



# **AGENDA OF THE AD HOC FACILITIES COMMITTEE**

**MONDAY, JUNE 24, 2024, 11:00 AM**  
**In person at City Hall, Room 310**  
**Virtual attendance is also available via Zoom.**

## **A. Zoom Meeting Information.**

1. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/87100407121?pwd=bzJFdFFqYUtiRkphb0xUSXdVbG9OZz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 871 0040 7121

Passcode: 466680

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.**

1. Members: Mayor Erich Genrich, Ald. Brian Johnson, Ald. Bill Galvin, Jesse Sharp, Garritt Bader, Chet Lamers, Ian Griffiths, Paul Matzke

## **C. Approval of the Agenda.**

1. Approval of the agenda for the June 24, 2024, meeting of the Ad Hoc Facilities Committee.

## **D. Approval of Minutes.**

1. Approval of the Ad Hoc Facilities Committee minutes from the February 2, 2024, meeting.

## **E. Regular Business.**

1. Consideration with possible action to award to FGM Architects the Space Needs Analysis and Feasibility Study.
2. Consideration with possible action regarding an update on Fire Stations 1 and 3.

3. Consideration with possible action the referral from the June 18, 2024, meeting of the Finance Committee to review the City Hall security needs and bring back requests for the next Capital Improvement Plan.
4. Consideration with possible action on the discussion of an Executive Summary for the Common Council and future needs of this committee.

## **F. Adjournment.**

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



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

## MEETING DATE

June 24, 2024

## AGENDA ITEM # E.1

Consideration with possible action to award to FGM Architects the Space Needs Analysis and Feasibility Study.

## BACKGROUND

## RECOMMENDATION

## FISCAL IMPACT

## ATTACHMENTS

1. DPW MEMO\_Recommendation to Award
2. RFP - Space Needs Analysis and Feasibility Study
3. FGMA\_Green Bay\_RFP\_City Hall and Police Station Space Needs Analysis and Feasibility Study



DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

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100 N. Jefferson Street, Room 300  
Green Bay, WI 54301  
Tel (920) 448-3100  
Fax (920) 448-3102

INTER-OFFICE  
MEMO

**TO:** Ad Hoc Facilities Committee

**FROM:** Trista Hobbs, P.E.

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

**DATE:** June 17, 2024

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

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

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

**REQUEST FOR PROFESSIONAL DESIGN SERVICES**  
**CITY HALL AND POLICE STATION**  
**SPACE NEEDS ANALYSIS AND FEASIBILITY STUDY**  
**GREEN BAY, WISCONSIN**

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

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

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

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**I. PURPOSE AND BACKGROUND**

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

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

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

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

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

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

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

**II. RFP SCHEDULE**

Table 1 – RFP Calendar of Events

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

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

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

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

### **III. SCOPE OF WORK**

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

#### **Space Needs Analysis**

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

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

#### **Facility Alternatives Feasibility**

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

- Alternative #1
  - City Hall - Consolidate public facing functions to lower floors and address noted deficiencies;
  - Police Station – Construct addition to existing building addressing noted deficiencies.
- Alternative #2
  - City Hall - In addition to Alternative #1 above, incorporate space for Municipal Court functions;
  - Police Station – Construct new Police Station on the site of the existing Police Station and Municipal Court addressing existing building and site deficiencies.
- Alternative #3
  - City Hall - In addition to Alternative #1 above, incorporate space for Municipal Court functions;
  - Police Station – Construct addition to existing building addressing noted deficiencies and incorporating existing Municipal Court property.

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

## **Deliverables**

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

## **IV. PROPOSAL CONTENT AND FORMAT**

*Responses should be typed, organized and concise yet comprehensive.*

### **1. Cover Letter**

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

### **2. Table of Contents**

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

### **3. Summary of Qualifications and Experience**

#### **A. Introduction**

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

#### **B. Scope of Work**

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

#### **C. Qualifications:**

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

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

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

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

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

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

#### D. Labor Hours

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

#### E. Schedule

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

#### F. Conflict of Interest

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

#### G. Cost/Fees and Invoicing

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

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

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

#### H. Insurance Requirements

Prior to execution of the agreement with the City, the successful firm must provide evidence of insurance coverages, for consultant and any sub-consultants, as noted in the sample contract and insurance requirements attachment. The successful firm will be required to maintain the required

coverages, at its sole cost and expense, throughout the entire terms and any subsequent modification terms of the contract.

#### I. Proposal Exceptions

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

### V. **PROPOSAL EVALUATION**

Proposals will be evaluated initially according to the following:

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

#### **PROPOSAL SUBMITTAL**

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

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

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

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

**Note: Late proposals will not be considered.**

### VI. **CONSULTING AGREEMENT AND INSURANCE REQUIREMENTS**

*A sample agreement is attached for review as Attachment A.*

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

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

## G. COST/FEES AND INVOICING

# FGMA<sub>ARCHITECTS</sub>

Proposal for

Architectural Services

for

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

Submitted to:

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

By:

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

April 23, 2024

## 1.0 SCOPE OF PROJECT

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

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

Facilities included as part of this study:

- City Hall
- Police Station
- Municipal Court Building

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

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

## 2.0 SCOPE OF ARCHITECT'S SERVICES

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

### 2.1 Space Needs Analysis & Feasibility Study

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

- 2.1.1 FGMA will review operations, long-term goals, and requirements. As part of this review, we will review current and projected long-term needs.
- 2.1.2 FGMA will establish a project building program for the owner indicating space needs and identifying all functional elements required. We will meet with select personnel from each department to gather data for the building program.
- 2.1.3 From Owner approved project building program, FGMA will develop conceptual site and floor plans indicating proposed locations of the facilities and potential future expansion. The conceptual planning will include parking and site circulation.
  - .1 Conceptual floor plans will be laid out on a departmental level, i.e.: administration, patrol, investigation, evidence, etc. and will not be a detailed floor plan.
- 2.1.4 FGMA will prepare a conceptual project budget: Utilizing all information generated, we will provide a total project budget for each identified separate facility project, which will include a construction budget utilizing cost per square foot calculations, furniture, fixtures and equipment allowances, fees, contingencies, and other soft costs for a total project budget.

### 2.2 Meetings

- 2.2.1 A total of eight (8) in-person meetings, and five (5) virtual meetings with staff are included.
- 2.2.2 One (1) in-person public presentations (Ad Hoc Facilities Committee) are included.

# FGMA ARCHITECTS

- 2.3 Consultants: FGMA will perform all design work in-house and consultants are not included as part of this phase. FGMA will engage a cost estimating consultant as a sub-consultant to assist in development of project budget for each alternative.
- 2.4 Complete design and project documentation and implementation (Schematic Design, Design Development, Construction Documents, Construction Administration) will be covered under a separate contract.
- 2.5 Project Deliverables
  - 2.5.1 Building Program Spreadsheets for each of the following:
    - Police Department
    - City Hall
    - Municipal Court

The spreadsheet will identify 2024 existing space needs and 2044 projected space needs.
  - 2.5.2 Concept Floor Plans (three alternatives as outlined in the RFP) and Site Plans (three alternatives as outlined in the RFP) in PDF format. The project team will include preliminary site evaluation and concept sketches as part of the process to reach the final preferred option. This study includes preliminary evaluation of up to 4 sites in total.
    - .1 Refer to 3.1.2 for additional optional concept design fees.
  - 2.5.3 Conceptual Project Budget for each alternative.
  - 2.5.3 Final Report in PDF format will include .1 through .3 above as well as an executive summary, study methodology & goals, and architect’s recommendation of long-term facilities solutions for the City.

### 3.0 ARCHITECT'S COMPENSATION

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

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

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

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

# FGMA ARCHITECTS

## 3.1.2 Optional Additional Fee:

.1	Each additional concept floor plan beyond those identified in 2.5.2	\$9,500
.2	Each additional site concept plan (test fit) beyond those identified in 1.0 and 2.5.2	\$6,500

## 3.2 Reimbursable Expenses

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

- .1 Expense of postage and/or delivery.
- .3 Expenses of any specialty consultants with Owner's prior approval.
- .4 Expense of printing required for presentations.
- .5 Any fees paid by FGMA to authorities having jurisdiction over the project with Owner's prior approval.

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

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

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

## 3.5 Payments

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

3.5.2 Milestone Payment Schedule:

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

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

## 4.0 Additional Requirements

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

## FGMARCHITECTS

### 5.0 Form of Agreement

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

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

Sincerely,

FGM ARCHITECTS INC.



**Brian Wright, AIA, LEED AP** | Principal in Charge  
[brianwright@fgmarchitects.com](mailto:brianwright@fgmarchitects.com)



**Andrew J. Mayo, AIA** | Project Manager  
[andrewmayo@fgmarchitects.com](mailto:andrewmayo@fgmarchitects.com)



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

**MEETING DATE**

June 24, 2024

**AGENDA ITEM # E.2**

Consideration with possible action regarding an update on Fire Stations 1 and 3.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



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

## MEETING DATE

June 24, 2024

## AGENDA ITEM # E.3

Consideration with possible action the referral from the June 18, 2024, meeting of the Finance Committee to review the City Hall security needs and bring back requests for the next Capital Improvement Plan.

## BACKGROUND

## RECOMMENDATION

## FISCAL IMPACT

## ATTACHMENTS

- I. City Hall Security Plan - Dec 2023

## City Hall Security Plan

Dec 2023

### Contract security services

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

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

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

### Safety planning for public meetings

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

### Code of conduct

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



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

**MEETING DATE**

June 24, 2024

**AGENDA ITEM # E.4**

Consideration with possible action on the discussion of an Executive Summary for the Common Council and future needs of this committee.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None