

County of Milwaukee  
INTEROFFICE MEMO

DATE: February 11, 2013  
TO: Supervisor Dimitrijevic, County Board Chairwoman  
FROM: James Burton, Director, Facilities Management Division, DAS  
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 Facilities Management Division, Department of Administrative Services has evaluated its anticipated maintenance and facility needs. The attached includes the Department's outstanding capital needs, listed in priority order.

The capital needs for Facilities Management Division are divided into 2 categories:

1. County Courthouse Complex Buildings and Infrastructure (WC capital coding) and County Grounds Buildings and Infrastructure (WG & WO capital coding)
2. County-wide Environmental Infrastructure (WV capital coding)

  
James Burton, Director,  
Facilities Management Division, DAS

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 Facilities Management Division, Department of Administrative Services 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 Facilities Management Division, Department of Administrative Services 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.

Department Name Facilities Management Division, DAS  
 2014 Courthouse Complex & County Grounds

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description/Annual Operating Impact
1	NEW	Courthouse Security X-Ray Inspect. Sys.	\$70,000		\$70,000	Critical Equipmt. Replacement
2	NEW	Courthouse Elevator Renovation Ph. 1	\$180,000		\$180,000	Critical repairs
3	WC06201	CJF Roof Replacement	\$1,882,000		\$1,882,000	
4	WC07401	CJF Cooling Tower	\$438,000		\$438,000	
5	NEW	Safety Building Roof Add'l Repairs	\$400,000		\$400,000	Additional/continued repairs
6	NEW	Courthouse Penthouse Masonry	\$600,000		\$600,000	Safety
7	NEW	Vel Phillips Fire Protection	\$300,000		\$300,000	Life Safety Syst. Needs replacement
8	NEW	Research Park Fire Protection	\$300,000		\$300,000	Life Safety Syst. Needs replacement
9	NEW	CATC Fire Protection	\$114,000		\$114,000	
10	NEW	Grounds Pump House Generator	\$275,000		\$275,000	Back up power to Water System
11	WC02701	Courthouse Light Court Windows	\$336,000		\$336,000	
12	WG01003	CATC A Building Roof Replace	\$1,559,000		\$1,559,000	
13	WC06601	Safety Building Chiller Replace	\$14,400		\$14,400	
14	WC02501	Courthouse Restroom Renovation	\$311,400		\$311,400	
15	WC02601	Safety Building Restrooms	\$648,000		\$648,000	
16	WC05901	CH Complex Electrical Upgrade	\$415,800		\$415,800	
17	WC08201	Vel Phillips Generator Replace	\$158,400		\$158,400	
18	NEW	Vel Phillips Nat. Gas Generator	\$200,000		\$200,000	Conv. to gas, current temporary fix
19	NEW	CATC Walk Way Replacement	\$200,000		\$200,000	Safety, excessively cracked
20	NEW	Courthouse exterior Duct Repairs	\$100,000		\$100,000	HVAC duct damaged in place
21	NEW	Courthouse City Campus Masonry	\$210,000		\$210,000	Safety
22	WC 0662	City Campus Chiller Replace	\$144,000		\$144,000	
23	WC04701	City Campus HVAC	\$250,000		\$250,000	
24	WC07801	Milw. Justice Center Build out	\$825,000		\$825,000	
25	NEW	Research Park Card Access	\$69,000		\$69,000	Failing obsolete system
26	NEW	Research Park Ext. Door Replace	\$15,000		\$15,000	
27	WC03001	Bulpen Cameras & Courtroom	\$469,000		\$469,000	
28	WC01801	SB Clerk of Court, 419 Remodel	\$255,000		\$255,000	
29	WC05101	Courts Exhibit/Case Records	\$50,400		\$50,400	
30	WC07601	City Campus Roof Replacement	\$198,000		\$198,000	
31	WC05201	Jury Management PA & AV	\$113,400		\$113,400	
32	WC05601	SB Room 223 Storage Room Sh	\$97,400		\$97,400	
33	NEW	Courthouse Tuckpointing	\$140,000		\$140,000	
34	NEW	Courthouse Complex Carpeting	\$300,000		\$300,000	
Total			\$11,638,200	\$0	\$11,638,200	

Department Name: Facilities Management Division, DAS  
 2015 Courthouse Complex & County Grounds

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description
1	NEW	Courthouse Elevator Renovation Ph. 2	\$180,000		\$180,000	Critical repairs
2	NEW	Gr. N. Ave Pr. Reducing Valve	\$100,000		\$100,000	City of Milw higher Pressures
3	NEW	Gr. Water Syst. PLC Replacement	\$1,500,000		\$1,500,000	Water System critical update
4	NEW	CATC Domestic Hot Water Conv.	\$100,000		\$100,000	Steam used all summer
5	WC01401	Courthouse HVAC Control System Repl.	\$200,000		\$200,000	
6	WG00901	CATC Building Radiant Heat	\$100,300		\$100,300	
7	WC02701	Courthouse Light Court Windows	\$336,000		\$336,000	
8	WC02501	Courthouse Restroom Renovation	\$311,400		\$311,400	
9	WC05701	Courtroom Bullet Resist. Wall	\$343,200		\$343,200	
10	NEW	Vel Phillips Courts Sound Syst.	\$125,000		\$125,000	Falling obsolete systems
11	WC04701	City Campus HVAC	\$250,000		\$250,000	
12	WC08301	Clerk of Court Storage floor	\$42,000		\$42,000	
13	WC08401	Clerk of Court Record Room ight	\$90,200		\$90,200	
14	WC07701	City Campus Parking Lot Resurf	\$236,000		\$236,000	
15	NEW	Safety Bldg. HVAC Ph. 1	\$250,000		\$250,000	
16	NEW	Safety Bldg. Window Repl. Ph.1	\$350,000		\$350,000	Single pane original windows
17	NEW	Safety Bldg. Fire Pump	\$100,000		\$100,000	
18	NEW	Courthouse Complex fire Protection	\$250,000		\$250,000	Planning/Feasibility
19	NEW	Courthouse Exterior Door Replacement	\$300,000		\$300,000	
Total			\$5,164,100	\$0	\$5,164,100	



















## MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 2/11/13

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** Submission of the Milwaukee County Facilities Management Division, Department of Administrative Services 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 Facilities Management Division, Department of Administrative Services's 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.

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<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 Gregory G. High, Director, AE&ES. Facilities Management Division, DAS

Authorized Signature

James R. Burton 2-11-13  
James Burton, Director, Facilities Management Division, DAS

Did DAS-Fiscal Staff Review?  Yes  No

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