



AGENDA OF THE FINANCE COMMITTEE

TUESDAY, NOVEMBER 28, 2023, 4:30 PM

In person at City Hall, Room 207.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

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

Or call in by phone: +1 312 626 6799

Meeting ID: 881 4252 4379

Passcode: 846368

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

B. Roll Call.

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

C. Approval of the Agenda.

- I. Approval of the Finance Committee agenda for the November 28, 2023, meeting.

D. Approval of Minutes.

- I. Approval of the Finance Committee minutes from the October 24, 2023, meeting.

E. Regular Business.

- I. Consideration with possible action on the purchase of AVON C50 First Responder Kits (Masks) for a total of \$90,000, to be funded by ARPA Funds.
2. Consideration with possible action on approval of the Claims Committee Report.

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

F. Report of the Ad Hoc Facilities Committee (October 16, 2023)

1. To receive and place on file the flow analysis by Berners Schober for the City of Green Bay – City Hall.
2. To receive and place on file the flow analysis by Berners Schober for the City of Green Bay – Police Department building.
3. To receive and place on file the flow analysis by Berners Schober for the City of Green Bay – Municipal Court building.
4. To direct Staff to proceed as directed in closed session regarding an update on the Fire Station needs and location.

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

5. To receive and place on file regarding portions of the Citywide Clean Energy Plan that pertains to city buildings.
6. To receive and place on file the 2024-2028 Capital Improvement request and potential 2024 bonding request for city buildings.
7. To proceed with the next step as follows and report at the next Ad Hoc Committee Meeting: Fire Department to give an update on location; staff to draft a scope of work for City Hall and Police based on programming and space needs; staff to give a recommendation on funding sources; and staff to review City Hall CIP and update estimates.

G. Informational.

1. 2023 Contingency Account: \$244,643.36.
2. The next Finance Committee meeting will be held on December 12, 2023 at 4:30 PM.

H. Adjournment.

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



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

November 28, 2023

PREPARED BY

Diana Ellenbecker, Finance Director

AGENDA ITEM # E.I

Consideration with possible action on the purchase of AVON C50 First Responder Kits (Masks) for a total of \$90,000, to be funded by ARPA Funds.

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

- I. Finance Request I I-28-203 Police



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

Phone 920.448.3047
Fax 920.448.3050

11/15/2023

Finance Committee 11/28/2023

Consideration of possible action of approval: Purchase 185 EA TE1039 AVON C50 Masks. The total cost with 2EA Voice Projection Units will be a total of \$90,000.00. Masks are being ordered off of the DOR Contract AP-4537/23678 Sourcewell #11221.

Description: AVON C50 FIRST RESPONDER KIT (MASKS)
Total Investment: \$90,000.00

This Purchase will be funded out of the ARPA Funding. (Re-Allocation Funds)
Project 10-1-301 Mobile Response Team Supplies 218300-55150-83089

Respectfully Submitted,
Thomas J. Walenski
Thomas J. Walenski
Procurement Manager
City of Green Bay

Green Bay Police Department

Approved Funds: ARPA

Requisition #

Department Contact for this Requisition: Lt. Jason Allen @ 0922

Purchase request: (185) Gas Masks and (2) Voice Projection Units

Cost: \$90,000.00

Account Number: See Below

Created and Approved by Rick Jurkanis 11/15/23

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

Please use the following funding sources:

1. \$90,000.00: ARPA 218300-55150-83098



Customer: Grenn Bay Police
Attn: Jason Allen
Rep Name: George Jozwiak
Acct #: 1000807792
Qty of Orders: 180
Shipping Charge: \$100.00

Date: 10/24/2023
Quote Number: 100807792-1
DOR Number: AP-4537/23678
DOR Contact: Tom Escher - AVON
DOR Phone Number: 317-965-1603
Sourcewell Number: 11221

GQ Item#	Color	MFG Name	Description	QTY	Galls Retail	Your Price	Ext. Subtotal
TE1039	Black	AVON	AVON C50-FIRST RESPONDER KIT	185	\$ 793.99	\$ 480.00	\$ 88,800.00
AP1437	Black	AVON	Voice Projection Unit w/Microphone Assembly	2	\$ 730.00	\$ 550.00	\$ 1,100.00

Quote is valid UNTIL NOVEMBER 30, 2023

Galls is required to collect sales tax on shipments to certain states. Sales tax will be added where applicable. For tax exempt customers, state laws require us to have signed tax exemption or resale certificates on file at our office. If you are tax exempt, please email or fax this information, (including your Galls account number) to Tax@galls.com or fax 859-268-5946.

Export Restrictions - This may contain commodities restricted in the United States International Trade Regulations.

1340 Russell Cave Rd
 Lexington, KY 40505
 Tel: 800-876-4242 Fax:877-914-2557

Subtotal: \$ 89,900.00
 Shipping: \$ 100.00
 Est. Tax:
 Total: \$ 90,000.00



Report to the
Finance Committee
of the City of Green Bay

MEETING DATE

November 28, 2023

PREPARED BY

Diana Ellenbecker, Finance Director

AGENDA ITEM # E.2

Consideration with possible action on approval of the Claims Committee Report.

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

BACKGROUND

RECOMMENDATION

To receive and place on file.

FISCAL IMPACT

ATTACHMENTS

- I. Claims Committee Rpt October



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

MEETING DATE

November 28, 2023

AGENDA ITEM # F.1

To receive and place on file the flow analysis by Berners Schober for the City of Green Bay – City Hall.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 23CGB03.00_CityHall_EFA_PKG | IOCT2023

existing flow analysis

Document prepared for:

The City of Green Bay -
City Hall
Green Bay, WI

Ad Hoc Facilities Committee
23CGB03.00

10/12/2023

**table of
contents**

what we're doing	3
organizational chart	4
program / deficiencies	12
existing images	20
appendix	27

executive summary

background

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.

ad hoc committee motion:

Moved by Garritt Bader, seconded by Board Member Jesse Sharp 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.

service agreement project narrative:

Produce high level existing flow analysis of police station and existing program of police, municipal court, and city hall with high level synopsis of potential program fit on existing police department site. Additionally, we will assemble benchmarking square footage for police facilities based on similar size cities.

process:

- Space Identification Meeting(s)
 - Review, with plans, identify departments, rooms and use, staff count and positions.
 - Establish Existing Space Allocation Spread Sheet and Existing Graphic Program
- Space Identification Tour(s)
 - Tour Buildings to confirm plan accuracy and area. Field Verify as necessary.
 - Refine Space Program and Graphic Program.
- High Level Stakeholder Interviews
 - Identify list of Building Occupant Internal Process Flow Diagrams / Existing Deficiencies
- Identify comparable Municipalities for Data Collection
- High-Level Test-Fit on Existing Police Site

final deliverables:

- Presentation of Findings to committee
- Study Narrative and Executive Summary
- Existing Space Program
 - Organized By Building, By Department including Area by square foot.
- Existing Graphic Program
 - Overlaid on existing floor plans, showing adjacency.
- Like-Sized Municipalities Comparison Data
- Facility Assessment Documents via appendix

report description

An assessment of City Hall was conducted in 2015 by Berners Schober with an update in 2022, which reviewed the condition of the building’s architectural, structural, mechanical, plumbing, and electrical elements. This report is a flow analysis, studying and noting the observed deficiencies.

The assessment of Green Bay City Hall reveals deficiencies across its various floors.

Basement

In the basement, cracked and missing composite tiles in the print shop area pose structural and health concerns. An unconventional layout of the I.T. Equipment room adds to the irregular arrangement of adjacent work-spaces.

First Floor

On the first floor, an inefficient allocation of space is noted, with internal departments occupying valuable areas that could be better used for public-serving functions. Additionally, a vacant reception desk represents an underutilization of floor space, while wayfinding challenges demand improved signage and layout for a more visitor-friendly environment.

Second Floor

The second floor exhibits some inefficiencies mostly due to the floor plate of the building.

Third Floor

The third floor exhibits excessive circulation space, dispersed sub-departments, and subpar wayfinding, all of which hinder functionality and navigation. Relocating public-serving departments to the first floor is suggested to enhance visitor experience.

Fourth Floor

Moving to the fourth floor, the dated I.T. department requires modernization to align with technological standards. Vault and safe room constraints impact layout and space use. Opportunities exist to optimize underutilized ‘flex space’ and media rooms.

Fifth Floor

On the fifth floor, excessive circulation space and an inefficient layout affect functionality. The fragmented placement of the Human Resources (H.R.) department across levels leads to workplace inefficiencies.

Sixth Floor

Finally, the sixth floor, despite recent updates, exhibits areas requiring finish updates, including peeling paint in restrooms. There are also vacant offices, offering an opportunity to optimize space usage, potentially relocating internal functions from the first floor to enhance visitor experience.

Addressing these deficiencies and optimizing space usage is essential to enhance Green Bay City Hall’s functionality, aesthetics, and efficiency, aligning the building with modern standards and operational needs.

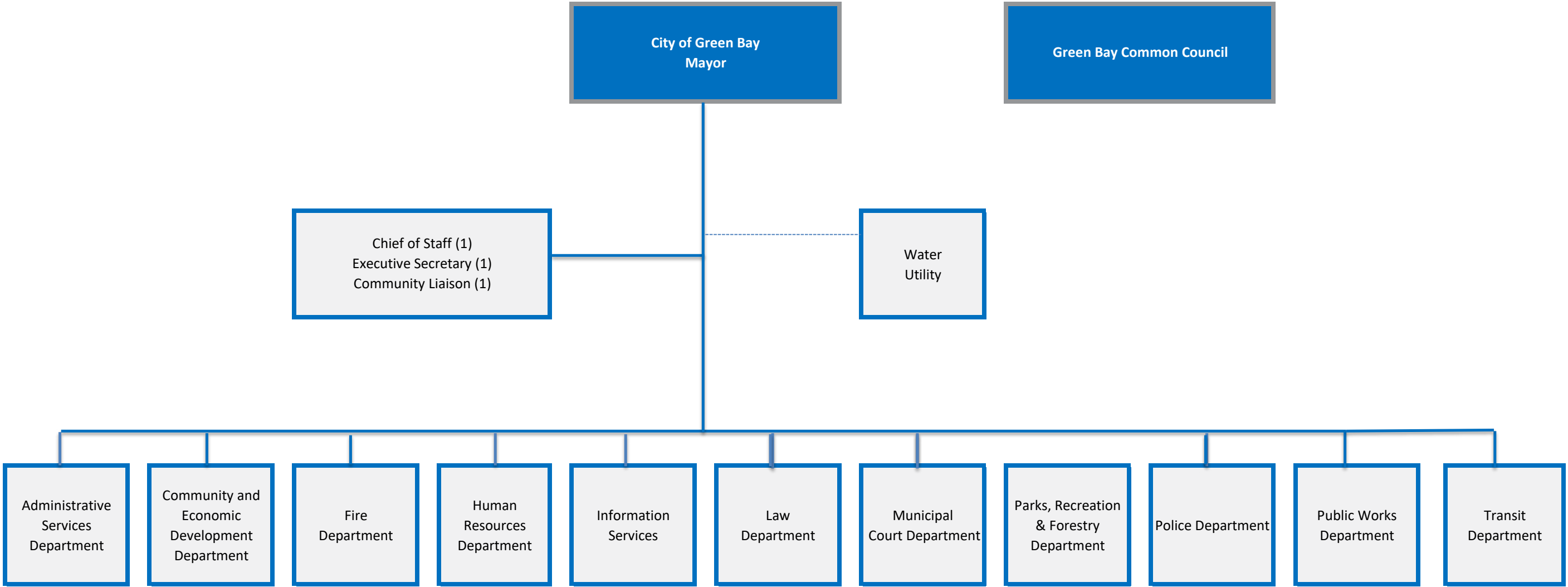
recommendation

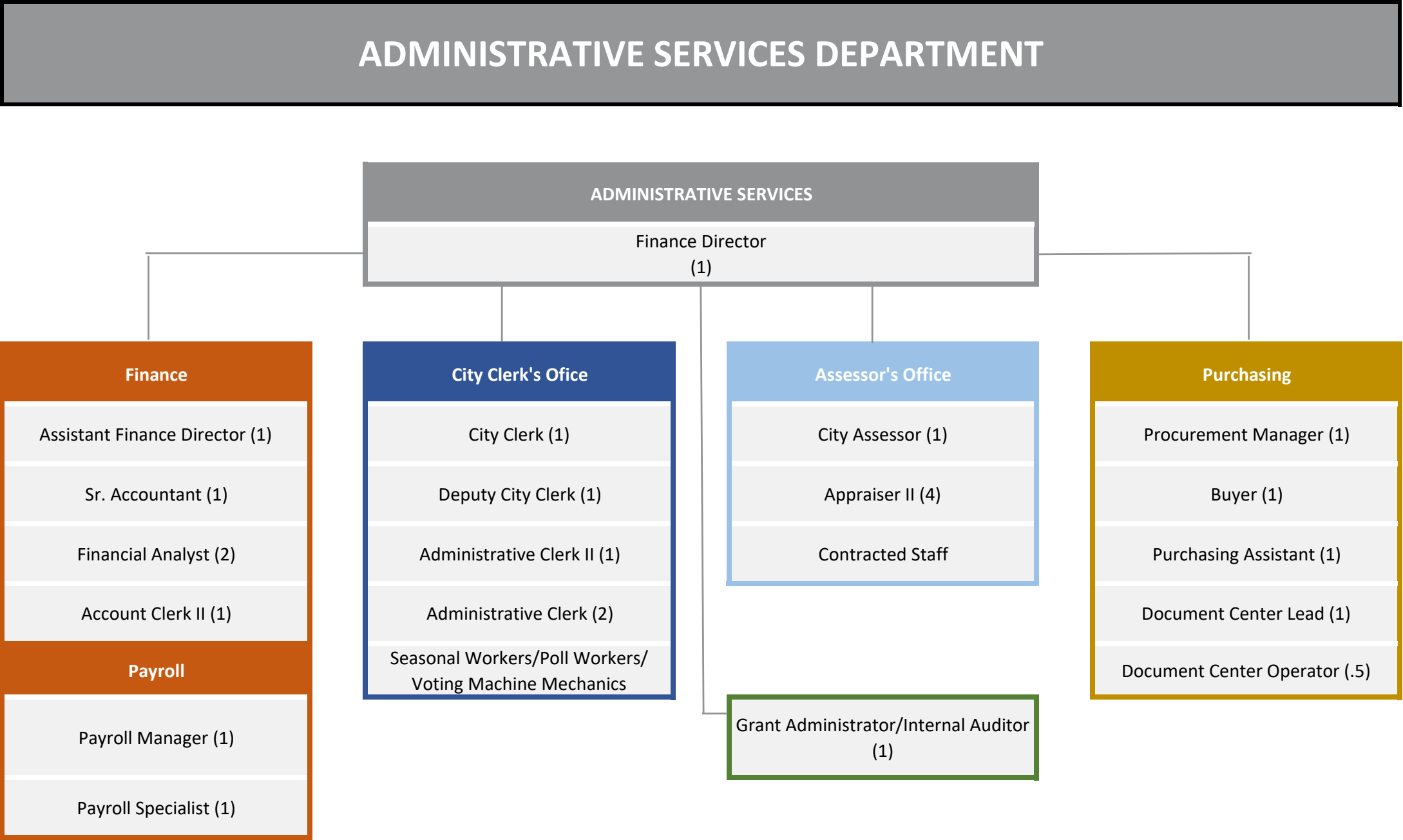
It is our recommendation that the committee move forward with conducting a comprehensive Space Needs Assessment Study for Green Bay City Hall. This study will provide valuable insights into addressing the deficiencies and optimizing space utilization within the facility.

Moreover, coordinating the Space Needs Assessment Study with the existing Flow Analysis will create a synergistic approach to evaluating and improving the overall functionality of City Hall. These complementary assessments will empower the city to make informed decisions, ensuring that resources are strategically allocated to meet both current and future needs efficiently.

MAYOR'S OFFICE

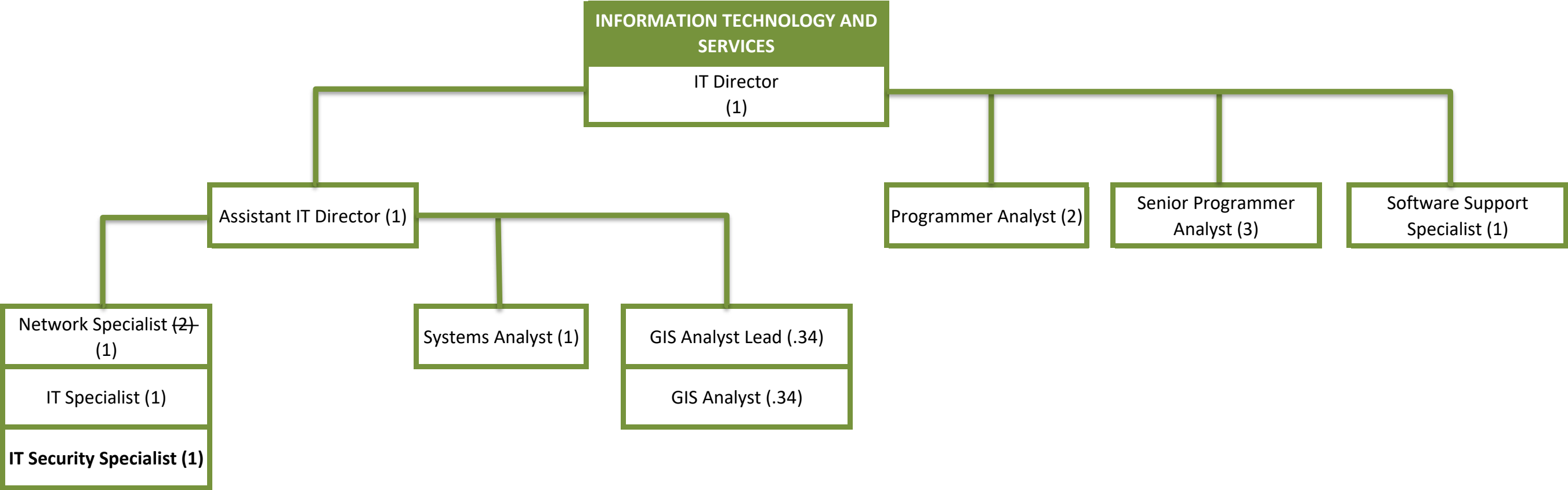
Rev. 9.30.2020





Fulltime Employees 23
Parttime Employees 1

INFORMATION TECHNOLOGY AND SERVICES



Full-time Employees 12

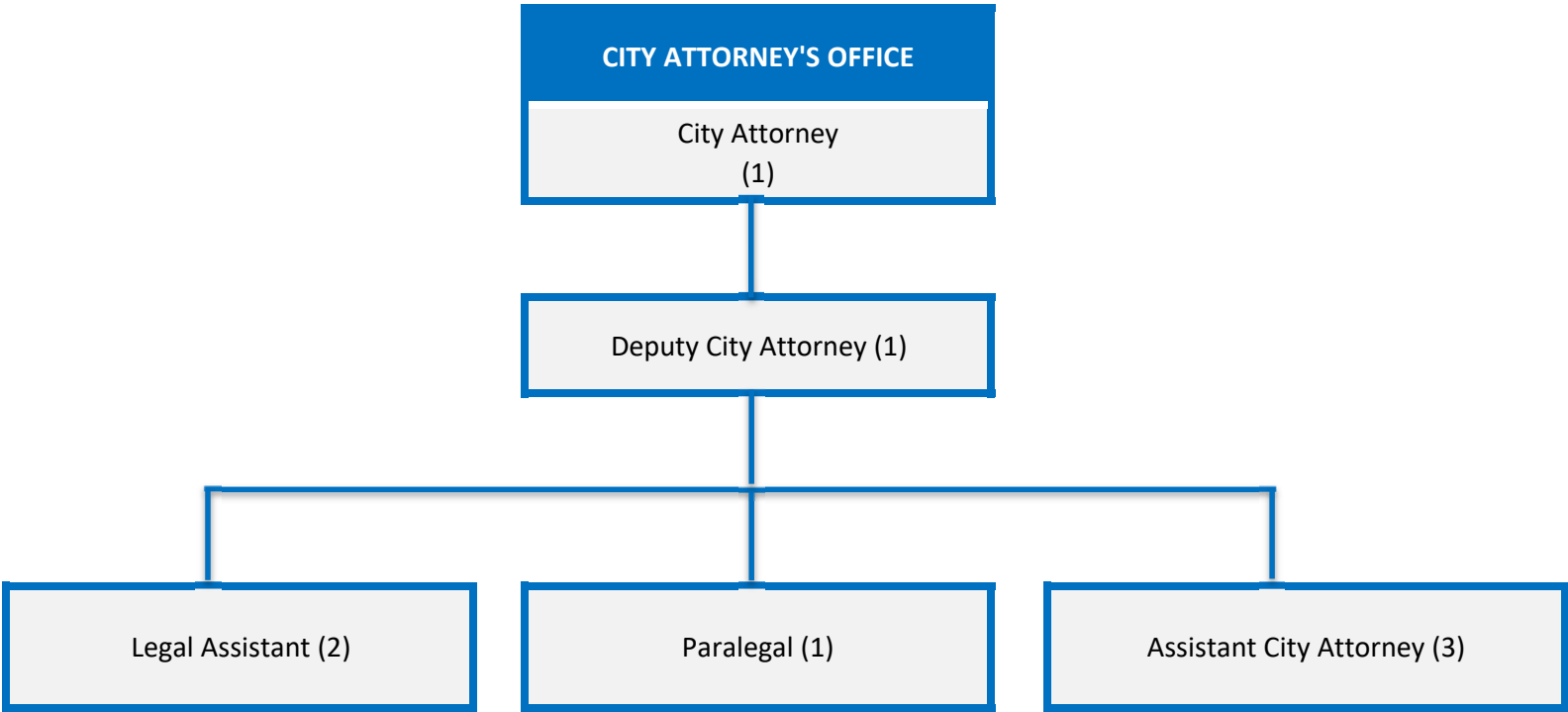
Funded by the Police Dept-1 Sr. Programmer Analyst, 1 Programmer Analyst, 1 I.T. Security Specialist and .75 Network Specialist

Funded by the Fire Dept-1 I.T. Specialist

66% of GIS Analyst Lead and GIS Analyst positions funded by DPW

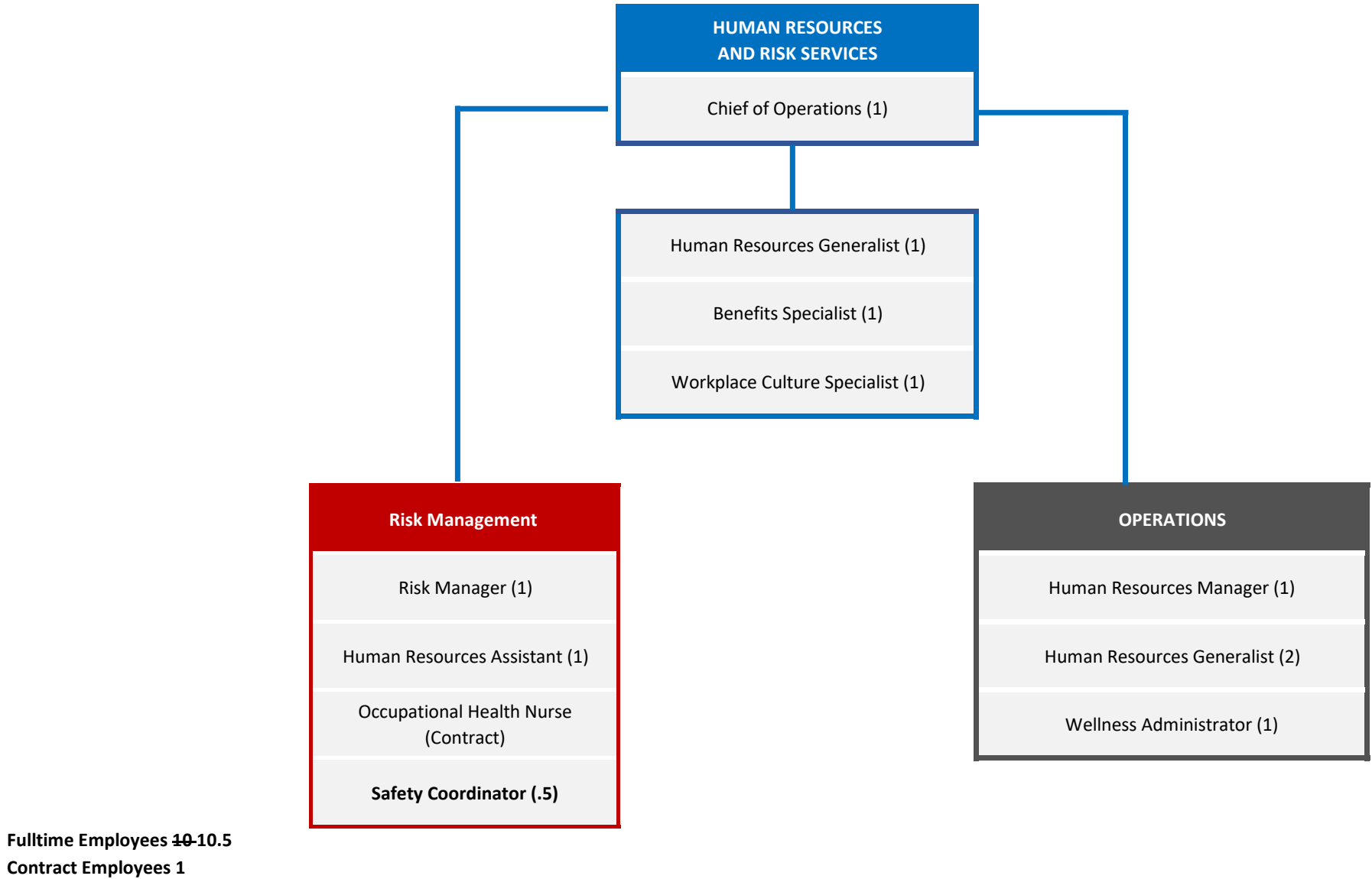
LAW DEPARTMENT

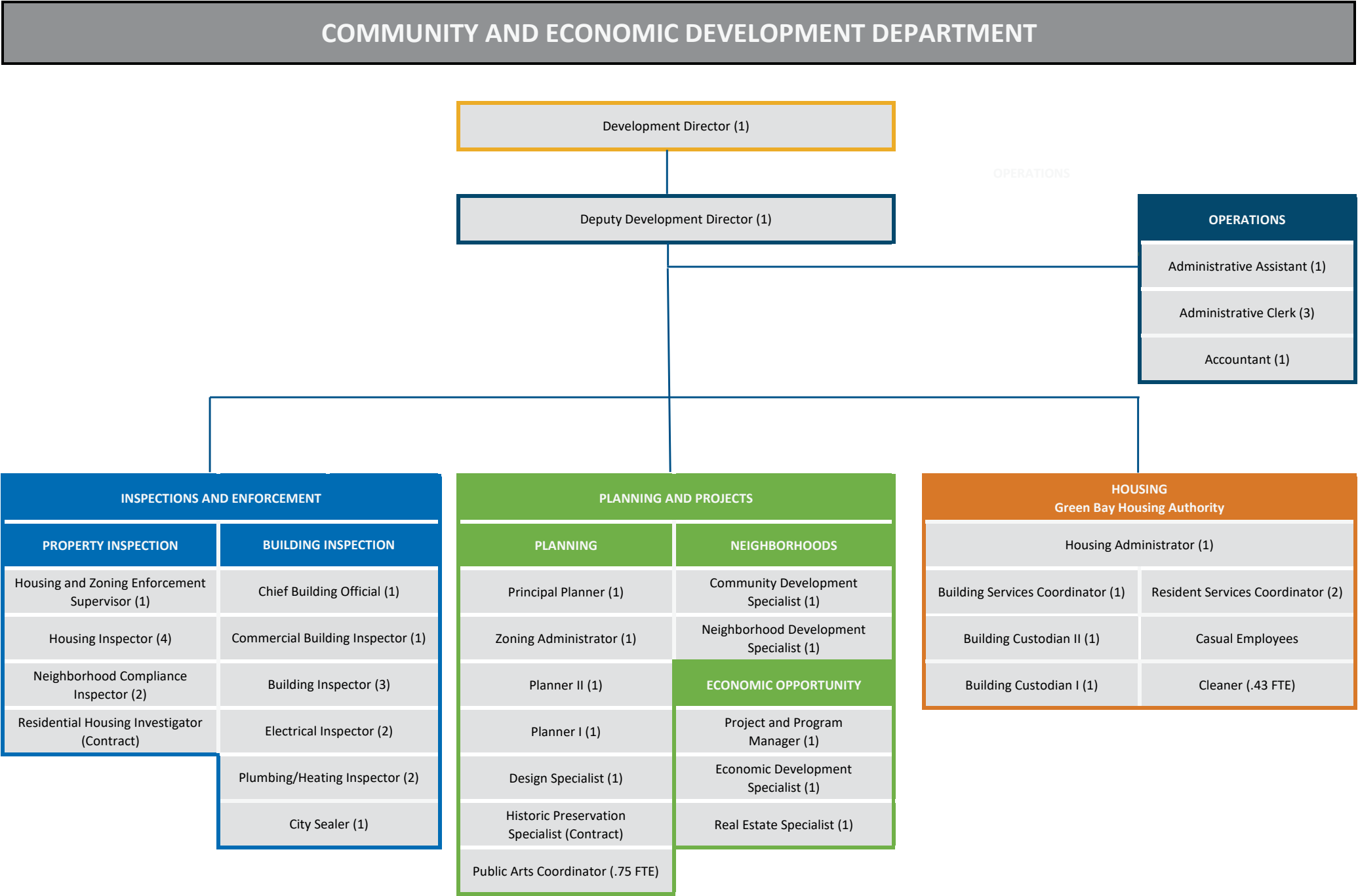
Updated 9.20.2022



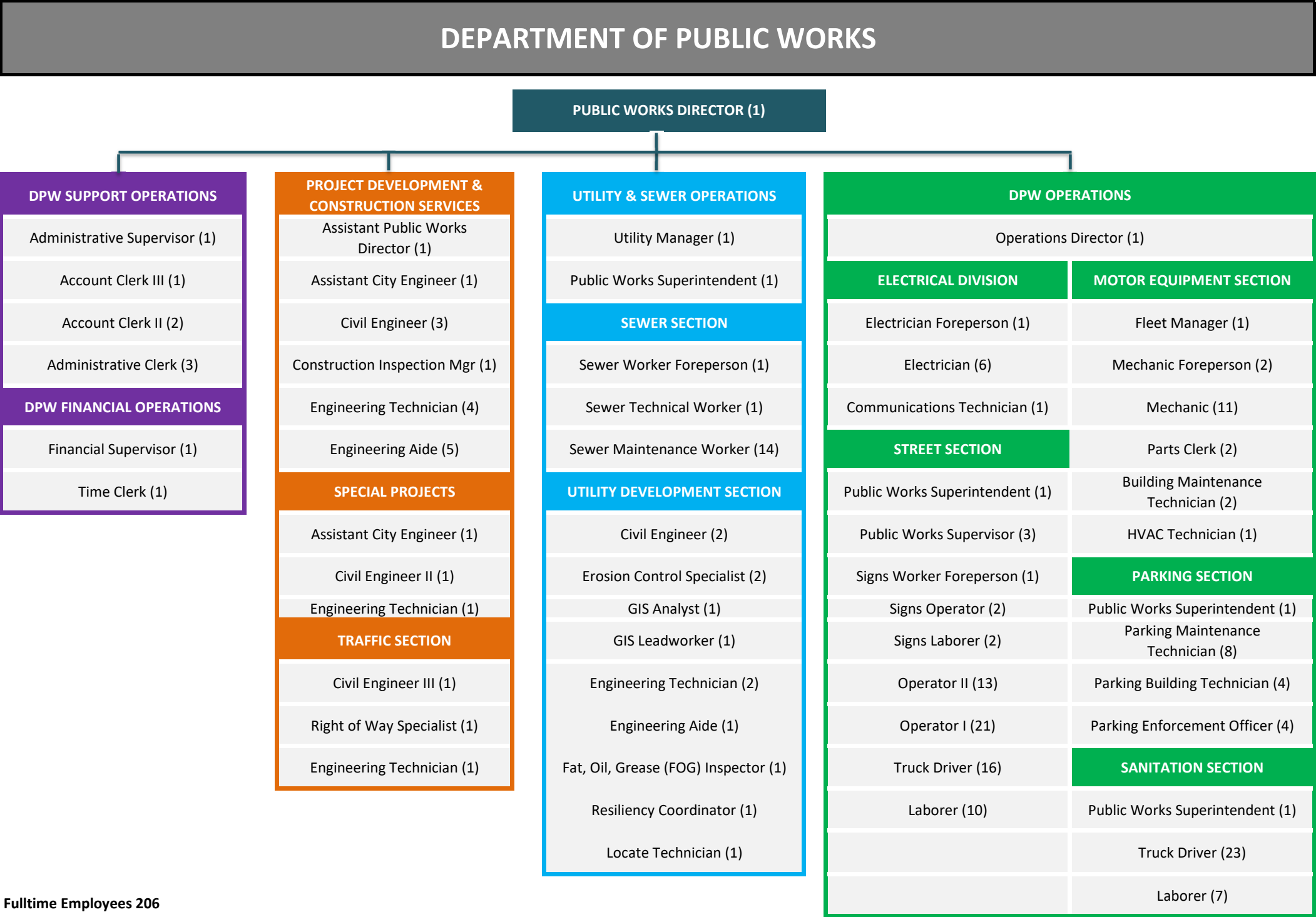
Fulltime Employees 8

HUMAN RESOURCES DEPARTMENT

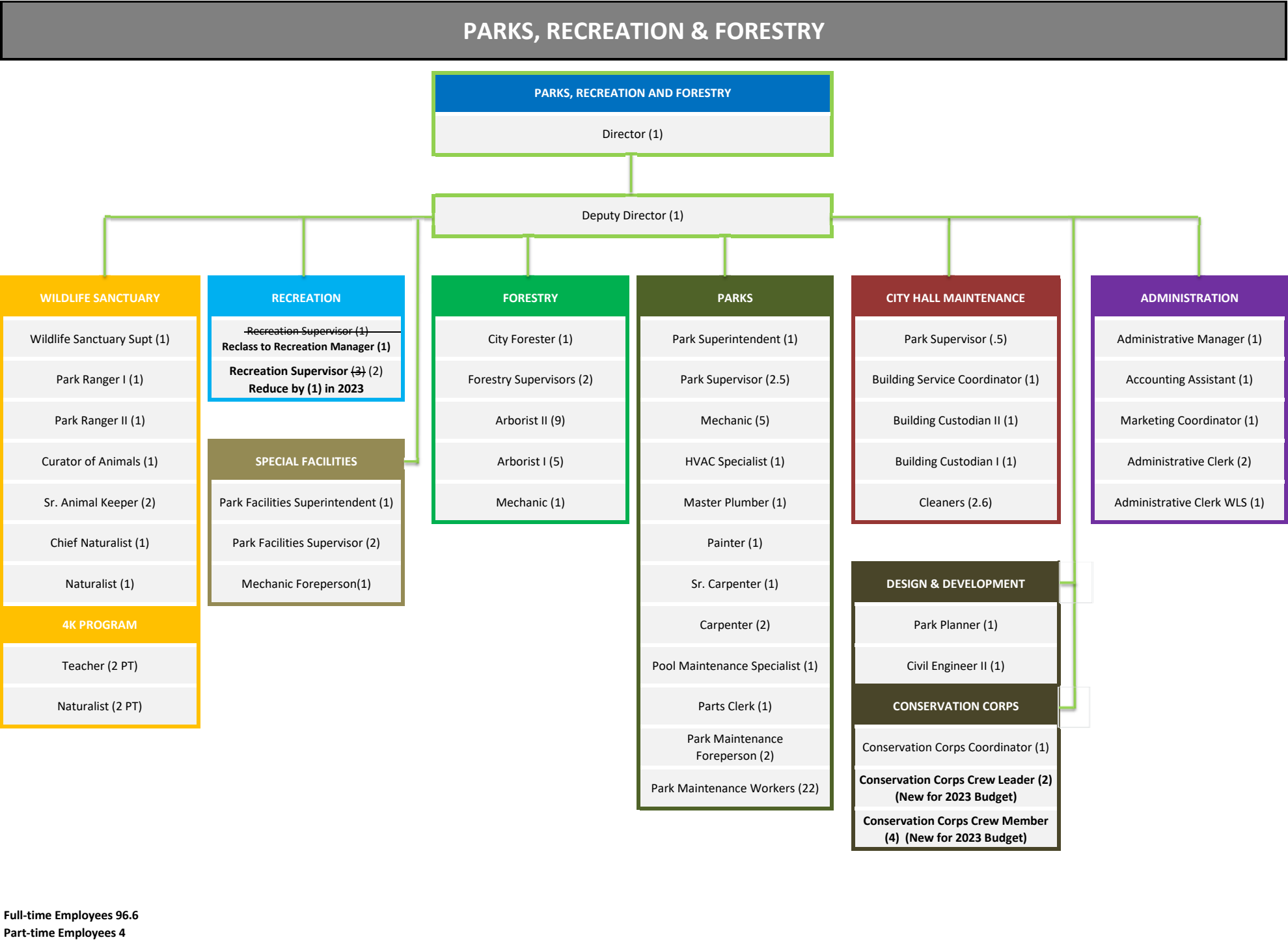




Full-time employees 41.18
Contract Employees 2



Fulltime Employees 206



Existing Flow Analysis - City Hall | Green Bay, WI



Basement		
Room	Department	S.F.
Clerk Storage	Administrative Services Department	472
Clerk Storage	Administrative Services Department	536
Clerks Vault	Administrative Services Department	735
Sub Total		1,743
% of Floor		12%
Parks and Recreation Storage	Parks, Recreation, & Forestry	718
Parks and Recreation Storage	Parks, Recreation, & Forestry	470
Parks and Recreation Maintenance	Parks, Recreation, & Forestry	508
Maintenance Storage	Parks, Recreation, & Forestry	218
Maintenance Storage	Parks, Recreation, & Forestry	604
Maintenance Storage	Parks, Recreation, & Forestry	288
Maintenance Storage	Parks, Recreation, & Forestry	339
Maintenance Storage	Parks, Recreation, & Forestry	81
Maintenance Shop	Parks, Recreation, & Forestry	484
Maintenance Supervisor	Parks, Recreation, & Forestry	122
Sub Total		3,832
% of Floor		27%
I.T. Equipment		
Information Technology & Services		261
Sub Total		261
% of Floor		2%
DPW File Storage		
Department of Public Works		60
DPW Vault		267
Sub Total		327
% of Floor		2%
Fire Pump		
Miscellaneous		266
Electrical Distribution Room		180
Transformer Vault		317
Boiler Room		1035
Break Room		120
Print Shop		427
Work Room		790
Work Room		702
Sub Total		3,837
% of Floor		27%
Corridor		
Circulation		1573
Passage		112
Stair		186
Stair		142
Stair		187
Elevators		116
Elevator		49
Sub Total		2,365
% of Floor		17%
Subtotal SF		12,365
Net SF		8,062
SF Ratio		1.73
Gross SF		14,021

Total Building Gross SF	94,631
Total Building Net SF	53,283
Total Building SF Ratio	1.78

BASEMENT

A. Cracked and Missing Composite Tile in Print Shop Area:

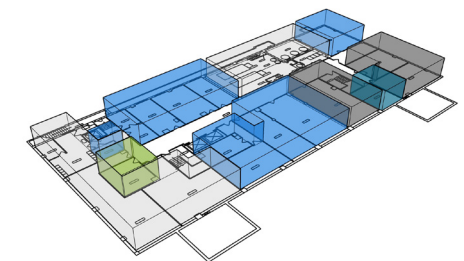
The presence of cracked and missing 9-inch composite tiles within the print shop area poses a structural and health concern. While previous asbestos surveys have identified asbestos in the adhesive for the tiles, the current condition of missing or damaged tiles warrants attention. Addressing these areas is essential to prevent the release of old adhesive particles into the environment, which may pose health risks.

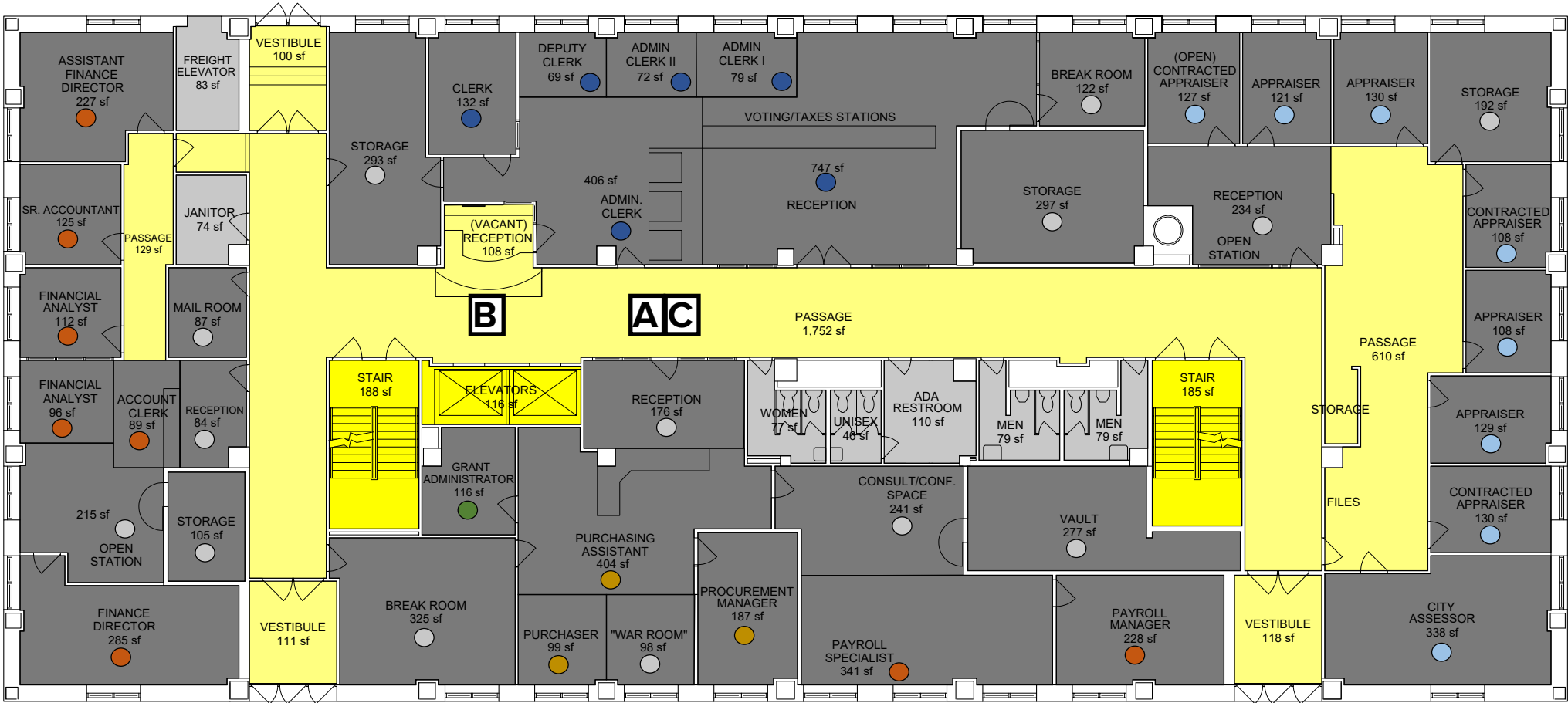
B. I.T. Equipment Room Layout:

The I.T. Equipment room, located within what used to be an old vault, features an unconventional layout. Placed in the middle of two workrooms, this layout creates an irregular arrangement for the adjacent workspaces, potentially affecting their functionality and efficiency.

C. Outdated HVAC System:

The basement level houses the deficient and outdated HVAC system. This occupies a large footprint of space that could otherwise be used for additional record retention.

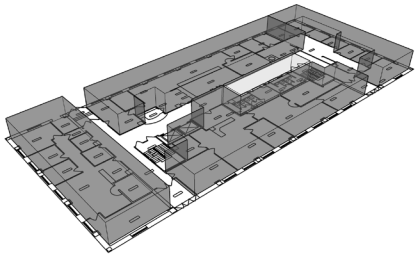




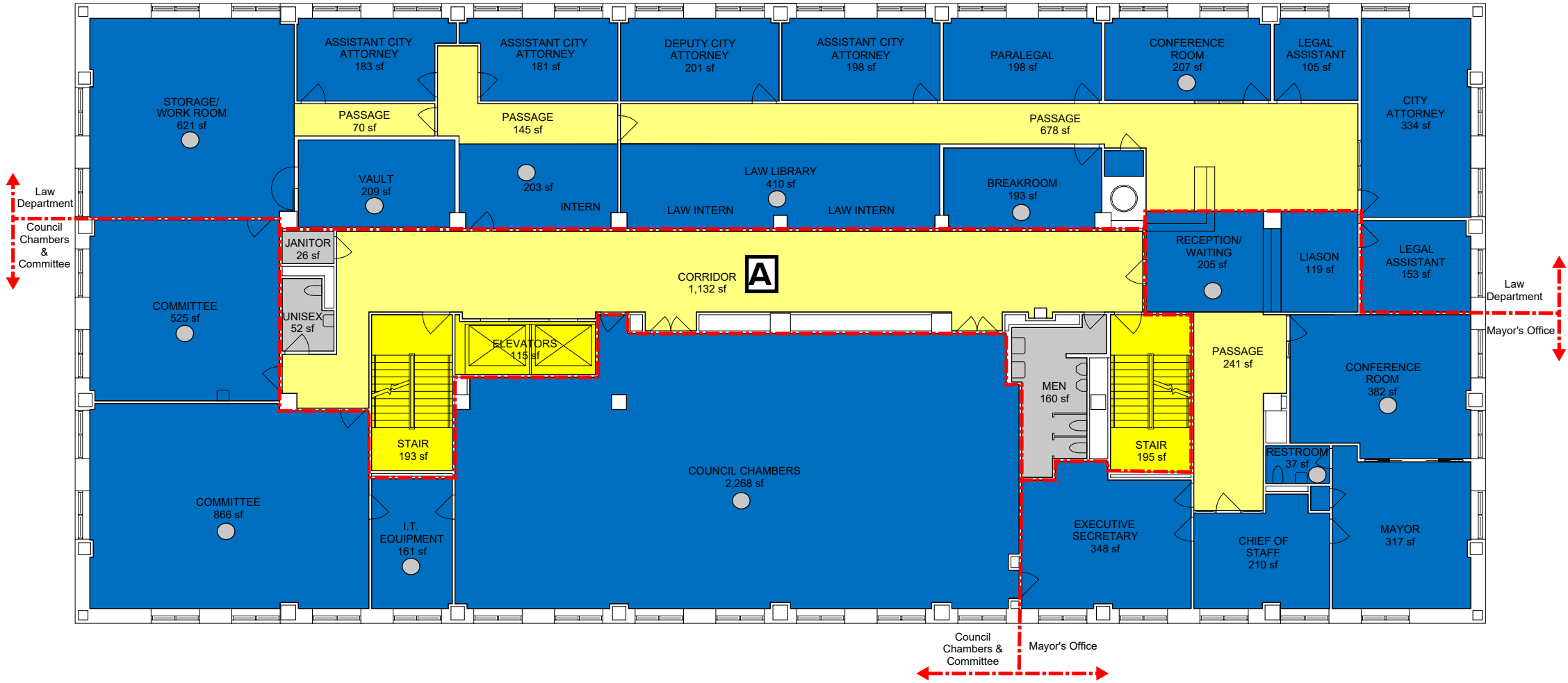
FIRST FLOOR

- A. Inefficient Use of Public Space:**
Despite being an ideal floor for accommodating public-use spaces, the current configuration does not align with this potential. Departments such as Purchasing, Finance, and the Assessor's office, which are primarily internal and private in nature, occupy valuable first-floor real estate. Relocating these departments to other levels could free up space for more public-oriented functions.
- B. Vacant Reception Desk:**
The reception desk, which is no longer in use, stands vacant, representing an inefficient utilization of valuable floor space. Repurposing or redesigning this area is essential to optimize the use of available space and enhance functionality.
- C. Wayfinding Challenges:**
The overall wayfinding within the first floor is suboptimal, potentially causing confusion and frustration for visitors. Improvements in wayfinding signage and layout are necessary to create a more user-friendly and intuitive environment.

First Floor		
Room	Department	S.F.
City Assessor	Administrative Services Department	338
Contracted Appraiser	Administrative Services Department	130
Appraiser	Administrative Services Department	129
Appraiser	Administrative Services Department	108
Contracted Appraiser	Administrative Services Department	108
Appraiser	Administrative Services Department	130
Appraiser	Administrative Services Department	121
Contracted Appraiser (open)	Administrative Services Department	127
Storage	Administrative Services Department	192
Reception	Administrative Services Department	234
City Clerk	Administrative Services Department	132
Deputy Clerk	Administrative Services Department	69
Admin Clerk II	Administrative Services Department	72
Admin Clerk I	Administrative Services Department	79
Admin Clerk	Administrative Services Department	406
Reception - Voting/Taxes Station	Administrative Services Department	747
Break Room	Administrative Services Department	122
Storage	Administrative Services Department	297
Storage	Administrative Services Department	293
Assistant Finance Director	Administrative Services Department	227
Senior Accountant	Administrative Services Department	125
Financial Analyst	Administrative Services Department	112
Financial Analyst	Administrative Services Department	96
Account Clerk	Administrative Services Department	89
Finance Director	Administrative Services Department	285
Payroll Manager	Administrative Services Department	228
Payroll Specialist	Administrative Services Department	341
Open Station	Administrative Services Department	215
Reception	Administrative Services Department	84
Storage	Administrative Services Department	105
Mail Room	Administrative Services Department	87
Consult / Conference Space	Administrative Services Department	241
Vault	Administrative Services Department	277
Procurement Manager	Administrative Services Department	187
Purchasing Assistant	Administrative Services Department	404
Purchaser	Administrative Services Department	99
"War Room"	Administrative Services Department	98
Reception	Administrative Services Department	176
Break Room	Administrative Services Department	325
Grant Administrator	Administrative Services Department	116
Sub Total		7,751
% of Floor		58%
ADA Restroom	Miscellaneous	110
Men's Toilet	Miscellaneous	79
Men's Toilet	Miscellaneous	79
Women's Toilet	Miscellaneous	77
Unisex Toilet	Miscellaneous	46
Janitor	Miscellaneous	74
Freight Elevator	Miscellaneous	83
Sub Total		548
% of Floor		4%
Reception (Vacant)	Circulation	108
Passage	Circulation	1,752
Passage	Circulation	129
Passage	Circulation	610
Vestibule	Circulation	118
Vestibule	Circulation	111
Vestibule	Circulation	100
Stair	Circulation	185
Stair	Circulation	188
Elevators	Circulation	116
Sub Total		3,417
% of Floor		25%
Subtotal SF		11,716
Net SF		7,751
SF Ratio		1.73
Gross SF		13,435



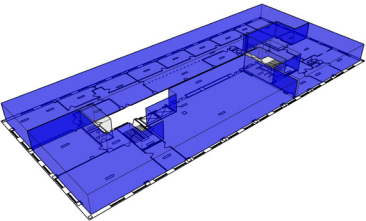
Existing Flow Analysis - City Hall | Green Bay, WI

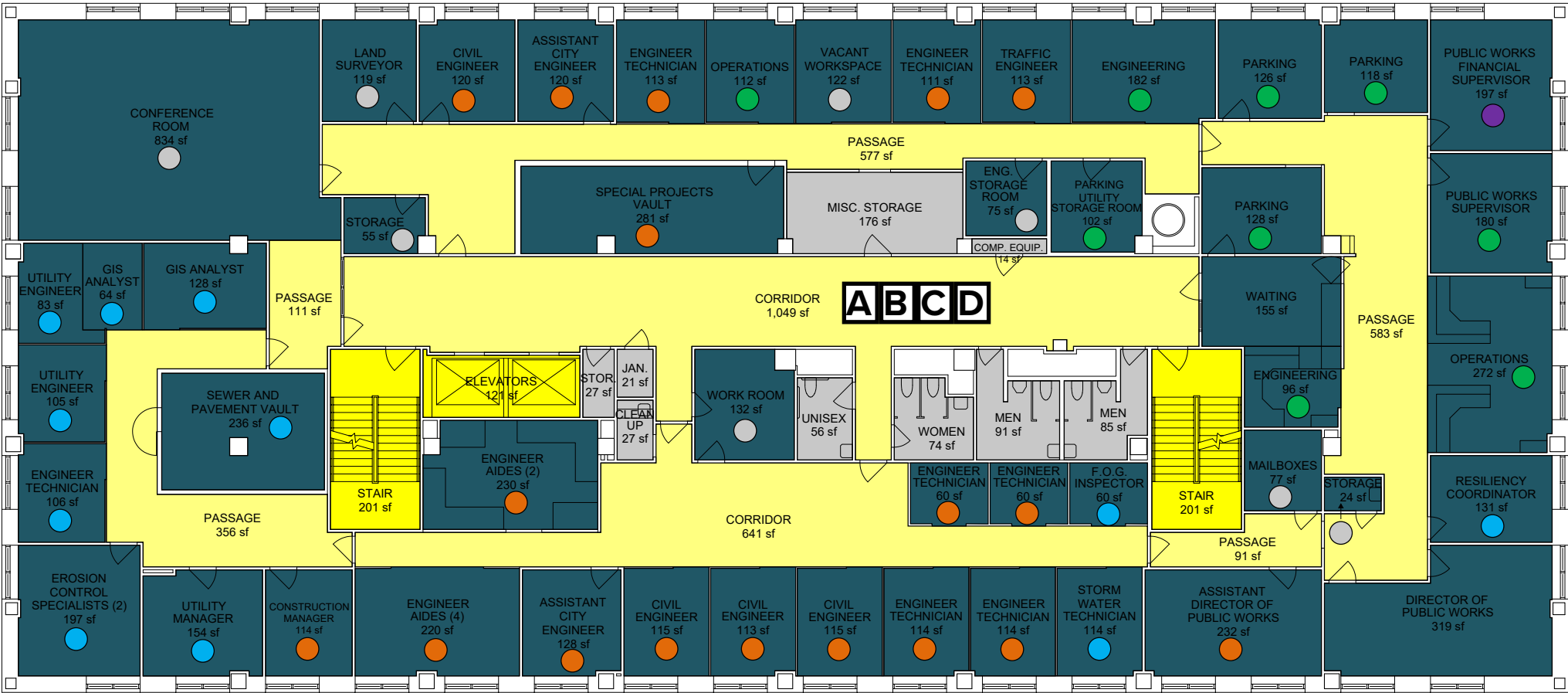


Second Floor		
Room	Department	S.F.
Mayor	Mayor's Office	317
Chief of Staff	Mayor's Office	210
Executive Secretary	Mayor's Office	348
Legal Assistant	Mayor's Office	153
Liason	Mayor's Office	119
Conference Room	Mayor's Office	382
Restroom	Mayor's Office	37
Reception / Waiting	Mayor's Office	205
Sub Total		1,771
% of Floor		15%
City Attorney	Law Department	334
Legal Assistant	Law Department	105
Paralegal	Law Department	198
Assistant City Attorney	Law Department	198
Deputy City Attorney	Law Department	201
Assistant City Attorney	Law Department	181
Conference Room	Law Department	207
Law Library	Law Department	410
Breakroom	Law Department	193
Intern	Law Department	203
Vault	Law Department	209
Storage / Work Room	Law Department	621
Sub Total		3,243
% of Floor		24%
Council Chambers	Council Chambers & Committee	2,268
I.T. Equipment	Council Chambers & Committee	161
Committee	Council Chambers & Committee	866
Committee	Council Chambers & Committee	525
Sub Total		3,820
% of Floor		28%
Janitor	Miscellaneous	26
Unisex Toilet	Miscellaneous	52
Men's Toilet	Miscellaneous	160
Sub Total		238
% of Floor		2%
Corridor	Circulation	1,132
Passage	Circulation	678
Passage	Circulation	70
Passage	Circulation	241
Passage	Circulation	145
Stair	Circulation	195
Stair	Circulation	193
Elevators	Circulation	115
Sub Total		2,769
% of Floor		21%
Subtotal SF		11,841
Net SF		8,834
SF Ratio		1.52
Gross SF		13,435

SECOND FLOOR

A. Inefficient Layout:
Certain areas on the second floor exhibit an inefficient layout, partly due to constraints imposed by the building's floor plate and gridline. These layout challenges impact the overall functionality and flow of the floor.





THIRD FLOOR

A. Excessive Circulation Space:

The presence of an excessive amount of circulation space on the third floor, partly attributed to the building’s gridlines and layout, results in inefficient utilization of available area. This excess space could be better repurposed to enhance functionality and accommodate the needs of various departments more effectively.

B. Dispersed Sub-Departments:

Similar sub-departments are not consistently located in proximity to one another on the third floor. This dispersion hinders collaboration and communication among related departments, impacting operational efficiency and effectiveness.

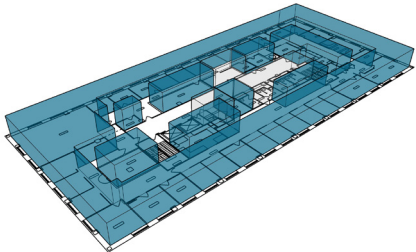
C. Subpar Wayfinding:

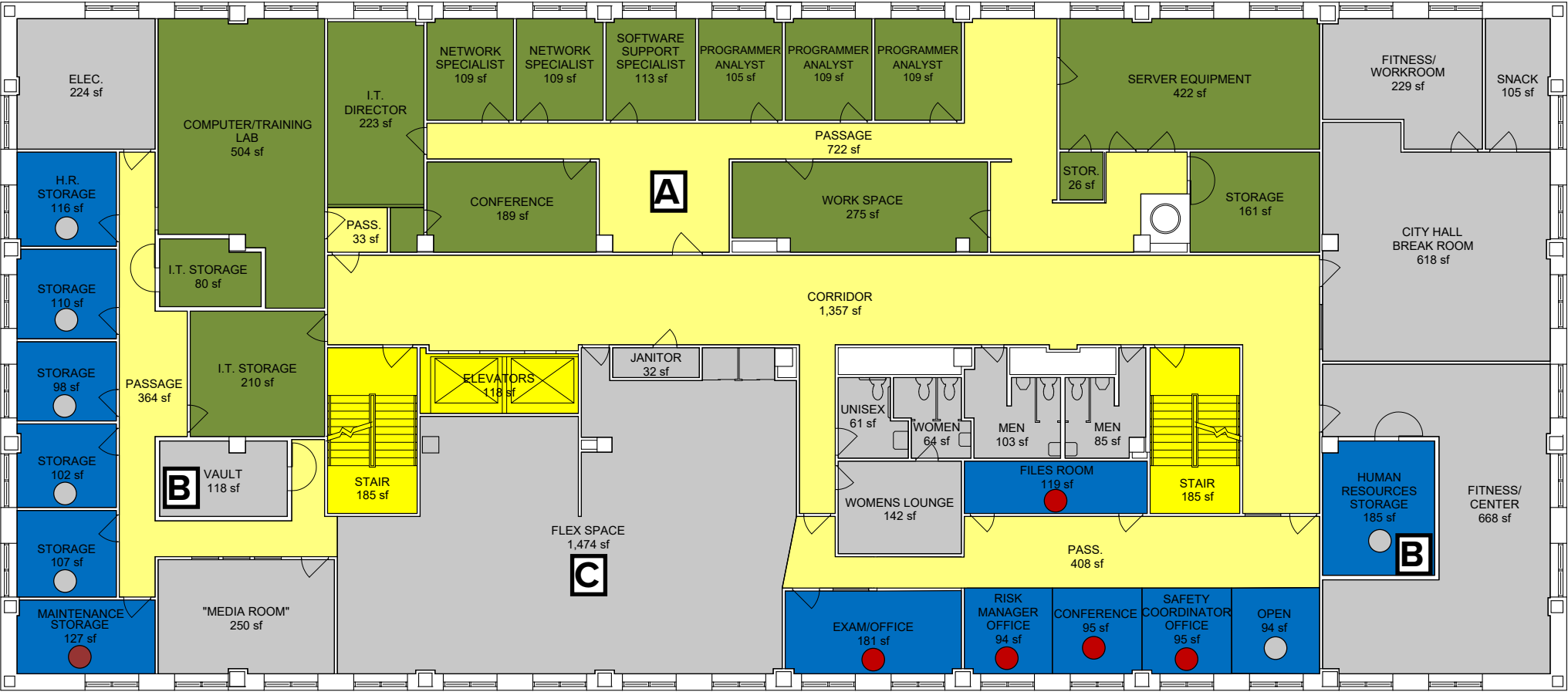
Wayfinding on the third floor is suboptimal, contributing to navigation difficulties for visitors and personnel. Enhanced wayfinding measures, including improved signage and layout, are necessary to provide a more intuitive and user-friendly experience.

D. Public Serving Departments:

A notable issue on the third floor is the placement of certain sub-departments that serve the public. Placing public-serving departments on the first floor, where they are more accessible and visible to visitors, would improve the overall visitor experience

Third Floor		
Room	Department	SF
Director of Public Works	Department of Public Works	319
Public Works Financial Supervisor	Department of Public Works	180
Resiliency Coordinator	Department of Public Works	131
Storm Water Technician	Department of Public Works	114
F.O.G. Inspector	Department of Public Works	60
Utility Manager	Department of Public Works	154
Erosion Control Specialists	Department of Public Works	197
Engineer Technician	Department of Public Works	106
Utility Engineer	Department of Public Works	105
Utility Engineer	Department of Public Works	83
GIS Analyst	Department of Public Works	64
GIS Analyst	Department of Public Works	128
Sewer and Pavement Vault	Department of Public Works	236
Assistant Director of Public Works	Department of Public Works	232
Engineer Technician	Department of Public Works	60
Engineer Technician	Department of Public Works	60
Engineer Technician	Department of Public Works	114
Engineer Technician	Department of Public Works	111
Engineer Technician	Department of Public Works	113
Civil Engineer	Department of Public Works	115
Civil Engineer	Department of Public Works	113
Civil Engineer	Department of Public Works	115
Civil Engineer	Department of Public Works	120
Assistant City Engineer	Department of Public Works	128
Assistant City Engineer	Department of Public Works	120
Engineer Aides	Department of Public Works	220
Engineer Aides	Department of Public Works	230
Construction Manager	Department of Public Works	114
Traffic Engineer	Department of Public Works	113
Special Projects Vault	Department of Public Works	281
Operations	Department of Public Works	272
Engineering	Department of Public Works	96
Parking	Department of Public Works	128
Parking	Department of Public Works	118
Parking	Department of Public Works	126
Engineering	Department of Public Works	182
Parking Utility Storage Room	Department of Public Works	102
Operations	Department of Public Works	183
Conference Room	Department of Public Works	834
Land Surveyor	Department of Public Works	119
Storage	Department of Public Works	55
Vacant Workspace	Department of Public Works	122
Engineer Storage Room	Department of Public Works	75
Storage	Department of Public Works	24
Mailboxes	Department of Public Works	77
Work Room	Department of Public Works	132
Sub Total		6,924
% of Floor		52%
Misc. Storage	Miscellaneous	176
Computer Equipment	Miscellaneous	14
Janitor	Miscellaneous	21
Clean Up	Miscellaneous	27
Storage	Miscellaneous	27
Waiting	Circulation	155
Sub Total		420
% of Floor		3%
Stair	Circulation	201
Stair	Circulation	201
Elevators	Circulation	121
Passage	Circulation	583
Passage	Circulation	91
Passage	Circulation	577
Passage	Circulation	356
Passage	Circulation	111
Corridor	Circulation	1,049
Corridor	Circulation	641
Sub Total		3,931
% of Floor		29%
Subtotal SF		11,275
Net SF		6,924
SF Ratio		1.94
Gross SF		13,435





FOURTH FLOOR

A. Dated I.T. Department:

The Information Technology (I.T.) department on the fourth floor is in need of modernization and upgrading to align with current technological standards. This deficiency affects the efficiency and effectiveness of the department's operations.

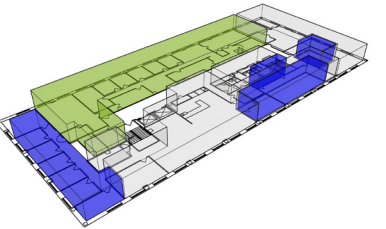
B. Vault/Safe Room Constraints:

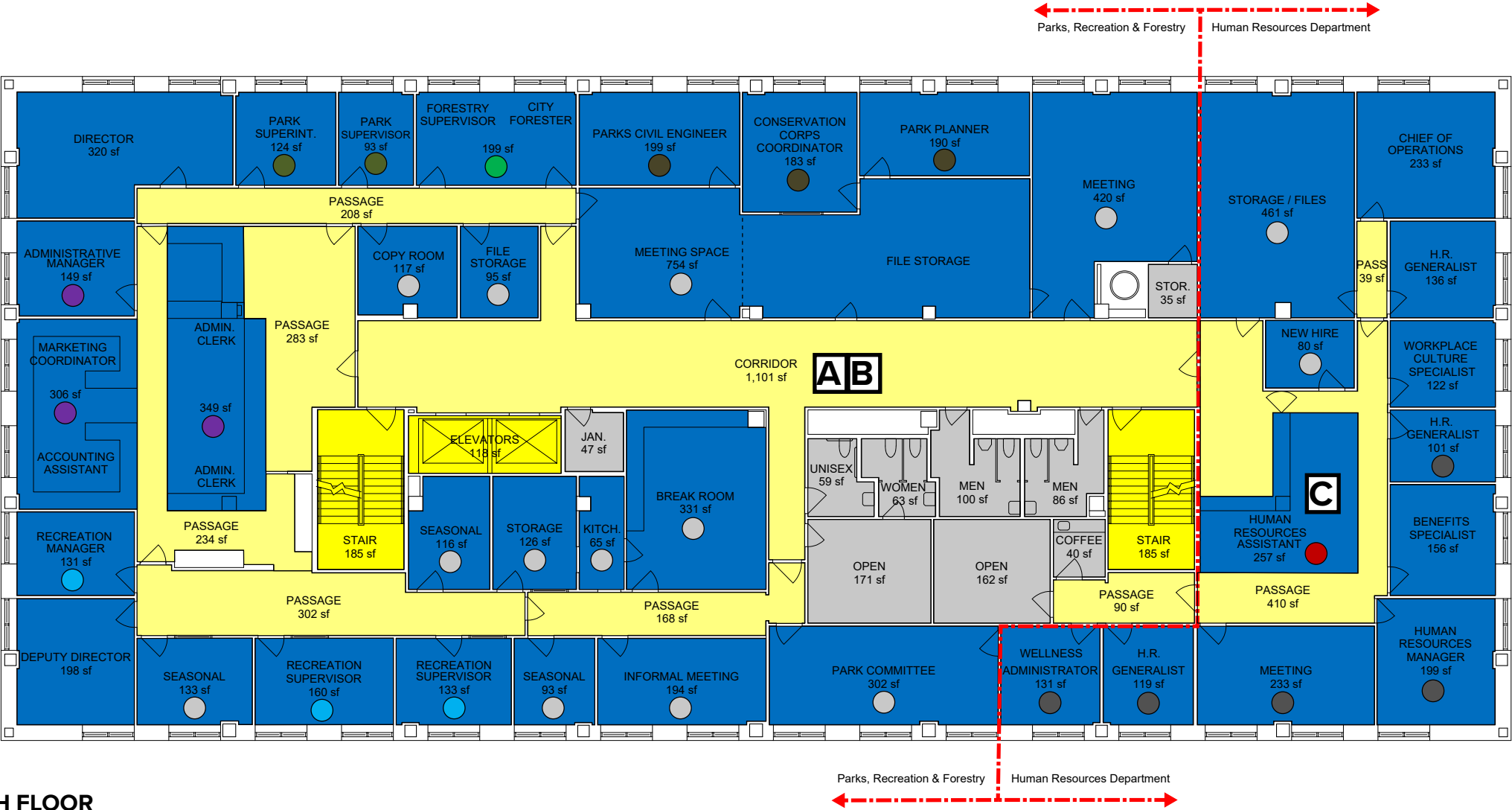
The presence of existing vaults and safe rooms poses challenges for remodeling and layout planning, particularly concerning the fitness center. These constraints may limit the effective utilization of space and hinder the overall layout.

C. Underutilized 'Flex Space' and Media Room:

Certain areas on the fourth floor, such as the 'flex space' and media room, are currently underutilized. These spaces could be repurposed or optimized to enhance functionality and better serve the needs of the building occupants.

Fourth Floor		
Room	Department	S.F.
Server Equipment	I.T. and Services	422
Storage	I.T. and Services	161
Storage	I.T. and Services	26
Work Space	I.T. and Services	275
Programmer Analyst	I.T. and Services	109
Programmer Analyst	I.T. and Services	109
Programmer Analyst	I.T. and Services	105
Software Support Specialist	I.T. and Services	113
Network Specialist	I.T. and Services	109
Network Specialist	I.T. and Services	109
I.T. Director	I.T. and Services	223
Conference	I.T. and Services	189
Computer / Training Lab	I.T. and Services	504
I.T. Storage	I.T. and Services	80
I.T. Storage	I.T. and Services	210
Sub Total		2,744
% of Floor		20%
Exam Room	Human Resources	181
Safety Coordinator Office	Human Resources	95
Conference	Human Resources	95
Risk Manager Office	Human Resources	94
Exam / Office	Human Resources	181
Open	Human Resources	94
Human Resources Storage	Human Resources	185
H.R. Storage	Human Resources	116
Sub Total		979
% of Floor		7%
Maintenance Storage	Parks, Recreation, & Forestry	127
Storage	Parks, Recreation, & Forestry	107
Storage	Parks, Recreation, & Forestry	102
Storage	Parks, Recreation, & Forestry	98
Storage	Parks, Recreation, & Forestry	110
Sub Total		544
% of Floor		4%
Fitness / Workroom	Miscellaneous	229
Snack	Miscellaneous	105
City Hall Break Room	Miscellaneous	618
Fitness Center	Miscellaneous	668
Flex Space	Miscellaneous	1474
Janitor	Miscellaneous	32
Media Room	Miscellaneous	250
Vault	Miscellaneous	118
Women's Lounge	Miscellaneous	142
Women's Toilet	Miscellaneous	64
Men's Toilet	Miscellaneous	103
Men's Toilet	Miscellaneous	85
Unisex Toilet	Miscellaneous	61
Electrical	Miscellaneous	224
Sub Total		4,173
% of Floor		31%
Passage	Circulation	722
Passage	Circulation	33
Passage	Circulation	408
Passage	Circulation	364
Corridor	Circulation	1357
Stair	Circulation	185
Stair	Circulation	185
Elevators	Circulation	118
Sub Total		3,372
% of Floor		25%
Subtotal SF		11,812
Net SF		4,517
SF Ratio		2.97
Gross SF		13,435





FIFTH FLOOR

A. Excessive Circulation Space:

The presence of excessive circulation space, coupled with small and irregular passages, contributes to a somewhat awkward and inefficient layout. These design elements may impede the effective use of available space.

B. Inefficient Layout:

Certain areas on the fifth floor exhibit an inefficient layout, partly due to constraints imposed by the building's floor plate and gridline. These layout challenges impact the overall functionality and flow of the floor.

C. Human Resources Department Fragmented:

An additional concern on the fifth floor is the fragmented placement of the Human Resources (H.R.) department. This department is currently divided between levels 4 and 5, leading to workplace inefficiencies. Consolidating the H.R. department on a single floor would promote better collaboration, communication, and operational efficiency within the department, ultimately optimizing its functionality and service delivery.

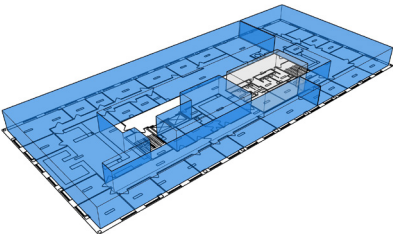
Fifth Floor		
Room	Department	S.F.
Chief Of Operations	H.R. and Risk Services	233
H.R. Generalist	H.R. and Risk Services	136
Workplace Culture Specialist	H.R. and Risk Services	122
Benefits Specialist	H.R. and Risk Services	156
H.R. Generalist	H.R. and Risk Services	101
Human Resources Manager	H.R. and Risk Services	199
Meeting	H.R. and Risk Services	233
H.R. Generalist	H.R. and Risk Services	119
Wellness Administrator	H.R. and Risk Services	131
Human Resources Assistant	H.R. and Risk Services	257
New Hire	H.R. and Risk Services	80
Storage / Files	H.R. and Risk Services	461
Sub Total		2,228
% of Floor		17%

Park Planner	Parks, Recreation, & Forestry	199
Conservation Corps Coordinator	Parks, Recreation, & Forestry	183
Parks Civil Engineer	Parks, Recreation, & Forestry	199
City Forester / Forestry Supervisor	Parks, Recreation, & Forestry	199
Park Supervisor	Parks, Recreation, & Forestry	93
Park Superintendent	Parks, Recreation, & Forestry	124
Director	Parks, Recreation, & Forestry	320
Deputy Director	Parks, Recreation, & Forestry	198
Administrative Manager	Parks, Recreation, & Forestry	149
Marketing Coordinator	Parks, Recreation, & Forestry	153
Accounting Assistant	Parks, Recreation, & Forestry	153
Administrative Clerk	Parks, Recreation, & Forestry	175
Administrative Clerk	Parks, Recreation, & Forestry	175
Recreation Manager	Parks, Recreation, & Forestry	160
Recreation Supervisor	Parks, Recreation, & Forestry	133
Recreation Supervisor	Parks, Recreation, & Forestry	131
Seasonal	Parks, Recreation, & Forestry	133
Park Committee	Parks, Recreation, & Forestry	302
Seasonal	Parks, Recreation, & Forestry	93
Informal Meeting	Parks, Recreation, & Forestry	194
Meeting	Parks, Recreation, & Forestry	420
File Storage	Parks, Recreation, & Forestry	500
Meeting Space	Parks, Recreation, & Forestry	254
File Storage	Parks, Recreation, & Forestry	95
Copy Room	Parks, Recreation, & Forestry	117
Break Room	Parks, Recreation, & Forestry	331
Kitchen	Parks, Recreation, & Forestry	65
Seasonal	Parks, Recreation, & Forestry	116
Sub Total		5,355
% of Floor		40%

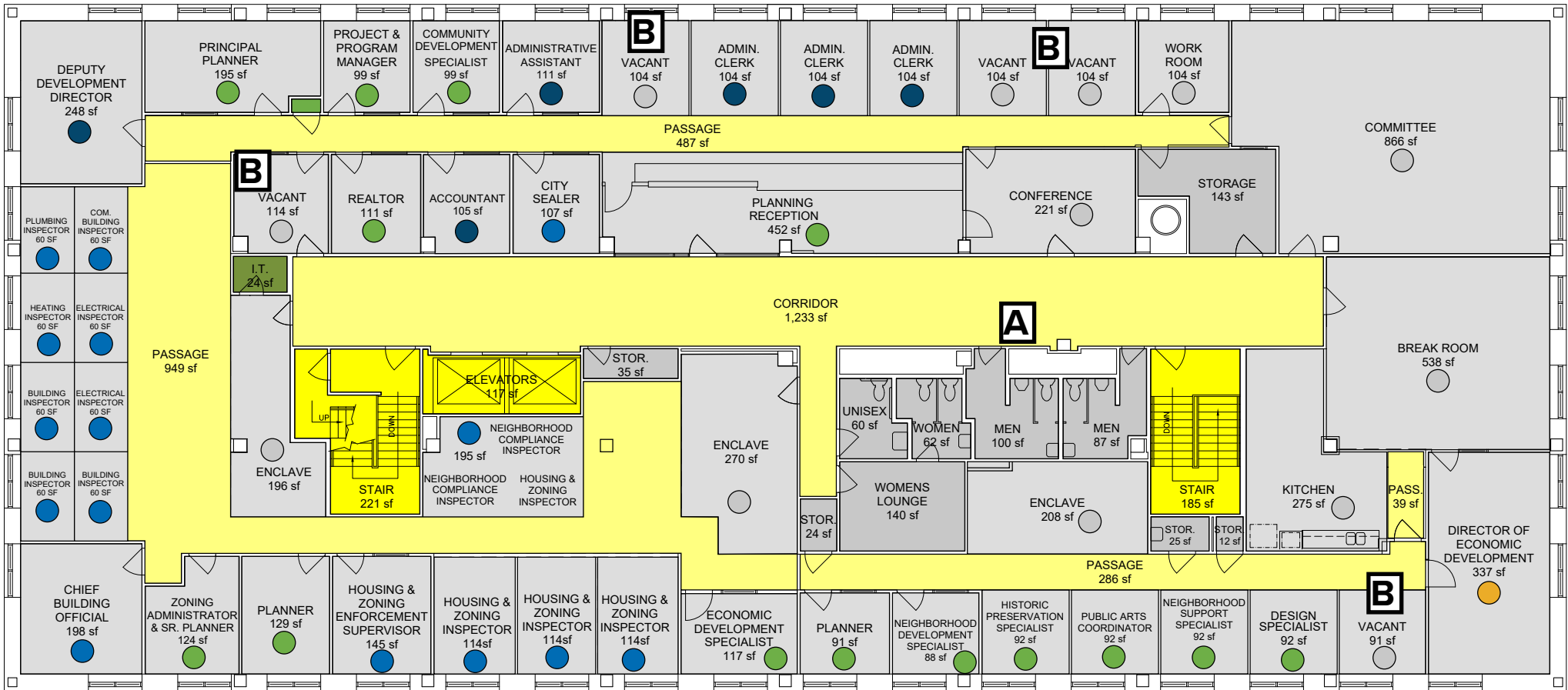
Storage	Miscellaneous	35
Coffee	Miscellaneous	40
Open	Miscellaneous	162
Open	Miscellaneous	171
Janitor	Miscellaneous	47
Storage	Miscellaneous	126
Men's Toilet	Miscellaneous	86
Men's Toilet	Miscellaneous	100
Women's Toilet	Miscellaneous	63
Unisex Toilet	Miscellaneous	59
Sub Total		889
% of Floor		7%

Corridor	Circulation	1,101
Passage	Circulation	410
Passage	Circulation	90
Passage	Circulation	168
Passage	Circulation	302
Passage	Circulation	283
Passage	Circulation	208
Passage	Circulation	39
Passage	Circulation	234
Stair	Circulation	185
Stair	Circulation	185
Elevators	Circulation	118
Sub Total		3,323
% of Floor		25%

Subtotal SF	11,795
Net SF	9,295
SF Ratio	1.45
Gross SF	13,435



Existing Flow Analysis - City Hall | Green Bay, WI



SIXTH FLOOR

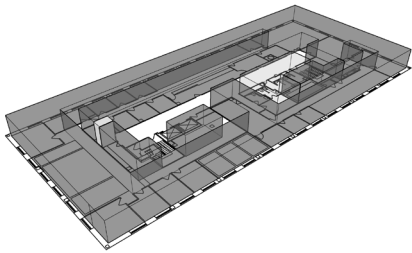
A. Peeling paint in the restrooms:

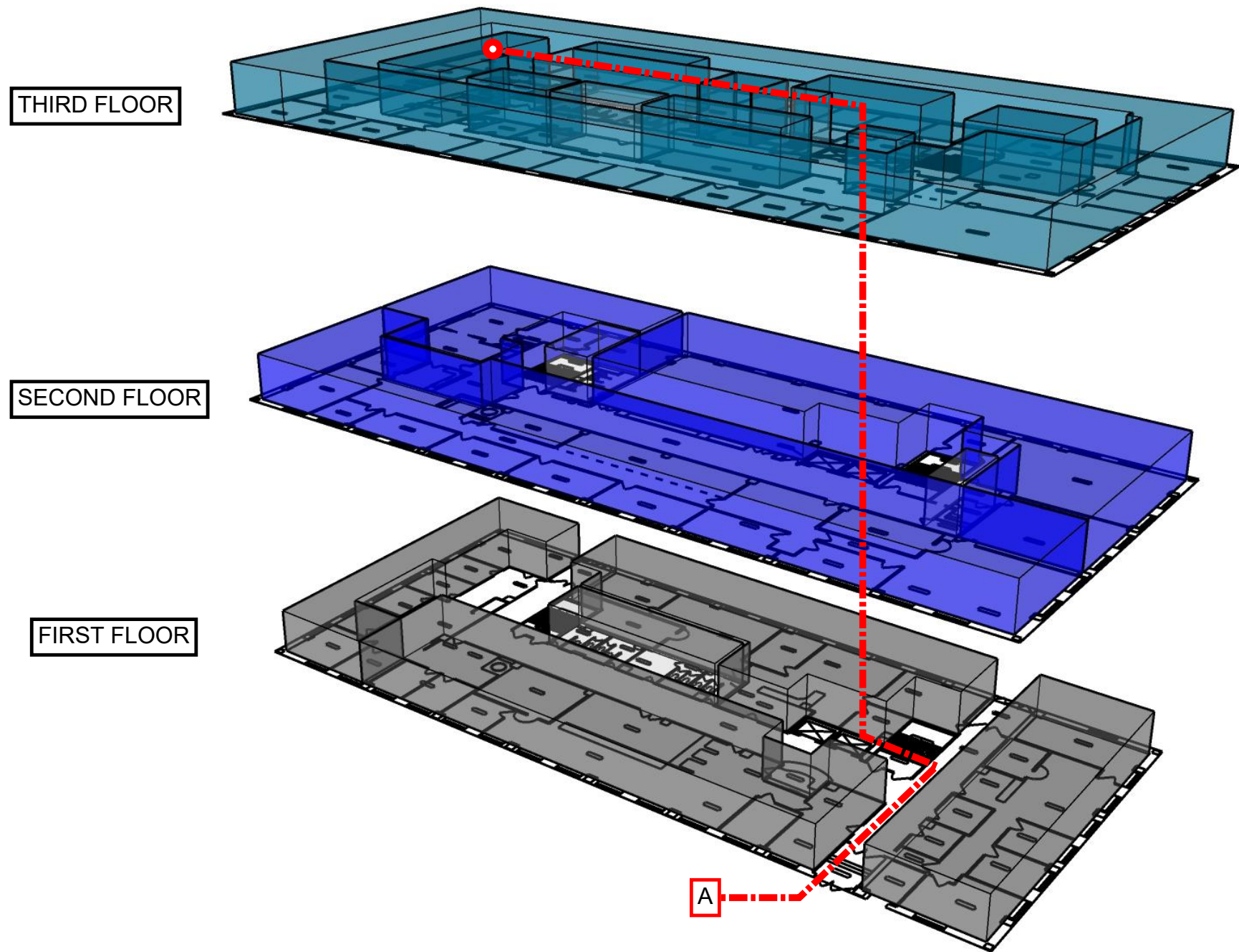
While a substantial portion of the sixth floor has recently undergone remodeling and updates, there are areas that have not received these improvements and exhibit signs of needing finish updates. These deficiencies include issues like peeling paint in the restrooms and other areas. Addressing these remaining areas requiring updates is crucial to ensuring a cohesive and well-maintained appearance throughout the entire sixth floor. It will contribute to the overall aesthetic and functional quality of Green Bay City Hall.

B. Vacant Offices:

On the sixth floor, there are a notable number of vacant offices. This presents an opportunity to optimize the utilization of space within Green Bay City Hall. One option is to consider relocating internal functioning departments, currently occupying first floor, to sixth floor or another underutilized floor. This strategic move would free up valuable space on the first floor, making it available for the placement of more public-serving departments, ultimately enhancing visitor experience and improving overall operational efficiency within the building.

Room	Department	S.F.
Director of Economic Development	Community & Economic Dev. Dep.	337
Deputy Development Director	Community & Economic Dev. Dep.	248
Administrative Assistant	Community & Economic Dev. Dep.	111
Admin. Clerk	Community & Economic Dev. Dep.	104
Admin. Clerk	Community & Economic Dev. Dep.	104
Admin. Clerk	Community & Economic Dev. Dep.	104
Accountant	Community & Economic Dev. Dep.	104
Realtor	Community & Economic Dev. Dep.	111
Principal Planner	Community & Economic Dev. Dep.	195
Project and Program Manager	Community & Economic Dev. Dep.	99
Community Development Specialist	Community & Economic Dev. Dep.	99
Planning Reception	Community & Economic Dev. Dep.	452
Zoning Administrator and Senior Planner	Community & Economic Dev. Dep.	124
Planner	Community & Economic Dev. Dep.	129
Economic Development Specialist	Community & Economic Dev. Dep.	117
Planner	Community & Economic Dev. Dep.	91
Neighborhood Development Specialist	Community & Economic Dev. Dep.	88
Historic Preservation Specialist	Community & Economic Dev. Dep.	92
Public Arts Coordinator	Community & Economic Dev. Dep.	92
Neighborhood Support Specialist	Community & Economic Dev. Dep.	92
Design Specialist	Community & Economic Dev. Dep.	92
Com. Building Inspector	Community & Economic Dev. Dep.	60
Plumbing Inspector	Community & Economic Dev. Dep.	60
Electrical Inspector	Community & Economic Dev. Dep.	60
Heating Inspector	Community & Economic Dev. Dep.	60
Electrical Inspector	Community & Economic Dev. Dep.	60
Building Inspector	Community & Economic Dev. Dep.	60
Building Inspector	Community & Economic Dev. Dep.	60
Building Inspector	Community & Economic Dev. Dep.	60
Chief Building Official	Community & Economic Dev. Dep.	198
Housing and Zoning Enforcement Supervisor	Community & Economic Dev. Dep.	145
Housing and Zoning Inspector	Community & Economic Dev. Dep.	114
Housing and Zoning Inspector	Community & Economic Dev. Dep.	114
Housing and Zoning Inspector	Community & Economic Dev. Dep.	114
Neighborhood Compliance Inspector	Community & Economic Dev. Dep.	195
Vacant	Community & Economic Dev. Dep.	104
Vacant	Community & Economic Dev. Dep.	104
Vacant	Community & Economic Dev. Dep.	104
Work Room	Community & Economic Dev. Dep.	104
Vacant	Community & Economic Dev. Dep.	114
Vacant	Community & Economic Dev. Dep.	91
Committee	Community & Economic Dev. Dep.	866
Conference	Community & Economic Dev. Dep.	221
Break Room	Community & Economic Dev. Dep.	538
Kitchen	Community & Economic Dev. Dep.	275
Enclave	Community & Economic Dev. Dep.	270
Enclave	Community & Economic Dev. Dep.	208
Enclave	Community & Economic Dev. Dep.	196
Enclave	Community & Economic Dev. Dep.	208
Sub Total		7,648
% of Floor		57%
IT	Information Technology	24
Sub Total		24
% of Floor		0%
Storage	Miscellaneous	143
Storage	Miscellaneous	12
Storage	Miscellaneous	25
Conference Room	Miscellaneous	208
Storage	Miscellaneous	24
Storage	Miscellaneous	35
Women's Lounge	Miscellaneous	140
Women's Toilet	Miscellaneous	62
Men's Toilet	Miscellaneous	100
Men's Toilet	Miscellaneous	87
Unisex Toilet	Miscellaneous	60
Sub Total		896
% of Floor		7%
Passage	Circulation	39
Passage	Circulation	949
Passage	Circulation	487
Passage	Circulation	286
Corridor	Circulation	1,233
Stair	Circulation	185
Stair	Circulation	221
Elevators	Circulation	117
Sub Total		3,517
% of Floor		26%
Subtotal SF		12,085
Net SF		7,880
SF Ratio		1.70
Gross SF		13,435





A. A concern on the third floor is the arrangement of sub-departments catering to the public. Relocating these public-serving departments to the more accessible and visible first floor would significantly enhance the visitor experience. This change aligns with the first floor’s potential for accommodating public-use spaces and allows for the reassignment of valuable first-floor real estate currently occupied by internal departments like Purchasing, Finance, and the Assessor’s office. This relocation would optimize space utilization, making room for additional public-oriented functions.

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 include 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.

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.



Existing roof - replace



Existing roof - replace



Mechanical penthouse - tuck pointing



Mechanical penthouse - tuck pointing



Penthouse pre-cast coping replacement



Replace exterior windows



Rust on window well walls



Rust on window well walls

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.

■ Existing Flow Analysis - City Hall | Green Bay, WI

Basement



Chipped floor tile



Chipped paint



Chipped paint at wall



Missing weatherstripping
at rusted door

First floor



Worn carpet – legal area



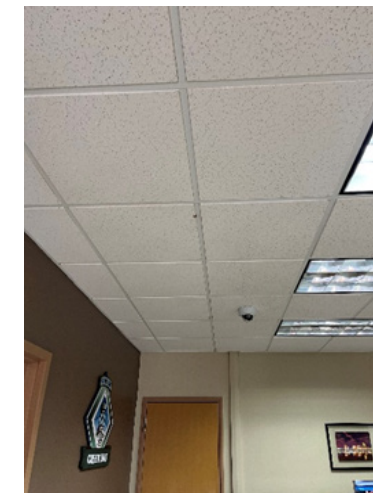
Excessive sealant at lavatory



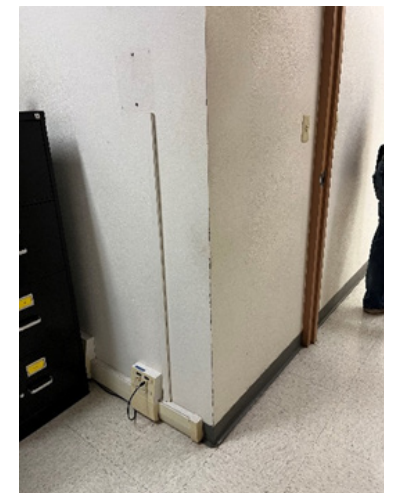
Ripped carpet seam



Visible wall patches



Small chip in ceiling panel



2nd & 3rd floors: typical
chipped paint at exterior
corner

Existing Flow Analysis - City Hall | Green Bay, WI

Third Floor



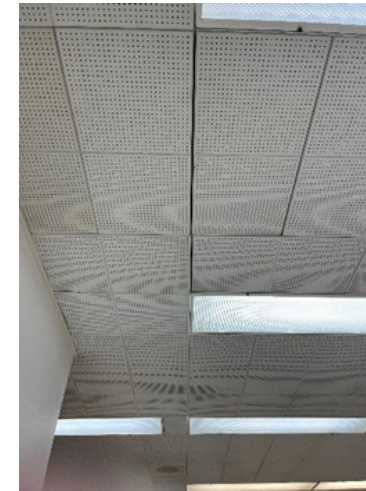
Chipped floor tile



Bent louver blades



Scratched wood door

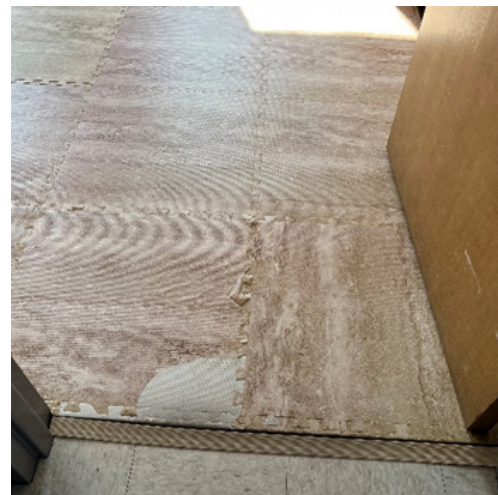


Typical spline ceiling
issues

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

Existing Flow Analysis - City Hall | Green Bay, WI

Fourth Floor cont.



Missing light fixture

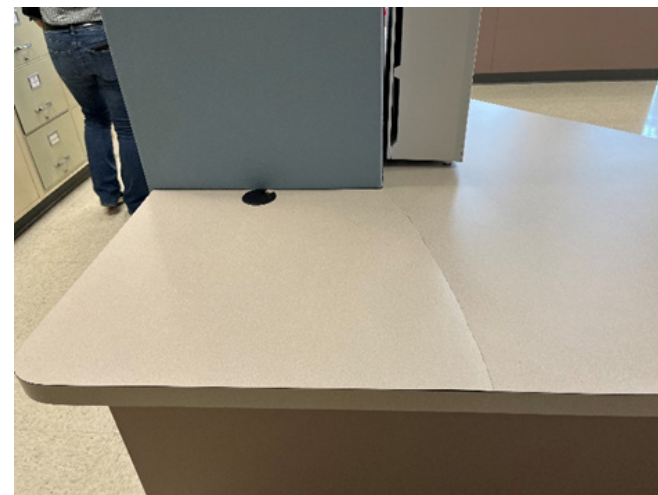


Damaged ceiling tile – adjacent to IT room

Fifth Floor



Plastic laminate gap



Cracked, damaged plastic laminate



Fill gap in wall



Scratched wood finish

Sixth Floor



Peeling paint from glazed block

Penthouse



Efflorescence on west wall



Efflorescence on east wall

Document

City Hall Facility Assessment dated September 30th, 2022

Attached Document File Name

22CGB12.00_CityHall_Combined-2.pdf



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

MEETING DATE

November 28, 2023

AGENDA ITEM # F.2

To receive and place on file the flow analysis by Berners Schober for the City of Green Bay – Police Department building.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 23CGB03.00_PoliceDepartment_EFA_PKG I | OCT2023

existing flow analysis

Document prepared for:

The City of Green Bay Police
Department
Green Bay, WI

Ad Hoc Facilities Committee
23CGB03.00

10/12/2023

**table of
contents**

what we're doing	3
organizational chart	5
program	6
building deficiencies	7
staffing report	14
existing images	28
appendix	32

executive summary

background

This police station building was originally constructed in 1969 with a major addition in 1992 and several renovations over the years. The exterior consists of brick and precast concrete panels. A full facility assessment was conducted in 2015 with an update to that document in 2022. That report is included in the appendix of this report.

ad hoc committee motion:

Moved by Garritt Bader, seconded by Board Member Jesse Sharp 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.

service agreement project narrative:

Produce high level existing flow analysis of police station and existing program of police, municipal court, and city hall with high level synopsis of potential program fit on existing police department site. Additionally, we will assemble benchmarking square footage for police facilities based on similar size cities.

process:

- Space Identification Meeting(s)
 - Review, with plans, identify departments, rooms and use, staff count and positions.
 - Establish Existing Space Allocation Spread Sheet and Existing Graphic Program
- Space Identification Tour(s)
 - Tour Buildings to confirm plan accuracy and area. Field Verify as necessary.
 - Refine Space Program and Graphic Program.
- High Level Stakeholder Interviews
 - Identify list of Building Occupant Internal Process Flow Diagrams / Existing Deficiencies
- Identify comparable Municipalities for Data Collection
- High-Level Test-Fit on Existing Police Site

final deliverables:

- Presentation of Findings to committee
- Study Narrative and Executive Summary
- Existing Space Program
 - Organized By Building, By Department including Area by square foot.
- Existing Graphic Program
 - Overlaid on existing floor plans, showing adjacency.
- Like-Sized Municipalities Comparison Data
- Facility Assessment Documents via appendix

report description

An assessment of the Police Station was conducted in 2015 by Berners Schober with an update in 2022, which reviewed the condition of the building’s architectural, structural, mechanical, plumbing, and electrical elements. This report is a flow analysis, studying the staffing comparisons between the Green Bay Police department and other departments of similar size, and noting the observed deficiencies.

site:

The police department’s site assessment reveals several critical concerns. Perimeter security is lacking, posing a significant security risk, while the parking lot is undersized, leading to congestion and safety hazards due to cracks and damaged curbs. Sharing the site with other buildings introduces logistical challenges, potentially affecting access, parking, and security. Inefficient gym access across the parking lot inconveniences personnel.

Furthermore, the building exterior exhibits multiple deficiencies. Deteriorating caulking may lead to structural damage and energy inefficiency, efflorescence on brickwork signals moisture-related issues, and canopy damage impacts aesthetics and safety. Faded metal window trim, window housing problems, and cracked concrete between windows require attention for both appearance and durability. Addressing these site and building exterior issues is crucial for enhancing security, safety, and overall functionality.

basement level:

The basement level of the Police Station serves as a foundation for critical law enforcement operations. However, it reveals several pressing deficiencies that impede both functionality and security. These issues include the fragmentation of evidence storage rooms throughout the floor, creating challenges in evidence processing and security. The conditions of these storage areas are suboptimal, especially in terms of security and ventilation, posing risks of unauthorized access, evidence tampering, and health hazards for personnel.

Additionally, the forensics offices on this level lack essential natural lighting and are excessively spacious, hindering efficient use. The proximity of the forensics lab to the main corridor raises concerns regarding security and access control.

Moreover, disparities in the size and equipment of the men’s and women’s locker rooms create inequality among personnel, while the team briefing room faces limitations in size and suitability. Lastly, the placement of the shooting range at the distant end of the basement hampers logistics, affecting training schedules and collaborative efforts with external agencies.

first floor:

The first floor of the Police Department presents a diverse array of deficiencies that substantially impact its daily functionality and overall effectiveness. Among these issues, the detectives’ office stands out for its inadequacy in both size and layout, hindering collaboration and privacy necessary for sensitive investigations. The technology infrastructure is notably outdated, affecting data management and communication capabilities.

Also, undersized operations areas, shortcomings in detective charging and short-term storage, and the absence of a suitable staff lunch/break room impact the well-being and productivity of department personnel. The mechanics’ space is vastly undersized, resulting in challenges in maintaining department vehicles and equipment.

Additionally, behavioral health spaces require redesign and expansion to meet the increasing recognition of addressing mental health within law enforcement. Finally, interview rooms lack essential security features, ideal access, and acoustic quality, potentially jeopardizing the integrity of investigations.

■ Existing Flow Analysis - Police Department | Green Bay, WI

second floor:

The second floor exposes significant deficiencies, particularly in terms of accessibility and spatial efficiency. The classroom and training center, vital for ongoing education and collaboration, suffer from suboptimal accessibility for external agencies and the public. Oversized offices and inadequate adjacencies affect office functionality and collaboration.

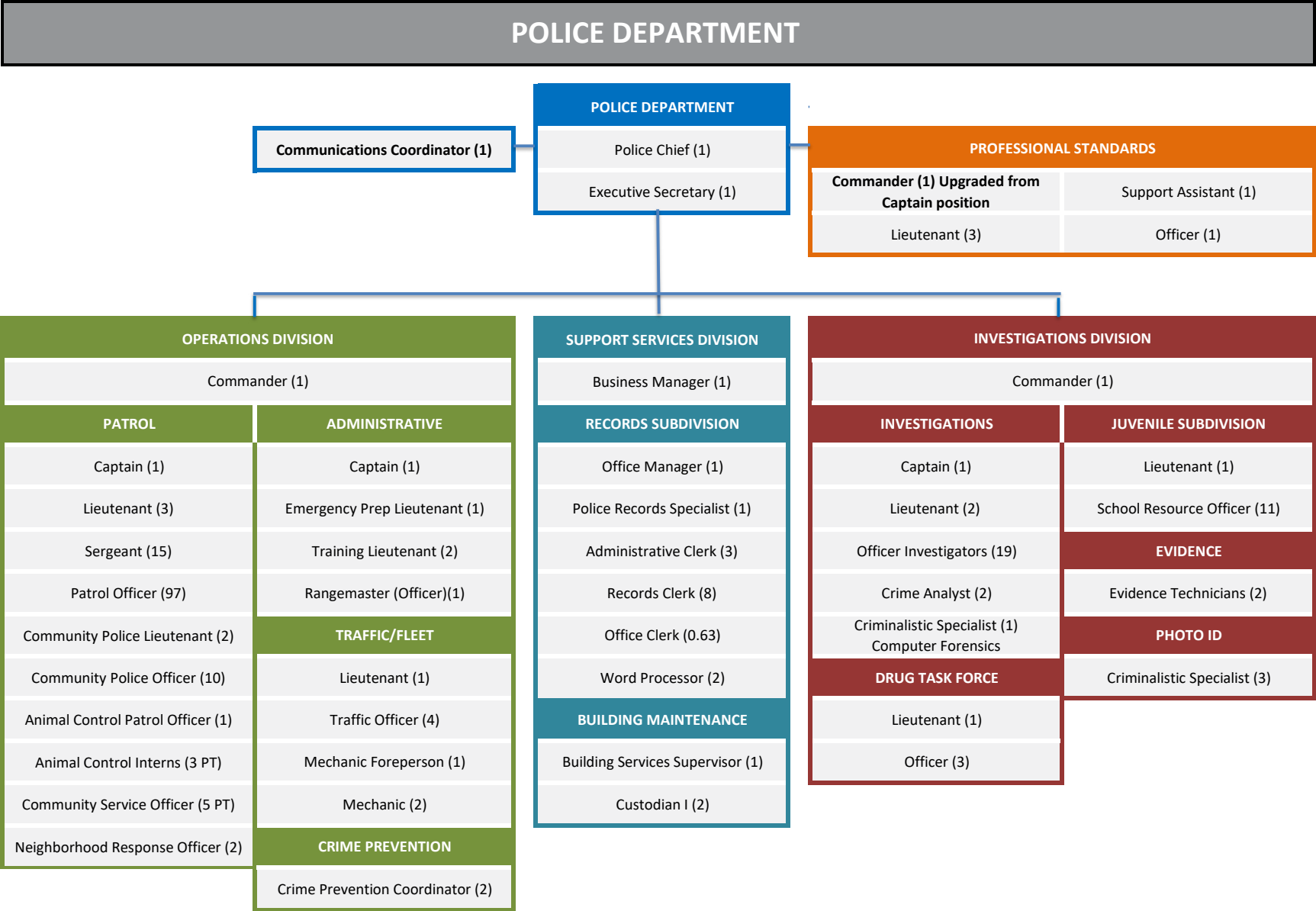
The absence of ADA access to the storage area raises concerns about inclusivity. Natural daylight is insufficient in many areas on this floor, impacting the well-being and productivity of employees. Additionally, general floor plan inefficiencies, such as the unconventional placement of the data closet within the training center, disrupt operations.

In conclusion, the Police Station's deficiencies, spanning from the basement to the second floor, encompass various critical areas that demand attention. Addressing these deficiencies is imperative to modernize the facility, enhance operational efficiency, and ensure the safety and effectiveness of law enforcement efforts within the community. It is crucial that these issues are prioritized and addressed comprehensively to meet the evolving needs of law enforcement in the modern era.

recommendation

It is our recommendation that the committee move forward with conducting a comprehensive Space Needs Assessment Study for the Green Bay Police Department. This study will provide valuable insights into addressing the deficiencies and optimizing space utilization within the facility.

Moreover, coordinating the Space Needs Assessment Study with the existing Flow Analysis will create a synergistic approach to evaluating and improving the overall functionality of the Police Department. These complementary assessments will empower the city to make informed decisions, ensuring that resources are strategically allocated to meet both current and future needs efficiently.

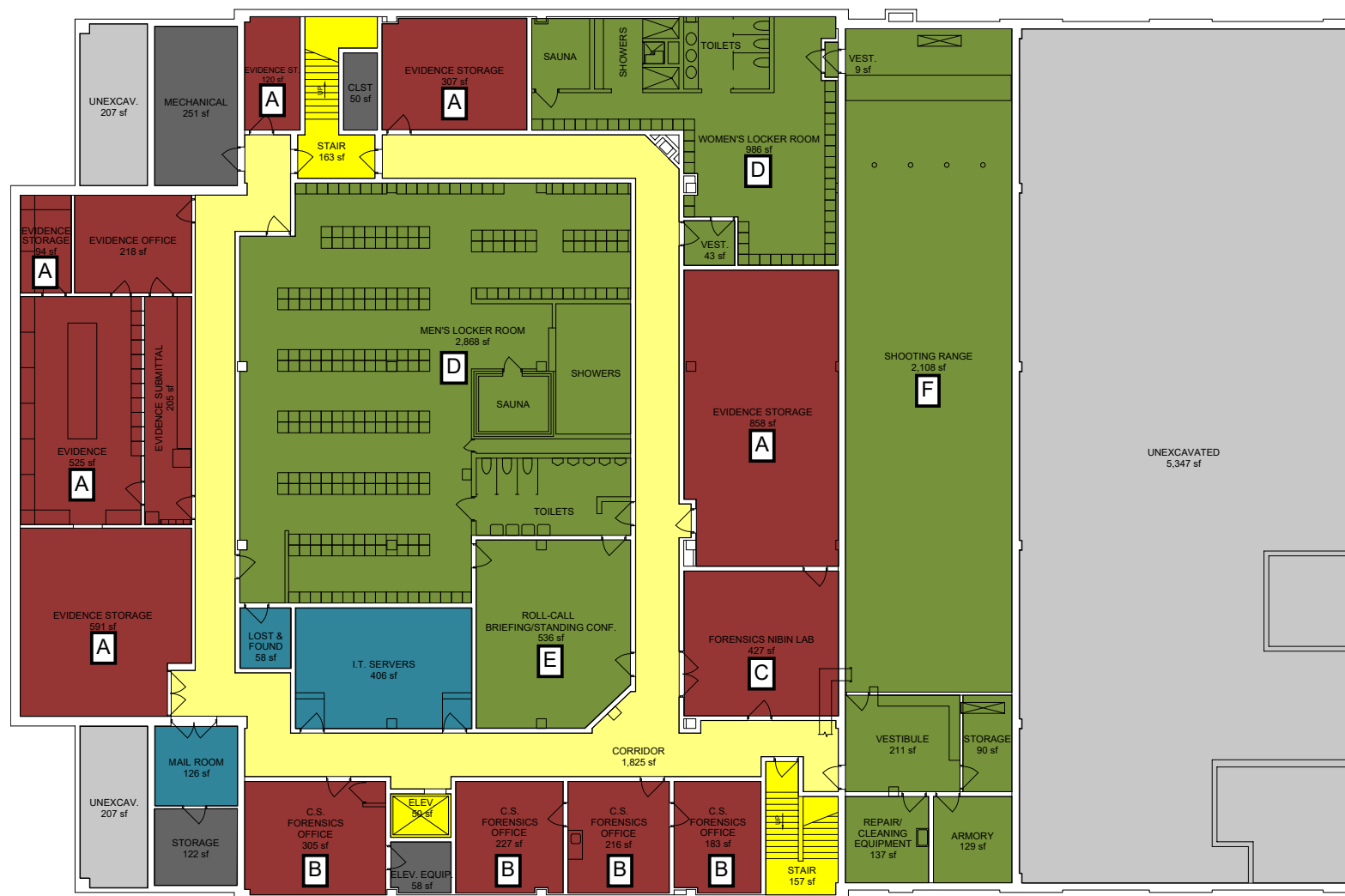


Basement		
Room	Department	S.F.
Shooting Range	Operations Division	2,108
Women's Locker Room	Operations Division	991
Men's Locker Room	Operations Division	2,868
Roll-Call Briefing / Standing Conference	Operations Division	536
Vestibule	Operations Division	211
Repair / Cleaning Equipment	Operations Division	137
Armory	Operations Division	129
Storage	Operations Division	90
Vestibule	Operations Division	9
Sub Total		7,079
% of floor		42%
Forensics Nibin Lab	Investigations Division	427
C.S. Forensics Office	Investigations Division	183
C.S. Forensics Office	Investigations Division	216
C.S. Forensics Office	Investigations Division	227
C.S. Forensics Office	Investigations Division	305
Evidence Storage	Investigations Division	591
Evidence Storage	Investigations Division	94
Evidence Storage	Investigations Division	218
Evidence Storage	Investigations Division	120
Evidence Storage	Investigations Division	307
Evidence	Investigations Division	525
Evidence Submittal	Investigations Division	205
Evidence Office	Investigations Division	218
Sub Total		3,636
% of floor		22%
I.T. Servers	Support Services Division	406
Lost and Found	Support Services Division	58
Mail Room	Support Services Division	126
Sub Total		590
% of floor		4%
Mechanical	Miscellaneous	251
Closet	Miscellaneous	50
Storage	Miscellaneous	121
Elevator Equipment	Miscellaneous	58
Sub Total		480
% of floor		3%
Stair	Circulation	163
Stair	Circulation	157
Elevator	Circulation	50
Corridor	Circulation	1825
Sub Total		2,195
% of floor		13%
Subtotal SF		13,980
Net SF		11,305
SF Ratio		1.47
Gross SF		16,672

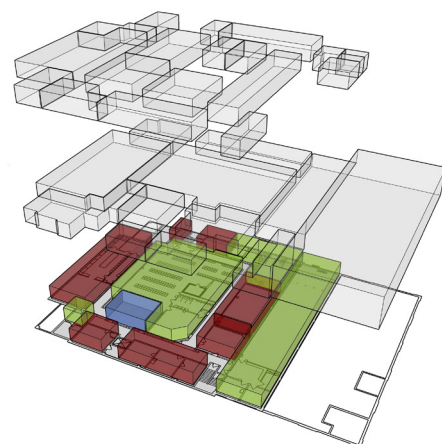
Total Building Gross SF	55,524
Total Building Net SF	36,428
Total Building SF Ratio	1.52

First Floor		
Room	Department	S.F.
Mechanics	Operations Division	6,232
Mechanic's Storage	Operations Division	360
Mechanic's Storage	Operations Division	206
Mechanic's Storage	Operations Division	72
SWAT	Operations Division	457
Mechanic's Office	Operations Division	201
Health Clinician	Operations Division	162
Behavioral Health Office	Operations Division	155
Officer Hoteling	Operations Division	247
Holding	Operations Division	51
Toilet	Operations Division	43
Sub Total		8,186
% of floor		37%
Office	Investigations Division	250
Open Office	Investigations Division	439
Conference Room	Investigations Division	322
Detectives' Office	Investigations Division	2833
Computer Forensics	Investigations Division	337
Sargent Hoteling	Investigations Division	123
Fingerprint Photograph	Investigations Division	126
Shift Commanders	Investigations Division	273
Interview	Investigations Division	71
Interview	Investigations Division	85
Interview	Investigations Division	76
Interview	Investigations Division	92
Interview	Investigations Division	93
Soft Interview	Investigations Division	89
Storage	Investigations Division	58
Kitchen	Investigations Division	28
Staff	Investigations Division	35
Mens	Investigations Division	53
Toilet	Investigations Division	39
Closet	Investigations Division	10
Closet	Investigations Division	6
Closet	Investigations Division	15
Closet	Investigations Division	12
Sub Total		5,465
% of floor		25%
Records	Support Services Division	2,542
Front Desk	Support Services Division	378
Lobby	Support Services Division	414
Small Conference	Support Services Division	63
Housekeeping	Support Services Division	23
Toilet	Support Services Division	122
Vestibule	Support Services Division	63
Office	Support Services Division	153
Closet	Support Services Division	11
Breakroom	Support Services Division	647
Vestibule	Support Services Division	56
Sub Total		4,472
% of floor		20%
Janitor	Miscellaneous	251
Telephone and Data	Miscellaneous	50
Sub Total		301
% of floor		1%
Stair	Circulation	181
Stair	Circulation	71
Stair	Circulation	214
Elevator	Circulation	50
Corridor/Passage	Circulation	1604
Sub Total		2,120
% of floor		10%
Subtotal SF		20,544
Net SF		17,193
SF Ratio		1.29
Gross SF		22,216

Second Floor		
Room	Department	S.F.
Chief	Police Department	270
Chief Admin.	Police Department	214
Communications Coordinator	Police Department	224
Chief Storage	Police Department	89
Storage	Police Department	56
Storage	Police Department	8
Storage	Police Department	8
Storage	Police Department	8
Conference Room	Police Department	259
Sub Total		1,136
% of floor		7%
Professional Standards	Professional Standards	88
Professional Standards	Professional Standards	223
Professional Standards	Professional Standards	169
Professional Standards	Professional Standards	148
Professional Standards	Professional Standards	152
Professional Standards	Professional Standards	320
Storage	Professional Standards	24
Storage	Professional Standards	23
Storage	Professional Standards	10
Sub Total		1,157
% of floor		7%
Crime Prevention Storage	Operations Division	130
Crime Prevention	Operations Division	204
Captain of Patrol	Operations Division	182
Emergency Preparedness	Operations Division	171
Training Division	Operations Division	389
SWAT	Operations Division	206
Captain of Administration	Operations Division	193
Commander of Operations	Operations Division	200
I.T. of Operations	Operations Division	174
Sub Total		1,849
% of floor		11%
Records Storage	Support Services Division	238
Toilet	Support Services Division	39
Toilet	Support Services Division	39
Computer Lab	Support Services Division	253
Business Manager	Support Services Division	165
Small Classroom	Support Services Division	956
I.T. Office	Support Services Division	143
Custodian	Support Services Division	161
Storage	Support Services Division	9
Toilet	Support Services Division	49
Toilet	Support Services Division	49
Breakroom	Support Services Division	411
Training Center	Support Services Division	1,464
Storage / Data	Support Services Division	147
Entry	Support Services Division	121
I.T. Servers	Support Services Division	369
I.T. Storage	Support Services Division	19
I.T. Storage	Support Services Division	27
Sleeping Quarters	Support Services Division	178
I.T. Office	Support Services Division	195
I.T. Office	Support Services Division	205
Copy	Support Services Division	85
Toilet	Support Services Division	198
Toilet	Support Services Division	187
Sub Total		5,707
% of floor		34%
Janitor	Miscellaneous	83
Mechanical	Miscellaneous	280
Mecahnical	Miscellaneous	881
Sub Total		1,244
% of floor		7%
Stair	Circulation	180
Stair	Circulation	48
Stair	Circulation	100
Stair	Circulation	194
Elevator	Circulation	51
Corridor/Passage	Circulation	2686
Sub Total		3,259
% of floor		20%
Subtotal SF		14,352
Net SF		7,930
SF Ratio		2.10
Gross SF		16,636



The basement level exhibits significant deficiencies that affect functionality and security. These include decentralized evidence storage with suboptimal conditions, oversized forensics offices, security concerns in the forensics lab, disparities in locker rooms, limitations in the team briefing room, and logistical challenges with the shooting range. Addressing these issues is essential for improved efficiency and safety in law enforcement operations.



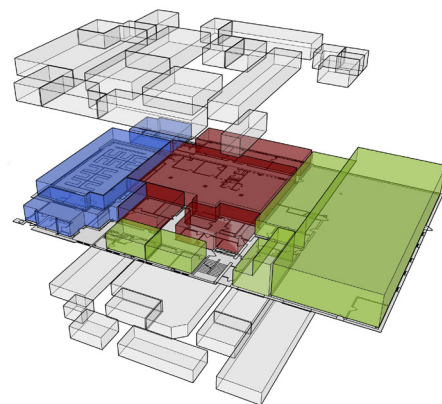
The placement of the shooting range in the basement, particularly at the far end, presents significant logistical challenges. This shooting range is not only used by the local police department but also by multiple external agencies. The location's distance from the front door may lead to inefficiencies in training schedules and collaborative efforts among these agencies.

Existing Flow Analysis - Police Department | Green Bay, WI



First Floor Summary

The first floor of the police department faces several deficiencies. These include an inadequately sized and laid out detectives' office, outdated technology infrastructure, undersized operations areas, storage and space issues for detectives, a lacking staff lunch/break room, insufficient mechanics' space, behavioral health space concerns, and interview room deficiencies. These issues must be addressed to enhance functionality, efficiency, and support for department personnel and investigations.



A. Detectives' Office:

The first floor of the local police department houses an open office space dedicated to detectives. However, this area exhibits significant shortcomings in both its size and layout. The space does not adequately cater to the specific needs of detectives who are often engaged in complex and sensitive investigations. The limited size of the office may hinder collaboration among detectives and impact their ability to work efficiently. Moreover, the existing layout may compromise the privacy required for confidential discussions and sensitive case work. Storage is also at a premium, often leading to disorganization.

B. Technology:

The technology infrastructure is notably outdated, reflecting an inability to adapt to the rapidly evolving technological landscape. This deficiency affects the department's capacity to manage data, communicate effectively, and carry out investigative tasks efficiently.

C. Operations Hoteling, Equipment Charging, and Check-In/Out Areas:

The operations hoteling area, along with equipment charging and check-in/out zones, is currently undersized for the demands placed on it. This insufficiency may result in congestion and inefficiencies, ultimately impacting the department's ability to respond promptly and effectively to operational requirements.

D. Detective Charging and Short-Term Storage:

The detective charging and short-term storage areas may not adequately meet the needs of officers during their shifts. This deficiency can hinder their ability to efficiently access equipment and resources required for their duties.

E. Staff Lunch/Break Room:

The absence of a sufficiently sized staff lunch/break room is a significant concern. This deficiency impacts the well-being and comfort of department personnel who require a dedicated space to relax and rejuvenate during breaks. The current limitations may lead to overcrowding and discomfort, affecting the morale and productivity of staff members.

F. Mechanics' Space:

The mechanics' space is especially undersized, presenting severe challenges in the maintenance and upkeep of department vehicles and equipment. The lack of adequate space can result in logistical bottlenecks and hinder the department's ability to keep its resources operational.

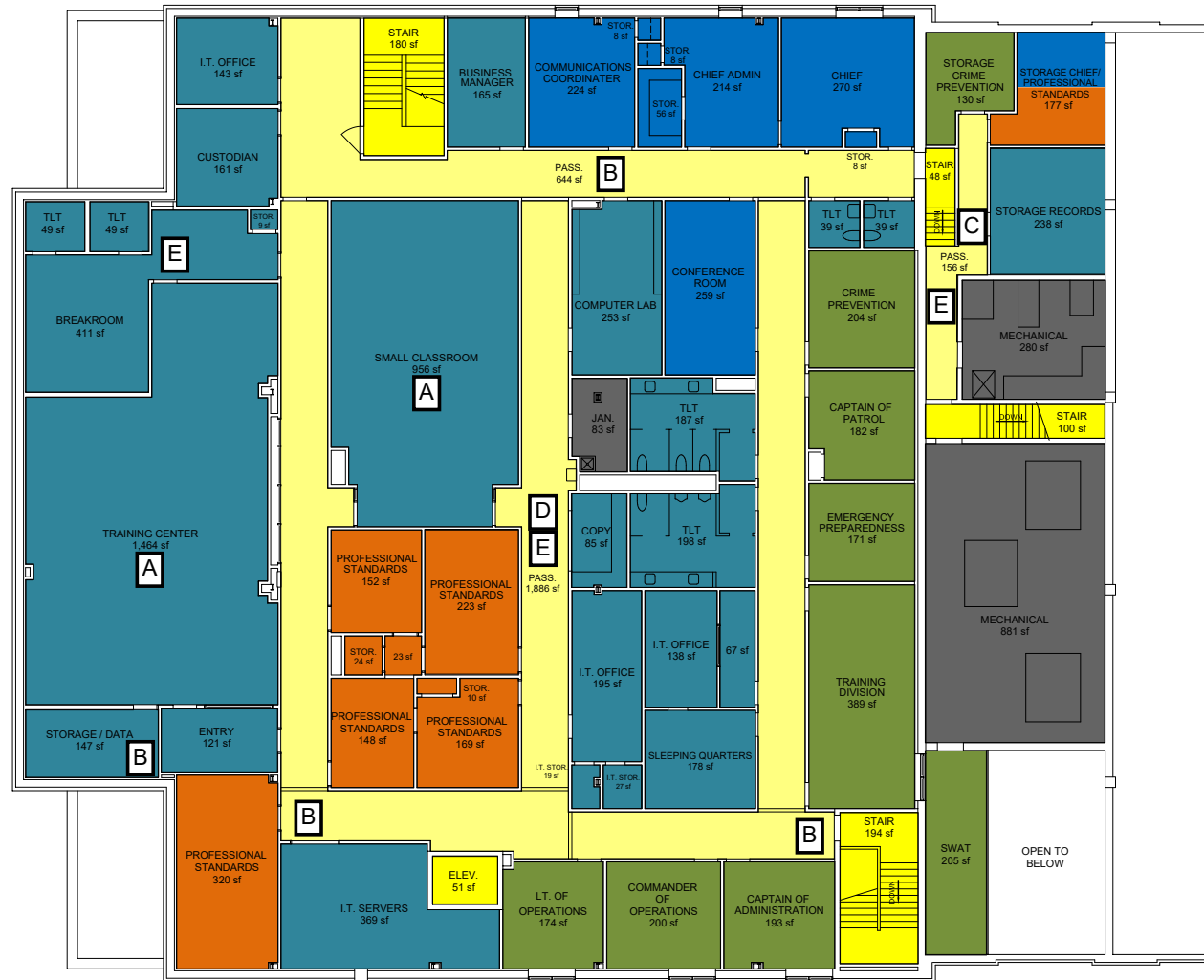
G. Behavioral Health:

Behavioral health spaces may not meet the necessary design, layout, or size requirements. Given the increasing recognition of the importance of addressing mental health within the law enforcement community, this deficiency is of particular concern.

H. Interview Rooms:

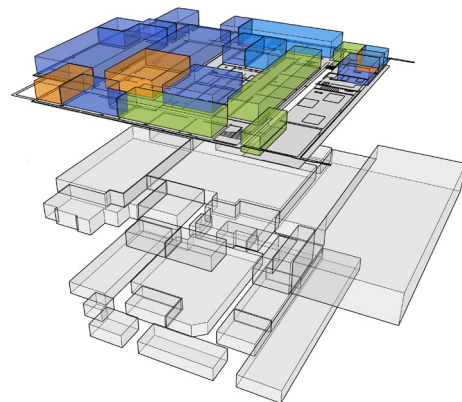
The interview rooms lack the necessary security features, ideal access points, and acoustics essential for conducting confidential and effective interviews. These deficiencies can compromise the integrity of investigations and hinder the department's ability to obtain accurate and reliable information from witnesses and suspects.

Existing Flow Analysis - Police Department | Green Bay, WI



Second Floor Summary

The second floor of the police department exhibits several notable deficiencies. These include challenges related to accessibility to the classroom/training center, oversized offices with inefficient layouts, a lack of ADA access to the storage area, inadequate natural daylighting, and general floor plan inefficiencies. Addressing these issues is vital for creating a more accessible, efficient, and productive workspace for department personnel and fostering collaboration with external partners and the community.



A. Classroom/Training Center:

The classroom and training center are located on the second floor of the police department, creating suboptimal accessibility for outside agencies and the public. Such limitations could hinder the department's ability to collaborate effectively with external partners and to engage with the community through training programs or public events.

B. Offices:

The offices on the second floor appear to be oversized, which may result in inefficient space utilization. Additionally, there seems to be a deficiency in the arrangement of offices belonging to the same department. A more thoughtful allocation of office spaces, ensuring efficient adjacencies and sizes, can contribute to improved collaboration and communication among department personnel.

C. Storage Area:

The absence of ADA access to the storage area on the second floor raises concerns about accessibility and inclusivity. Ensuring that all areas of the department are accessible to individuals with disabilities is vital in creating a productive and cohesive environment.

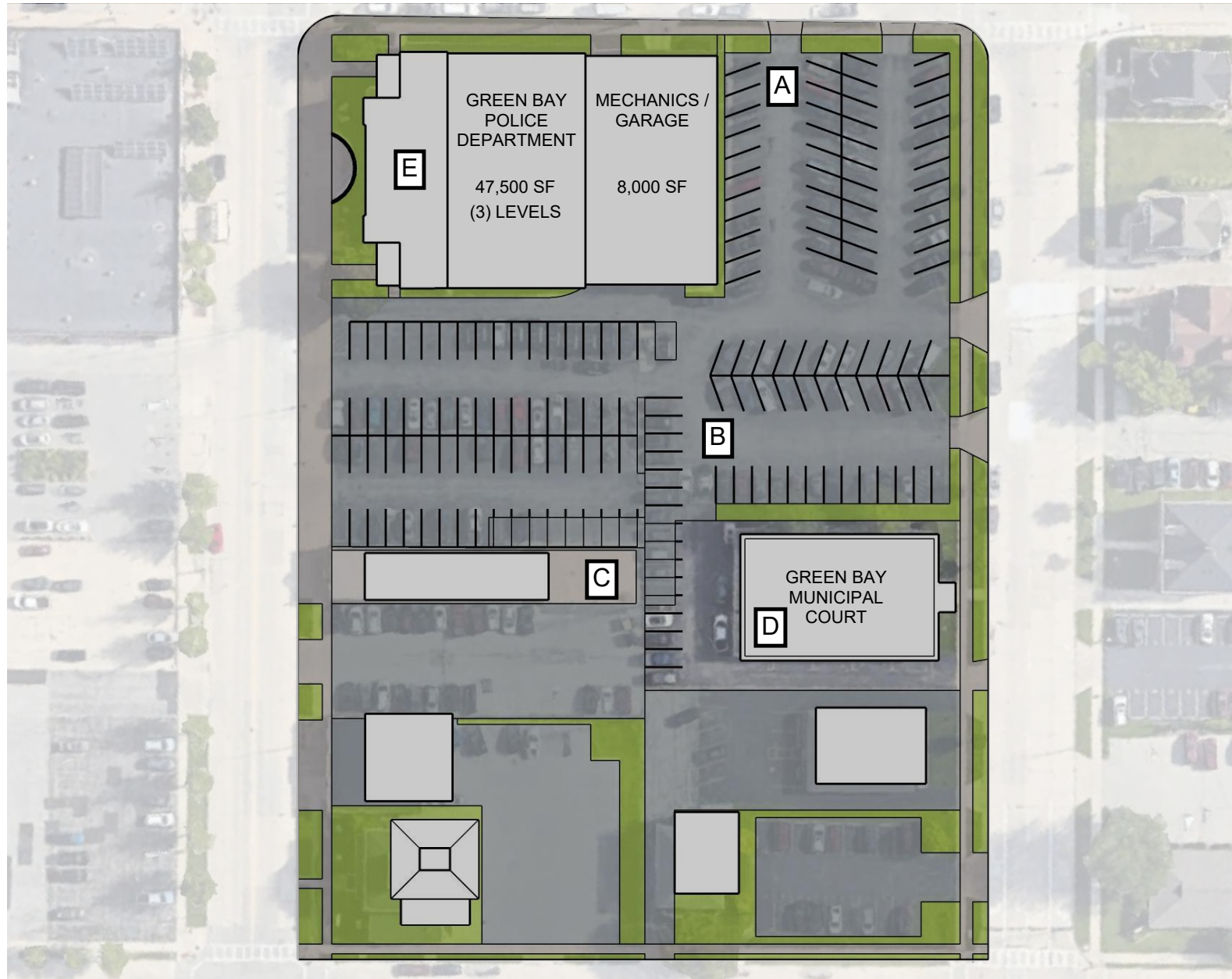
D. Daylighting:

Natural daylight plays a significant role in creating a conducive and pleasant workspace. However, the second floor appears to have insufficient natural light, which can affect the well-being and productivity of employees working in this area.

E. General Floor Plan:

The second level of the Police Department seems to suffer from general floor plan inefficiencies. For instance, the placement of the data closet within the training center is unconventional and may result in operational disruptions.

Existing Flow Analysis - Police Department | Green Bay, WI



Site Summary

The site of the police department exhibits concerns about perimeter security, undersized and deteriorating parking facilities, logistical challenges due to shared site usage, and inefficient gym access. Additionally, the building exterior exhibits deficiencies like deteriorating caulking, efflorescence on brickwork, canopy damage, faded metal window trim, window housing issues, and cracked concrete between windows.

A. Secured Property:

The absence of perimeter fencing or any security measures around the police department property presents a critical security vulnerability. Without proper security measures in place, the entire premises are exposed to unauthorized access, posing a substantial risk to the safety of personnel and the security of sensitive law enforcement operations.

B. Parking Lot Size and Condition:

The inadequacy of the parking lot in terms of size is evident in the daily challenges it poses. Insufficient space results in a constant state of congestion, which can hinder the smooth operation of the police department. In addition to its functional limitations, the parking lot's compromised condition, characterized by numerous cracks in the asphalt and damaged concrete curbs, raises significant safety concerns. These structural issues not only detract from the overall appearance of the facility but also pose tripping hazards and vehicle damage risks.

C. Shared Site:

Sharing the site with multiple other buildings introduces a series of logistical complexities and security challenges. Logistically, coordinating access, parking allocation, and facility management among multiple entities can be burdensome. It may lead to conflicts over resources and spaces, potentially affecting the police department's operational readiness. Furthermore, shared sites can compromise security protocols and create vulnerabilities. The coexistence of different organizations on the same property may make it more challenging to control access and monitor activities effectively.

D. Inconvenient Access to Gym/Workout Area:

Requiring police personnel to traverse the parking lot to access the gym or workout area can be highly inefficient and inconvenient, particularly in adverse weather conditions. Such a setup not only consumes valuable time but may also discourage officers from utilizing these essential fitness facilities, impacting their physical well-being and overall job performance.

E. Building Exterior Assessment: The building exterior exhibits numerous deficiencies that not only affect its aesthetics but also its structural integrity and weatherproofing.

Caulking Deterioration - The dried-out and brittle caulking around the building's exterior poses a risk of water infiltration, potentially leading to structural damage and decreased energy efficiency.

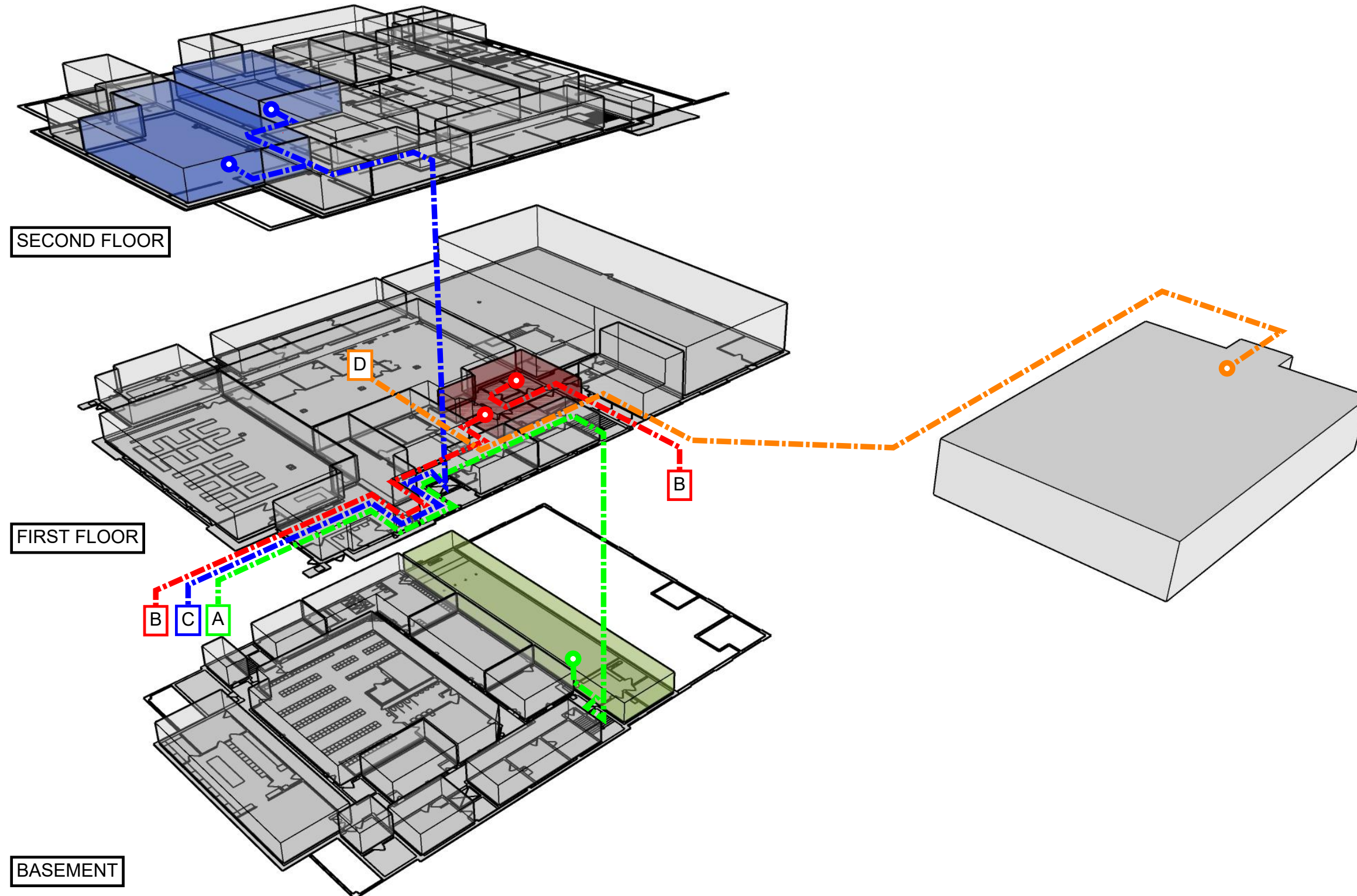
Efflorescence of Brick - The presence of efflorescence on the brickwork indicates moisture-related issues that need to be addressed promptly to prevent further damage.

Canopy Damage - The damage to the canopy not only affects the building's appearance but also raises concerns about safety and structural stability.

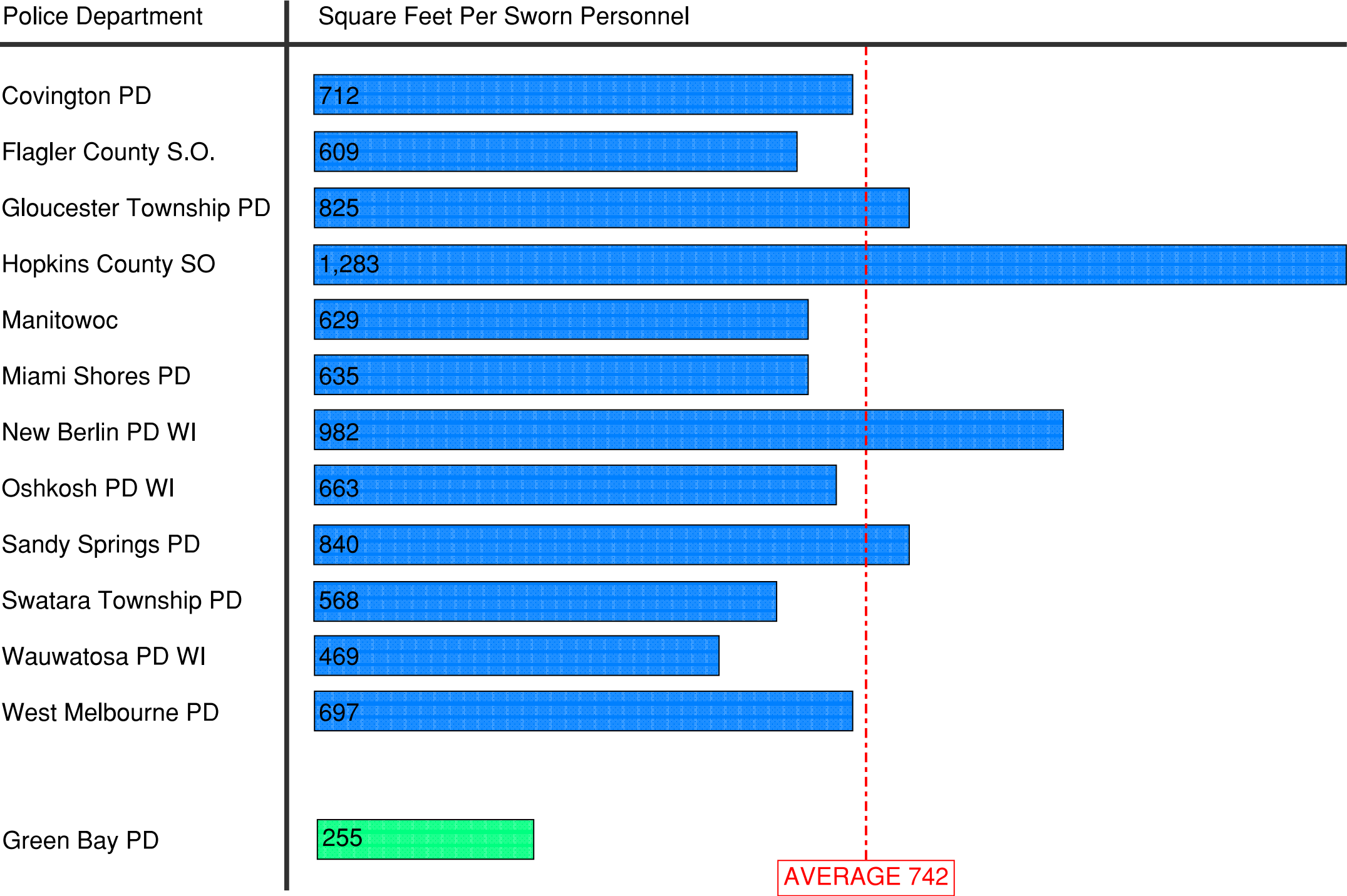
Faded Metal Window Trim - The faded metal window trim not only diminishes the building's aesthetic appeal but also requires attention to prevent further deterioration.

Cracked Concrete Between Windows - Cracks in the concrete between windows can allow moisture infiltration, leading to further damage and potentially affecting the building's structural integrity.

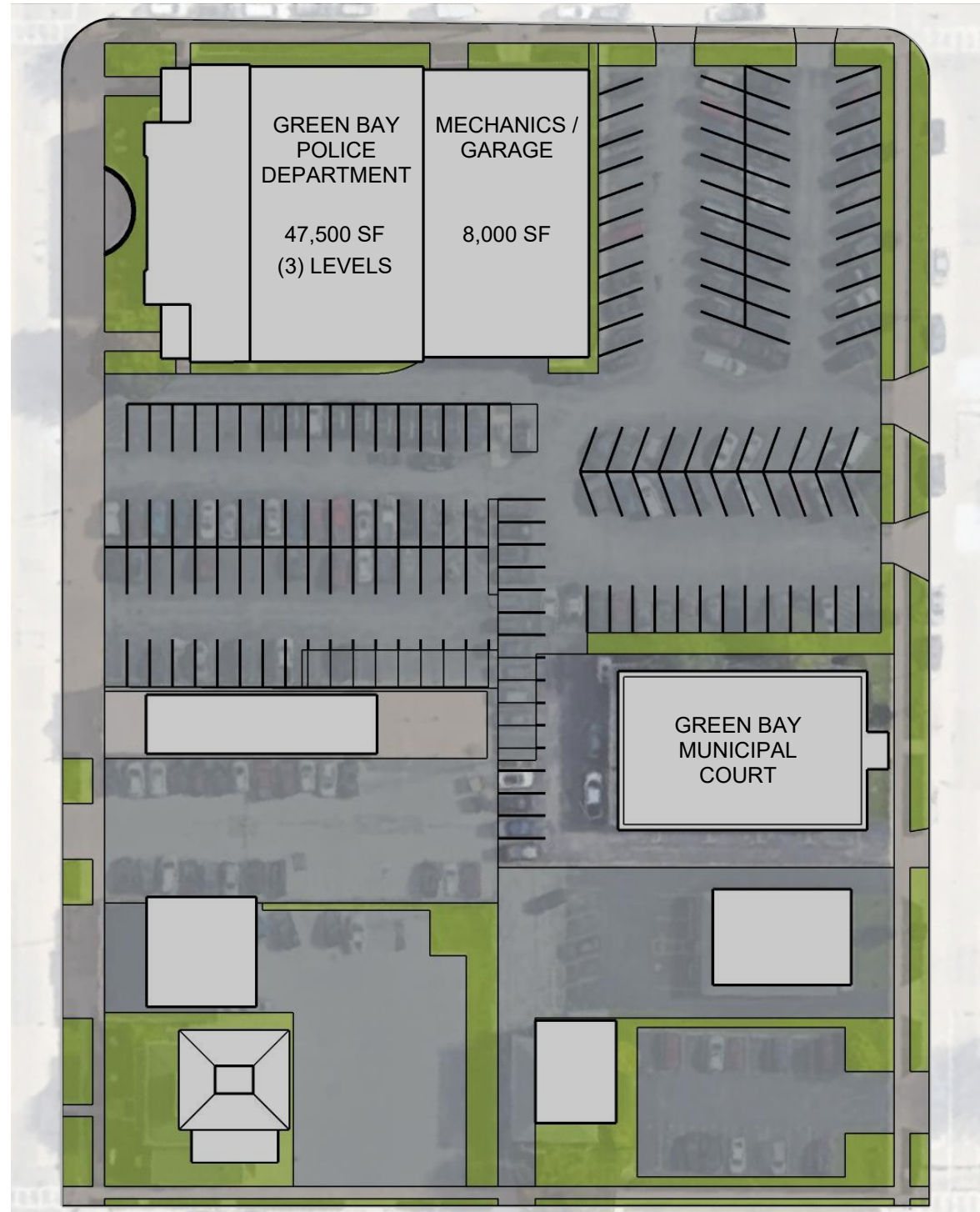
Existing Flow Analysis - Police Department | Green Bay, WI



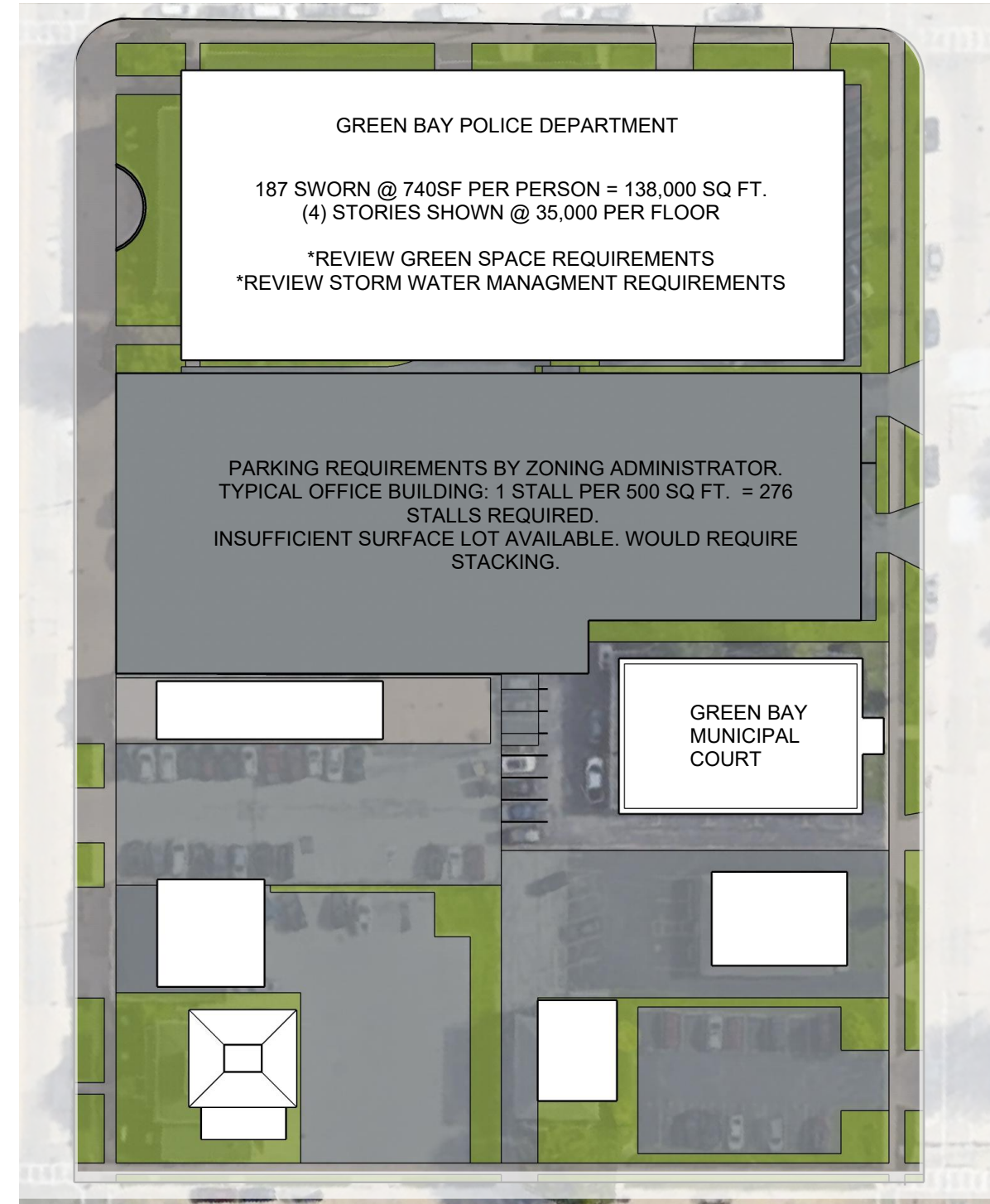
- A. Interagency Shooting Range Use:**
The Green Bay Police Department frequently extends access to neighboring law enforcement agencies for utilization of their shooting range during training exercises. Notably, this shooting range is located within the basement area, positioned at the distant end of the facility. Consequently, personnel from external agencies are required to traverse a substantial portion of the police department premises to reach the shooting range.
- B. Detainee Entrance into the Police Department:**
At present, the police department lacks a distinct and secured ingress point exclusively designated for the transfer of detainees into the interview rooms. Detainees are presently channeled through either the front entrance, alongside other individuals, or through the rear entrance, in the company of fellow officers.
- C. Public Use of Training Facilities:**
The training rooms situated on the second floor of the police department are frequently made available to external entities, including the public and other outside agencies and personnel. This arrangement necessitates traversing sections of the police department premises to reach the second-floor training rooms, thereby prompting valid security considerations.
- D. Disconnected Workout Facilities:**
The police department's dedicated fitness facility is currently situated in a detached building apart from the main department headquarters. This spatial disconnect imposes notable constraints on the accessibility and utilization of these fitness facilities, particularly during inclement weather. Moreover, the physical separation creates a practical barrier, impacting the ease of access and utilization of these essential amenities for department personnel.



Existing Flow Analysis - Police Department | Green Bay, WI



Existing Building Footprint



Proposed Building Footprint - based on 740sf/person

LAW ENFORCEMENT COMPARISON STUDY FOR THE GREEN BAY POLICE DEPARTMENT



The Center for Public Safety



COVER LETTER



August 20, 2023

Chief Chris Davis
Green Bay Police Department
307 South Adams Street
Green Bay, WI 54301

RE: Department Comparison Evaluation

Dear Chief Davis:

The Center for Public Safety was created specifically to serve first responders and public safety entities across the nation. We do this in several ways.

First, we have been hosting facilities planning seminars for the past 24 years. These seminars are designed to assist local governments in planning so they may address their critical facility needs.

Second, we conduct staffing, asset allocation, space needs and site selection studies.

We firmly believe in the following statement:

People drive square footage, which drives dollars which drives decisions.

The old adage that you don't know what you don't know is applicable to many governmental functions.

Our studies use data to fill in those blanks and provide objective criteria and information that enables our clients to move forward, either with a project or in planning for a future project.

For this project, we created a series of questions and information requests that were shared with other police departments to compare to Green Bay's department. We identified more than 20 entities in Wisconsin and in several other states for evaluation.

We then reached out to these departments and were able to gather complete data from eight other departments across Wisconsin. They are.

1. Beloit
2. Fond du Lac
3. Manitowoc
4. New Berlin

Existing Flow Analysis - Police Department | Green Bay, WI

- 5. Oshkosh
- 6. Wausau
- 7. Wauwatosa
- 8. West Allis

Unfortunately, not every department operates the same way, nor do they have the same focus when it comes to fighting crime, community outreach, organizational structure, services offered, or whether they do their own call-taking and dispatch or even have intake, booking and holding for arrested persons. Therefore, there cannot be a true “apples to apples” comparison among departments.

Every department has a different mix of sworn and non-sworn personnel and where in the organization those persons are deployed. Every department classifies personnel using varying titles for job descriptions.

For example, Green Bay uses four different classifications for sworn officers including Officer, APO, SPEC 2 and SPEC 1. What separates these individuals is time on the job along with responsibilities and training. But detectives and SROs (school resource officers) are included in these classifications.

Each community is unique and has its own inherent challenges and needs. Population demographics differ as well as whether that city is urban, suburban or slightly rural. The location and demographics will drive and affect crime and crime trends, both of which will require a different focus from successive each department.

Relative to patrol and investigations, we focused on Green Bay’s department.

Operations Division:

Patrol is the area of the department where the public will have the most interaction.

Our formula for understanding the current need for patrol is as follows:

Step 1:

Determine the number of complaints or incidents received and responded to in a year with information provided to us from the Brown County Public Safety Communications Center (BCPSCC). It does not include situations where advice was given over the telephone, delivering messages, or handling internal police department matters. Utilizing 2022 numbers obtained from the BCPSCC, the police department handled **71,382 emergency/911 calls for service**. This does not include the non-emergency calls into the communications center.

Step 2:

Multiply the total complaints or incidents by 0.75 (45 minutes.) It is generally accepted that 45 minutes is the average time necessary to handle a complaint or incident.

71,382 X .75 = 53,537

Step 3:

Multiply by three to add a buffer and time for preventive patrol. General experience has shown that

about one-third of an officer’s time should be spent handling requests for service. Other requirements for report writing, training, personal relief, servicing police vehicles, meals and supervision must be considered. Time for preventative patrol must also be taken into consideration. Multiplying by three makes up the unknowns.

53,537 X 3 = 160,611

Step 4:

Divide the product by 3,650 – the number of hours necessary to staff one basic officer patrol unit for one year (10 hours X 365 = 3650.)

160,611 / 3650 = 44.00

According to the application of this formula, it took 44.00 patrol elements to handle the estimated 71,382 emergency incidents in 2022.

Since officers do not work every day of the year without time off, it is necessary to determine the amount of time an officer is actually on duty. This will allow a determination of the number of officers that are required to staff the patrol elements. A typical review of a department’s benefits, including regular days off, holidays, bereavement, vacation, sick days, training days, and personal days, suggests there are an average of 1992 hours per year an officer is on his/her off time. Since there are 3650 hours necessary to staff one basic officer, this gives an available duty time of 1658 hours.

Therefore, to determine how many officers are necessary to staff one patrol element, you would divide 3650 hours needed for one year, by the number of hours available (3650 / 1658 = 2.20).

This means that 2.20 officers are required to fill each patrol element. By multiplying the availability factor (2.20) by the number of patrol elements, you have the number of patrol officers needed.

2.2 X 44.00 = 96.80 or 97

The calculations indicate that 97 patrol officers were needed to respond to the number of incidents in the City of Green Bay in 2022. As a reminder, this number indicates the number of patrol officers needed. It does not include the Chief, command staff or any other sworn personnel assigned to duties other than patrol or non-sworn units.

Investigation Division:

The following assumptions were made relative to current staffing for the Investigations Division.

- Each detective works 4 shifts of ten hours each in a week (40 hours a week)
- 48 weeks are worked each year (time off for vacation, sick leave, PTO, training, certifications, etc.)
- Available hours per detective per year is 1,920 hours
- 65% of available hours are devoted to case management (65% of the 1920 hours yields 1248 case hours)
- Average time worked per case = 10 hours
- The average case load per detective is 124

Existing Flow Analysis - Police Department | Green Bay, WI

In 2022, there are 16 detectives actively working cases in investigations.

To make projections for staffing we incorporate the data variables from above along with the following three assumptions.

- 1. Population will drive the number of 911/emergency calls
- 2. The number of 911/emergency calls will drive the number of cases
- 3. The number of total cases will drive the number of investigations staff

YEAR	2022
Hours per week per Detective	40
Weeks a year	48
Hours per Detective	1,920
Available Hours at 65%	1,248
Average Hours per Case	10
Average Caseload per Detective	124
Number of Investigations Detectives	16
Number of Cases that can be assigned	1,984
911 Cases	71,382
% of Cases of 911 Calls	2.78%

Conclusion:

Green Bay has been discussing the police department and its facility needs for many years. Over the years, many facility issues have been repaired or “fixed”. Space has been renovated, units have been shifted and other spaces have been separated into “new” spaces.

Bottom line, the police department occupies the same facility, its systems are old and aging, and its inefficiencies are still in place.

Law enforcement standards, technology, policing methods and approaches, community outreach, services, hardware, software, and equipment have all evolved, changed or progressed over the years.

Law enforcement’s focus has changed over the years. Today police entities deal with opioids and other narcotics, both natural and synthetic.

Technology will continue to impact policing and its engagement with the community.

In the future, drones, robotics, digitization, and new classifications of employees like social workers and mental health experts will supplement policing efforts and they will have an impact on facilities as they too will need space.

There is greater recognition today on the symbiotic relationship between people and the built environment. We have a deeper understanding of how facilities have an effect on human physiology.

And this has a direct impact on the department’s ability to fulfill its mission, goals and objectives and how they serve the Green Bay community. Over the past few years, our relationship with our office environment has changed.

We understand that where we work, how we work, who we work with and who we serve has a direct correlation to our ability to recruit, train and retain personnel.

There is a direct budgetary cost to being understrength and undersized. Almost every law enforcement entity across the nation is under its authorized strength. Not enough personnel means that existing staff must work harder, longer and take on more responsibility. Overtime costs are an increasing fixture in policing (and other public safety) budgets.

We strongly believe and recommend that the city should undertake a full staffing and asset allocation study coupled with a space needs study.

This information will provide not only the department but the city’s administration and decision makers with the information you need to divine a path forward in a timely and economical manner to address critical facility needs.

Our adage that people drive square footage, which drives dollars which drives decisions is wholly appropriate here.

We wish to thank Mayor Eric Genrich, Berners Schober Architects and Engineers, Chief Chris Davis, Captain Brad Strouf, and the other eight police departments across the state without whose help this report would not have been possible.



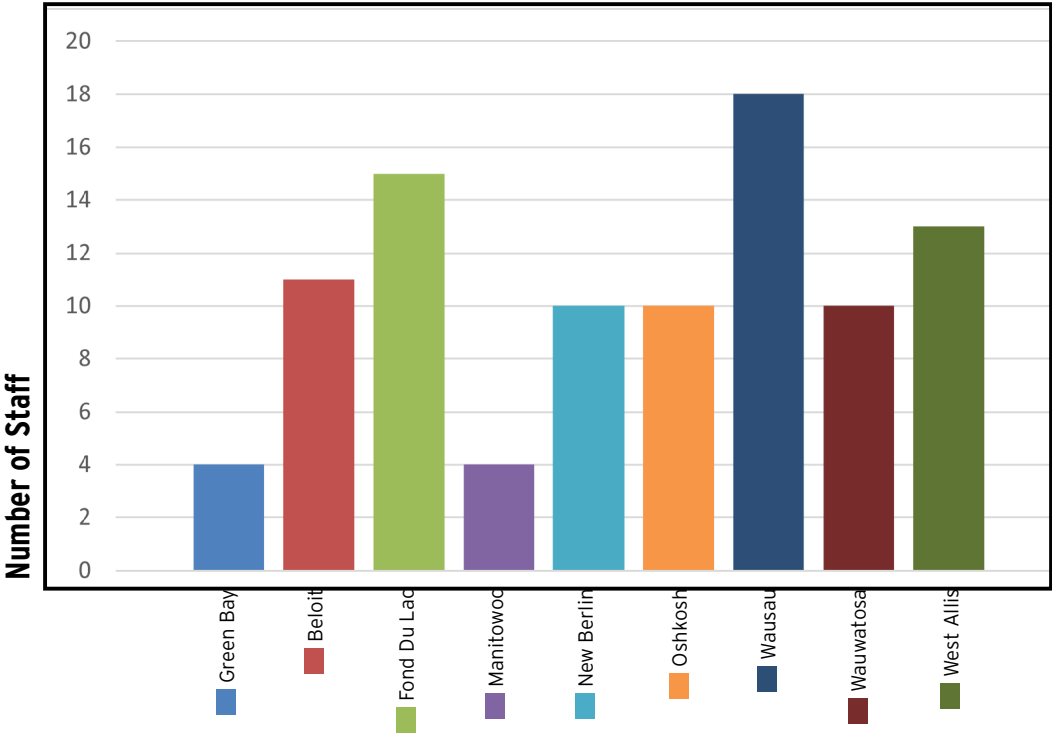
Stockton Reeves, Executive Director
The Center for Public Safety, Inc.
407-756-1237 direct
407-951-2117 cell
www.thecenterforpublicsafety.org
stocktonr@centerforpublicsafety.org

International Association of Law Enforcement Planners (IALEP)
Florida Emergency Preparedness Association (FEPA)
International Association of Emergency Managers (IAEM)
Florida Police Chiefs Association (FPCA)
Association of Public-Safety Communications Officials (APCO)
Orange County, FL Mitigation Strategy Working Group
Vice Chair, Winter Park Civil Service Board

STAFFING BREAKDOWN | ADMINISTRATION

	Green Bay	Beloit	Fond Du Lac	Manitowoc	New Berlin	Oshkosh	Wausau	Wauwatosa	West Allis
DEPARTMENT POSITIONS									
Chief	1	1	1	1	1	1	1	1	1
Deputy Chief							1		2
Commander	1								
Deputy Chief Administration			1		1				
Deputy Chief Operations			1	1	1				
Deputy Chief Support				1					
Assistant Chief		1				1			
Assistant Chief Administration			1						
Assistant Chief Operations		1							
Captains					2	2	1	2	1
Captain Administration		1							
Lieutenant		1				1			2
Lieutenant Administration							1	1	
Lieutenant Training & Personnel								1	
Sergeant					1	1			
Sergeant Administration								2	
Sergeant Training & Personnel								1	
Officer Animal Control							1		
Officer Community Resource							4		
Officer Community Service					1		5		
Officer Crisis Assessment Response							1		
Officer School Resource			5		3		1		
Specialists			5				2		
Coordinator Accounting & Grants								1	
Coordinator Fleet Equipment						1			
Administrative Assistant	2		1	1		2		1	1
Administrative Assistant II		1							
Administrative Assistant Civilan		1							
Administrative Support		4							
Crime Prevention						1			
SRO's									3
CRO'S									1
Neighborhood Partners									2

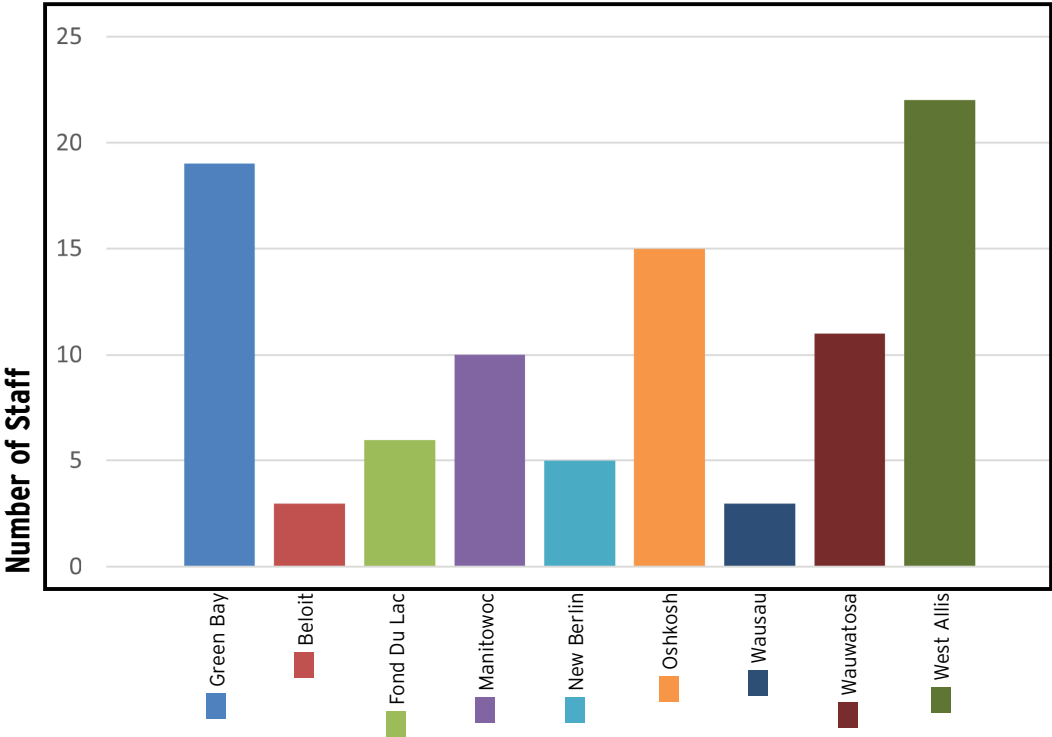
STAFFING BREAKDOWN | ADMINISTRATION



STAFFING BREAKDOWN | SUPPORT SERVICES

	Green Bay	Beloit	Fond Du Lac	Manitowoc	New Berlin	Oshkosh	Wausau	Wauwatosa	West Allis
DEPARTMENT POSITIONS									
Computer & Support Services Tech					1		1		
Customer Service Clerks Community Service	4			9			1		
Office Manager	1			1	1		1		
Property Room & Evidence		1	3		1				
Court Liason					1				
Vehicle Maintanance		1							
Records	8	1	3						5
Business Manager	1					1			
Evidence Clerk						1			
T/C Clerk						3			
Records Manager Supervisor					1	1			
Report Records Clerks						2			
Word Processors	2					4			
Court Clerk						1			
Work Study Clerks						2			
Communications Manager								1	1
Communications Dispatchers								10	15
Property & Evidence Tech									1
Building Services Custodians	3								

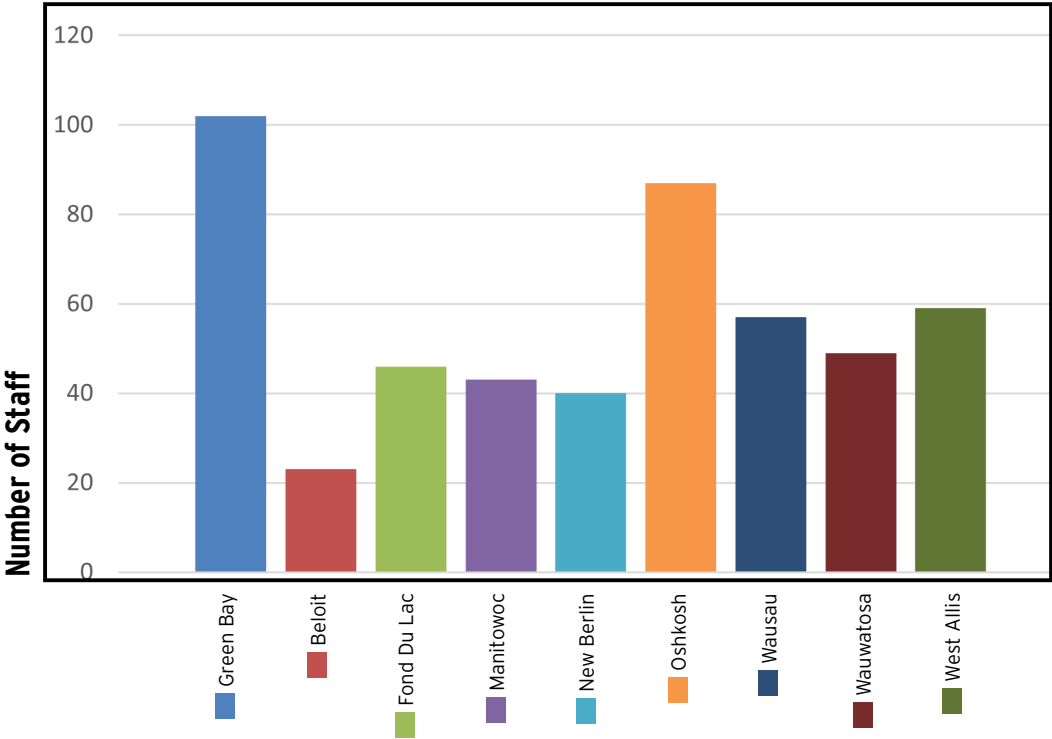
STAFFING BREAKDOWN | SUPPORT SERVICES



STAFFING BREAKDOWN | PATROL 1ST & 2ND SHIFT

	Green Bay	Beloit	Fond Du Lac	Manitowoc	New Berlin	Oshkosh	Wausau	Wauwatosa	West Allis
DEPARTMENT POSITIONS									
Commander	1								
Captain	2	1					1	1	1
Lieutenant	9	3							
Captain - 1st Shift			1	1	1				
Lieutenant - 1st Shift			4	2		1	4	1	1
Sergeant - 1st Shift	5	2			3	3		2	3
Sergeant Special Operations - 1st Shift						1			
Officers - 1st Shift	40	10	16	13	4	21	22	13	24
Auxillary Officers - 1st Shift						36			
Behavioral Health Officer - 1st Shift						1			
Community Service Officer - 1st Shift			2					3	
K-9 - 1st Shift			2	1			2		1
Rovers - 1st Shift					7				
Teleserve - 1st Shift					1				
Traffic Specialty - 1st Shift					4				
Crash Patrol Specialist - 1st Shift								2	
Captain - 2nd Shift			1	1	1				
Lieutenant - 2nd Shift			4	2		1	4	1	1
Sergeant - 2nd Shift	5	1			3	3		1	3
Sergeant Special Operations - 2nd Shift									
Officers - 2nd Shift	40	6	14	12	4	20	22	21	24
Community Service Officer - 2nd Shift			1					2	
Crossing Guards - 2nd Shift				10					
K-9 - 2nd Shift			1	1			2		1
Rovers - 2nd Shift					7				
Teleserve - 2nd Shift					1				
Traffic Specialty - 2nd Shift					4				
Crash Patrol Specialist - 2nd Shift								2	

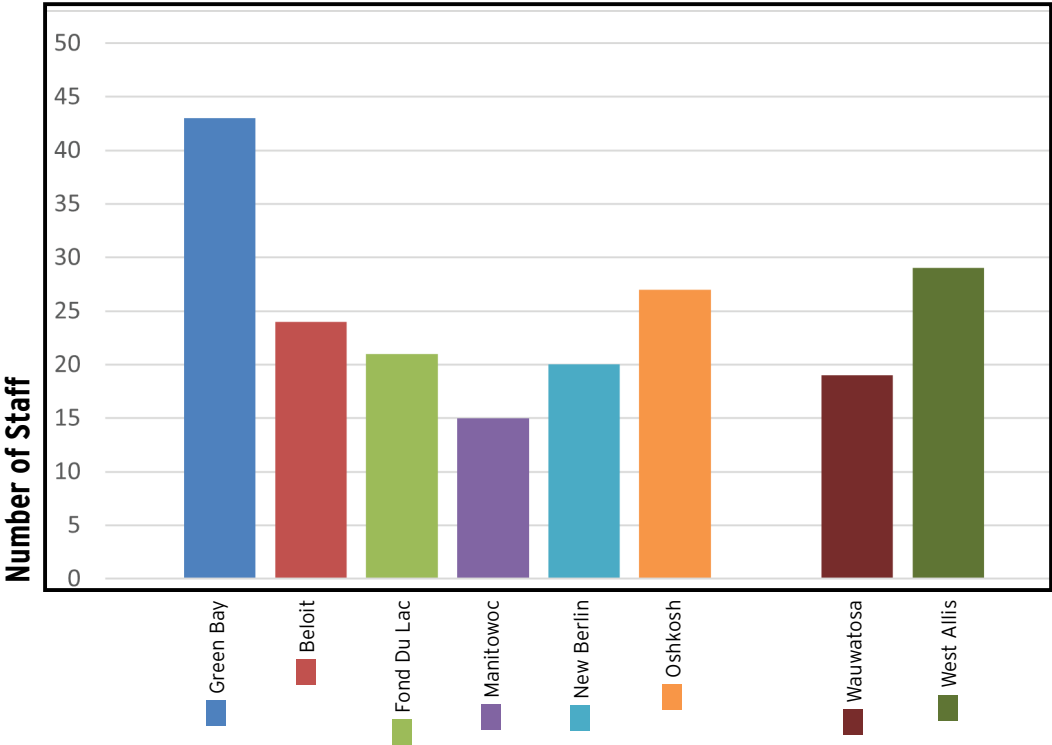
STAFFING BREAKDOWN | PATROL 1ST & 2ND SHIFT



STAFFING BREAKDOWN | PATROL 3RD & 4TH SHIFT

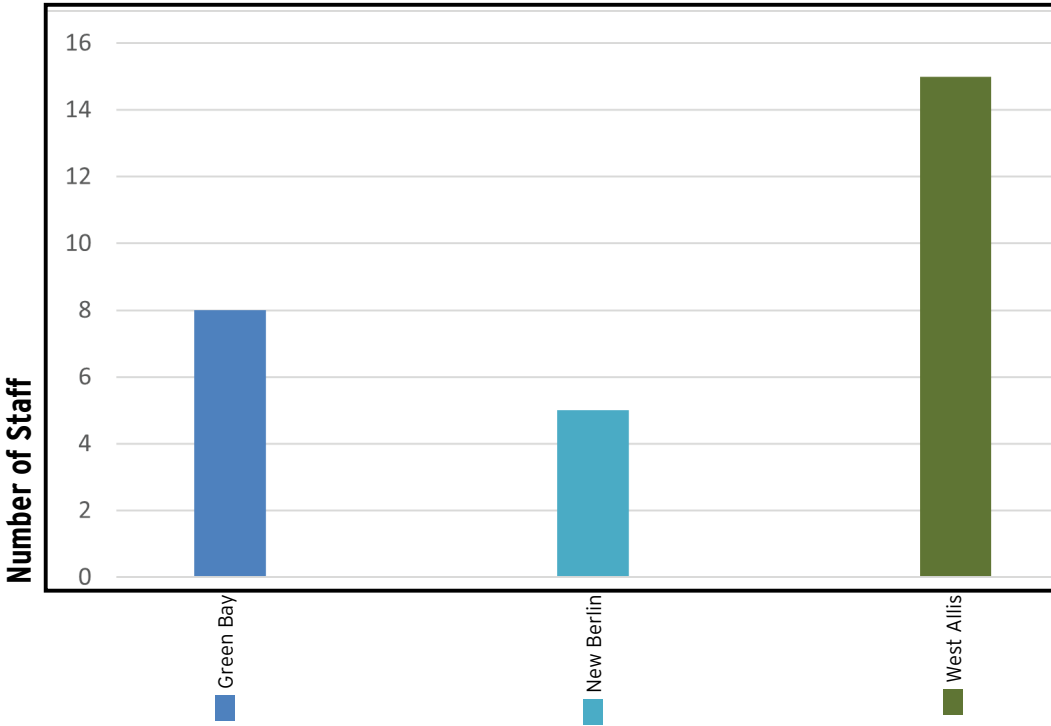
	Green Bay	Beloit	Fond Du Lac	Manitowoc	New Berlin	Oshkosh	Wausau	Wauwatosa	West Allis
DEPARTMENT POSITIONS									
Captain - 3rd Shift			1	1	1				
Lieutenant - 3rd Shift			4	2		1		1	1
Sergeant - 3rd Shift	3	2			3	3		2	3
Sergeant Special Operations - 3rd Shift									
Officers - 3rd Shift	40	9	14	12	4	20		14	24
Parking Control - 3rd Shift						3			
Community Service Officer - 3rd Shift			1						
K-9 - 3rd Shift			1						1
Rovers - 3rd Shift					7				
Teleserve - 3rd Shift					1				
Traffic Specialty - 3rd Shift					4				
Crash Patrol Specialist - 3rd Shift								1	
Sergeant - 4th Shift		2							
Officers - 4th Shift		11							
Behavioral Health Officer - 4th Shift								1	

STAFFING BREAKDOWN | PATROL 3RD & 4TH SHIFT



STAFFING BREAKDOWN | PATROL OTHER

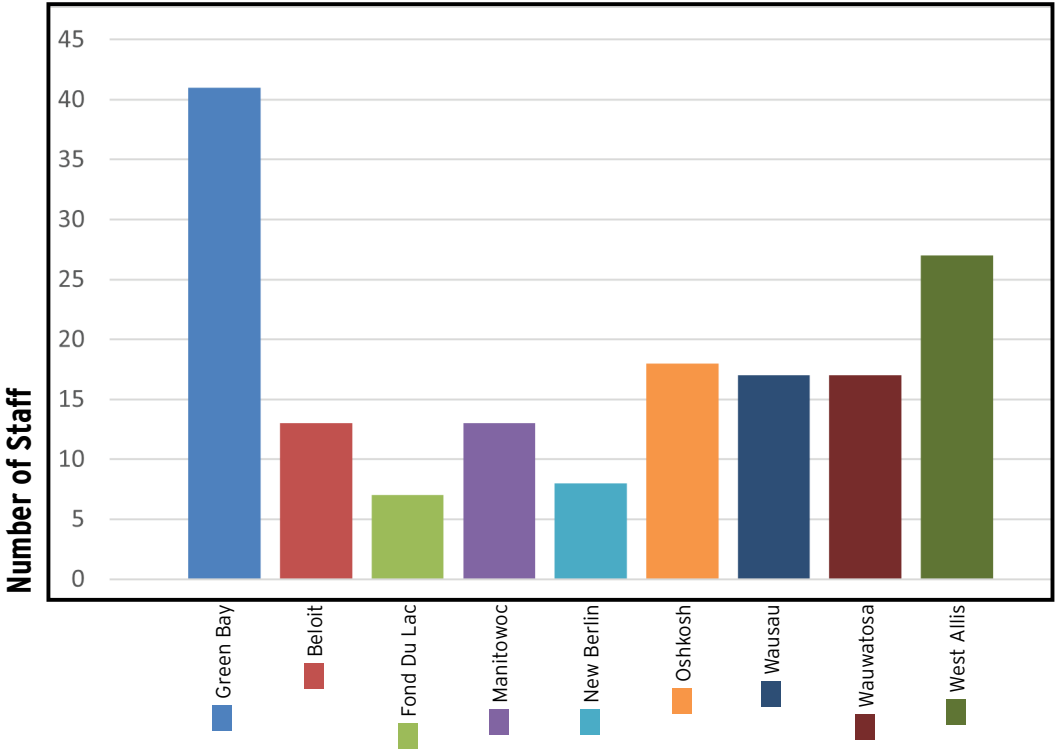
	Green Bay	Beloit	Fond Du Lac	Manitowoc	New Berlin	Oshkosh	Wausau	Wauwatosa	West Allis
DEPARTMENT POSITIONS									
Traffic Unit									2
Court Services Unit									1
Crisis Assessment Team									1
Parking Control									11
K-9 Officer					2				
DRE Officer					3				
Animal Control Interns	3								
Mechanic Foreperson	1								
Mechanic	2								
Crime Prevention Coordinator	2								



STAFFING BREAKDOWN | INVESTIGATIONS

	Green Bay	Beloit	Fond Du Lac	Manitowoc	New Berlin	Oshkosh	Wausau	Wauwatosa	West Allis
DEPARTMENT POSITIONS									
Commander	1								
Captain	1			1	1		1		1
Lieutenant	4					1		1	
Sergeant		2			1	2			
Detectives	16	6	6	6	1	7	7	15	
Detective Lieutenant				1			2		
Detective Sergeant				1					
Detective DEA Task Force					1				
Detective Waukesha County DEU					1				
Accident Investigators					3				
School Resource Officers	11			3		5	4		
Victim Resource Officers							1		
LWAM Specialist (MRG Unit)			1						
Evidence Property Clerk				1					
Crime Analyst	2	1				1		1	
MEG Investigator						1			
VNU Investigator						1			
Forensic & Tech Sergeant									1
Forensic & Tech Specialist II									2
Criminal Investigations Lieutenant									1
Criminal Investigations Detectives									9
Special Investigations Lieutenant									1
Special Investigations Detectives									4
Sensitive Crimes Lieutenant									1
Sensitive Crimes Detectives									4
Mental Health Therapist							1		
Special Investigations Unit							1		3
Child Abuse Officer		1							
Violent Crimes		1							
Officers		2							
Criminalistic Specialist	4								
Evidence Tech	2								

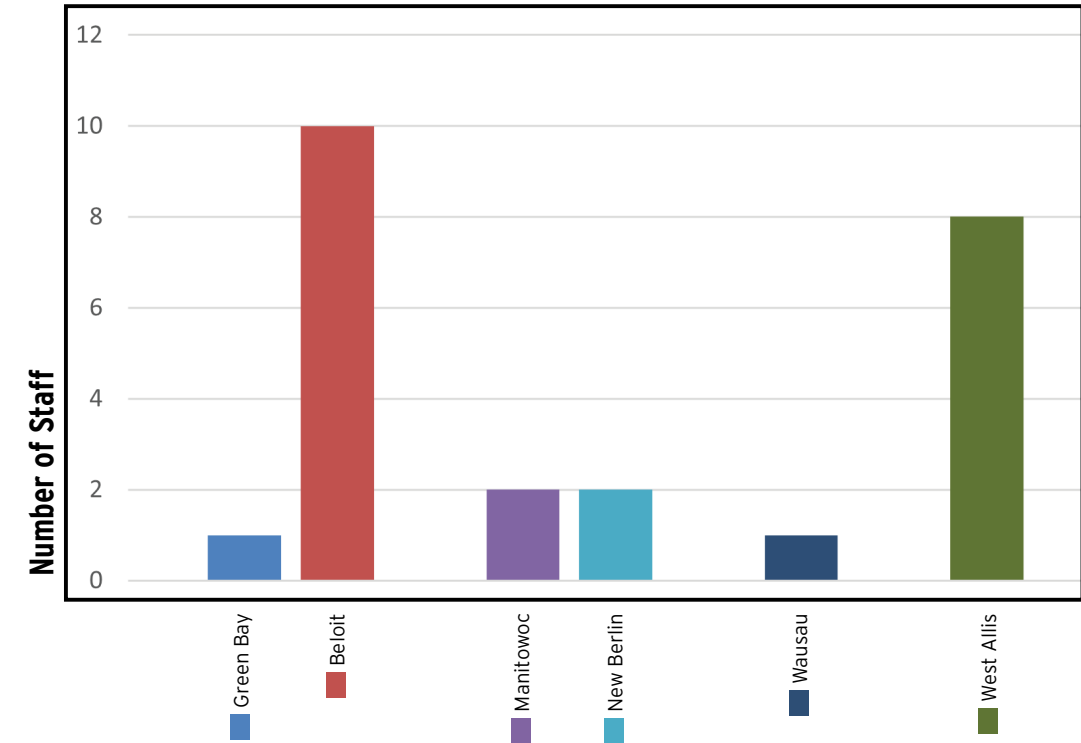
STAFFING BREAKDOWN | INVESTIGATIONS



STAFFING BREAKDOWN | OTHER

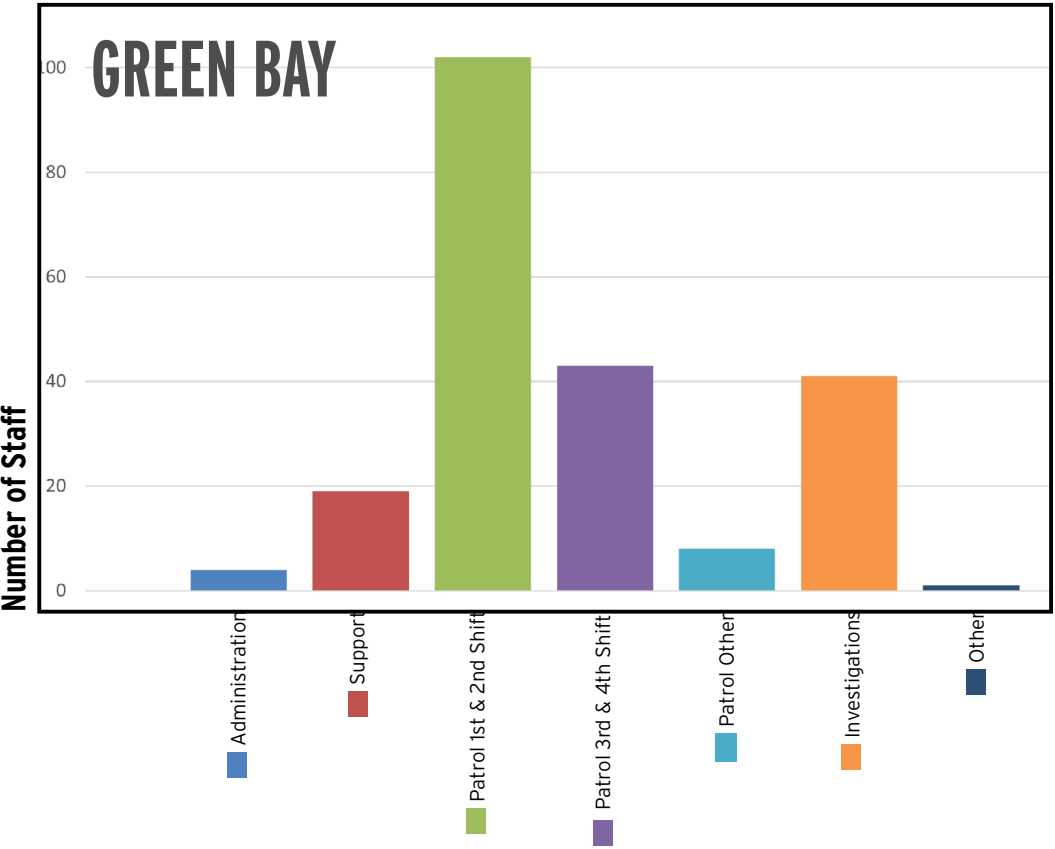
	Green Bay	Beloit	Fond Du Lac	Manitowoc	New Berlin	Oshkosh	Wausau	Wauwatosa	West Allis
DEPARTMENT POSITIONS									
Community Communications	1						1		
Training Coordinator				1					
Crime Prevention				1					
Training Officer					2				
CSO Animal Control		4							
Unassigned Officers		3							
FTO		1							
Academy		2							
Captain Management & Planning Bureau									1
Administrative Services Bureau									1
Accreditation Unit									1
Training Unit									2
Fleet Manager									2
Database Administrator									1

STAFFING BREAKDOWN | OTHER

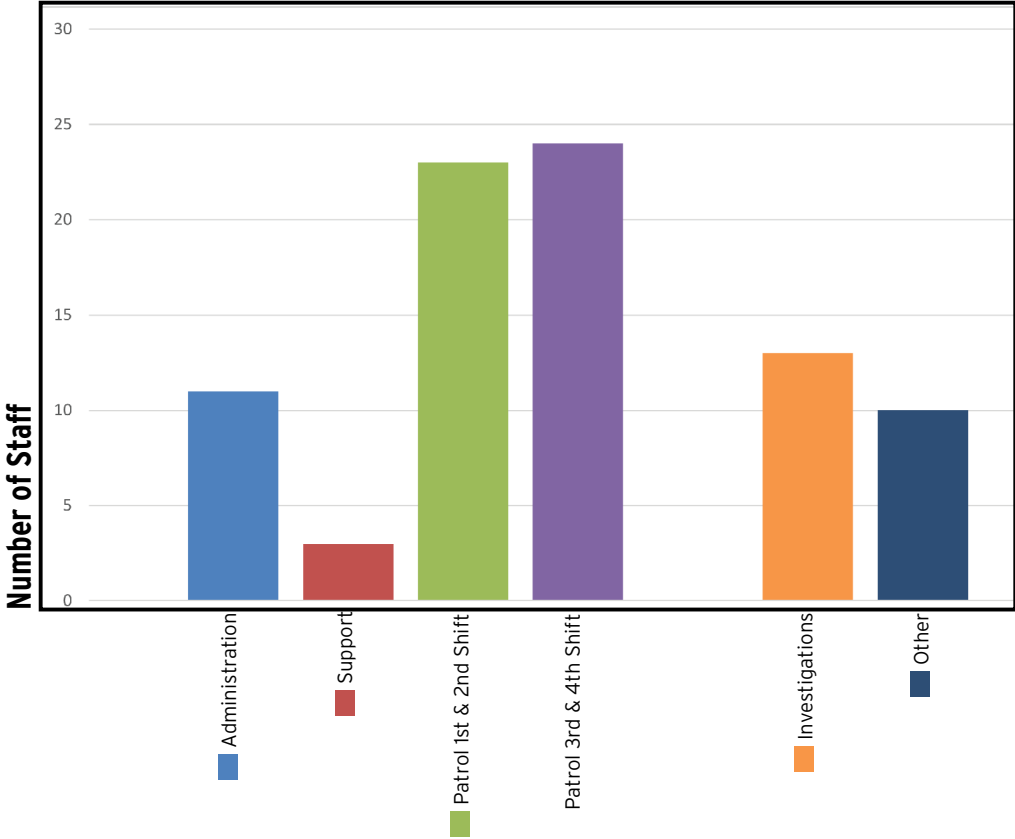


STAFFING BREAKDOWN | OVERVIEW

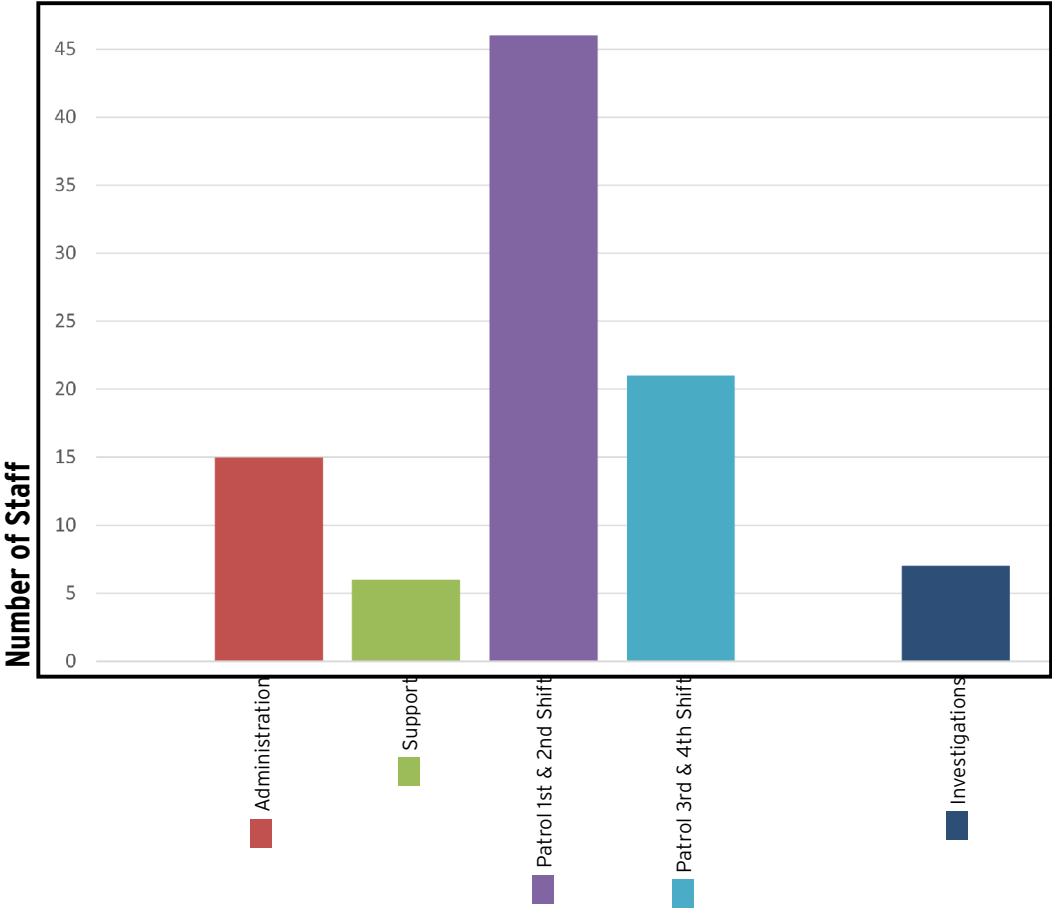
	Green Bay	Beloit	Fond Du Lac	Manitowoc	New Berlin	Oshkosh	Wausau	Wauwatosa	West Allis
DEPARTMENTS & NUMBER OF STAFF									
Administration 33 staff positions	4	11	15	4	10	10	18	10	13
Support 19 staff positions	19	3	6	10	5	15	3	11	22
Patrol 1st & 2nd Shift 28 staff positions	102	23	46	43	40	87	57	49	59
Patrol 3rd & 4th Shift 15 staff positions	43	24	21	15	20	27	0	19	29
Patrol Other 10 staff positions	8	0	0	0	5	0	0	0	15
Investigations 32 staff positions	41	13	7	13	8	18	17	17	27
Other 14 staff positions	1	10	0	2	2	0	1	0	8



STAFFING BREAKDOWN | OVERVIEW
BELOIT

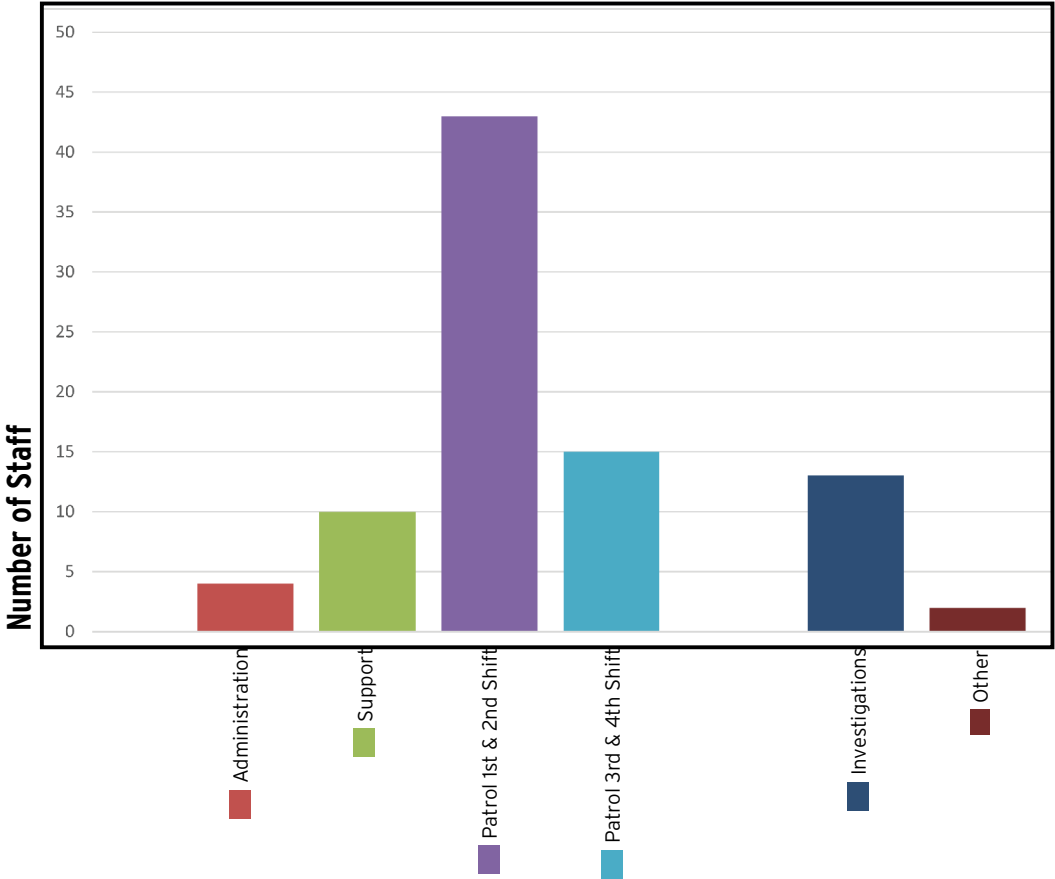


STAFFING BREAKDOWN | OVERVIEW
FOND DU LAC



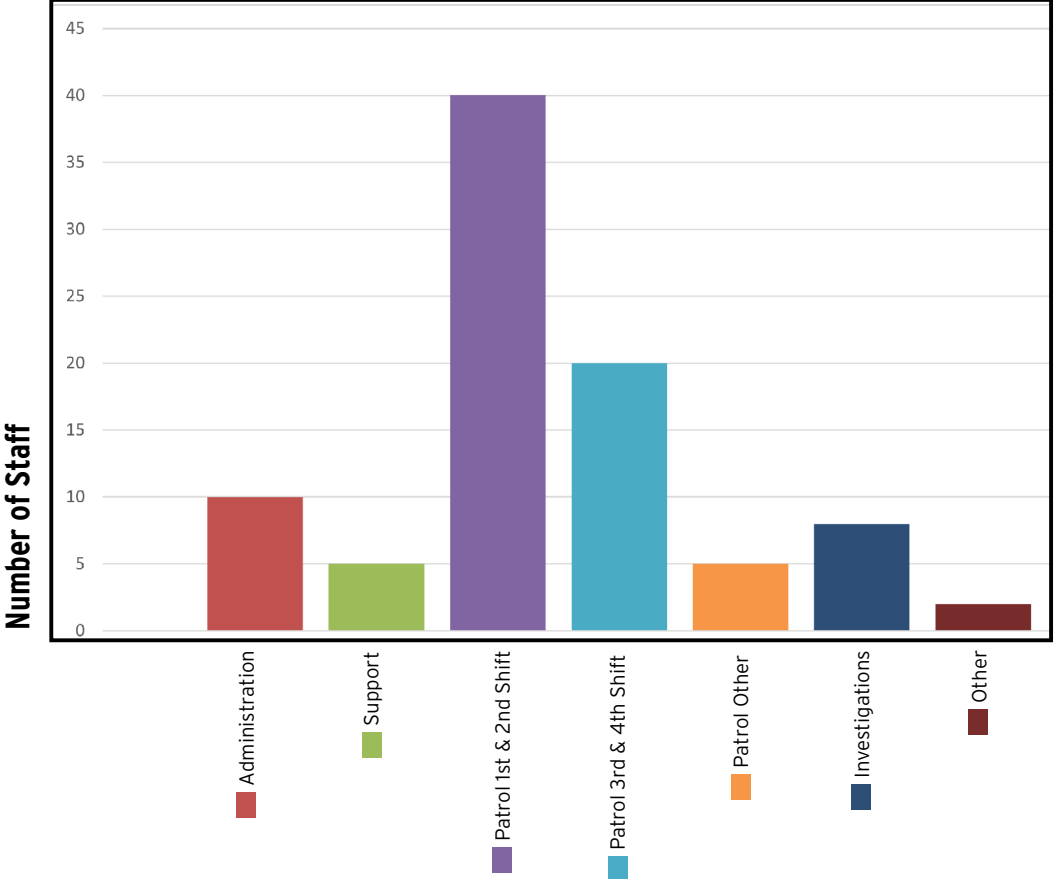
STAFFING BREAKDOWN | OVERVIEW

MANITOWOC



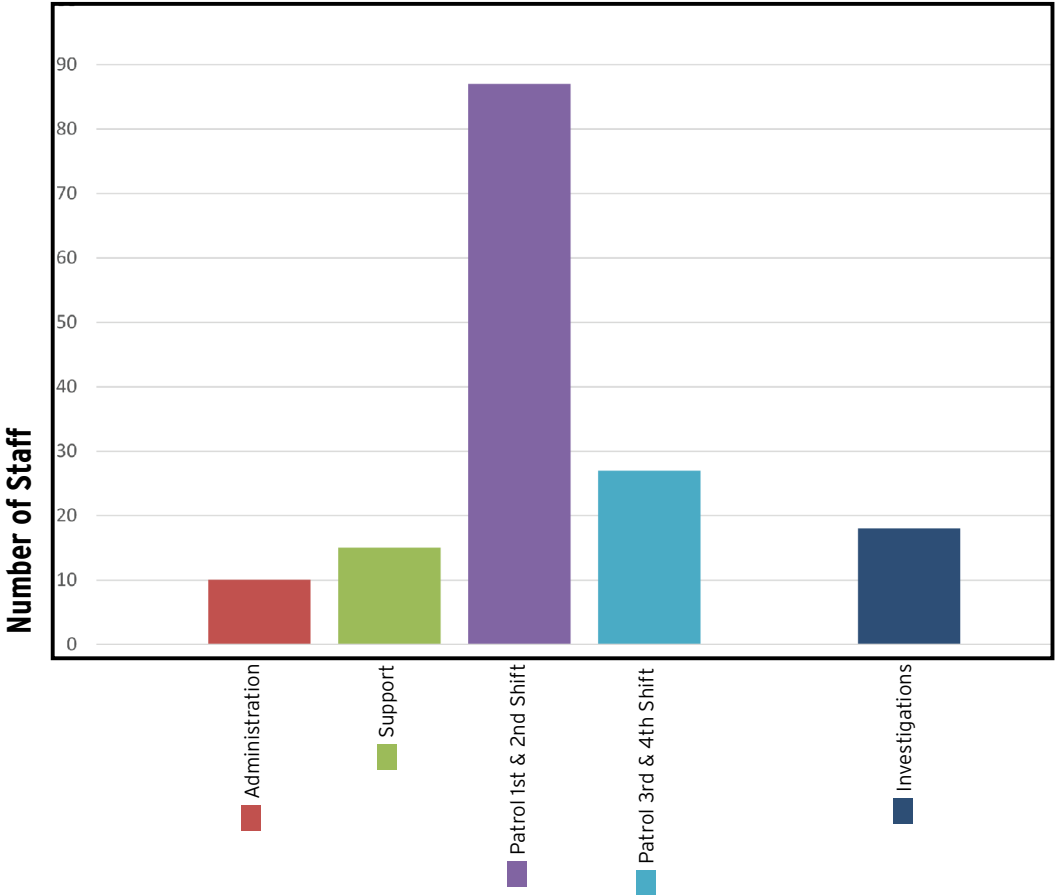
STAFFING BREAKDOWN | OVERVIEW

NEW BERLIN



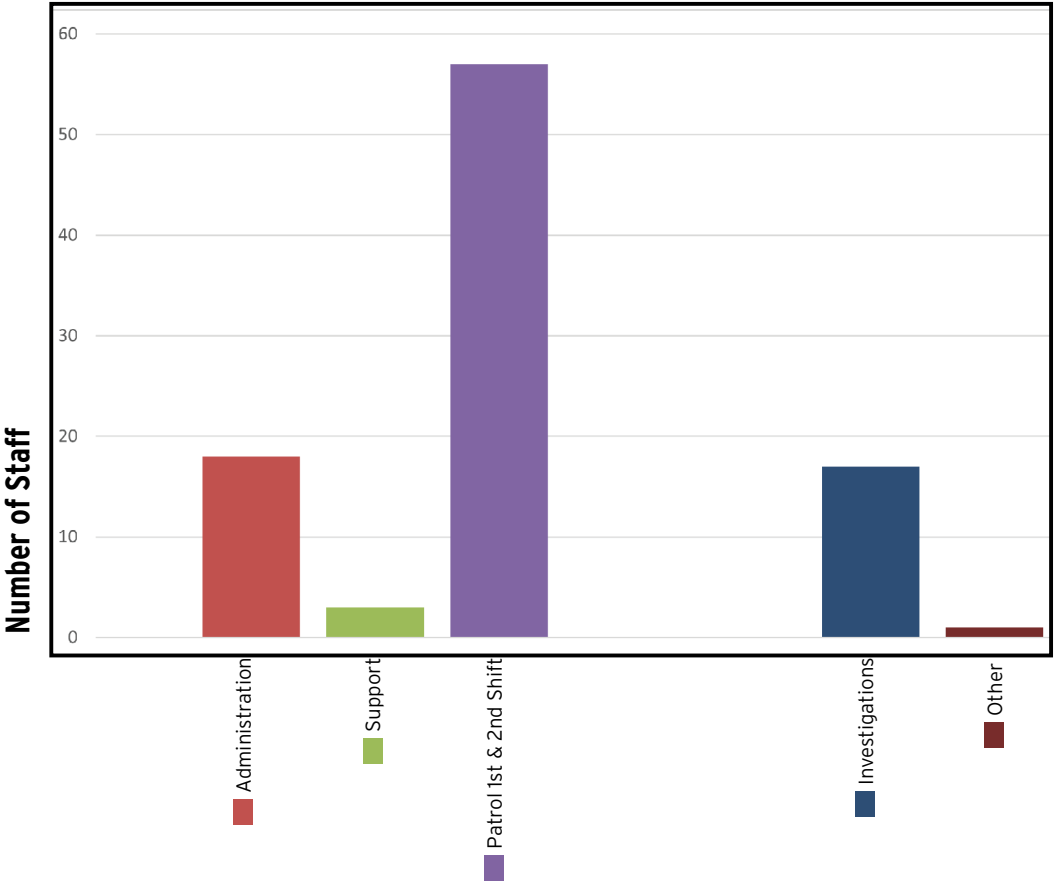
STAFFING BREAKDOWN | OVERVIEW

OSHKOSH



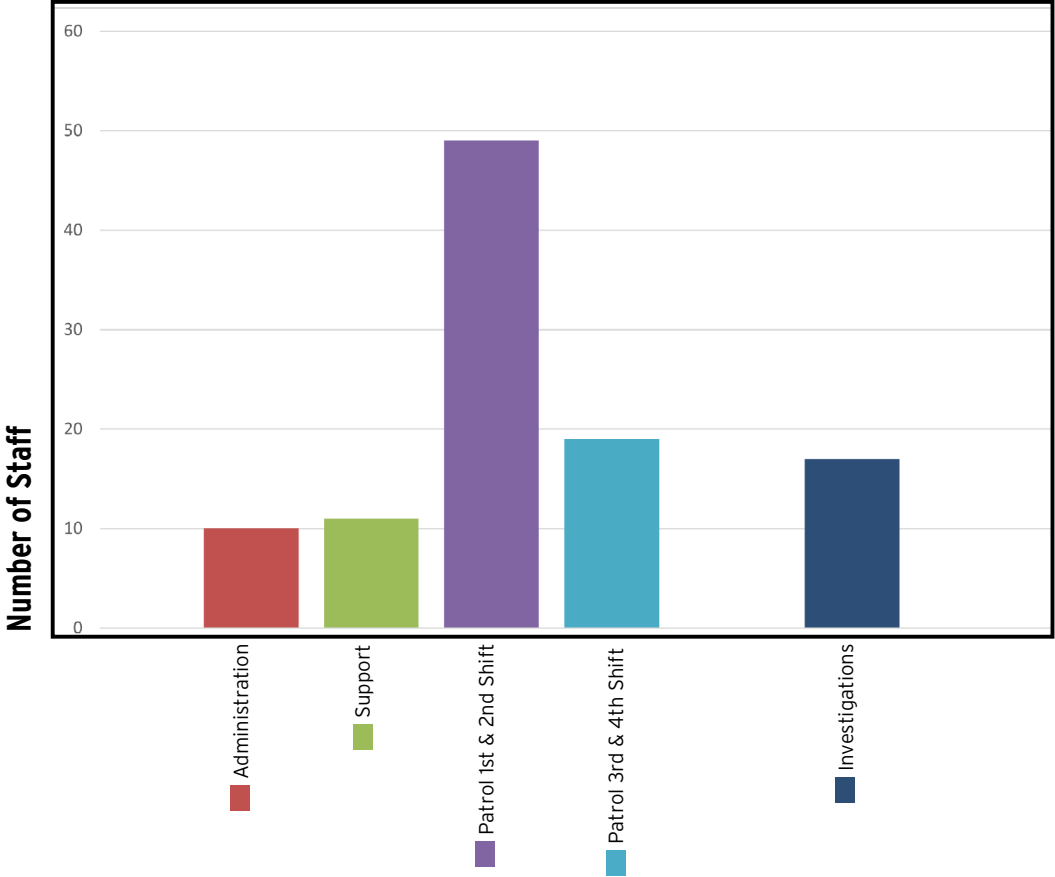
STAFFING BREAKDOWN | OVERVIEW

WAUSAU



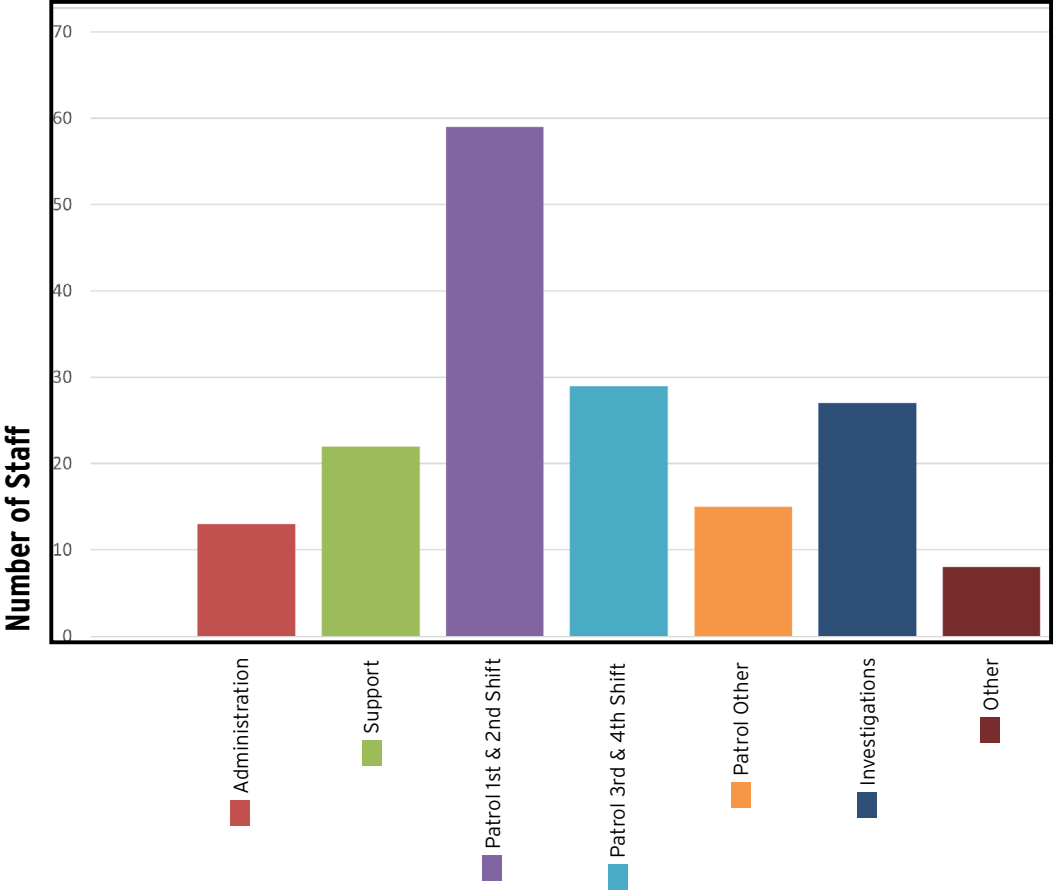
STAFFING BREAKDOWN | OVERVIEW

WAUWATOSA



STAFFING BREAKDOWN | OVERVIEW

WEST ALLIS



Existing Flow Analysis - Police Department | Green Bay, WI
architecture

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.



Caulking dried and brittle



Brick in good condition



Caulking dried and brittle



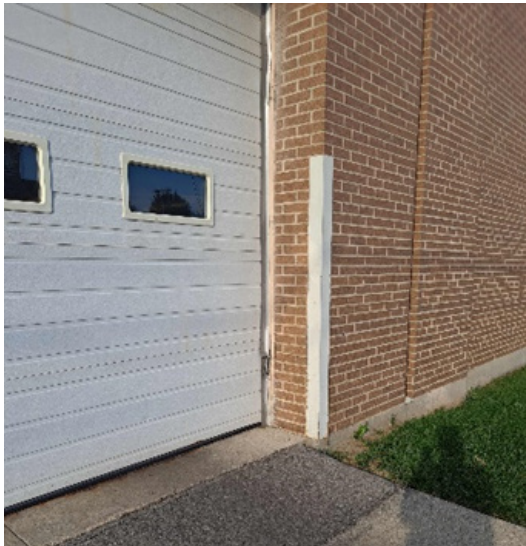
Efflorescence on brick



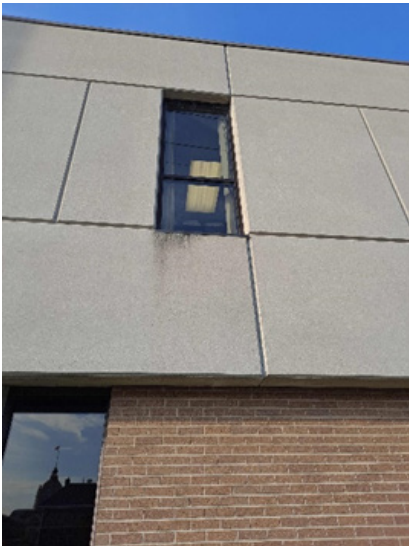
Faded window infill panels



Damaged canopy



Damaged door jamb and door track



Streaking below windows



Window housing faded and rusting



Faded metal window trim



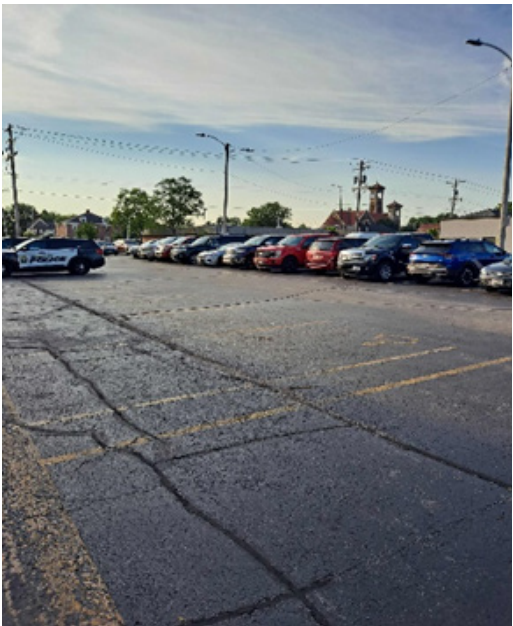
Cracked concrete between windows



Damaged concrete curb



Gaps under precast concrete panels



Previous sealing of asphalt cracks

Existing Flow Analysis - Police Department | Green Bay, WI

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 kick-plate). 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

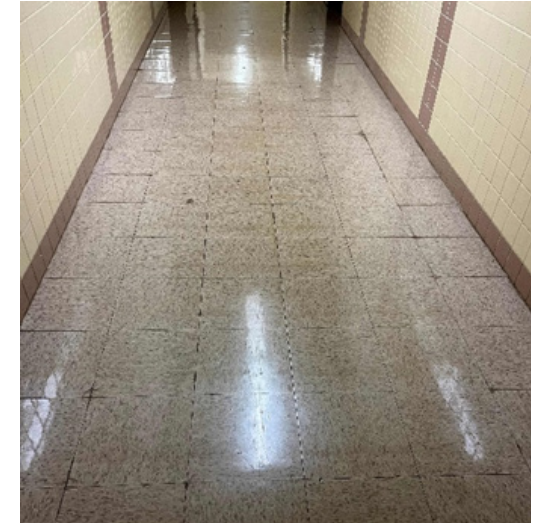
Many ceiling tiles are stained or missing, especially on the basement level.



Chipped paint at shooting gallery entry



Chipped tiles at south stair



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

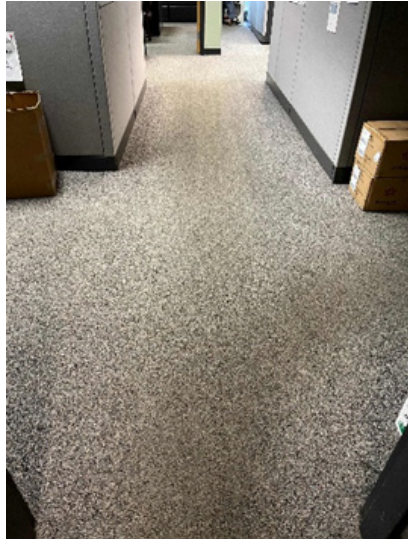


Missing and misplaced ceiling tiles



Typical stained ceiling tile

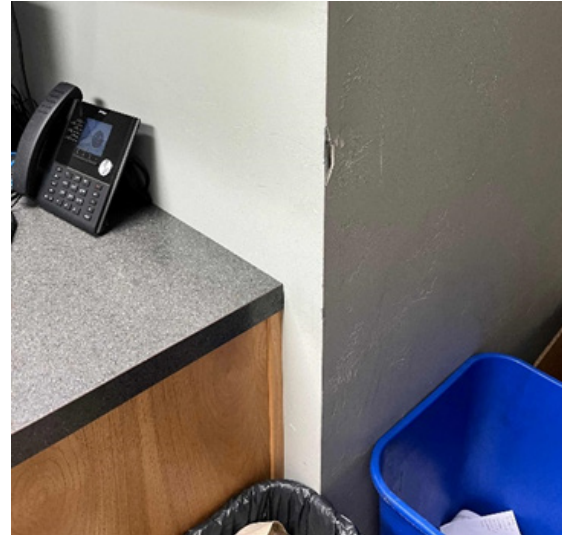
Existing Flow Analysis - Police Department | Green Bay, WI



Worn carpet at office area



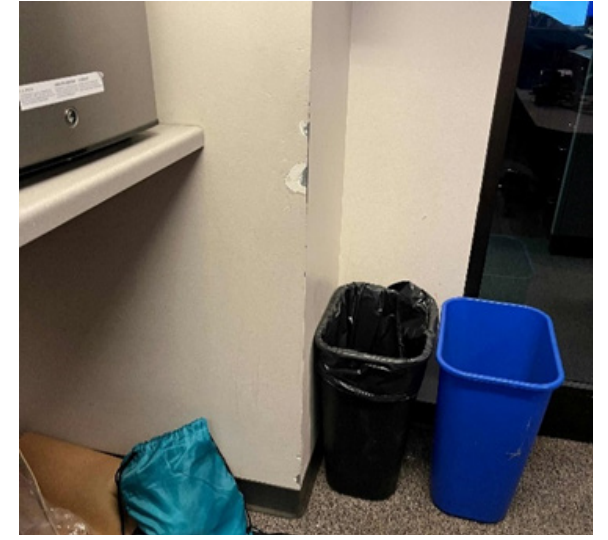
Worn VCT at shop office



Damaged corner - Range



Deteriorated base at high-density storage



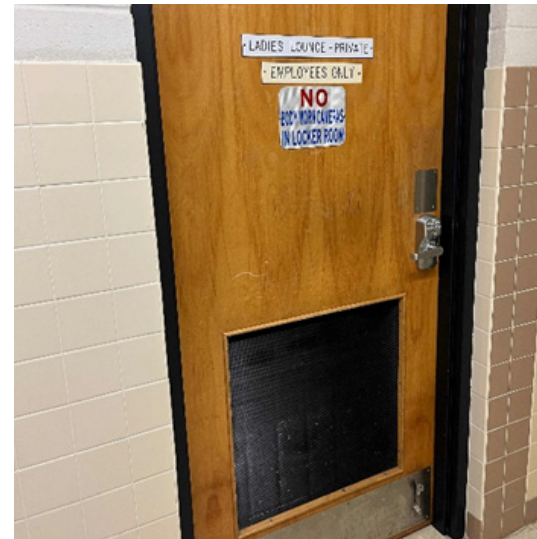
Damaged corner - Shift Commander



Chipped paint at lite and
damaged wood finish
Missing kick plate



Chipped paint at lite and
damaged wood finish



Scratched wood veneer



Damaged wood veneer &
missing kick plate



Plastic laminate casework
condition



Chipped plastic laminate

Document

Attached Document File Name

Police Department Facility Assessment dated September 30th, 2022

22CGB12.00_PoliceStation_COMBINED2.pdf



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

MEETING DATE

November 28, 2023

AGENDA ITEM # F.3

To receive and place on file the flow analysis by Berners Schober for the City of Green Bay – Municipal Court building.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 23CGB03.00_Municipal Court I | OCT2023

existing flow analysis

Document prepared for:

The City of Green Bay -
Municipal Court
Green Bay, WI

Ad Hoc Facilities Committee
23CGB03.00

10/12/2023

**table of
contents**

what we're doing	3
organizational chart	4
program / deficiencies	5
existing images	8
appendix	10

executive summary

background

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

ad hoc committee motion:

Moved by Garritt Bader, seconded by Board Member Jesse Sharp 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.

service agreement project narrative:

Produce high level existing flow analysis of police station and existing program of police, municipal court, and city hall with high level synopsis of potential program fit on existing police department site. Additionally, we will assemble benchmarking square footage for police facilities based on similar size cities.

process:

- Space Identification Meeting(s)
 - Review, with plans, identify departments, rooms and use, staff count and positions.
 - Establish Existing Space Allocation Spread Sheet and Existing Graphic Program
- Space Identification Tour(s)
 - Tour Buildings to confirm plan accuracy and area. Field Verify as necessary.
 - Refine Space Program and Graphic Program.
- High Level Stakeholder Interviews
 - Identify list of Building Occupant Internal Process Flow Diagrams / Existing Deficiencies
- Identify comparable Municipalities for Data Collection
- High-Level Test-Fit on Existing Police Site

final deliverables:

- Presentation of Findings to committee
- Study Narrative and Executive Summary
- Existing Space Program
 - Organized By Building, By Department including Area by square foot.
- Existing Graphic Program
 - Overlaid on existing floor plans, showing adjacency.
- Like-Sized Municipalities Comparison Data
- Facility Assessment Documents via appendix

report description

An assessment of the Municipal Court was conducted in 2015 by Berners Schober with an update in 2022, which reviewed the condition of the building’s architectural, structural, mechanical, plumbing, and electrical elements. This report is a flow analysis, studying and noting the observed deficiencies.

The Green Bay Municipal Court building presents issues on its basement and first floor levels.

Basement

In the basement, the workout and training facilities for the police department are housed separately from the main headquarters, requiring personnel to cross a parking lot for access. This arrangement is inconvenient, particularly in adverse weather conditions. Additionally, there is a shortage of lockers, and the absence of a dedicated locker room may lead to disorganization. The basement area also requires updates in terms of furniture, fixtures, equipment, and finishes to ensure functionality and safety. Furthermore, the basement’s layout was adapted to its current use, potentially causing inefficiencies.

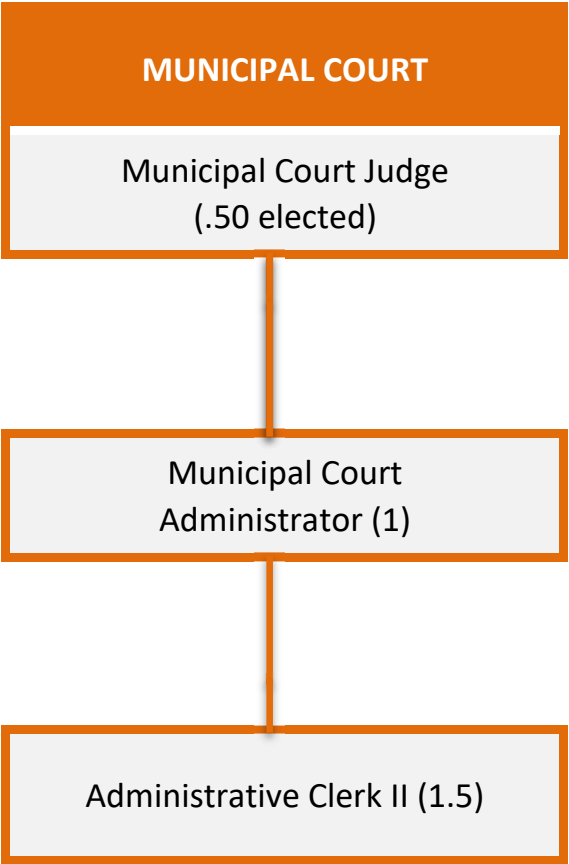
First Floor

Moving to the first floor, both the courtroom and entry area are underused, considering their size, indicating potential space allocation inefficiencies. The building’s overall size appears larger than required for the daily personnel needs, leading to underutilized spaces and increased maintenance costs. However, despite these concerns, the first floor’s layout generally supports daily operations well, with some exceptions related to oversized spaces. Addressing these oversized areas could further optimize functionality and efficiency within the first floor of the Green Bay Municipal Court building.

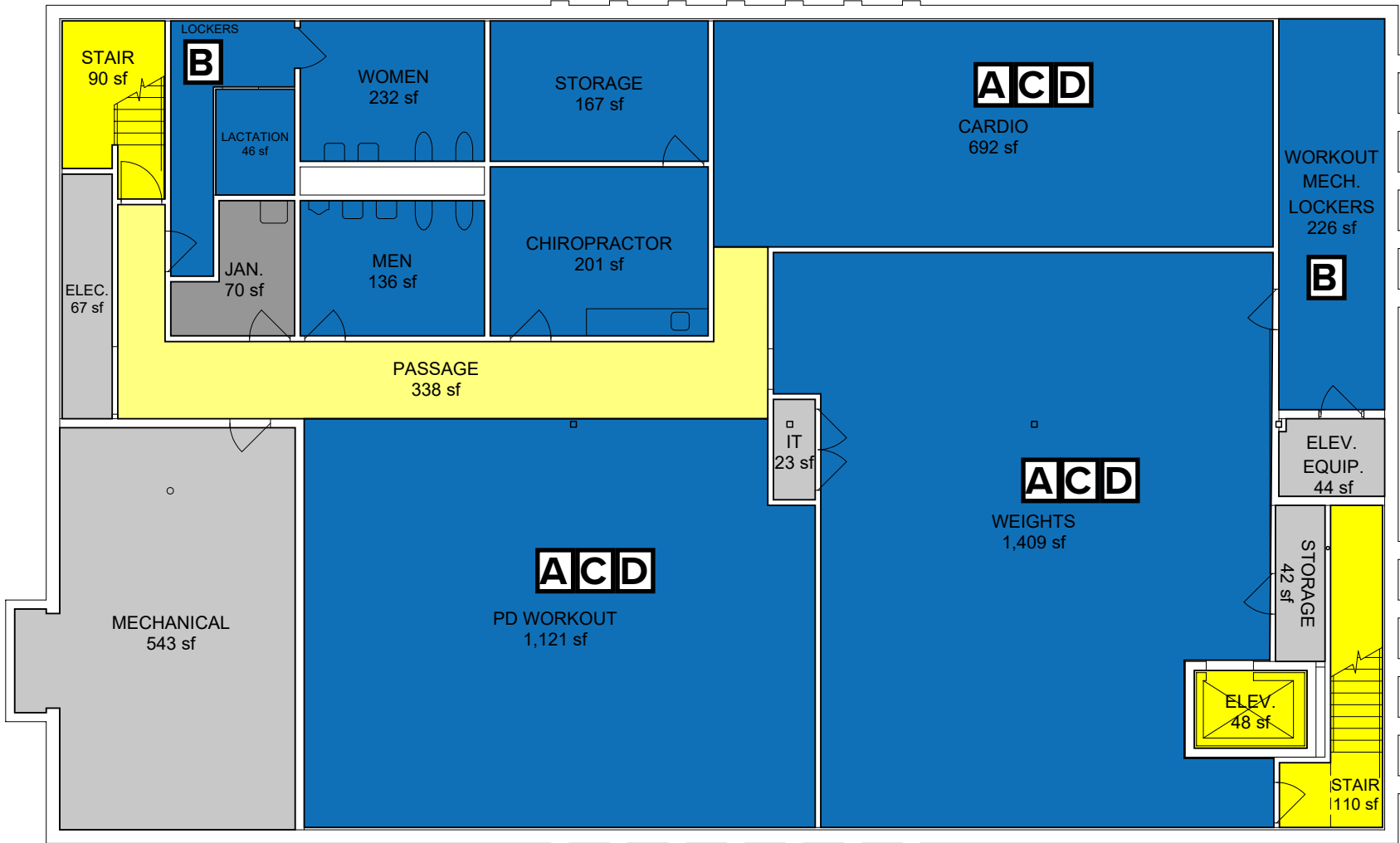
recommendation

It is our recommendation that the committee move forward with conducting a comprehensive Space Needs Assessment Study for the Green Bay Municipal Court. This study will provide valuable insights into addressing the deficiencies and optimizing space utilization within the facility. Coordinating the Space Needs Assessment Study with the Existing Flow Analysis will create a comprehensive approach to evaluating and improving the overall functionality of the Municipal Court. These complementary assessments will empower the city to make informed decisions, ensuring that resources are strategically allocated to meet both current and future needs efficiently.

MUNICIPAL COURT



Fulltime Employees 2
Parttime Employees 2



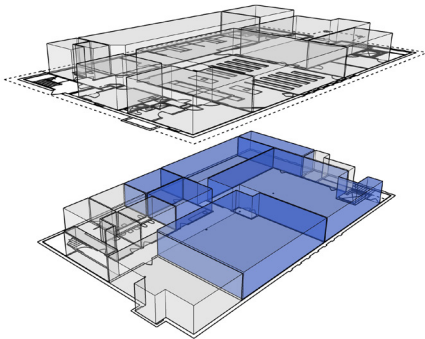
BASEMENT

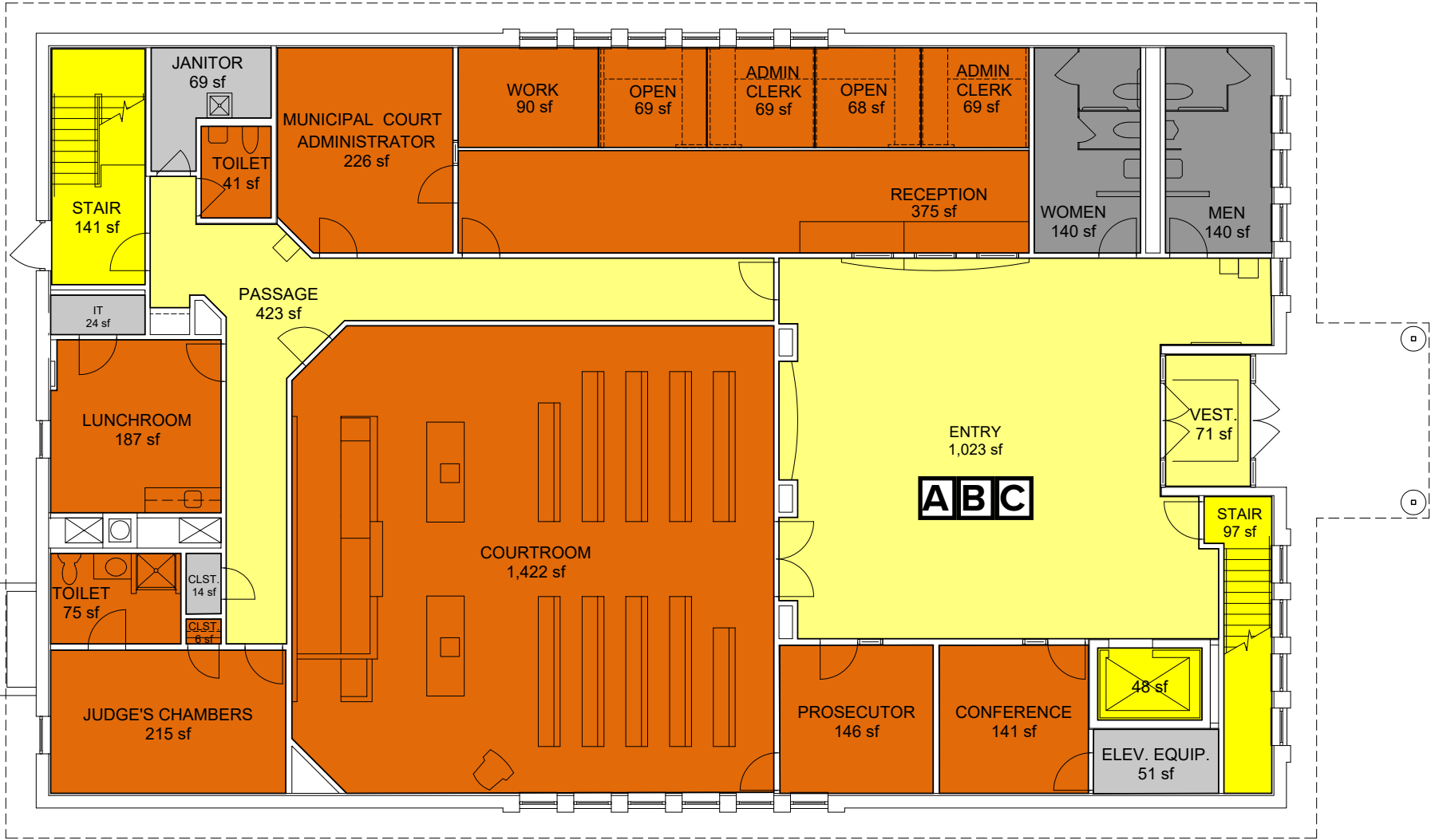
- A. Separate Building for Training Facilities:**
The basement level houses essential workout and training facilities for the police department. However, a significant drawback is that these facilities are located in a completely separate building from the police department headquarters, necessitating police personnel to walk across a parking lot to access them. This arrangement can be inefficient and inconvenient, particularly during inclement weather or emergencies.
- B. Limited Locker Space:**
There is a notable shortage of lockers, and the basement lacks a dedicated locker room. This deficiency can hinder the ability of police personnel to securely store their belongings while using the facilities and may lead to clutter and disorganization.
- C. Lack of Updates:**
The area is in need of updates, specifically concerning the furniture, fixtures, and equipment, as well as the overall finishes. Outdated or worn-out elements can impact the functionality, safety, and aesthetics of the training and workout spaces, potentially affecting the effectiveness of training programs.
- D. Adapted Layout:**
The basement’s layout was adapted to its current use rather than being purposefully designed for its current functions. This adaptation may result in inefficiencies in the layout and overall functionality, potentially impacting the effectiveness of training and workout activities.

Basement		
Room	Department	S.F.
PD Workout	Police Department	1,121
Weight Room	Police Department	1,409
Cardio Room	Police Department	692
Chiropractor	Police Department	201
Storage	Police Department	167
Workout/Lockers/Mechanical	Police Department	226
Women's Toilet	Miscellaneous	232
Lactation Room	Miscellaneous	46
Men's Toilet	Miscellaneous	136
Janitor	Miscellaneous	70
Electrical	Miscellaneous	67
Mechanical	Miscellaneous	543
I.T.	Miscellaneous	23
Storage	Miscellaneous	42
Elevator Equipment Room	Miscellaneous	44
Sub Total		5,019
% of Floor		81%

Stair	Circulation	90
	Circulation	110
	Circulation	48
	Circulation	338
Sub Total		586
% of Floor		9%
Subtotal SF		5,605
Net SF		4,230
SF Ratio		1.47
Gross SF		6,227

Total Building Gross SF	12,397
Total Building Net SF	7,429
Total Building SF Ratio	1.67





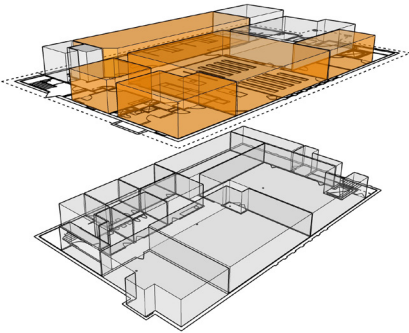
FIRST FLOOR

- A. Underutilized Courtroom and Entry Area:**
The courtroom and entry area on the first floor of the municipal court facility are noted for their infrequent use to full capacity. These spaces appear to be oversized considering their limited utilization, which may result in inefficient space allocation and underutilization of resources.
- B. Oversized Building for Daily Operations:**
The overall building layout and size appear to be larger than necessary for accommodating the limited number of personnel who work there on a daily basis. This discrepancy between the building's size and staffing needs may lead to underused spaces and increased maintenance expenses.
- C. Functional Flow:**
Despite the noted issues related to underutilization and building size, the flow and functionality of the first floor generally operate effectively. The layout appears to support daily operations well, with the exception of the mentioned oversized spaces. Addressing these oversized areas could further optimize the floor's functionality and efficiency.

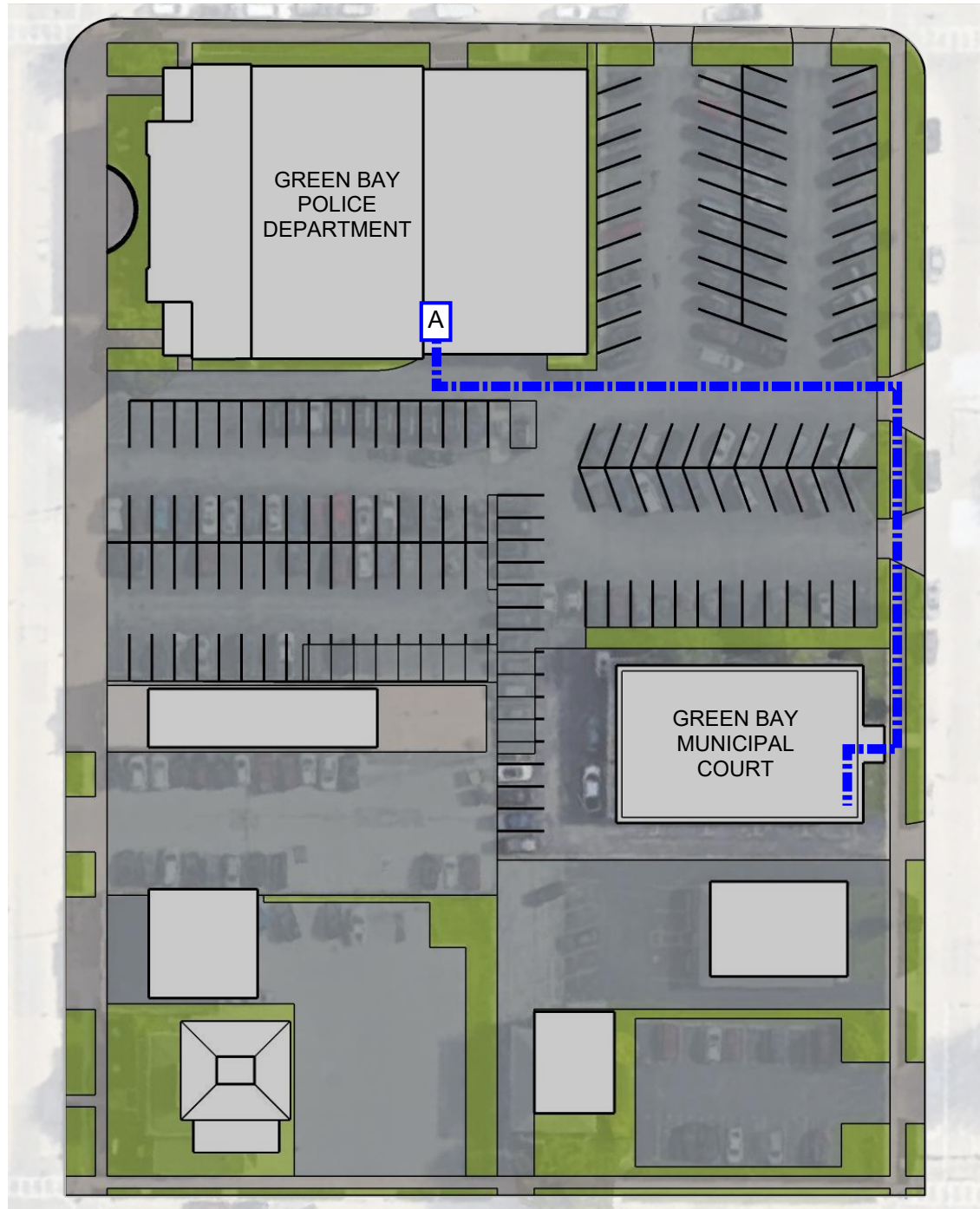
First Floor		
Room	Department	S.F.
Municipal Court Administrator	Municipal Court	226
Admin Clerk	Municipal Court	69
Open	Municipal Court	68
Admin Clerk	Municipal Court	69
Open	Municipal Court	69
Work	Municipal Court	90
Reception	Municipal Court	375
Judge's Chambers	Municipal Court	215
Toilet	Municipal Court	75
Closet	Municipal Court	6
Prosecutor	Municipal Court	146
Conference	Municipal Court	141
Courtroom	Municipal Court	1422
Lunchroom	Municipal Court	187
Toilet	Municipal Court	41
Janitor	Miscellaneous	69
I.T.	Miscellaneous	24
Closet	Miscellaneous	14
Elevator Equipment Room	Miscellaneous	51
Women's Toilet	Miscellaneous	140
Men's Toilet	Miscellaneous	140
Sub Total		3,637
% of Floor		59%

Stair	Circulation	141
Stair	Circulation	97
Elevator	Circulation	48
Passage	Circulation	423
Entry	Circulation	1023
Vestibule	Circulation	71
Sub Total		1,803
% of Floor		29%

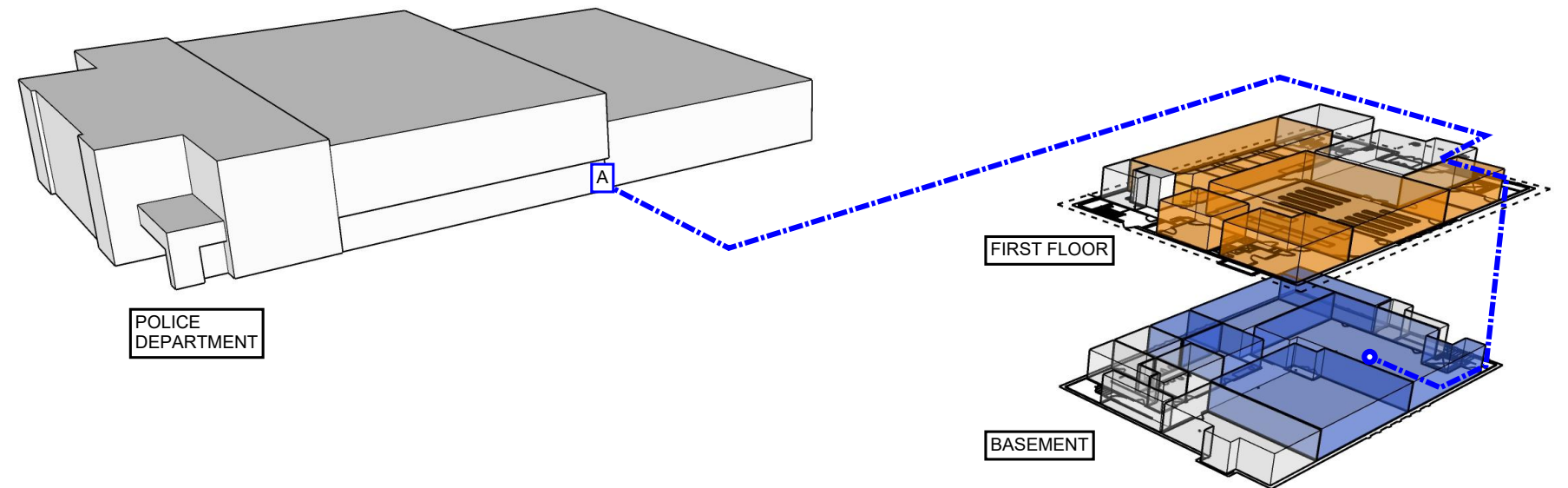
Subtotal SF	5,440
Net SF	3,199
SF Ratio	1.93
Gross SF	6,170



Existing Flow Analysis - Municipal Court | Green Bay, WI



Plan View Of Path From Police Department To Workout Facility
In The Basement Of The Municipal Court Building



A. Disconnected Workout Facilities:

The police department's dedicated fitness facility is currently situated in the basement of the Municipal Court apart from the main department headquarters. This spatial disconnect imposes notable constraints on the accessibility and utilization of these fitness facilities, particularly during inclement weather. Moreover, the physical separation creates a practical barrier, impacting the ease of access and utilization of these essential amenities for the police department personnel.

Existing Flow Analysis - Municipal Court | Green Bay, WI

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 payloader 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 (next page)

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.



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

Existing Flow Analysis - Municipal Court | Green Bay, WI



Chipped paint at basement door frames



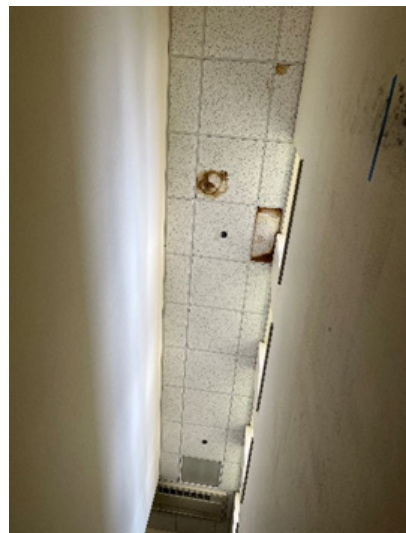
Worn finish at reception counter



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



Missing ceiling tile at back stair shaft

Document

Municipal Court Facility Assessment dated September 30th, 2022

Attached Document File Name

22CGB12.00_MunicipalCourt_Combined2.pdf



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

MEETING DATE

November 28, 2023

AGENDA ITEM # F.4

To direct Staff to proceed as directed in closed session regarding an update on the Fire Station needs and location.

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Fire Ad Hoc Committee



CITY OF GREEN BAY AD HOC FACILITIES COMMITTEE MEETING

GREEN BAY METRO FIRE DEPARTMENT

October 2023

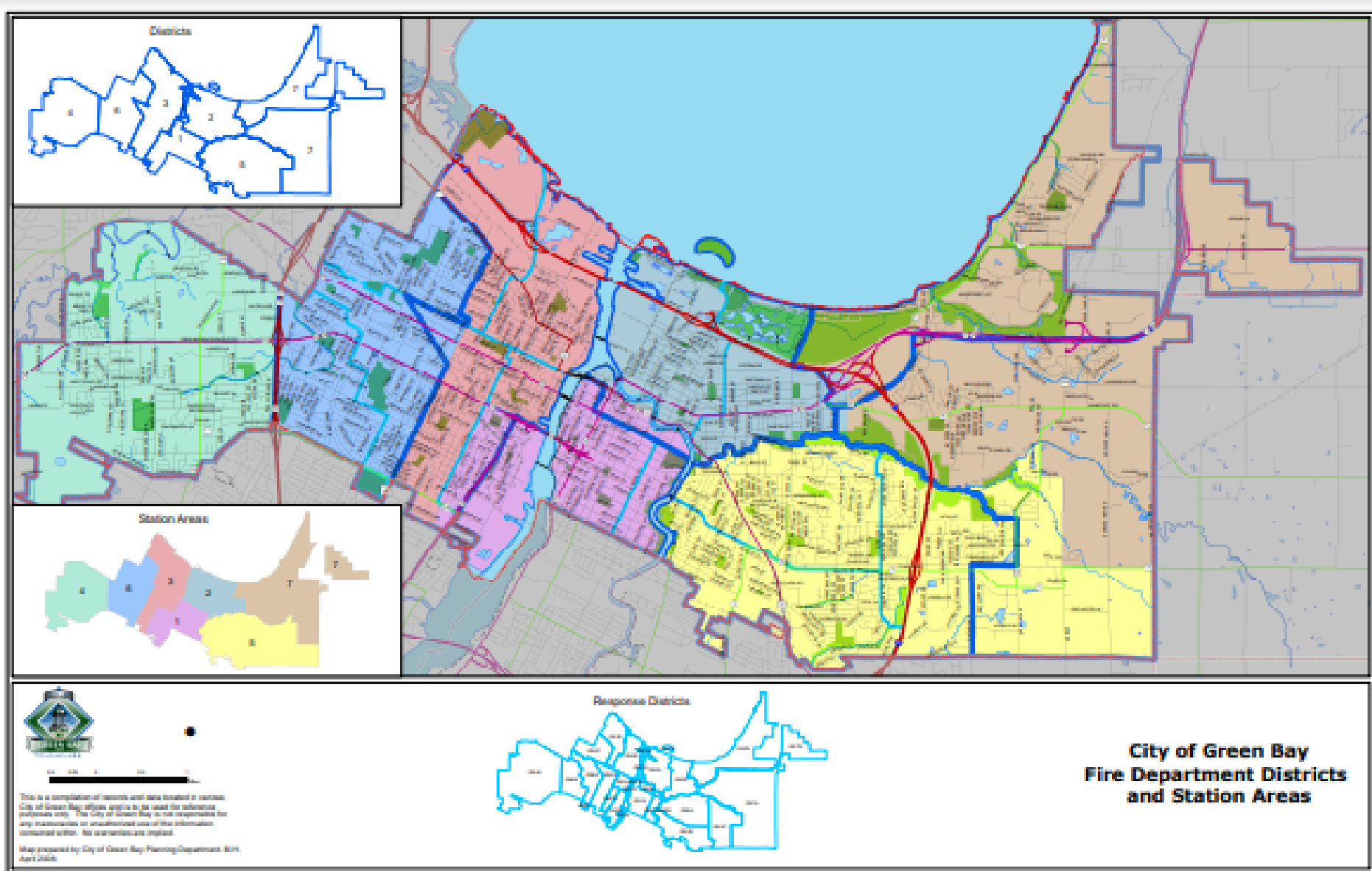
CURRENT FACILITIES LOCATED IN GREEN BAY

Four fire stations in Green Bay and our maintenance facility are over 50 years old

Facility	Year Built	Scheduled Replacement*
Station 1	1929	1979
Station 2	1964	2014
Station 3	1937	1987
Station 4	2001	2051
Station 5	1997	2047
Station 6	1969	2019
Station 7	1982	2032
FD Shop	1955	2005

* Scheduled replacement is based on an estimated 50-year building lifespan

FIRE STATION LOCATIONS



SPECIFIC GOALS

- Develop a new facility to replace Station 1 (HQ) and Station 3
 - Determine suitable location
 - Right size our footprint to incorporate a modern fire station and administrative offices to support our community.
- Develop a sustainable model to keep facilities updated
- Develop strategy for future growth and expansion
- Incorporate new technologies and changes in best practices.



CURRENT STATION ISSUES

- Undersized for current and future apparatus fleet
- Lack of facilities to accommodate our diverse firefighters
- Inadequate heating/cooling systems
- Not configured to accommodate needs
- Lack of security for medical supplies



CURRENT STATION ISSUES

- Inadequate decontamination facilities
- Inadequate electrical service
- Lack of backup power
- No fire sprinkler systems
- Mold issues and odors
- Unsafe situations
- ADA accessibility





Five Bugles Design™

Unmatched Experience:

200+ Public Safety Projects

25+ public safety projects
designed/constructed with an
additional 20 studied in the past 5
years

In-House Public Safety Specialists

Public Safety Projects ranging in size
from 10,000 SF – 60,000SF

National Credibility: judging, writing,
speaking, attending, award-winning
designs

Sponsors/Presenters of State and
National Organizations



FIREHOUSE



WORK WITH FIVE BUGLES DESIGN

PROJECT APPROACH:

PROCESS TO-DATE

Programming



Conceptual Site
Planning

Tour Similar
Facilities

Conceptual Designs
(Estimate)

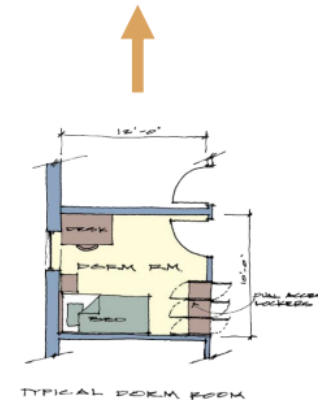
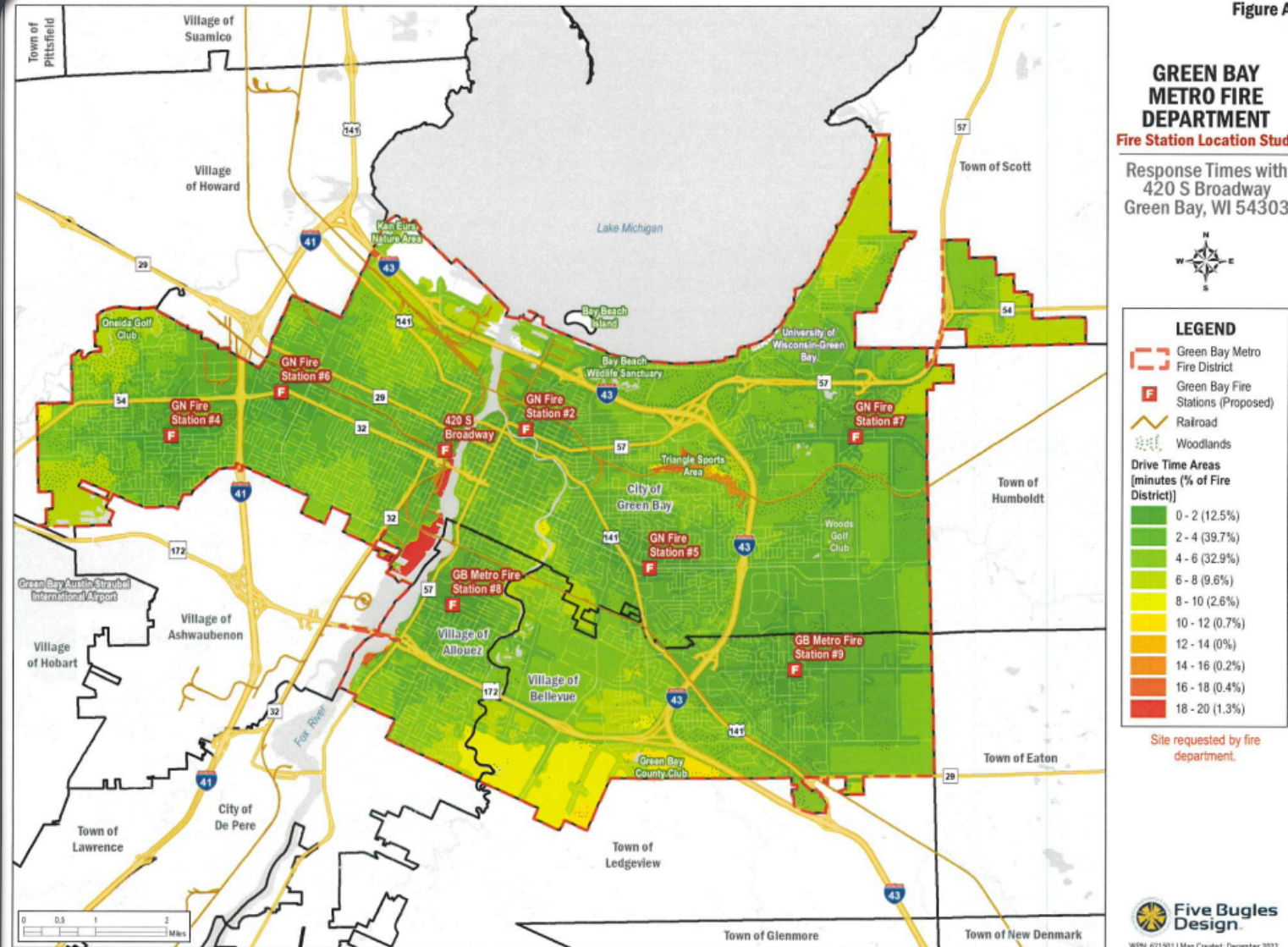


Figure A6

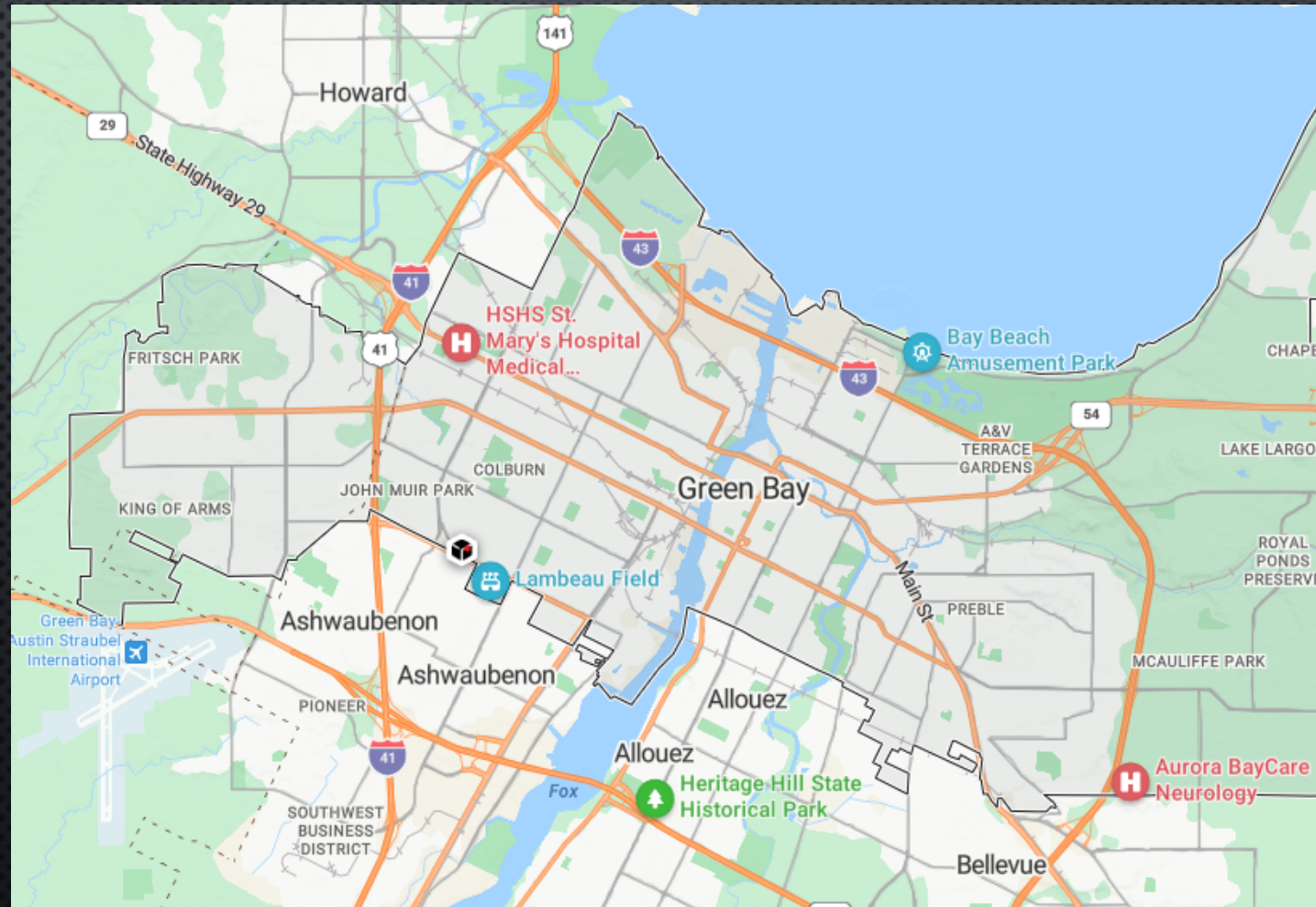


Performed various GIS site analysis examples for locations west of the Fox River and railroad tracks.

Wentel WD Architecture, Engineering, Surveying & Landscape Architecture, P.C. shall assume no liability for 1. Any errors, omissions, or inaccuracies in the information provided regardless of how caused or; 2. Any decision or action taken or not taken by the reader in reliance upon any information or data furnished hereunder. Data Sources: Brown County, WI GIS, City of Green Bay, Esri, HERE, Garmin, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, USGS

Document Path: \\data\\E_DATA\\PROJECTS\\621501\\Projects\\FigureA6_Station420SBroadwayResponseTimes.mxd

DISCUSSION ON POTENTIAL SITE LOCATIONS



QUESTIONS?



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

MEETING DATE

November 28, 2023

AGENDA ITEM # F.5

To receive and place on file regarding portions of the Citywide Clean Energy Plan that pertains to city buildings.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. DRAFT Energy Plan recommendations for buildings_Excerpts from the full plan



CLEAN ENERGY GREEN BAY



EXECUTIVE SUMMARY

In 2021, the City of Green Bay Council approved a resolution with the goals of 100% clean energy and carbon neutrality community by 2050. In support of these goals, City staff and the Sustainability Council highlighted the importance of creating a community energy plan to serve as an overarching and impactful roadmap for future energy strategies.

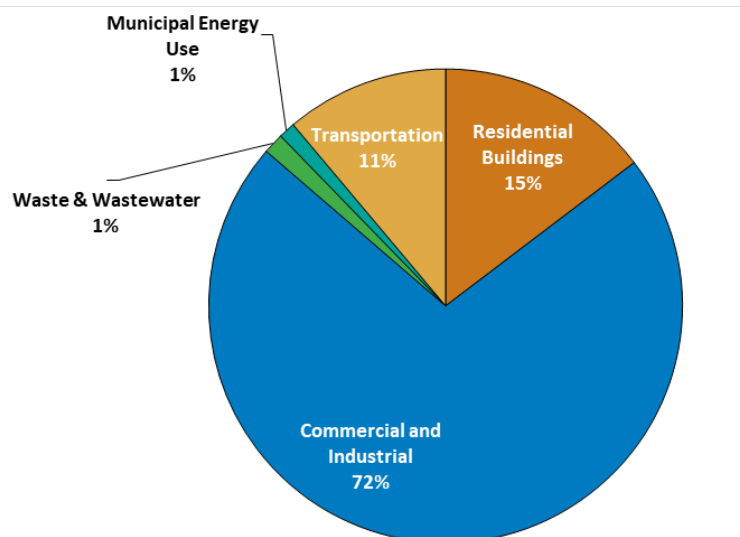
In 2022, the City partnered with Green Bay Metro Transit and Green Bay Water Utility and was awarded a planning grant through the Office of Energy Innovation (OEI) at the Wisconsin Public Service Commission (PSC). The three entities recognized the value of demonstrating commitment to the communitywide goal by prioritizing carbon reduction activities for internal operations. The entities believe that a holistic and collaborative approach will increase the community's overall success in reaching its goals by 2050.

Over the past year, the three partners have worked with Slipstream, a nonprofit organization, to develop an energy plan to guide the next ten years. The effort included several tasks, including:

- An inventory of communitywide carbon emissions
- Community engagement through a public survey process and an Open House
- An in-depth analysis of solar, fleet, and building upgrade opportunities for municipal operations
- Identification of policies and educational actions to drive reductions at the community-level

Creating a greenhouse gas profile is a vital first step in a planning process. The profile allows for identification of savings opportunities and serves as a baseline to use when tracking future progress. Figure 1 details the CO₂ emissions baseline for the City of Green Bay. Over 85% of all emissions come from industrial, residential, and commercial buildings and facilities.

Figure 1. City of Green Bay CO₂ emissions baseline (2018 data)



2,779,465 metric tons of CO₂ emissions

25.8 metric tons per person

6,846 kilowatt-hours per WPS residential customer

1,231 commercial buildings

394 industrial facilities

45,789 housing units

Using the baseline profile along with feedback from community members on a survey, the team developed recommendations to guide the next decade for the City of Green Bay. The City shared draft recommendations in an Open House to gather additional feedback before finalizing this plan. The recommendations work collectively to reduce CO₂ emissions while bringing cost savings, public health benefits, and air quality improvements to the City of Green Bay. The recommendations are guided by three main principles: cost-

effective and affordable, feasible and proven, and benefits to the community. Figure 2 provides an overview of all recommendations across the seven focus areas.

Figure 2. Clean Energy Green Bay recommended actions



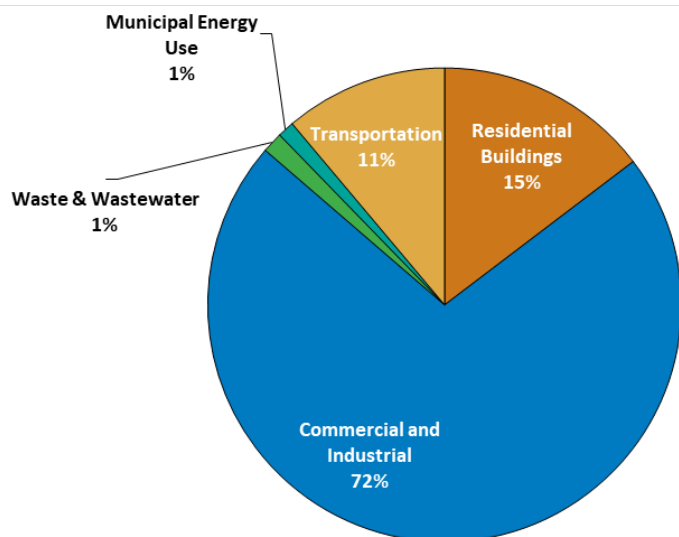
Baseline Data

To evaluate the City’s progress towards its goals of carbon neutrality, it is necessary to understand current carbon dioxide emissions (CO₂) and develop a system for ongoing tracking of emissions. In 2018, the Sustainability Commission developed a baseline greenhouse gas inventory for City operations. As part of the energy plan process, the project team expanded on that analysis to develop a carbon baseline for the entire City.

Figure 4 details the CO₂ emissions baseline for the City of Green Bay. The chart includes communitywide data on energy use from buildings gathered through Wisconsin Public Service Commission (WPS) Utility, transportation, waste, and wastewater. The data is from 2018, which is the City’s carbon baseline year. Full methodology is available in Appendix C.

Buildings across the city contribute 86% of the CO₂ emissions. The grid serving the City of Green Bay has a high emissions intensity, defined as the amount of CO₂ emissions released per unit of energy generated. This emissions intensity is impacted by type of power plants on the grid, such as coal versus natural gas versus renewable energy. The carbon intensity for the grid serving the City of Green Bay was the highest in the nation as of 2018¹ and Green Bay’s industrial energy use is almost twice as high as average industrial energy use for cities of similar sizes.² As a result, the metric tons per person, 25.8, is higher than other Wisconsin cities.

Figure 4. City of Green Bay carbon emissions baseline (2018 data)



2,779,465 metric tons of CO₂ emissions

25.8 metric tons per person

6,846 kilowatt-hours per WPS residential customer

1,231 commercial buildings

394 industrial facilities

45,789 housing units

Municipal energy use comprises a small portion of citywide emissions. However, the City can lead by example by setting goals for municipal operations and taking energy actions. The total municipal CO₂ emissions is roughly 31,500 metric tons. Table 1 summarizes the CO₂ sources for the City, Water Utility, and Metro Transit.

Table 1. Municipal operations CO₂ emission sources (2018 data)

Source	CO ₂ Emissions (MT)
Water Distribution Electricity	9,475
Municipal Fleet	8,508
Municipal Building Electricity	6,348
Streetlights Electricity	4,685
Natural Gas + Propane Use	2,484
Total	31,500

¹ Environmental Protection Agency, eGrid, <https://www.epa.gov/egrid>.

² National Renewable Energy Lab, SLOPE tool, <https://maps.nrel.gov/slope/>

Overview of Recommendations

The objective of the Clean Energy Green Bay plan is to identify top priority actions for Green Bay to begin making progress towards its goal within the next decade. The recommendations work together to reduce CO₂ emissions while bringing cost savings, public health benefits, and air quality improvements to the City of Green Bay. This plan should be revisited every few years to update priorities and track progress with the City's goals. Figure 5 provides an overview of all recommendations across the seven focus areas.

Figure 5. Clean Energy Green Bay recommended actions



BUILDINGS

Eighty-six percent of CO₂ emissions in the City of Green Bay come from residential, commercial, and industrial buildings. This large percentage of CO₂ emissions elevates this sector to a top priority for the citywide energy plan. This section focuses on energy efficiency and electrification options for buildings in the City of Green Bay. The benefits of these actions include lower energy costs for buildings, improved comfort within buildings, local job creation, and reduced CO₂ and air pollutant emissions.

The identified recommendations for buildings focus on municipal demonstration of energy efficiency and electrification, with encouragement for local businesses and homeowners to take similar actions. The focus on municipal buildings has a smaller impact on total overall CO₂ emissions but allows for the creation of case studies that can support education about the benefits to private owners and building operators.

The recommended actions for buildings together with recommendations on renewable energy and education to address the significant CO₂ emissions from buildings.

- Prioritize energy efficiency upgrades in municipal facilities to showcase commitment to energy reductions.
- Introduce heat pump installations in city buildings and document lessons learned, verified savings, and successes.
- Develop guidelines for operations of municipal buildings and for purchasing decisions.
- Create high-performance building standards for new municipal buildings and promote their use by private developers.
- Explore ways to encourage sustainable construction through existing City funding programs, such as tax-increment financing.
- Develop an energy benchmarking program for commercial buildings.
- Explore policies to reduce residents' energy bills through energy efficiency.

Quick Facts



70% of residential survey participants support upgrading existing buildings.



\$48 billion for residential and commercial building retrofits and new construction through federal funding.



86% of emissions come from commercial industrial, and residential buildings in the City of Green Bay.



~\$900,000 spent on building energy annually.



~10% of households and businesses claim a Focus on Energy rebate in a year.



City Operations Recommendation:

Prioritize energy efficiency upgrades in municipal facilities

Energy efficiency upgrades in municipal facilities has the potential to save the City money in operating cost and allow the city to showcase its commitment to energy reductions.

Energy use intensity (EUI) of several city facilities is higher than comparable buildings in the region. Figure 7 illustrates EUI indexed on a regional median by building category, climate zone, and age. Any building over 100% has worse performance compared to the median.

To understand potential upgrades in buildings, Slipstream and Northeast Wisconsin Technical College students performed walkthroughs at city facilities. Slipstream performed walkthroughs at five facilities, and the Northeast Wisconsin Technical College (NWTC) students reviewed three buildings.

The audits identified several opportunities:

- **LED upgrades:** LED lighting is 40 to 50% more efficient than fluorescents, cost-competitive, and emits higher quality light. When upgrading to LEDs, we recommend incorporating daylight and occupancy controls for additional savings.
- **Controls or thermostat updates:** HVAC temperature setpoints or schedules controlled through building automation systems can reduce energy consumption at buildings with little to no cost.
- **Plug load control:** Equipment and appliances in buildings should be on timers and consolidated where possible. Our audits found that equipment, such as computers and TV monitors, were running all day.
- **End-of-system heating system replacements:** When existing systems reach the end of useful life, high-efficiency units or heat pumps should be prioritized to lower energy use.

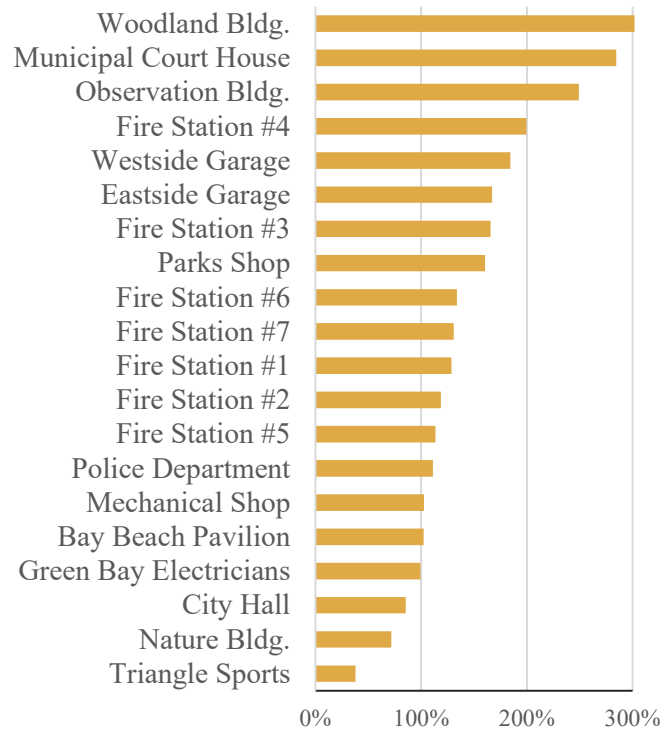
In addition to city buildings, the Water Utility recently completed a pump efficiency study, and an assessment was done at the Filter Plant. We recommend prioritization of upgrades to generate energy and cost savings. Table 2 lists key metrics for the audited buildings – the buildings with stars were audited by NWTC. Implementing similar measures at all buildings could greatly increase the savings. Appendix A has full results.

Cost Considerations: Focus on Energy incentives are available for a wide range of efficiency measures.

Table 2. Potential savings for municipal facilities from energy upgrades

Building	Upfront Costs	Payback Period	Annual Cost Savings	CO ₂ Savings (MT)
Municipal Court House	\$16,600	<1 year	\$19,000 (68%)	118
Police Department	\$62,700	<3 years	\$25,500 (25%)	143
Fire Station #2*	\$1,920	<1 year	\$2,430 (14%)	16
Fire Station #4*	\$18,115	<1 year	\$6,950 (28%)	43
Fire Station #5*	\$785	<3 years	\$860 (5%)	5
Fire Station #6	\$10,800	<3 years	\$4,200 (28%)	23
Fire Station #7	\$7,800	<2 years	\$3,800 (23%)	20
Westside Garage				
Total	\$118,720	3 years	\$37,240	368

Figure 7. Building EUI indexed on regional median EUI



City Operations Recommendation:

Introduce heat pump installations in city buildings and document lessons learned, verified savings, and successes.

As more clean energy is generated and distributed in Green Bay as it works towards its 100% renewable energy goal, electrification of building equipment is essential to ultimately meet the corresponding goal for carbon neutrality. Moving away from fossil fuel-emitting heating technology towards electricity-powered heat pump technology is a primary strategy for decarbonizing the energy grid and the built environment.

Electrification is the process of phasing out equipment that uses fossil fuels (i.e., natural gas, propane, gasoline) with equipment that uses electricity. For Green Bay facilities, this is most applicable to heating systems and water heating systems.



Modern heat pump technology allows for cold climate-rated systems that operate cost-effectively even in northern Wisconsin. Although all heating systems do not need to be replaced immediately, considering a transition to heat pumps at failure is important for meeting carbon goals. With lifetimes over 25 years, a heating replacement decision in the next few years can lock in a heating fuel through the 2050 timeline. Development of an equipment replacement plan to switch to electric as part of the regular capital improvement process can save money in the long-term by minimizing the number of heating equipment early replacements.

In many situations, heat pumps are still more expensive than a high-efficiency natural gas system. However, incentives from the state and federal government and changing energy costs are causing heat pumps to become more cost competitive. City of Green Bay should compare costs and CO₂ impacts of conventional systems versus heat pump options when replacing equipment at failure. Table 3 lists the heat pump options for Green Bay buildings and equipment systems.

Table 3. Heat pump options for City of Green Bay buildings

Existing System	Heat Pump System	Notes
Furnace and A/C Split System	Dual-Fuel Air-Source Heat Pump	A cost-effective electrification option that still uses gas but electrifies heating at temperatures above 25°F.
	Air-Source Heat Pump	Full electrification option.
Steam Boiler System	Variable Refrigerant Flow (VRF)	Suitable for historic retrofit applications and buildings with many smaller rooms, such as offices, courthouses, and police and fire stations.
	Geothermal heat pump system	Requires land for geothermal borefield. Inflation Reduction Act offsets 30% of cost.
Single Zone RTU	Heat-Pump RTU	Emerging technology.

The City of Green Bay should prioritize heat pumps in buildings with the best cost performance, which includes new construction or buildings with simpler heating systems such as furnace and A/C split systems

By leading the implementation of heat pump projects in public buildings, the City can develop local case studies and opportunities for case studies that demonstrate heat pump performance, successes, and lessons learned. These projects should report verified savings, as this is a key metric consumers and contractors are looking for to feel confident in heat pumps.

Cost considerations: Incentives only cover a portion of upfront costs.

City Operations Recommendation:

Develop guidelines for operations of municipal buildings.

The operation of a building and the behavior of building occupants has a significant impact on building energy use. Operational guidelines can save energy without any upfront cost and have the potential to positively impact occupant comfort and productivity.

We recommend that City of Green Bay develop internal guidelines that define clear goals for operations of buildings. As the City of Green Bay does not have a central facilities team, this will help ensure that individual facilities are aware of operational best practices to minimize energy use while considering comfort of occupants.

The guidelines should be written with enough flexibility to reflect that each building has unique characteristics and that decisions need to balance energy use and comfort. The City should also set up appropriate communications channels so that building occupants can provide ongoing feedback.

Figure 8 provides an overview of the types of items that the guidelines could include, such as ongoing maintenance, HVAC system operation, plug load management, and lighting. Across our walkthroughs at the City of Green Bay, we identified both successful implementation of some of these items. However, it is also important to develop a policy to institutionalize current norms and habits.

For example, reminders to shut off the lights or turn off equipment as well as the use of sleep timers for TVs or monitors can save electricity at little inconvenience to building occupants. Implementation of the HVAC guidelines need to be accompanied by clear communication channels so occupants can provide feedback on comfort.

Cost Considerations: Low cost. Requires staff time to develop the operational guidelines.

Figure 8. Operating policy examples

Operational Policies	Heating, ventilation, and air conditioning (HVAC) systems	Establish temperature setpoints and setbacks for occupied and unoccupied times.
		Keep a list of operating parameters, including the temperature set points and operating schedule, for each piece of equipment. Locate in visible locations to make sure equipment is programmed correctly.
		Post guidance on when operable windows can be opened based on room thermostat setpoints. For example, assuming thermostats are set from 70 degrees to 75 degrees, building occupants should have clear direction that they can open windows between 68-77 degrees outdoor temperature.
		Create communication channels for building occupants to provide feedback on comfort or operational issues. A regularly administered survey can be useful to gather additional feedback on occupant comfort.
	Plug loads	Develop a policy that prohibits or limits the use of individual fridges, space heaters, printers, and other peripheral equipment at workstations. Consider ways to consolidate the number of fridges and printers across the building.
		Implement computer power management policy to require staff to shut down computers at the end of the day.
		Implement TV sleep requirements to ensure TVs are not running all day.
	Lighting	Promote or incentivize occupants to turn off switched lights when not in use.

City Operations Recommendation:

Develop internal guidelines for purchasing decisions.

The City of Green Bay does not have a central facilities team to manage buildings and equipment purchases. As a result, multiple individuals across the city are responsible for equipment, lighting, and appliance purchases for municipal buildings. In the walkthroughs of City buildings, the team identified that this leads to different standards in purchasing of equipment. As an example, some buildings are implementing LEDs as lights fail while others are still relying on compact fluorescent bulbs.

We recommend that the City develop purchasing guidelines, so all employees have a clear guideline on equipment to purchase to meet the City's energy goals. Internal guidelines that encourage energy savings decisions at replacement is important as equipment can last for decades. By implementing a policy to ensure that sustainable decisions are being made at replacement, the City can steadily work towards its goals while making upgrades during the normal capital improvement process. This will minimize costs by limiting the need for early replacement, and ensure equipment selected leads to lower operational costs.

Sustainable purchasing policies have been recognized in many areas as a best practice for meeting energy and carbon goals. The guidelines can be written to incorporate flexibility and to incorporate cost and performance considerations. Figure 9 summarizes recommended items to consider for inclusion in purchasing guidelines.

Figure 9. Purchasing policy example items

Purchasing Policy	Heating, ventilation, and air conditioning (HVAC) systems	Consider an electrification police for space conditioning. If not possible, install condensing units with efficiency higher than 95%.
		Install a minimum of ENERGY STAR certified AC with SEER2 ≥ 15.2 . Refer to CEE Tiers for energy efficient equipment for larger cooling equipment like RTUs.
		Install smart thermostats with occupancy sensors to setback temperatures in buildings without a building automations system.
		Consider installing or upgrading building automation system when replace major equipment.
	Appliances and other equipment	Purchase ENERGY STAR equipment to replace office equipment and water heaters.
		New windows should meet or exceed ENERGY STAR requirements. Large commercial windows should target U-value of 0.3 and SHGC of 0.25.
		Consider replacing water heaters with heat pump water heaters.
	Lighting	Purchase LEDs for replacement of lighting.
		Consider addition of daylighting and occupancy controls for LED systems.

Examples of other cities that have implemented sustainable purchasing policies are below:

- **Cities in Minnesota:** GreenStep Cities, a program to support communities in climate action, encourages sustainable purchasing policies as a best practice. Over 50 local governments have implemented a policy addressing sustainable purchasing.³
- **Ann Arbor, MI:** In 2018, Ann Arbor implemented guidelines for purchasing that covers energy.⁴

Cost Considerations: Low cost. Requires staff time to develop purchasing guidelines.

³Summary of Green Step Cities purchasing policies is here: <https://greenstep.pca.state.mn.us/bp-action-detail/81825>

⁴ Ann Arbor's purchasing policy is here: http://www.responsiblepurchasing.org/resources/policies/city/ann_arbor_2018.pdf

City Operations and Communitywide Recommendation: Create high-performance building standards for new municipal buildings and promote their use by private businesses.

New construction design decisions have a lasting impact on the lifetime operating costs and CO₂ emissions of a building. One way to ensure energy-efficient construction is to develop new construction guidelines for municipal buildings. These guidelines can serve to spotlight the municipality's commitment to its goals and as a resource for private new construction projects.

The new construction guidelines could rely on existing building standards, such as LEED or PHIUS, and require that new construction of municipal buildings meet the requirements of the standard. Another flexible and straightforward way to develop a guideline is to define a targeted energy use intensity (EUI) by building type for new construction projects. Targets could start by using median EUI for similar buildings in the same climate zone (available in EnergyStar Portfolio Manager) or target EUIs defined by building industry experts in widely used standards, such as ASHRAE-100.

New Construction Guidelines

- ✓ Set an aggressive but feasible energy targets
- ✓ Consider building certifications (LEED, PHIUS, etc.)
- ✓ Design solar ready buildings
- ✓ Design to be EV-ready or EV-capable

Over time, these target EUIs can be adjusted to move closer to net-zero targets. New Buildings Institute sets target EUIs for net-zero buildings.⁵ The targets are designed to minimize energy use in a building and enable renewable to cover any remaining energy consumption. Using technologies available today, research suggests that a low-energy building adds little cost compared to a conventional design, especially when considering the cost savings that efficient building design will enable.⁶

The guidelines can also focus on incorporating EV charging considerations into a building design. This includes requiring a building to have sufficient electrical capacity or a 240V outlet installed at parking spots to allow for future EV charging stations. This can avoid additional costs in the future for piecemeal electrical upgrades to support higher electrical loads required for EV charging stations.

Lastly, the guidelines should consider including solar-ready design. A solar-ready building is designed to minimize costs and optimize production of a future solar installation. The added design requirements often add minimal construction costs for a new building.⁷

Examples of other cities that have implemented similar items:

- **Eau Claire, WI:** Eau Claire developed a Net-Zero Energy building guide and included a goal in its Renewable Energy Plan for municipal building construction or renovations to follow the guide.⁸
- **Edina, MN:** Edina adopted a sustainable building policy in 2022 that requires all new municipal buildings meet certain efficiency standards.⁹

Cost Considerations: Medium. Requires staff time to develop the guidelines and encourage use by private developers. Potential cost for consultant assistance with performance standards.

⁵ New Buildings Institute, Zero Energy Commercial Building Targets, <https://newbuildings.org/wp-content/uploads/2019/09/ZeroEnergyCommercialBuildingTargets.pdf>

⁶ Ibid.

⁷ L. Lisell. 2009. "Solar Ready Buildings Planning Guide." <https://www.nrel.gov/docs/fy10osti/46078.pdf>

⁸ Eau Claire Renewable Energy Plan is here: <https://www.eauclairewi.gov/home/showpublisheddocument/30746/637321522054730000>; Eau Claire Net-Zero Energy Guidelines available here: <https://www.eauclairewi.gov/home/showpublisheddocument/35147/637520949832230000>

⁹ Edina Sustainable Purchasing policy: <https://www.edinamn.gov/DocumentCenter/View/12677/Sustainable-Building-Policy?bidId=>

RENEWABLE ENERGY

The City of Green Bay has a goal of 100% clean energy by 2050.¹⁸ Clean energy refers to renewable energy production that does not release carbon, such as solar energy, wind energy, hydroelectric or geothermal. Renewable energy provides multiple benefits including cost savings, improved air quality, carbon savings, and local job creation.

Meeting this goal will require collaboration across the city, local businesses, community organizations, nonprofits, and residents, and the utility serving Green Bay, Wisconsin Public Service. Renewable energy costs have continued to decline over time, and the federal tax credits and rebates for up to 30 percent of upfront cost make the next nine years an opportune time to drive renewable adoption across the City.

The recommendations detail how the City can increase the percent renewable electricity for its own operations, encourage adoption by businesses and residents, and collaborate with WPS to transition the larger grid to renewable energy.

- Install solar PV on City-owned buildings and facilities to reach 6% renewable.
- Collaborate with WPS to meet 40% renewable energy communitywide by 2030.
 - Work with WPS to identify off-site renewable energy solutions to reach 50% renewable by 2030.
 - Create open dialogue with WPS to ensure current utility carbon commitments are met.
- Facilitate a solar group buy to lower barriers and costs for solar.
- Streamline adoption of solar on homes and businesses.

Quick Facts



68% of residential survey participants support increasing renewable generation



30% tax credit available for city, business or residential solar installations.



8.08% of current utility electricity mix (WPS) [that is renewable energy](#)



2 solar installations at city facilities



<1% of households or businesses claimed solar rebates by Focus on Energy



¹⁸ <https://greenbaywi.gov/1233/Energy-Planning#:~:text=In%20May%202021%2C%20the%20City,%2C%20and%20businesses%2C%20by%202050.>

City Operations Recommendation:

Install solar PV at City-owned property to reach 6% renewable.

The City intends to lead the way in transitioning to 100% clean energy. The City of Green Bay has solar installations at Leicht Park and Fire Station #5.

The City has identified an additional twelve City facilities that are good options for on-site solar energy, allowing the City to install around 1 MW of solar on municipal facilities in the next several years. The buildings have ample roof space, ideal orientation for solar production, and strong payback periods.



The cost of installing solar on buildings is estimated to be between \$2,000 and \$2,500 per kilowatt (kW). This cost is offset by Focus on Energy solar rebates and a federal tax credit for up to 30% of these costs. The tax credit will be available through 2032, making the next nine years an ideal time to install solar and leverage the upfront cost reduction.

Table 4 lists the recommended installations. The table includes PV size, annual electricity replaced, total CO₂ savings, upfront cost, and payback period. The payback periods are within a reasonable timeframe – and provide an opportunity for cost savings within the 25–30-year lifetime of the panels. We recommend that the City prioritize buildings with the lowest payback period for the first installations, and install the arrays in phases as needed for the largest buildings.

Appendix A contains more detail on the solar analysis for each building.

Cost Considerations: 30% rebate available for cities from Inflation Reduction Act; Focus on Energy incentives for solar.

Table 4. Recommended solar installations at City buildings and facilities

Location	PV Size (kW dc)	Annual Electricity Replaced (kWh)	Annual CO ₂ Savings (MT)	Upfront Cost after Rebates (\$)	Payback Period (years)
Transit Building	300	572,800	436	\$25,500	9.9
Eastside Garage	86	101,000	77	\$32,000	10.0
Westside Garage	20	26,035	166	\$234,900	10.0
Fire Station #7	20	24,670	21	\$121,190	10.5
Fire Station #6	20	24,265	18	\$32,000	10.7
Green Bay Electricians	20	24,000	18	\$32,000	11.1
Bay Beach	20	26,035	20	\$32,000	11.2
Water Utility Main Building	157	185,630	140	\$47,270	11.3
Fire Station #4	16	16,805	13	\$32,000	12.3
Fire Station #2	29	34,925	26	\$141,000	12.4
Westside Parks	72	85,885	65	\$190,750	12.8
Courthouse	20	23,785	18	\$199,820	14.2
Filter Plant	150	185,790	158	\$387,000	16.2
Green Bay Police	100	118,795	90	\$101,380	18.6
Total	1,031	1,407,580	1,233	\$1,544,810	-



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

MEETING DATE

November 28, 2023

AGENDA ITEM # F.6

To receive and place on file the 2024-2028 Capital Improvement request and potential 2024 bonding request for city buildings.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2024-2028 CIP for city owned buildings

Total Capital Projects Summary By Year

Department	Project Name	2024	2025	2026	2027	2028	Total
Municipal Court	GENERAL LEVY:						
	Courtroom sound and security system	50,000					50,000
	Department Total	50,000					50,000
IT	Door Access System Replacement	78,000					78,000
	Department Total	78,000					78,000
Police	Building Backup Power Generator	125,000					125,000
	GBPD 2nd Floor HVAC Liebert Unit	30,000					30,000
	Police Department garage door renovations/replacement	30,000					30,000
	Department Total	185,000					185,000
Fire	Flooring - Station 2	87,300					87,300
	Flooring Station 3		24,035				24,035
	Flooring/Carpet - Station 4	13,725					13,725
	Garage Doors/Openers - Shop	25,800					25,800
	Garage Doors/Openers - St 4		40,785				40,785
	Garage Doors/Openers St 1		14,630				14,630
	Garage Doors/Openers St 3		14,630				14,630
	HVAC Station 1		108,900				108,900
	HVAC Station 3		102,100				102,100
	HVAC Station 4			118,800			118,800
	Kitchen St 4			19,000			19,000
	Lot Station 1		34,485				34,485
	Lot Station 3		13,585				13,585
	Lot Station 7	29,325					29,325
	Roof Fire Shop			78,000			78,000
	Roof Fire Station 3		30,000				30,000
	Siding - Fire Shop			62,300			62,300
	Windows - Station 1		104,500				104,500
	Windows - Station 3		104,500				104,500
	Windows - Station 4			109,000			109,000
	Windows - Station 5		104,500				104,500
	Windows - Station 6		104,500				104,500
	Department Total	156,150	801,150	387,100	-	-	1,344,400
DPW	East Shop - ADA Restrooms			55,000			55,000
	East Shop - ADA Restrooms			55,000			55,000
	East Shop - Electrical Shop ADA Bathroom			30,000			30,000
	East Shop - Gas Cylinder Storage Room			26,000			26,000
	East Shop - HVAC		2,300,000				2,300,000
	East Shop - Occupancy Sensors			7,000			7,000
	East Shop - Plumbing Code Issues			65,000			65,000
	East Shop - Repairs and Upgrades				250,000		250,000
	East Shop-Electrical Shop - HVAC/Plumbing/Code			180,000			180,000
	East Shop-Main Building - Electrical			12,500			12,500

West Shop - Building D Stairwell			9,000			9,000
Repairs						
West Shop - Building D Trench			55,000			55,000
Drains						
West Shop - Building F HVAC	125,000					125,000
West Shop - Building G	50,000					50,000
Ventilation						
West Shop - Main Building			30,000			30,000
Ceiling						
West Shop - Main Building	2,800,000					2,800,000
HVAC						
West Shop - Receptacle			5,500			5,500
Replacement						
West Shop - Repairs and				750,000		750,000
Upgrades						
West Shop - Salt Storage Shed	65,000					65,000
Repairs						
West Shop-Lore Lane - HVAC			385,000			385,000
West Shop-Main Building -			135,000			135,000
Coda/ADA						
West Shop-Main Building -			26,500			26,500
Electrical						
Department Total	3,040,000	2,300,000	1,076,500	1,000,000	-	7,416,500

Parks

Joannes - Pool Basin Plaster		400,000				400,000
Joannes - Pool Filter/Mechanical		100,000				100,000
Replacements						
Joannes - Skate Park			200,000			200,000
Modifications						
Joannes Gutter/Slide Tower		500,000				500,000
Replacement						
Park Shop – Replace Paving			175,000			175,000
Park Shop - Replace Roof	300,000					300,000
Park Shop - Replace	350,000					350,000
Underground Gas Tanks						
Resch Aquatic Center - Pool	100,000					100,000
Heater Replacement						
Roofing - Various Parks		50,000	50,000	50,000	50,000	200,000
Wildlife Sanctuary - 4K				150,000		150,000
Exploratory Area						
Wildlife Sanctuary - Convert			55,000			55,000
Propane to Natural Gas						
Wildlife Sanctuary - Fencing		100,000				100,000
Replacement						
Wildlife Sanctuary - Residence		250,000				250,000
Parking Lot Replacement						
Department Total	750,000	1,400,000	480,000	200,000	50,000	2,880,000

City Hall

City Hall - 3rd Floor Fiber Optics	400,000					400,000
City Hall - Fifth Floor					1,000,000	1,000,000
Renovations						
City Hall - Hire Architect for Fifth				100,000		100,000
Floor Renovations						
City Hall - Hire Architect for					100,000	100,000
Fourth Floor Renovations						
City Hall - Hire Architect for			100,000			100,000
Second Floor Upgrades						
City Hall - Hire Architect for		100,000				100,000
Third Floor Renovations						

City Hall - Mechanical		500,000				500,000
Engineering						
City Hall - Phase I Mechanical		1,100,000				1,100,000
Replacement						
City Hall - Phase II Mechanical			1,320,000			1,320,000
Replacement						
City Hall - Phase III Mechanical				756,000		756,000
Replacement						
City Hall - Phase IV Mechanical					1,350,000	1,350,000
Replacement						
City Hall - Replace Main	1,100,000					1,100,000
Electrical Service						
City Hall - Second Floor				1,000,000		1,000,000
Renovations						
City Hall - Third Floor			1,000,000			1,000,000
City hall - Update/Replace Fire			500,000			500,000
Alarm Devises						
City hall Electrical - Branch Panel			18,000			18,000
Mixed Loads						
Department Total	1,500,000	1,700,000	2,938,000	1,856,000	2,450,000	10,444,000
GENERAL LEVY TOTALS	5,759,150	6,201,150	4,881,600	3,056,000	2,500,000	22,397,900



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

MEETING DATE

November 28, 2023

AGENDA ITEM # F.7

To proceed with the next step as follows and report at the next Ad Hoc Committee Meeting: Fire Department to give an update on location; staff to draft a scope of work for City Hall and Police based on programming and space needs; staff to give a recommendation on funding sources; and staff to review City Hall CIP and update estimates.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None