

County of Milwaukee  
INTEROFFICE MEMO

Judiciary

Referred

FEB 25 2013

13-240

County Board  
Chair

DATE: February 18, 2013  
TO: Supervisor Dimitrijevic, County Board Chairwoman  
FROM: District Attorney's Office  
SUBJECT: **Capital Improvement Committee Process**

Issue

Milwaukee County Ordinance 36.04 requires all Departments to submit five-year capital improvement program (Program) requests to their respective standing committees. Standing committees shall then submit Programs along with recommendations to the newly created Capital Improvements Committee (CIC).

Background

The purpose of the CIC is to develop a Program for the entire County and establish criteria on how each capital project will be evaluated. The ordinance also requires Departments to submit Programs to their respective standing committees, which will then forward their recommendations to the CIC.


Request

The District Attorney's Office has evaluated its anticipated maintenance and facility needs. The attached includes the Department's outstanding capital needs, listed in priority order.

**2014**

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description/Annual Operating Impact
1	n/a	Remodel 421 SB office suite to configure as a witness waiting room	\$100,000	\$0	\$100,000	Will serve thousands of citizens who come to court as victims and witnesses by providing a safe, private waiting area. The current waiting room has been permanently closed to make room for the new Domestic Violence unit.
2	n/a	Provide security cameras for all entrances to the DA's Offices plus monitoring/recording capability	\$15,000		\$15,000	Will enhance physical and personnel security of DA's Office and the public by allowing live monitoring and recording of office entrances.

3	n/a	Complex-wide public address system*	\$200,000	\$200,000	It is essential to have a way to communicate with employees and the public in the event of a critical incident in the complex like an active shooter, a weather emergency, or a fire. There is currently no such capability. This concept has been discussed and endorsed by the Facilities and Security Committee.
				\$0	
		* This request is part of the DA's Office submission as a matter of administrative convenience, but it actually belongs to DAS/Facilities as the landlord of the Courthouse, Criminal Justice Facility, and Safety Building.		\$0	
				\$0	
Total			\$315,000	\$0	\$315,000


---

 John T. Chisholm  
 District Attorney

- Cc:
- Chris Abele, County Executive
  - Amber Moreen, Chief of Staff, County Executive's Office
  - Kelly Bablitch, Chief of Staff, County Board
  - Michael Mayo, Sr., Chair, Transportation, Public Works, and Transit Committee
  - Willie Johnson, Jr., Co-Chair, Finance Personnel, and Audit Committee
  - David Cullen, Co-Chair, Finance, Personnel, and Audit Committee
  - TBD, Chair, Capital Improvements Committee
  - TBD, CEX Appointee #1, Capital Improvements Committee
  - TBD, CEX Appointee #2, Capital Improvements Committee
  - Craig Kammholz, Fiscal & Budget Director, DAS
  - Brian Dranzik, Interim Director, Department of Transportation
  - Scott Manske, Comptroller
  - Vince Masterson, Strategic Asset Coordinator, DAS
  - Chris Lindberg, CIO, IMSD
  - Laurie Panella, Deputy CIO, IMSD
  - Pamela Bryant, Capital Finance Manager, Comptroller's Office
  - Justin Rodriguez, Capital Finance Analyst, Comptroller's Office
  - Gregory High, Director, AE&ES-FM-DAS

(ITEM \*) A resolution to authorize the attached Five Year Capital Improvements Program for the District Attorney's Office to be recommended to the Capital Improvement Committee (CIC):

### A RESOLUTION

WHEREAS, the 2013 Adopted Capital Improvements Budget includes the creation of a Capital Improvements Committee (CIC); and

WHEREAS, ordinance 36.04 was also approved in 2013, which codified the creation, composition, duties, reports, and staffing of the CIC; and

WHEREAS, the purpose of the CIC is to develop a Five Year Program for the entire County and establish criteria on how each capital project will be evaluated; and

WHEREAS, the ordinance also requires Departments to submit Five Year Programs to their respective standing committees, which will then forward their recommendations to the CIC; and

WHEREAS, The District Attorney's Office has evaluated its anticipated maintenance and facility needs; and

WHEREAS, the attached Five Year Program includes the department's outstanding capital needs, listed in priority order; now, therefore,

BE IT RESOLVED, the attached Five Year Program (Exhibit A) is recommended to the CIC.

### Exhibit A

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description/Annual Operating Impact
1	n/a	Remodel 421 SB office suite to configure as a witness waiting room	\$100,000	\$0	\$100,000	Will serve thousands of citizens who come to court as victims and witnesses by providing a safe, private waiting area. The current waiting room has been permanently closed to make room for the new Domestic Violence unit.
2	n/a	Provide security cameras for all entrances to the DA's Offices plus monitoring/recording capability	\$15,000		\$15,000	Will enhance physical and personnel security of DA's Office and the public by allowing live monitoring and recording of office entrances.

3	n/a	Complex-wide public address system*	\$200,000	\$200,000	It is essential to have a way to communicate with employees and the public in the event of a critical incident in the complex like an active shooter, a weather emergency, or a fire. There is currently no such capability. This concept has been discussed and endorsed by the Facilities and Security Committee.
				\$0	
		* This request is part of the DA's Office submission as a matter of administrative convenience, but it actually belongs to DAS/Facilities as the landlord of the Courthouse, Criminal Justice Facility, and Safety Building.		\$0	
				\$0	
	Total		\$315,000	\$0	\$315,000

## MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 2/27/13

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** Submission of the Milwaukee County District Attorney's Office 5 Year (2014 – 2018) Capital Improvement Program

**FISCAL EFFECT:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact<br><input type="checkbox"/> Existing Staff Time Required<br><input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below)<br><input type="checkbox"/> Absorbed Within Agency's Budget<br><input type="checkbox"/> Not Absorbed Within Agency's Budget<br><input type="checkbox"/> Decrease Operating Expenditures<br><input type="checkbox"/> Increase Operating Revenues<br><input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures<br><input type="checkbox"/> Decrease Capital Expenditures<br><input type="checkbox"/> Increase Capital Revenues<br><input type="checkbox"/> Decrease Capital Revenues<br><input type="checkbox"/> Use of contingent funds |
|---|--|

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
<b>Operating Budget</b>	Expenditure		
	Revenue		
	Net Cost		
<b>Capital Improvement Budget</b>	Expenditure	\$0	\$0
	Revenue	\$0	\$0
	Net Cost	\$0	\$0

## DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. <sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

- A. Milwaukee County Ordinance 36.04 requires all Departments to submit 5 Year Capital Improvement Program requests to their respective standing committee. The standing committee shall then submit the Program along with its recommendations to the Capital Improvements Committee (CIC).

This fiscal note is for initial submission of the Milwaukee County District Attorney's Office 5 Year (2014 – 2018) Capital Improvement Program.

- B. There are no direct costs or savings associated with the 5 Yr. Capital Improvement Program at this time as this item is only proposed for initial policymaker consideration. Any formal appropriation related to this 5 Year Program would occur in the future as part of the 2014 Capital Budget process.
- C. There are no budgetary costs or savings associated with the 5 Yr. Capital Improvement Program at this time as this item is only proposed for initial policymaker consideration. Any formal appropriation related to this 5 Year Program would occur in the future as part of the 2014 Capital Budget process.
- D. The projects included in the 5 Year Program are estimated based upon information that is currently available. The projects proposed and the final projects adopted as part of the 2014 Capital Budget process may vary. Refer to Items B and C for additional assumptions regarding formal appropriation of the projects proposed.

---

<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

<sup>2</sup> Community Business Development Partners' review is required on all professional service and public work construction contracts.

Department/Prepared By David E. Budde, Chief Investigator for District Attorney John Chisholm

Authorized Signature 

Did DAS-Fiscal Staff Review?  Yes  No

Did CBDP Review?<sup>2</sup>  Yes  No  Not Required