

COUNTY OF MILWAUKEE
Inter-Office Communication



DATE: February 18, 2013
TO: Supervisor Dimitrijevic, County Board Chairwoman
FROM: Don Natzke, Director, DAS-Office for Persons with Disabilities
SUBJECT: **Capital Improvement Committee Process – 5 Yr Program Submission (2014 – 2018) for the DAS-Office for Persons with Disabilities**

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 DAS-Office for Persons with Disabilities has evaluated its anticipated capital needs. The attached includes the Department's outstanding capital needs prioritized within each program area. Requested capital projects assume current operations.

Don Natzke
Director, DAS-Office for Persons with Disabilities

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

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4 (ITEM *) A resolution to authorize the attached Five Year Capital Improvements
5 Program for the Department of Administrative Services-Office For Persons with
6 Disabilities to be recommended to the Capital Improvement Committee (CIC):

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8 **A RESOLUTION**

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

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

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

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

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23 WHEREAS, The Department of Department of Administrative Services-Office For
24 Persons with Disabilities has evaluated its anticipated maintenance and facility needs;
25 and

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

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

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Attachment A

DAS-Office For Persons with Disabilities 2014						
Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description/Annual Operating Impact
1	New	Wil-O-Way Grant Recreation Center Window Replacement	\$49,900	\$0	\$49,900	Replace existing single pane windows with insulating units.
2	New	Wil-O-Way Underwood Exterior Wall Rehabilitation	\$44,872	\$0	\$44,872	Replace deteriorated exterior wall with new construction and insulation at the Wil-O-Way Underwood building
Total			\$94,772	\$0	\$94,772	
Department Name 2015						
Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description
1	XXXXX	Example	\$0	\$0	\$0	
Total			\$0	\$0	\$0	
Department Name 2016						
Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description
1	XXXXX	Example	\$0	\$0	\$0	
Total			\$0	\$0	\$0	
Department Name 2017						
Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description
1	XXXXX	Example	\$0	\$0	\$0	
Total			\$0	\$0	\$0	
Department Name 2018						
Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description
1	XXXXX	Example	\$0	\$0	\$0	
Total			\$0	\$0	\$0	

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MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 2/18/13

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Submission of the DAS-Office For Persons with Disabilities 5 Year (2014 – 2018) Capital Improvement Program

FISCAL EFFECT:

- | | |
|---|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact
<input type="checkbox"/> Existing Staff Time Required
<input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below)
<input type="checkbox"/> Absorbed Within Agency's Budget
<input type="checkbox"/> Not Absorbed Within Agency's Budget
<input type="checkbox"/> Decrease Operating Expenditures
<input type="checkbox"/> Increase Operating Revenues
<input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures
<input type="checkbox"/> Decrease Capital Expenditures
<input type="checkbox"/> Increase Capital Revenues
<input type="checkbox"/> Decrease Capital Revenues
<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
Operating Budget	Expenditure		
	Revenue		
	Net Cost		
Capital Improvement Budget	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.¹ 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 Department of Transportation's 5 Year (2014 – 2018) Capital Improvement Program.

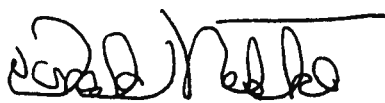
- B. There are no direct costs or savings associated with the 5 Yr. Capital Improvement Program at this time as this item is only proposed for initial policymaker consideration. Any formal appropriation related to this 5 Year Program would occur in the future as part of the 2014 Capital Budget process.
- 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.

Department/Prepared By Don Natzke, Director, DAS-Office For Persons with Disabilities

¹ 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.

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

Authorized Signature



Did DAS-Fiscal Staff Review?

Yes

No

Did CDBP Review?²

Yes

No

Not Required