |
| architectural         |                                           |                                                      | Doors and Frames                                    | \$8,000 - \$12,000  |
| code                  |                                           |                                                      | Showers                                             | \$8,000 - \$10,000  |
| code                  |                                           |                                                      | Toilets/Urinals<br>Men's locker room                | \$4,000 - \$6,000   |
| code                  |                                           |                                                      | Toilets/Urinals<br>accessible 1 <sup>st</sup> floor | \$12,000 - \$15,000 |
| plumbing              |                                           |                                                      | Domestic Water Heater                               | \$3,000             |
| plumbing              | Thermal Mixing Valve                      |                                                      |                                                     | \$8,000             |
| plumbing              | Backflow prevention                       |                                                      |                                                     | \$5,000             |
| plumbing              | Storm & roof drainage                     |                                                      |                                                     | \$8,000             |
| HVAC                  |                                           | Air unit housing                                     |                                                     | \$435,000           |
| HVAC                  |                                           |                                                      | Insulation                                          | \$8,000             |
| HVAC                  |                                           |                                                      | Occupied space thermal comfort                      | \$170,000           |
| HVAC                  |                                           |                                                      | Pumps                                               | \$5,000             |
| HVAC                  |                                           | Insulation                                           |                                                     | \$1,500             |
| HVAC                  | Housing                                   |                                                      |                                                     | \$2,500             |
| HVAC                  |                                           |                                                      | Housing                                             | \$30,000            |
| HVAC                  | Condensing units                          |                                                      |                                                     | \$2,500             |
| HVAC                  |                                           |                                                      | Exhaust ductwork                                    | \$16,000            |
| HVAC                  |                                           |                                                      | Pumps                                               | \$15,000            |
| HVAC                  |                                           |                                                      | Room terminal units                                 | \$15,000            |
| HVAC                  | Make-up air unit                          |                                                      |                                                     | \$140,000           |
| HVAC                  | Exhaust                                   |                                                      |                                                     | \$40,000            |
| HVAC                  | Control                                   |                                                      |                                                     | \$20,000            |

|                             |             |  |                                      |                                  |
|-----------------------------|-------------|--|--------------------------------------|----------------------------------|
| electrical                  |             |  | Transfer switch                      | \$25,000                         |
| electrical                  |             |  | Main distribution panel              | \$10,000                         |
| electrical                  |             |  | Branch panels                        | \$25,000                         |
| electrical                  | Receptacles |  |                                      | \$1,500                          |
| electrical                  |             |  | Lighting controls; office areas      | \$6,000                          |
| electrical                  |             |  | Lighting controls; toilet room areas | \$1,500                          |
| <b>Police Station Total</b> |             |  |                                      | <b>\$1,139,000 – \$1,171,200</b> |



## **architecture**

### **building description**

This police station building was constructed in 1969 with a few renovations over the years. The exterior consists of brick and precast concrete panels. The building is in fair to good condition for a building of this age. Condition issues are itemized below. Parking lot is in fair condition.

### **building envelope**

#### **roof**

The roof is fully adhered EPDM rubber roof membrane. It has been slated for replacement as part of another project and will not be part of this review.

#### **exterior walls**

Portions of the exterior walls are brick, which is in fair condition. There are a few spots where tuck-pointing would be recommended as part of a typical maintenance program. One area near an inside corner shows effervescence that starts approximately 6' up on an inside corner and extends diagonally down. The mortar is compromised, and the exposed portion of foundation wall is stained.

The remainder of the exterior walls are precast concrete panels. At the panel joints, there is dried and brittle caulking which should be replaced. There are also several locations where the panels are stained from the window frames or other wall-mounted equipment. Large gaps are present in the soffit areas of the precast panels. There is also some damage to the upper portion of the precast concrete wall panel at the southeast corner where a previous patch was made. There are some settlement cracks in the vertical concrete elements between the large west-facing windows.

Some damage to the jambs at the garage doors appears to be from vehicle contact. It is recommended that pipe bollards be installed both inside and outside of the garage doors to prevent additional damage to the jambs and door tracks.

The concrete canopy along the south side of the building has spalled and cracked concrete. This is allowing water to penetrate the canopy and could cause additional damage to the soffit if not addressed.

#### **exterior windows and doors**

Exterior public entry doors and windows on the west side are aluminum frame. They are in good condition, although the finish is faded.

The staff entry doors are insulated hollow metal in hollow metal frames in good condition. Like all buildings of this age, the weather stripping and thresholds are worn and deteriorated. Steel lintels across exterior wall openings are rusting. Coiling shutters at west side are also beginning to rust.

The windows appear to be thermally broken with insulated glass. The windows do not appear to have broken seals as no signs of moisture were noted during this review. The exterior window jambs and infill panels along the east side of the building are faded. The housing around the window covers need to be painted to prevent further damage from rusting on the west side of the building. There are a few empty conduits that could be removed.

#### **parking lot**

Asphalt surface is cracked and looks to have been maintained by sealing cracks for a number of years. Re-sealing is recommended to extend the surface's useful life. A concrete curb by parking/drive area is damaged.

**Police Station  
Police Department  
Architecture-Exterior**

**legend**

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| architectural elements    | grade     | budget cost         | notes | comments                                      |
|---------------------------|-----------|---------------------|-------|-----------------------------------------------|
| <b>exterior elements</b>  |           |                     |       |                                               |
| Brick walls               | <b>F</b>  | \$3,000 – \$5,000   | A1    |                                               |
| Precast panels            | <b>CP</b> | \$7,000 – \$8,000   | A2    |                                               |
| Precast soffits           | <b>HP</b> | \$1,000 – \$2,000   | A3    |                                               |
| Precast canopy            | <b>CP</b> | \$8,000 – \$12,000  | A4    | Cost will depend on selected repair solution. |
| Window trim               | <b>F</b>  | \$3,000 – \$5,000   | A5    |                                               |
| Coiling metal shutters    | <b>F</b>  | \$1,000 – \$3,000   | A6    |                                               |
| Bollards at garage doors  | <b>HP</b> | \$6,000 – \$8,000   | A7    |                                               |
| Weatherstripping at doors | <b>HP</b> | \$500 - \$700       | A8    |                                               |
| Exterior lintels          | <b>HP</b> | \$1,000 – \$2,000   | A9    |                                               |
| Seal parking lot          | <b>HP</b> | \$27,000 – \$30,000 | A10   |                                               |

**notes:**

- A1. Tuckpoint approximately 10% of brick joints. Note especially triangular area in north corner at juncture of garage and office.
- A2. Remove dried and brittle caulk in precast joints. Re-seal with backer rod and sealant. Patch/repair cracks at vertical concrete between west windows. Power wash panels to remove stains under windows and wall-mounted equipment.
- A3. Infill gaps at precast soffits to prevent insect or animal infestation.
- A4. Repair canopy over staff entry. Design options include use of concrete repair products (such as Sika products and systems) or covering the canopy in metal cladding.
- A5. Paint break metal trim and panels at windows.
- A6. Paint exterior hood portion of coiling metal shutters.
- A7. Recommend adding 6" steel pipe bollards at garage doors
- A8. Replace weatherstripping at exterior metal doors as needed.
- A9. Repaint all exterior metal lintels and soffit elements.
- A10. Seal asphalt parking (85,600 SF) lot and restripe.

**Police Station  
Police Department  
Architecture-Exterior**



**Caulking dried and brittle**



**Brick in good condition**



**Caulking dried and brittle**



**Efflorescence on brick**



**Damaged canopy**



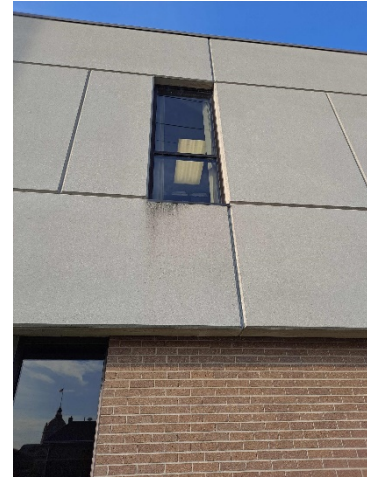
**Faded window infill panels**



**Police Station  
Police Department  
Architecture-Exterior**



**Damaged door jamb and door track**



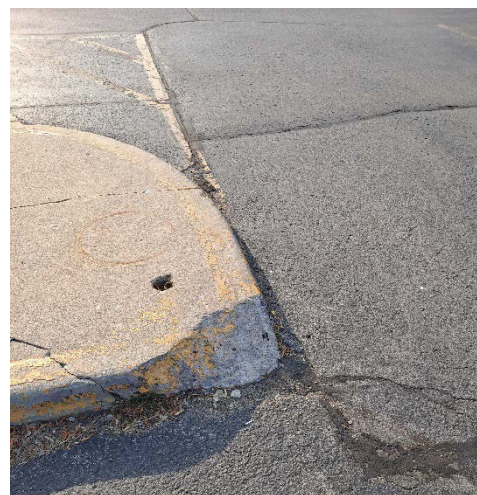
**Streaking below windows**



**Window housing faded and rusting**



**Faded metal window trim**





**Police Station  
Police Department  
Architecture-Exterior**

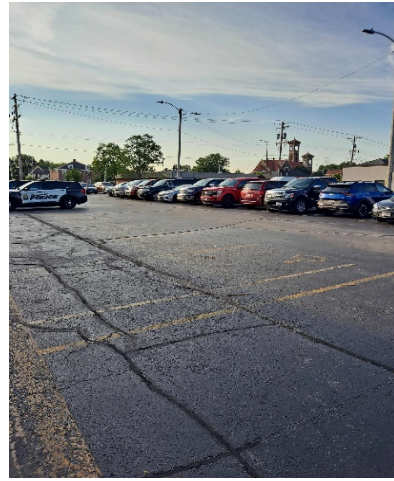
**Cracked concrete between windows**



**Gaps under precast concrete panels**



**Damaged concrete curb**



**Previous sealing of asphalt cracks**



## **architecture**

### **building description**

Original building was constructed in 1969, with the 2<sup>nd</sup> floor added in 1992. Power-operated coiling metal shutters were added to protect window openings.

### **interior conditions**

#### **floors**

The condition of many of the floor finishes in the building is fair to poor.

Quarry tiles on the south stair are chipped, with some non-matching tiles used to patch.

Carpets are worn in many areas with some seams of broadloom carpets frayed. Carpets are stained in many areas. Cut pile carpet is not appropriate for a space used for offices, as it is difficult to move chairs over the surface. Plastic mats are used in some places.

Vinyl composite tile (VCT) in basement has stains, chips, and is worn in areas under chairs. The older adhesives used on these tiles may be what is causing the dirt to collect around the seams. VCT that was in the room used for high-density evidence storage was abated due to asbestos content in the adhesive.

Ceramic mosaic tiles are in generally good condition. Some patching is evident.

#### **walls**

Minor chipping of concrete block corners and glazed wall tiles. Bottom of walls in the high-density file storage room has deteriorated. Lack of flooring and wall base has contributed to this situation.

#### **doors and frames**

High-use doors show wear at locations of door push. This may be able to be cleaned and re-protected with clear finish. Paint is missing from many metal door light frames. Some wood doors have scratched veneers at lower portion (no kickplate). Door hardware missing includes latches in door, latch plate in frame and kickplates. Doors in the basement are generally in the worst condition.

See Code section of this report for comments on doorknobs.

#### **casework**

Original wood and plastic laminate casework is dated and showing its age. Minor chipping of laminate is visible on outer corners of countertops. Cabinet doors in plastic laminate casework are starting to sag. Wood casework dating from 1990s and newer is in good condition.

#### **ceilings**

Many ceiling tiles are stained or missing, especially on the basement level.

**Police Station  
Police Department  
Architectural-Interior**

**legend**

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| architectural elements     | grade              | budget cost                | notes         | comments                                                                                                                                                                        |
|----------------------------|--------------------|----------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>interior conditions</b> |                    |                            |               |                                                                                                                                                                                 |
| Floors: general            | <b>F</b>           |                            | <b>A1</b>     |                                                                                                                                                                                 |
| Carpet                     | <b>HP</b>          | <b>\$45,000 – \$50,000</b> | <b>A2</b>     | Approx. (minimum) areas of new carpet:<br>Basement: 700 SF<br>1 <sup>st</sup> Floor: 3,100 SF<br>Est. \$3/SF removal and \$9/SF replacement.                                    |
| Quarry tile                | <b>F</b>           |                            | <b>A3</b>     |                                                                                                                                                                                 |
| Vinyl composite tile (VCT) | <b>HP</b>          | <b>\$18,000 – \$22,000</b> | <b>A4</b>     | Approx.. area of basement corridors: 1,900 SF.<br><br>Asbestos survey not included.<br><br>Budget for removal and replacement only. Est. \$3/SF removal and \$7/SF replacement. |
| Mosaic tile                | <b>F</b>           |                            |               |                                                                                                                                                                                 |
| Walls                      | <b>F</b>           |                            | <b>A5</b>     |                                                                                                                                                                                 |
| Doors and frames           | <b>C</b> <b>HP</b> | <b>\$8,000 – \$12,000</b>  | <b>A6, A7</b> | Estimate replacement of four doors and hardware at \$2K-\$3K per door. Additional refinishing not estimated.                                                                    |
| Hollow metal frames        | <b>F</b>           |                            | <b>A6</b>     |                                                                                                                                                                                 |
| Casework                   | <b>F</b>           |                            | <b>A8</b>     |                                                                                                                                                                                 |
| Ceilings                   | <b>F</b>           |                            | <b>A9</b>     |                                                                                                                                                                                 |

**notes:**

- A1.** General floor maintenance: scrape and re-paint areas where floor paint has worn off (entry to shooting gallery).
- A2.** Recommend replacement of cut pile carpet in office areas (Photo Processing). Most existing low-pile carpet is also very worn. Plan for replacement. Floor finish for office use areas should be either a vinyl product or low pile carpet tiles for ease of maintenance and replacement. Short term: provide transition strip at edges of carpet in lieu of duct tape. Long term: replace all carpets with appropriate flooring for use of space.
- A3.** Replace chipped tiles at south stair.

**Police Station  
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Architectural-Interior**

- A4.** Short term: Replace areas of missing VCT (Evidence Lost & Found, High Density File Storage room). Recommend thorough mechanical cleaning of high traffic areas. An asbestos survey of the building should be done since asbestos content was previously found in the adhesive for the high-density Evidence Storage room. Long term: plan for replacement of all VCT in basement.
- A5.** Patch and paint chips in concrete masonry unit walls and gypsum board walls in basement.
- A6.** Doors on 1<sup>st</sup> and 2<sup>nd</sup> floors are in generally good condition. Re-paint metal doors and metal lite frames. Hardware update addressed in Code section of this report.
- A7.** Refinish or replace doors with scratched and damaged veneer finish. Install minimum of 12" high kick plates. Estimated 4 doors; those in worst condition are in basement. See Code section of this report for recommended update of door hardware.
- A8.** Repair chips and delamination in plastic laminate countertops: Evidence Lost & Found, 2<sup>nd</sup> floor break area.
- A9.** Replace missing and stained ceiling panels.



**Chipped paint at shooting gallery entry**



**Chipped tiles at south stair**



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**Dirt at center of corridor and edges of tiles**



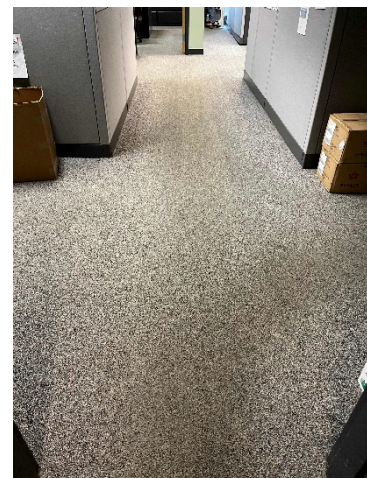
**Worn, stained cut-pile carpet**



**Duct tape at transition from carpet to VCT**



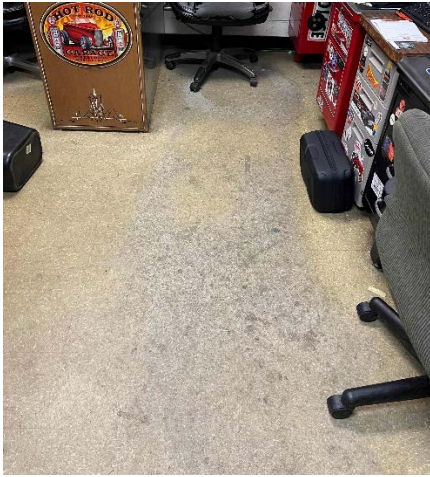
**Missing VCT at basement**



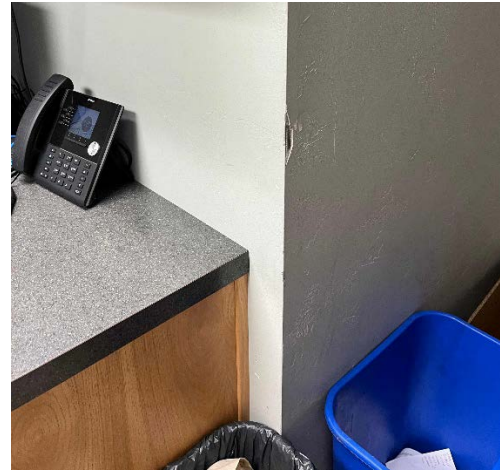
**Worn carpet at office area**



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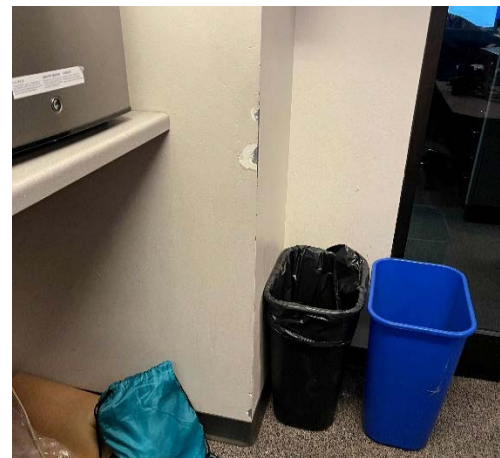
**Worn VCT at shop office**



**Damaged corner – Range**



**Deteriorated base at high-density storage**



**Damaged corner – Shift Commander**



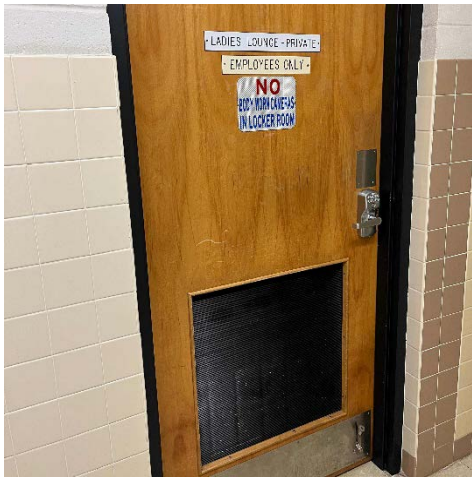
**Chipped paint at lite and damaged wood finish  
Missing kick plate**



**Chipped paint at lite and damaged wood finish**



**Police Station  
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Architectural-Interior**



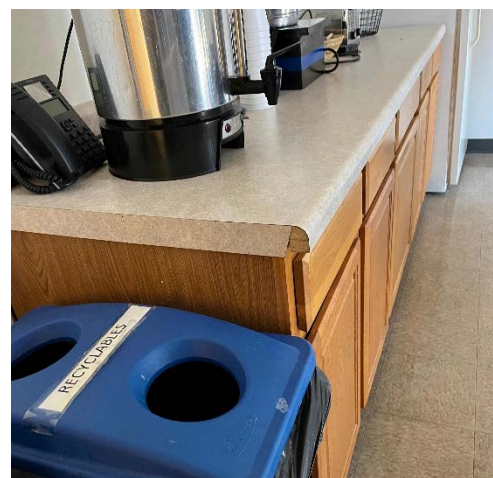
**Scratched wood veneer**



**Damaged wood veneer & missing kick plate**



**Plastic laminate casework condition**



**Chipped plastic laminate**



**Missing and misplaced ceiling tiles**



**Typical stained ceiling tile**

## code compliance and accessibility building data

code references based on 2015 IBC

|                                                        |                                                                                                                                                                                                                                                |                   |                                                                                                                                                                         |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>year(s) constructed</b>                             | 1968-9 (original documents not available)                                                                                                                                                                                                      | <b>gross area</b> | Basement: 13,952 SF<br>1 <sup>st</sup> Floor: 14,592 SF<br>2 <sup>nd</sup> Floor: 13,952 SF<br>Garage: 8,646 SF<br>(includes garage office)<br>Mezz of garage: 1,872 SF |
| <b>occupancy classification<br/>(chapter 3 of IBC)</b> | Separated occupancies: B - Business and S-1 Moderate-hazard Storage with an incidental use room of H-2 Hazardous (gas and oil storage) (See discussion below)                                                                                  |                   |                                                                                                                                                                         |
| <b>construction type<br/>(chapter 6 IBC)</b>           | The class of construction in the code at the time would have been 5B, Exterior Masonry, Unprotected.<br>The building materials and ratings of structural items in that classification would be equivalent to <b>Type II-B</b> in the 2015 IBC. |                   |                                                                                                                                                                         |
| <b>fire sprinklers</b>                                 | Partial coverage                                                                                                                                                                                                                               |                   |                                                                                                                                                                         |

### summary of code compliance/life safety

The Police Station is presumed to have complied with the building code as adopted by Wisconsin at the time the original building was constructed. Furthermore, the 1992 addition of the 2<sup>nd</sup> floor would have been required to bring most elements up to code at that time (1992) as part of the renovation. Similarly, if a future modification or renovation is undertaken, any items/areas modified or updated would need to be brought into compliance with the current code. Additional modifications may be triggered, depending on the scope of work. **Careful review of code should be done prior to any renovation project to identify other mandated upgrades.**

### egress and safety

The wall separating the office from garage occupancies was noted as a 4-hour wall on the 1992 drawings, however only one of the doors in that wall retains a UL label indicating a compliant (3-hour) rated door and frame. Current code requires a 3-hour separation between the garage occupancy of H-2 Hazardous and the Business or S-1 Storage occupancies of the remainder of the building. There is no requirement for separation between Business and Storage occupancies.

The generator is currently housed behind chain link fence within the repair garage. It is presumed to be compliant with the code at the time it was installed. If the generator were to be replaced, it would have to comply with current code, which required it to be housed in a separate, 2-hour rated room. If such an enclosure is provided in the current location, an egress study should be conducted to ensure legal egress is provided to both the generator room and the hazardous storage room.

***Due to the location of the unenclosed generator in the repair garage, and its proximity to the hazardous storage room, it is recommended that the 4-hour separation between Business and S-1 Storage be maintained at this time.***

Two legal means of egress are provided from all areas of the building except for SWAT team storage (see below). An elevator provides access to floors other than the entry level.

Some corridors are reduced in width by the placement of casework and boxes in the corridor for additional storage. These areas appear to all provide minimum width for an accessible route, but combustible boxes should be relocated. One room, a secure evidence storage room in the basement, had an access route from an adjacent room that did not meet accessible width requirements. That room was provided with an additional egress-only door, so presumably it could be opened for legal access if necessary.



## **Police Station Police Department Code & Accessibility**

Several locations in the building have coded security systems to gain access. No situations were observed where an occupant would have to enter a security code to egress, thus these arrangements are code compliant.

Two IT rooms in the building, one in the basement and one on 2<sup>nd</sup> floor, were full of spare equipment and boxes in addition to the functioning equipment. The rooms should be cleaned to provide a clear path of egress for occupants of the room.

The mezzanine area of the SWAT Team's storage room is accessed via a ship's ladder from the lower storage area and a very narrow passage around HVAC equipment on the mezzanine level. Neither of these routes comply with current code, however it is assumed that the ship's ladder complied with code at the time of construction. A gate at the top of this stair is padlocked to prevent occupants from entering the space.

### **stairs, ramps and shafts**

There are stair shafts at the north and south sides of the office area. The shaft at the south side has doors with closers and latching hardware. Some UL labels are present on frames and doors, indicating compliance with the required 1-hour rating. Not all doors and frames are labeled.

The stair at the north side of the office does not have latching hardware at the basement level, as would be required for a 1-hour rated shaft.

There is a stair from the garage up to the mezzanine and 2<sup>nd</sup> floor, through the 4-hour rated separation wall. The door is metal. Neither the door nor frame have the UL rating label to confirm that it is a 3-hour rated opening (the requirement in a 4-hour wall).

### **handrails and guardrails**

Stair handrail heights are lower than current code minimums but are assumed to have complied with code at the time of construction. Handrail extensions at office areas comply with code. There are no handrail extensions beyond the bottom riser at the stairs from the garage to the mezzanine. This does not comply with current code, but is presumed to be compliant with the code at the time it was installed.

## **summary of accessibility/ADA compliance**

### **ADA standards**

The Americans with Disabilities Act establishes an additional level of requirements on public and commercial facilities in terms of accessibility. Unlike a building code, it is a federal law which requires continual compliance, regardless of when a building was built. Accessibility items noted in this report fall under this category and should thus be addressed in a timely manner.

### **accessible route**

An accessible parking stall is provided in the lot to the south of the building, and entry is at-grade.

Travel within the building is generally accessible. An elevator serves all except the mezzanine, which is not required to be accessible.

The turning space in the route into the 2<sup>nd</sup> floor toilet rooms is too narrow to comply with clear floor space requirements for door access and route.

### **doors**

The building has a combination of push/pull hardware and knob handles. The knobs require simultaneous grabbing and twisting to operate. Knobs are not accessible, and not as easy/fast to use as lever handles. Secure locking devices are located above the forward or side reach accessible height of 48".

The door to the men's locker room was previously identified as having a thumb-turn locking system mounted above accessible height. Both the thumb-turn and the height are non-accessible.

Two doors in basement locker rooms to the saunas were previously identified as too narrow for legal means of egress.

## **Police Station Police Department Code & Accessibility**

### **casework**

Most casework appears to be at accessible height. Counters in break rooms are within forward or side reach ranges, and alternate height tables are available for staff use.

### **plumbing fixtures**

Sinks in casework counters in breakrooms are at 36" above floor. Since there are no stoves/cooking ranges in the room, no forward-reach sink is required. Most lavatories in the building are at or below 34", and most provide adequate knee clearance as well. The lavatories in the women's locker room are at 34 ¾" rim height.

Most lavatories in the building are at or below the allowable accessible height of 34". Lavatory rims in the Women's locker room are at 34 ¾" rim height.

Men's locker room provides only gang shower area with lipped entry. No accessible shower is available. No toilets in the building have fully compliant clear floor space and grab bars.

Drinking fountain spout heights vary from 34 ½" to 39" height through the building. ADA calls for 36" maximum spout height (with required approach clearances) for seated persons, and 38" to 43" for standing persons. All of the drinking fountains will comply with one or the other of these standards.

### **grab bars**

Typical grab bar configuration at toilet stalls in the building is a single connected bar that extends in an L-shape along the back and side walls of the toilet. Some of these provide the required extension length at both back and side. The Women's locker room provides an accessible shower stall, the men's does not. The following are some of the situations in which grab bars or fixtures are in non-compliance:

- Men's locker room does not provide an accessible toilet.
- Men's locker room does not provide an accessible shower.
- 1<sup>st</sup> floor staff toilet rooms do not provide grab bars.
- 1<sup>st</sup> floor men's staff toilet does not provide accessible turning radius in the room.
- Two of the 6 toilet rooms on 2<sup>nd</sup> floor do not provide grab bars.
- Other 2<sup>nd</sup> floor toilet rooms do not provide grab bars of adequate length at back or sides. Some rooms do not have adequate space to provide compliant grab bars.

The 2015 IBC references ICC/ANSI A117.1-2009, which calls for an additional vertical grab bar at the sides of toilets which the ADA guidelines do not include. As this is a code issue, not an ADA compliance issue, the toilet rooms would not be required to have the vertical grab bar if they were compliant at the time of their construction, however it is recommended.

# Police Station Police Department Code & Accessibility

## legend

|                                            |                                                    |                                                |                                       |                             |              |                          |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|--------------------------|
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|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|--------------------------|

| architectural elements                | grade | budget cost                              | notes | comments                                                                |
|---------------------------------------|-------|------------------------------------------|-------|-------------------------------------------------------------------------|
| <b>Code compliance / Life safety</b>  |       |                                          |       |                                                                         |
| Egress and safety                     | HP    |                                          | CA1   | No-cost options. See notes below.                                       |
| Stairs, ramps and shafts              | F     |                                          | CA2   |                                                                         |
| Handrails/guardrails                  | F     |                                          |       | Complied with code at time of installation.                             |
| <b>accessibility / ADA compliance</b> |       |                                          |       |                                                                         |
| Accessible route                      | F     |                                          |       | Routes to other 2 <sup>nd</sup> floor toilets are accessible.           |
| Doors                                 | F     |                                          | CA3   | New hardware could range from \$300 to \$1,500 per door.                |
| Casework                              | C     |                                          |       |                                                                         |
| <b>plumbing fixtures</b>              |       |                                          |       |                                                                         |
| Showers                               | HP    | \$8,000 – \$10,000                       | CA4   |                                                                         |
| Sinks/lavatories                      | C     |                                          |       |                                                                         |
| Toilets/urinals                       | HP    | \$4,000 – \$6,000<br>\$12,000 – \$15,000 | CA5   | Toilet in Men's Locker Room and Accessible 1 <sup>st</sup> floor toilet |
| Drinking fountains                    | C     |                                          | CA6   |                                                                         |
| Grab bars                             | F     |                                          | CA7   |                                                                         |

## notes:

- CA1.** Maintain separation between garage and office functions. Plan to place generator in a two-hour rated room in the future. Until it or the space is modified, it is presumed compliant with code when it was installed. Recommend removing padlock from SWAT Team mezzanine or eliminating all usage of the space.
- CA2.** Provide code-compliant latching hardware at basement north stair doors.
- CA3.** Recommend replacing knobs and other non-compliant hardware on an incremental basis. Lever handles would comply with accessibility codes and facilitate ease of use. Lever handles are code requirement for any new or renovated work.
- CA4.** Provide accessible shower in men's locker room.
- CA5.** Provide accessible toilet in men's locker room. Recommend providing one accessible, single-user toilet on the first-floor level to be used by either staff or other persons in need of accessibility.
- CA6.** Provide drinking cups at minimum one drinking water location (break room sinks or drinking fountains) per floor.
- CA7.** Recommend providing vertical grab bars to current toilet stalls and rooms for improved accessibility.

**Police Station  
Police Department  
Code & Accessibility**



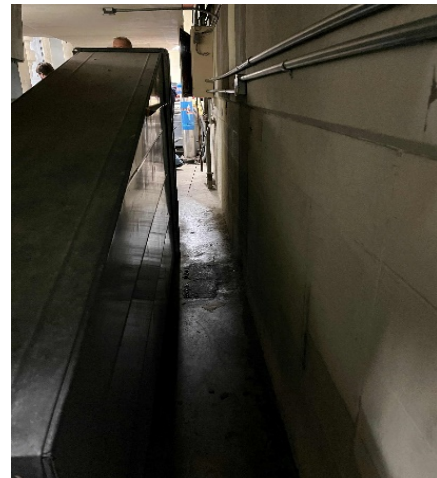
**Basement IT room – needs egress route**



**2<sup>nd</sup> floor IT room – improve egress route**



**SWAT Team storage mezz – no legal egress**



**Non-legal access route to mezzanine storage area**



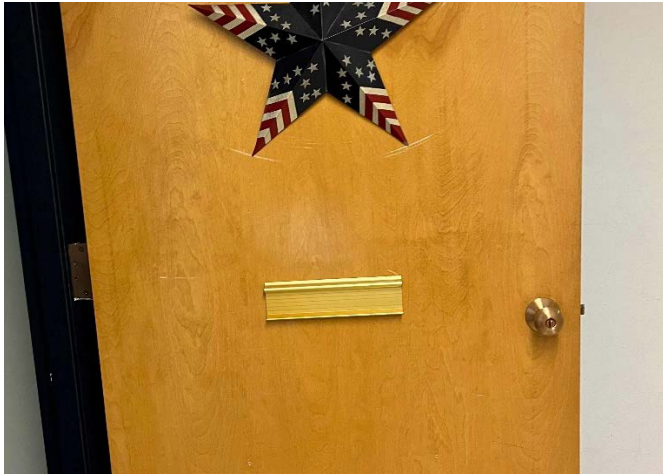
**Lack of handrail extension**



**Missing latch at north stair door**



**Police Station  
Police Department  
Code & Accessibility**



**Knob hardware – not accessible**



**Accessible parking stall**



**Women's Locker Rm. Lav – above 34" height**



**Eliminate combustible storage in corridor**



**No accessible shower – men's**



**Accessible shower – women's**

**Police Station  
Police Department  
Code & Accessibility**



**1<sup>st</sup> Floor: not accessible toilet room**



**Route into 2<sup>nd</sup> floor toilets lacks clear floor space**



**Toilet with grab bars, but lacking clear floor space**



**Toilet stall accessible, but room is not  
(See photo above)**

## structural system

### summary

The structure consists of steel roof deck and open web steel joist/joist-girders supported by exterior load-bearing masonry walls and interior steel columns, all constructed over the original one-story cast-in-place concrete frame, slabs, beams, basement, load-bearing masonry walls, and shallow foundation system.

### legend

|                                            |                                                    |                                                |                                       |                             |              |                          |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|--------------------------|
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|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|--------------------------|

| structural elements           | grade     | budget cost | notes | comments                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------|-----------|-------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>year</b>                   |           |             |       | 1968 - Original Building (R.W. Surplice-Job 2564)<br>1992 - Addition (Somerville Assoc. Project 3072)                                                                                                                                                                                                                                                                                    |
| <b>structure type</b>         |           |             |       |                                                                                                                                                                                                                                                                                                                                                                                          |
| Foundations                   | <b>C</b>  |             |       | Cast-in-place concrete foundation/basement walls bearing on individual spread or continuous strip footings.                                                                                                                                                                                                                                                                              |
| Basement                      | <b>C</b>  |             |       | Concrete slab on grade with wire mesh reinforcing.                                                                                                                                                                                                                                                                                                                                       |
| First floor                   | <b>C</b>  |             |       | 10" cast-in-place concrete two-way flat slab with capitals supported on concrete columns and basement walls typical. One bay of 16" +4" concrete joist-slab on west end and one bay of 10" concrete one-way solid slab to the east. Vehicle maintenance garage on the far east end is concrete slab on grade.                                                                            |
| Second floor (original roof)  | <b>C</b>  |             |       | 10" cast-in-place concrete two-way flat slab with capitals supported on concrete columns typical. One bay of 16" +4" concrete joist-slab on west end and a garage mezzanine of 10" concrete one-way solid slab to the east.                                                                                                                                                              |
| Roof                          | <b>C</b>  |             |       | <ol style="list-style-type: none"> <li>Office - 1 ½" 22-gauge steel roof deck and open web steel joists/joist girders supported by exterior load-bearing masonry walls and interior steel wide flange columns.</li> <li>Vehicle maintenance garage – Light-weight precast concrete decking/key-stone joist system supported on load-bearing masonry walls and concrete frame.</li> </ol> |
| <b>building risk category</b> | <b>NA</b> |             |       | Risk Category: IV                                                                                                                                                                                                                                                                                                                                                                        |
| <b>construction type</b>      | <b>NA</b> |             |       | Construction Type <b>II-B</b> (2-hour beams, columns, floor slabs, 0-hour roof)                                                                                                                                                                                                                                                                                                          |

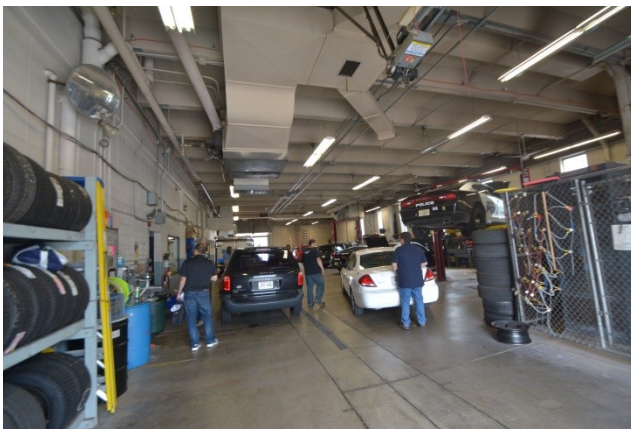


# Police Station Police Department Structural

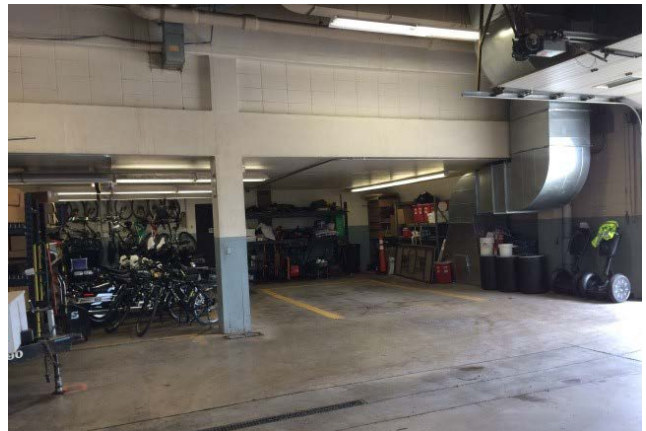
| structural elements          | grade | budget cost | notes | comments                                                                            |
|------------------------------|-------|-------------|-------|-------------------------------------------------------------------------------------|
| vertical expandability       | NA    |             |       | None.                                                                               |
| typical column spacing       | NA    |             |       |                                                                                     |
| overall structural condition | C     |             |       | The existing building is structurally sound with no significant deficiencies noted. |

## notes:

- S1. There is minor shrinkage cracking in the slab on grade in the garage area. The cracking is not as cause for structural concern and no remedial action is recommended at this time.



Roof structure at garage bay



Concrete column, typical



Roof structure at garage bay



Roof bearing at office/garage supporting wall



**Police Station  
Police Department  
Structural**



2<sup>nd</sup> floor plan structure as seen from garage



Cracked slab at garage (Note S1)



Concrete roof purlins at garage



Lintels at garage door openings

## plumbing systems summary

Police Department building was constructed in approximately 1969 and remodeled in 1992. The original piping is in fair condition. Glass fiber insulation on the water piping helps to conserve energy, but the insulation is missing in several areas. Insulation from 1969 probably contains asbestos. The building is served by a water heater on second floor. A thermal mixing valve(s) (TMV) should be added to the hot water systems and hot water temperature adjusted to 110° Fahrenheit. Eyewash in the garage should have a TMV installed. Eyewash requires tempered water. These are code issues that should be corrected.

There is a sanitary pipe installed over the evidence dryers in the basement. It would be advisable to install a drain trough below the piping to protect the equipment from potential leaks.

The building has some accessible ADA toilet rooms. Some of the areas would need modifications to make the toilet rooms fully compliant (i.e., flush valve on the wrong side, install safety covers etc.).

Building is served by interior storm drainage – roof drains. No secondary roof drainage installed. Most of the roof has a spill-off roof edge. Roof over the entrance has a single roof drain, no secondary drainage. First and second floor plumbing fixtures discharge by gravity. Basement fixture(s) are pumped to grade. Basement has drain tile installed around the perimeter.

Parking lots are served by interior storm drainage (i.e., catch basins).

## legend

|                                            |                                                    |                                                |                                       |                             |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|
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|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|-----------------------------|--------------|---------------------------|

| plumbing systems           | grade | budget cost | notes | comments                            |
|----------------------------|-------|-------------|-------|-------------------------------------|
| Water piping condition     | F     |             | P1    | Copper piping                       |
| Sanitary piping condition  | F     |             | P2    | Cast iron, no-hub connection        |
| Storm/clearwater piping    | F     |             | P3    | Pump discharge - galvanized         |
| Valves                     | F     |             | P4    | Ball valve(s)                       |
| Domestic water service     | C     |             | P5    | 4" water service                    |
| Insulation                 | C     |             | P6    | Glass fiber, elastomeric insulation |
| Code issues                | D     | See TMV's   | P7    | Add TMV at water heater & eyewash   |
| <b>equipment</b>           |       |             |       |                                     |
| Domestic water heater      | HP    | \$3,000     | P8    | AO Smith, gas-fired heater          |
| Recirculation pump         | F     |             | P9    | B&G pump                            |
| Water softener             | NA    |             |       | No water softener installed         |
| Thermal mixing valve (TMV) | D     | \$8,000     | P10   | Add TMV's (code issue)              |
| Grease interceptor         | NA    |             |       | No grease interceptor required.     |

**Police Station  
Police Department  
Plumbing**

| plumbing systems              | grade | budget cost | notes | comments                         |
|-------------------------------|-------|-------------|-------|----------------------------------|
| Kitchen equipment             | F     |             | P11   |                                  |
| Plumbing fixtures             | F     | \$5,000     | P12   |                                  |
| Oxygen storage                | NA    |             |       |                                  |
| Backflow prevention           | D     | \$5,000     | P13   | Install RPZ backflow preventer   |
| “Shop” air compressor         | F     |             | P14   | Snap-On vertical tank            |
| Laundry equipment             | NA    |             |       |                                  |
| Drain tile sump/pump          | F     |             | P15   | Duplex submersible, PVC piping   |
| Sanitary sump/pumps           | F     |             | P16   | Submersible, cast iron piping    |
| Elevator sump/pump            | F     |             | P17   | Simplex submersible              |
| Maintenance garage            | F     |             | P18   | Trench drain, garage catch basin |
| <b>exterior</b>               |       |             |       |                                  |
| Storm drainage, roof drainage | HP    | \$8,000     | P19   | Roof drain(s)                    |
| Lawn irrigation               | NA    |             |       |                                  |
| Utilities                     | F     |             | P20   |                                  |

**notes:**

- P1.** Water piping is mainly copper, soldered joints. Fair condition. Some galvanized piping at the water meter. Some PEX piping also installed. Most of the piping is insulated.
- P2.** Original sanitary waste/vent is cast iron hub & spigot. 1992 piping is cast iron, no-hub connections. Pump discharge is cast iron. Piping is in fair condition.
- P3.** Building storm is picked up by interior roof drainage. Downspouts discharge underground to storm sewer. Pump discharge piping for the Clearwater pump(s) is black PVC, glue connections.
- P4.** Ball valves on the water piping.
- P5.** Building is served by a 4” water main – combined for fire protection and domestic water. Domestic water is a 2” main (verify) with 3-valve bypass around the meter set.
- P6.** Water piping is insulated with glass fiber and elastomeric insulation. 1969 insulation probably contains asbestos and needs verification. No insulation on the storm piping is causing condensation on the piping and is resulting in ceiling tiles being stained.
- P7.** Code issues: water temperature is set higher than the allowed 110-115° F per code, recorded at 132° F at the forensics faucet. No thermostatic mixing valve (TMV) at the heater. Add TMV per code and adjust temperature to 110-115° F maximum.
- P8.** Water heater is a single gas fired, AO Smith model BTR-365 series 118, 365,000 BTU/HR, 85 gallon with atmospheric gas venting. No expansion tank installed.  
*Recommendation: add expansion tank at the water heater.*
- P9.** Hot water recirculating pump is installed at the water heater. Building is separated into a west and an east zone with HWR piping balanced at the pump.

**Police Station  
Police Department  
Plumbing**

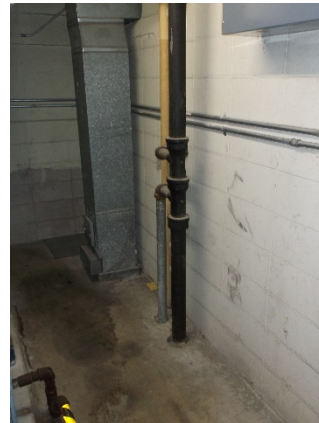
- P10.** Add thermostatic mixing valve (TMV) to the water heater. Set hot water temperature to 110° F maximum temperature. No TMV is a code issue.
- P11.** Kitchen/Breakroom equipment: two compartment sink(s). No garbage disposal or dishwasher.
- P12.** Plumbing fixtures: Most of the fixtures are ADA-compliant. WCs are floor mounted or wall-hung with flush valves. Lavatories are vitreous china set in the countertop and wall-hung, lever handle faucets. No safety covers installed. Urinals are wall-hung with flush valves (regular and ADA height). The 1969 urinals are floor mounted with door activated flushing. Showers are built-up. One ADA shower in the women's toilet rooms. Group shower in the men's toilet room with one floor drain. Shower should technically have multiple floor drains, as water is not allowed to flow from one user to another. Single unit Elkay electric water cooler(s) installed throughout the building in varying heights. Kitchen/breakroom sink(s) are stainless steel double compartment – no garbage disposal. Garage has several cold-water service faucets with hose thread vacuum breaker connections. Non-freeze sill faucets installed on the perimeter of the building. Basement sink by the gun range is a recent installation. Waste is pumped overhead by a small pump basin unit on the floor.
- Recommendation: add safety covers to the p-trap and water supplies at ADA lavatories.*
- P13.** There is a Watts 9D inline backflow in the boiler room for the HVAC boilers. Boiler feed should be an RPZ backflow preventer. Faucets with hose connection ends have a threaded hose end vacuum breaker installed. There is a 3/4" RPZ backflow preventer installed in the garage wash bay at the power washer.
- P14.** Snap-On Vertical tank, "shop" air compressor installed in the garage.
- P15.** Drain tile/clear water pumps are duplex submersible 1 1/2" discharge. Pumps serve the building drain tile system around the basement. High water alarm could be installed.
- P16.** Sewage pumps are submersible 3" discharge. Pumps serve the basement toilet rooms and floor drains. High water alarm could be installed.
- P17.** Elevator pump is simplex, submersible. Located in closet adjacent to the elevator. High water alarm could be installed.
- P18.** Maintenance garage has trench drain(s) and catch basins installed. No evident oil separators installed. There is also a wash bay, overhead sprayer with a power washer.
- P19.** Building roof pitches to interior roof drain(s), served by 4" piping. "Secondary" roof drainage is the spill-off roof edge. Canopy roof over the entrance has one interior roof drain and no secondary scupper relief drainage. Parking lots are picked up by interior storm catch basins.
- Recommendation: add secondary drainage to the entrance canopy.*
- P20.** Utilities are routed from Adams Street and/or Stuart Street. Building is served from a 4" water main. Multiple 4" sanitary and storm sewers serve the building.



**Police Station  
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Plumbing**



**Pump discharge – sanitary piping**



**Sanitary vent piping**



**Sanitary piping**



**Storm piping**



**Water & sanitary piping**



**Storm piping**

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**Sanitary piping over evidence dryers**



**Water meter**



**Water heater**



**HWR Recirculation pump**



**Breakroom sink**



**Breakroom coffee sink**



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**Breakroom coffee sink**



**Men's toilet room**



**Lavatory – men's**



**Men's toilet room**



**Single toilet room**



**Single toilet room**

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**Unisex toilet room**



**Unisex toilet room**



**Men's toilet room – urinals**



**Men's toilet room lavatories**



**Women's ADA shower**



**Men's shower room**



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**Sink in gun range**



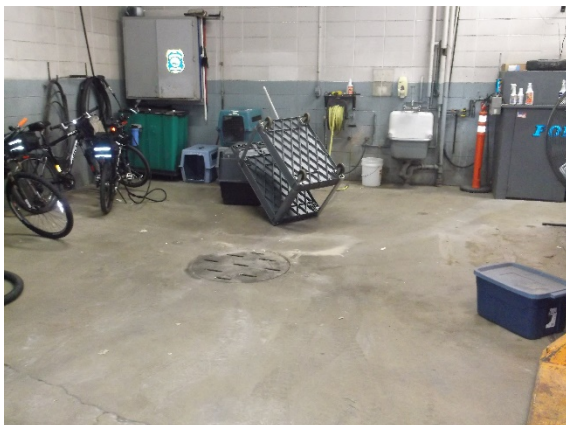
**Electric water cooler**



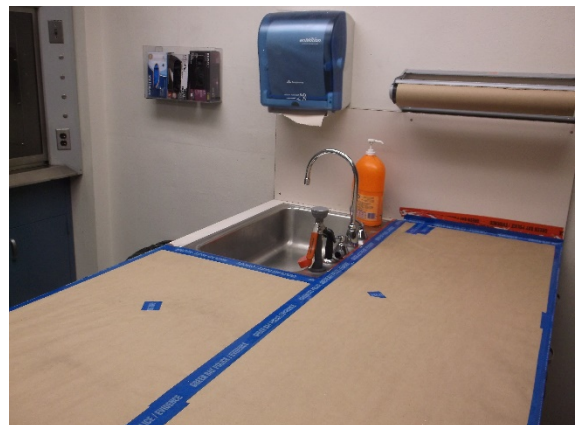
**Electric water cooler – lobby**



**Electric water cooler**



**Janitor's sink at wash bay**



**Evidence sink**

**Police Station  
Police Department  
Plumbing**



Sink, EWC & eyewash in garage



Shop air compressor



Sump, duplex pumps



Elevator sump/pump



Sanitary sump/pump



Sill faucet, roof drain



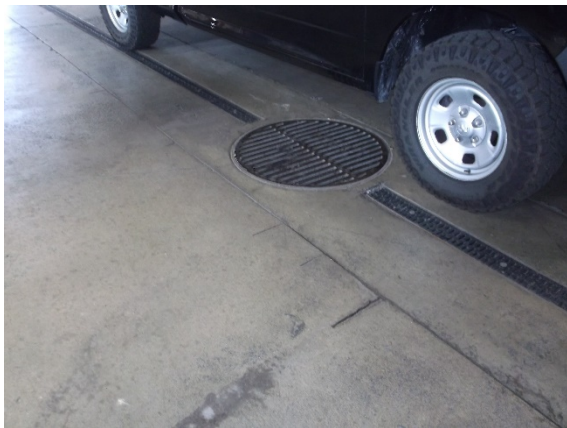
**Police Station  
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Plumbing**



**Non-freeze sill faucet**



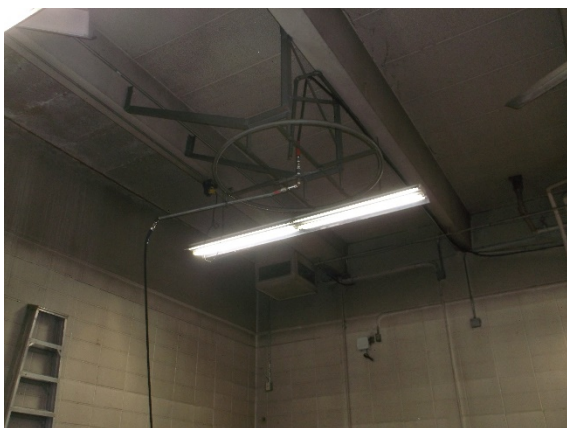
**Garage trench drain**



**Garage catch basin**



**RPZ backflow preventer**



**Vehicle wash arm**



**Roof drain(s)**



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Plumbing**



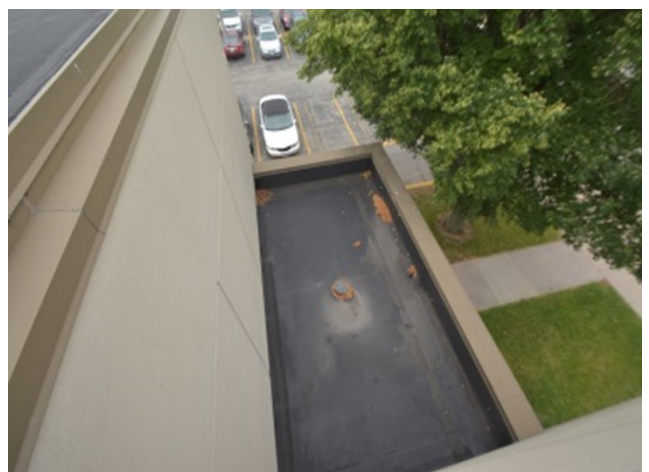
**Roof drain(s)**



**Roof drain(s), sanitary vent**



**Roof Drain, Sanitary Vent**



**Entrance Roof (No secondary drainage)**



**Parking Lot – East**



**Parking Lot – South**



**Police Station  
Police Department  
Plumbing**



**Parking Lot – South**



**Garage catch basin vent**

## HVAC systems summary

The building was constructed in 1969 and underwent a major addition and remodeling project in 1992. Some minor office renovations and ventilation upgrade projects have been completed in the last 10 years.

The office area is served by three modular air units, installed during the 1992 project. The units are located in a second-floor mechanical mezzanine above the garage. One air unit is dedicated to each floor of the building. A fourth unit located in the mechanical mezzanine originally served the firing range and is abandoned, replaced in 2010 with a packaged roof top air unit. A fifth air unit, a roof top air unit, is dedicated to the training room area.

The three main air units are variable air volume type, with hot water and chilled water coils. The building, in general, utilizes plenum return air spaces above the ceiling. There are a few areas where the returns are ducted. The ceilings are discolored near the air unit return openings due to dust build-up which indicates air movement through the ceiling tile. The chiller system serving the air units was replaced in 2011.

Exhaust ventilation for toilet rooms, janitor closets and other miscellaneous spaces is served by a variety of power roof ventilators and ceiling exhaust fans. The fans vary in age, size, and condition as they have been installed and replaced during the various remodeling projects.

The garage ventilation consists of two gas-fired make-up air units and multiple exhaust fans. One make-up air unit does not function and the other is not capable of providing adequate heat or ventilation. Gas fired heaters have been installed to attempt to maintain space temperature through winter, but the space is still described as “cold” in the winter months. The units are time clock operated and there is no gas detection system.

A hot water boiler system in the second-floor mechanical room was replaced in 2022. Hot water is distributed to fin tube radiation, reheat coils, and cabinet heaters throughout the office building.

The controls are primarily pneumatic with a few newer (within 5 years) components utilizing low voltage DDC controls. An air compressor is in the second-floor mechanical room.

## legend

|                                            |                                                    |                                                |                                       |                              |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/ Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------|--------------|---------------------------|

| hvac systems                                | grade | budget cost | notes | comments                                            |
|---------------------------------------------|-------|-------------|-------|-----------------------------------------------------|
| <b>Air Units – office area, three total</b> |       |             | H1    | Installed 1992.                                     |
| Housing                                     | CP    | \$435,000   | H1    | Showing signs of 30 years of operation. Minor rust. |
| Air intake                                  | C     |             |       | Roof hood                                           |
| Coils                                       | HP    |             |       | Hot water, chilled water.                           |
| Fan                                         | HP    |             |       | (2) 10,000 CFM-10HP, (1) 8,000 CFM-7.5HP            |
| Filters                                     | F     |             |       |                                                     |
| Controls                                    | HP    |             |       |                                                     |

**Police Station  
Police Department  
HVAC Systems**

| hvac systems                   | grade | budget cost | notes | comments                                                                                                                                                                            |
|--------------------------------|-------|-------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ductwork                       | F     |             |       | Original except where replaced during projects.                                                                                                                                     |
| Insulation                     | HP    | \$8,000     | H1    |                                                                                                                                                                                     |
| Occupied space thermal comfort | HP    | \$170,000   | H1    | AHU discharge temperature set at 60° F. Some VAV zones do not have reheat coils. VAV units are up to 30 years old-poor modulation. Boiler off in summer months. Lots of complaints. |
| <b>chiller</b>                 |       |             | H2    | Installed 2010                                                                                                                                                                      |
| Housing                        | C     |             |       | 100-ton air cooled scroll with R-410A                                                                                                                                               |
| Pumps                          | HP    | \$5,000     | H2    | Appear original to 1992 addition. 252GPM@50FT, 5HP-Lead/Lag                                                                                                                         |
| Insulation                     | CP    | \$1,500     | H2    | Insulation has failed at one pump (or pump is leaking). Condensation on pump and across floor.                                                                                      |
| <b>Air Unit-training room</b>  |       |             | H3    | Installed 2011                                                                                                                                                                      |
| Housing                        | D     | \$2,500     | H3    | Not positioned as designed. It is too close to roof edge. Provide rail.                                                                                                             |
| Air Intake                     | C     |             |       |                                                                                                                                                                                     |
| Condensing unit                | C     |             |       |                                                                                                                                                                                     |
| Fan                            | C     |             |       | 2,400 CFM, 2HP                                                                                                                                                                      |
| Filters                        | C     |             |       | 30%                                                                                                                                                                                 |
| Controls                       | C     |             |       | Low voltage                                                                                                                                                                         |
| Ductwork                       | C     |             |       |                                                                                                                                                                                     |
| Insulation                     | C     |             |       | Duct liner                                                                                                                                                                          |
| Occupied space thermal comfort | C     |             |       | Staff did not report issues like other areas but did indicate that when room is fully occupied, it can overheat.                                                                    |
| <b>Air Unit-firing range</b>   |       |             | H4    | Installed 2010                                                                                                                                                                      |
| Housing                        | C     |             |       |                                                                                                                                                                                     |
| Air intake                     | C     |             |       |                                                                                                                                                                                     |
| Heat                           | C     |             |       | Gas-fired heat                                                                                                                                                                      |
| Fan                            | C     |             |       | 100% outside air                                                                                                                                                                    |
| Filters                        | C     |             |       | 30%                                                                                                                                                                                 |
| Controls                       | C     |             |       | Low voltage                                                                                                                                                                         |
| Ductwork                       | C     |             |       |                                                                                                                                                                                     |
| Insulation                     | C     |             |       |                                                                                                                                                                                     |

**Police Station  
Police Department  
HVAC Systems**

| hvac systems                   | grade | budget cost | notes | comments                                                                                                                                          |
|--------------------------------|-------|-------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Occupied space thermal comfort | C     |             |       | No cooling. No complaints indicated.                                                                                                              |
| <b>data room cooling units</b> |       |             | H5    |                                                                                                                                                   |
| Housing                        | HP    | \$30,000    |       | Leibert units-DX and water cooled. Humidifier on basement unit. Ages vary. Budget is a single unit starting point.                                |
| Condensing units               | D     | \$2,500     | H5    | One unit too close to roof edge. Provide rail.                                                                                                    |
| <b>exhaust fans</b>            |       |             | H6    |                                                                                                                                                   |
| Toilet/locker room exhaust     | F     |             |       | Multiple power roof ventilators. Ages and condition vary. Ceiling fan in single fixture toilet rooms – light switch operated.                     |
| Exhaust ductwork               | HP    | \$16,000    | H6    | Mostly original. Minimal replacement during renovation projects. Lint/dust is coating the grilles and ductwork. Recommend cleaning and rebalance. |
| <b>boiler system</b>           |       |             | H7    |                                                                                                                                                   |
| Boilers                        | N     |             | H7    | Replaced 2022                                                                                                                                     |
| Pumps                          | HP    | \$15,000    | H7    | B&G .5 HP primary<br>B&G 5 HP lead/lag secondary pumps<br>175GPM@70 feet                                                                          |
| Piping                         | C     |             |       | Mostly original to the 1992 project. Revised during renovation projects. Mix of copper and steel.                                                 |
| Pipe insulation                | C     |             |       |                                                                                                                                                   |
| Room terminal units            | HP    | \$15,000    | H7    | Convectors, VAV, cabinet heaters. Some fin tube radiation installed at floor, restricting air movement through devices.                           |
| Mechanical room ventilation    | F     |             | H8    | Hot room, limited/no ventilation                                                                                                                  |
| <b>controls</b>                |       |             |       |                                                                                                                                                   |
| Air compressor                 | C     |             |       | Duplex, 3HP                                                                                                                                       |
| Room control                   | F     |             | H9    | Original pneumatics. Replace with low voltage DDC during mechanical projects                                                                      |
| <b>garage ventilation</b>      |       |             |       |                                                                                                                                                   |
| Make-up air unit               | D     | \$140,000   | H10   | One unit has failed. The other does not keep up. Supplemental heaters installed.                                                                  |
| Exhaust                        | D     | \$40,000    | H10   | Some fans have failed. Exhaust openings not positioned correctly.                                                                                 |
| Control                        | D     | \$20,000    | H10   | Time clocks. No gas detection.                                                                                                                    |



**notes:**

**H1.** These units are original to the 1992 project. Units are 30 years old with an expected useful life of 25 years depending on maintenance and operation of the unit. Overall, the units have been maintained well but are showing signs of age and continuing to rust. The coils appear to be in fair condition, however most deterioration occurs from the inside out and won't be visible until leaks occur. The unit grade is mainly based on the unit's age and expected useful life. The estimated replacement cost assumes many factors, including ability for extended unit outage during construction, and combining of multiple units into one. The actual cost could widely vary depending on the project specifics.

The units are indoor modular units with hot water heating coil, chilled water-cooling coil and VAV control. The supply ducts are lined. Duct liner erodes over time, and this will lead to system inefficiency and condensation which will damage building material. It is recommended to seal the ductwork and install duct wrap insulation during renovation projects.

Low voltage DDC actuation/controls is being phased in as budgets allow. When the units are replaced, it is recommended to provide all new DDC controls as this will allow for more in-depth monitoring and remote monitoring.

The occupants had many thermal complaints. The 1992 project installed reheat coils on the perimeter rooms only, along with fin tube radiation. The interior rooms only allowed for VAV modulation. As the VAV devices have set minimum air flows, this leads to overcooling of some interior spaces. To compensate for the overcooling the air unit discharge temperature has been set at 60° F. Supply air temperature was not verified on this evaluation visit, but the building operation seemed consistent with past facility visits. The original design was 55° F. The increased discharge temperature has less ability to dehumidify which is why the building feels "clammy or sticky". The boilers are turned off in the summer, which does not allow for the VAV system to utilize their reheat ability to maintain individual thermal control. It is recommended to install reheat coils on all VAV terminals serving occupied spaces, replace poorly functioning VAV terminals, lower the discharge temperature to 55° F and operate the boilers year-round.

**H2.** The chiller was replaced in 2010. No system complaints relayed by staff. Insulation is damaged at the chilled water pump. Recommend repair to the insulation to prevent condensation and further deterioration of the insulation and piping. The insulation prevented inspection of the pump seals to determine if the water was condensation from the damaged insulation or if the pump itself was starting to leak and causing the insulation damage.

**H3.** Air unit was replaced in 2011 and is dedicated to the training room area. Staff indicated that when the training room is fully occupied with "70 people" the room can overheat. The high occupancy rate is not the normal occupancy. The unit is located too close to the roof edge. It was designed to be at least 10 feet away. Recommend guard rail for protection of maintenance staff. No changes are believed to have been made since the last evaluation.

**H4.** The firing range air unit and exhaust fan were replaced in 2010. The exhaust air is filtered at the roof exhaust fan. The make-up air unit is a gas fired roof top unit. The unit is 100% outside air.

**H5.** Multiple Leibert cooling units dedicated to multiple data rooms. The units vary in age but, in general have a fair physical condition. However, seven years have passed since the original evaluation and some of the units will soon reach the end of their expected useful life. Budgeting \$25,000 to \$30,000 per unit is recommended. The units appear to be keeping up with the cooling load. The basement data room was not sealed well during the last building evaluation. Sealing of the room will improve the unit's ability to maintain temperature and humidity as more data equipment is added to the room. One of the roof mounted condensing units is located too close to the edge of the building. A guard rail for maintenance staff protection is recommended.

**H6.** The office building exhaust system is served by multiple roof mounted fans and ceiling mounted fans. The ages and conditions vary greatly as the units have been installed during various projects. One fan near the mail room is extremely noisy for 15 years. Dust and lint build-up is prevalent at many of the locker and toilet

## **Police Station Police Department HVAC Systems**

room grilles. Air flow within these spaces appears diminished and can be attributed to older ductwork combined with the dirtying of the systems. Duct cleaning, taping and sealing, and air balancing are recommended.

- H7.** The boilers were replaced in 2022 as one unit failed last year (near the end of the expected useful life). The primary circulation pumps were replaced. The secondary (building) pumps appear to be original to the 1992 construction project. A motor on the left pump has been replaced.

Some of the fin tube radiation units are located too close to the floor which will restrict their ability to provide heat. To improve the units heating ability it is recommended to raise the radiation devices at least 4" above the floor.

- H8.** The boiler replacement project installed sealed combustion boilers which has removed the deficient location of the air intake. When the boilers operated previously the room would be warm/hot. This will not change and likely the room will be hotter than before. A ventilation fan project is recommended to aid in maintaining a lower room temperature as high room temperatures will shorten the life span of electronic equipment installed in the space.

- H9.** The air compressor serving the buildings pneumatic controls appears to operate sufficiently. As systems are replaced, low voltage DDC controls are recommended for installation as this will allow greater monitoring of the system.

- H10.** The garage is currently served by two gas fired make-up air units and multiple exhaust fans and these were off during the site evaluation. One make-up air unit has failed and the other cannot ventilate and heat the space properly. Gas heaters were installed to attempt to maintain space comfort. The garage is described as hot in the summer and cold in the winter. A failed exhaust fan was due to be replaced but it is unknown if the work is completed. The system operates on a timeclock to provide ventilation when the space is occupied. There is no gas detection system. The exhaust locations are at the floor which allows them to be easily blocked with stored items. Raising the exhaust slightly will allow removal of contaminants without restricting the air flow.

The space is used for auto repair and storage, so it does not neatly fall into one code category. Based on actual space use, the recommendation is to define the space as an enclosed garage. An enclosed garage has specific exhaust code requirements, and the garage is required to have a negative pressure in relation to the occupied space. A garage exhaust system may operate continuously, operating at a minimum level when the garage is unoccupied and operating at a maximum level when the garage is occupied, or a vehicle is started. Alternately a garage exhaust system may operate intermittently if it meets four specific code provisions including the installation of a gas detection system. The current system does not meet the ventilation requirements for an enclosed garage. A garage ventilation upgrade project to install radiant heaters, make-up air units, exhaust fans, and control system with gas detection, is necessary to improve garage ventilation and occupant safety. The recommendation is to operate the system continuously with increased ventilation during the occupied period.

**Police Station  
Police Department  
HVAC Systems**



**Air unit (typical)**



**Air unit (typical)**



**Firing range air unit**



**Training room air unit**



**Power roof ventilators (typical)**



**Interior exhaust fans (noisy)**



**Police Station  
Police Department  
HVAC Systems**



**Firing range exhaust**



**Chiller**



**Leibert unit (floor mounted example)**



**Makeshift room ventilation unit**



**Typical ceiling exhaust fan**



**Boilers**



# Police Station Police Department HVAC Systems



Hot water pumps



Chilled water pumps



Gas meter



Temperature control air compressor



Firearm cleaning exhaust hood



Firing range control panel



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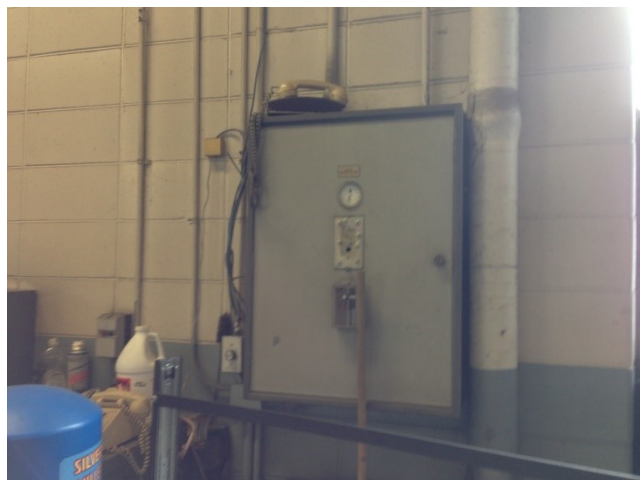
**Electric heat at stairs and toilets**



**Fin tube (installed at floor)**



**Air unit VFD's (boiler units similar)**



**Garage control panel**



**Garage exhaust (near ceiling)**



**Generator louver**



**Police Station  
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HVAC Systems**



**Garage make-up air unit**



**Garage exhaust vent (behind storage)**



**Garage exhaust vent (typical)**



**Fuel tank vents**



**Hazardous storage room (vented tanks)**



**Garage storage exhaust fan (old)**

## electrical systems

### summary

The building is served by a 1600 Amp, 120/208 Volt, three-phase electrical service. The original panels are in fair condition; the panels added in the 1992 renovation are in good condition. The newer panels have capacity for future load. The emergency generator serving the building is in fair condition. The emergency electrical system is fed from a single transfer switch which serves a main distribution panel to feed emergency panels throughout the building. The equipment is in fair condition and has some future capacity. An additional transfer switch and panel board is recommended to separate the non-life safety loads from the life safety loads. Storage is currently blocking the code required 3-feet for electrical clearance for panels located in the main server room.

There are numerous outlets around the building that need to be GFCI protected. Lighting fixtures are in fair to good condition and utilize T8 lamps and ballasts, incandescent and compact fluorescent lamps. There are several fixtures with broken, miscolored or missing lenses. These should be replaced or repaired. There are a few occupancy sensors located in office areas, but the facility should install occupancy sensors in all offices, meeting rooms, break room, storage rooms and janitor's closets. HID building mounted fixtures are in fair condition; consideration should be given to replacing the HID fixtures with more efficient and lower maintenance LED fixtures in the future. The parking lot lighting and flagpole lighting have been upgraded to LED.

The server equipment is in good condition and the facility is pulling Cat 5 and Cat 6 data and voice cabling from data racks on each floor and coax for CATV. The fire alarm system is a zoned system with smoke detectors, pull stations, and notification devices located around the building. Coverage does not comply with current code; a new addressable fire alarm system upgrade is recommended with additional devices provided to meet code.

### legend

|                                            |                                                    |                                                |                                       |                              |              |                           |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------|--------------|---------------------------|
| <b>D</b> Deficient – Immediate Replacement | <b>CP</b> Critical Priority – Replace in 1-2 years | <b>HP</b> High Priority – Replace in 3-5 years | <b>F</b> Fair – Replace in 6-10 years | <b>C</b> Compliant/ Adequate | <b>N</b> New | <b>N/A</b> Not Applicable |
|--------------------------------------------|----------------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------|--------------|---------------------------|

| electrical systems                            | grade | budget cost | notes | comments                                                                                                                                                        |
|-----------------------------------------------|-------|-------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>normal power distribution equipment</b>    |       |             |       |                                                                                                                                                                 |
| Utility service entrance                      | C     |             |       | Pad mounted utility transformer serves 1600 Amp underground electrical utility service and feeds main service equipment in the 2 <sup>nd</sup> floor mezzanine. |
| <b>normal power distribution equipment</b>    |       |             |       |                                                                                                                                                                 |
| Main distribution panel                       | C     |             |       | 600 Amp GE Power Panel in good condition with some future capacity.                                                                                             |
| Branch panels                                 | F     |             | E1    | Original GE NLTG panels in fair condition and 1992 renovation GE A-Series panels in good condition. Panels have future capacity.                                |
| <b>emergency power distribution equipment</b> |       |             |       |                                                                                                                                                                 |
| Generator                                     | F     |             | E2    | 200 KW Onan natural gas generator located in the vehicle garage, in fair condition.                                                                             |
| Transfer switch                               | HP    | \$25,000    | E3    | Onan 800 Amp ATS in fair condition.                                                                                                                             |
| Main distribution panel                       | HP    | \$10,000    | E3    | 800 Amp GE Power Panel in good condition with some future capacity.                                                                                             |



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| electrical systems                                        | grade | budget cost | notes  | comments                                                                                                                                                                |
|-----------------------------------------------------------|-------|-------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Branch panels                                             | HP    | \$25,000    | E3     | Original GE NLTG panels in fair condition and 1992 renovation GE A-Series panels in good condition. Panels have future capacity.                                        |
| <b>power</b>                                              |       |             |        |                                                                                                                                                                         |
| Receptacles                                               | D     | \$1,500     | E4     | Garage outlets and outlets within 6' of sinks, and outlet in elevator equipment room needs to be GFCI. Plug strips are being used in locker rooms for charging devices. |
| <b>lighting</b>                                           |       |             |        |                                                                                                                                                                         |
| Garage                                                    | C     |             |        | Industrial fixtures and surface mounted wraps with T-8 lamps in good condition.                                                                                         |
| Office spaces, conference rooms, gun range, and corridors | C     |             |        | Recessed acrylic lens and parabolic louver troffers, surface wraps with T-8 lamps, and incandescent downlights and track heads. Fixtures are in good to fair condition. |
| Toilet rooms                                              | F     | \$1,000     | E5, E6 | Recessed troffers and surface mounted wraps in good condition. Men's shower and sauna have incandescent lamps (sauna fixture is missing lens).                          |
| Mechanical spaces, storage rooms, utility areas           | F     | \$3,000     | E5, E6 | Industrial strips and surface mounted wraps with T-8 lamps, (some fixtures have broken lenses) and ceramic sockets with incandescent and compact fluorescent lamps.     |
| Exterior lighting                                         | C     | \$3,000     | E7     | Building lights are HID, poles are LED.                                                                                                                                 |
| <b>lighting controls</b>                                  |       |             |        |                                                                                                                                                                         |
| Offices, conference rooms, break room                     | HP    | \$6,000     | E8     | Add occupancy sensors.                                                                                                                                                  |
| Toilet rooms/small storage rooms                          | HP    | \$1,500     | E8     | Add occupancy sensors.                                                                                                                                                  |
| <b>emergency egress lighting and exit signs</b>           |       |             |        |                                                                                                                                                                         |
| Corridors                                                 | C     |             |        | Fixtures connected to emergency panels.                                                                                                                                 |
| Exit signs                                                | C     |             |        | LED type in good to fair condition.                                                                                                                                     |
| <b>fire alarm</b>                                         |       |             |        |                                                                                                                                                                         |
| Zoned system                                              | F     | \$50,000    | E9     | Simplex 4002 zoned system in fair condition, coverage does not meet code. Some pull stations are not ADA compliant for mounting height.                                 |
| <b>telecommunications</b>                                 |       |             |        |                                                                                                                                                                         |
| Data/voice/CATV                                           | C     |             |        | UPS's protecting the telecom equipment. Cat 5, Cat 6 and coax cabling.                                                                                                  |

**notes:**

- E1.** Code required 3-feet for electrical clearance and clear space above the equipment is not being maintained in server room.
- E2.** When the generator is replaced in the future, it will need to be located within a dedicated electrical room with appropriate floor, ceiling, and wall fire-rated construction.
- E3.** Recommend providing an additional automatic transfer switch and a new distribution panel to separate the non-life safety loads from the life safety loads. Additional branch panels would be needed to transfer circuits from existing panels that have mixed loads.
- E4.** Replace all outlets located in the garage area with GFCI type device. Replace existing outlets within 6-ft of sinks with GFCI type device unless they are currently protected from a nearby GFCI outlet. If this is the case, the outlet should be labeled per NEC requirements. The elevator equipment room receptacle needs to be GFCI.
- E5.** Replace incandescent lamps with compact fluorescent or LED type for energy savings.
- E6.** Consideration should be given to replacing older fixtures with new. Replacement or repair should be done on fixtures with broken or missing lenses.
- E7.** Consider replacing all HID fixtures with more efficient LED in the future.
- E8.** Occupancy sensors should be installed in the meeting room, conference rooms, offices, storage rooms, and janitor's closets, etc. to provide additional energy savings. If areas are renovated, controls will be required to be updated to meet current energy code.
- E9.** Recommend upgrading the fire alarm system to an addressable system with device locations that meet current code requirements.



**Main electrical service meter**



**Utility transformer**

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**Main electrical equipment**



**Main fused switchboard**



**Surge suppressor**



**Normal main distribution panel**



**Generator**



**Automatic transfer switch**



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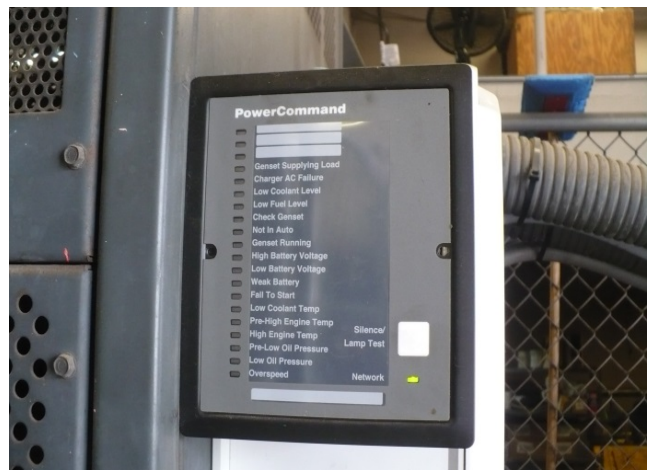
**EM main distribution panel**



**1992 renovation panel**



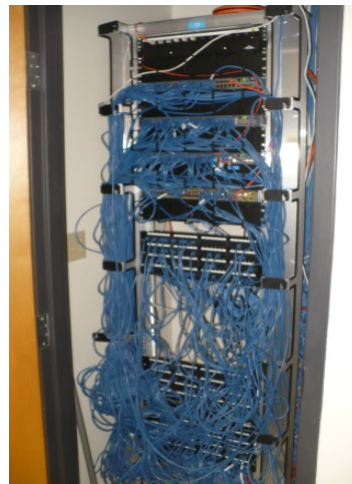
**Original panel**



**Generator annunciator panel**



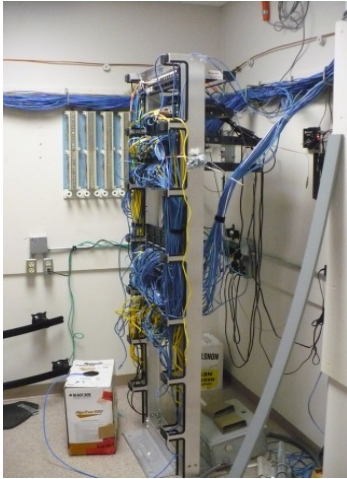
**Basement data rack**



**1st floor data rack**



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**2<sup>nd</sup> floor data rack**



**UPS**



**Exit sign**



**1<sup>st</sup> floor corridor lighting**



**Office lighting**



**Office lighting**

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**Basement Lighting**



**Garage lighting**



**Stairwell lighting**



**Sauna light missing lens**



**Fire alarm horn/strobe**



**Non-ADA height of pull station**

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**HID wall pack light**



**LED pole light**