

County of Milwaukee
INTEROFFICE MEMO

DATE: February 18, 2013
TO: Supervisor Marina Dimitrijevic, County Board Chairwoman
Supervisor Peggy Romo West, Chair, Committee on Health and Human Needs
FROM: Stephanie Sue Stein, Director, Department on Aging
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 Department on Aging has responsibility for facility and program management of five county-owned senior centers. The Department on Aging has evaluated its anticipated maintenance and facility needs. The attached includes the Department's outstanding capital needs, listed in priority order.

Description of major items/long term vision

The Five-Year Capital Improvements Plan will allow the Department on Aging to address its senior center infrastructure needs and effectively manage major maintenance and capital improvements for the five county-owned senior centers, including Kelly, McGovern Park, Rose Park, Washington Park and Wilson Park. The capital plan is designed with intentions to provide vigilance to address issues that exist in these older facilities with regards to compliance as applicable to building codes and operational regulations including the Americans with Disabilities Act (ADA), fire and safety codes, health and environmental control and licensing standards.

Renewed federal and state attention to health, wellness and prevention has prompted increased vigilance toward safety. Basic infrastructure improvements include projects that address life safety issues for program participants, staff, visitors as well as the general public. Improvements also include building or renovating existing systems and sections to enhance the visitor experience. Visible deterioration of features is evident. The significances of not addressing these issues can have opposing influences on efficient operations, cost effectiveness and the safety of the public.

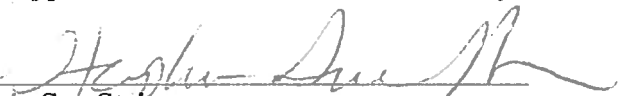
The 2014-2018 Capital Improvement Program - Senior Center Infrastructure, anticipated for several years, reflects Department on Aging's desire to complete a number of varied projects. Most of the improvements will tend to yield energy savings as well as lessen the intensive maintenance required. These include:

- Complete final phase-in roof project began in 2009; replace another roof along with flashing and other protection items that have reached useful life and caused water damage to roof decks, beams and fascia boards. Replacement will halt deterioration, mitigate water damage and promote building integrity and energy enhancement.
- Renovate restroom; upgrade ADA deficiencies for the remaining non-ADA and minimum compliant men and women restrooms and provide extra sensory touch mechanisms to ADA door openers.

Disabled and frail consumers have difficulty opening the doors and the extra sensory touch will prevent the need for keeping restroom doors open and provide required personal privacy.

- Replace existing deteriorated doors and frames to full ADA compliance to reduce air infiltration, restore functionality and aesthetic appeal. Replace exterior windows, for which some have leaks and others do not open. Replacements will properly weather proof and prevent further water damage during rain and snow storms, prevent leaks and make the facilities more safe, energy efficient and mitigate fire hazards.
- Upgrade/replace fire protection and emergency notification systems, failing communication systems, and cooling infrastructure in accordance to building codes: multiple code compliant fire rated door assemblies and fire separation walls and fire service window; the installation or upgrade of fire alarm systems; public address and telephone voicemail systems; and HVAC equipment in lieu of ineffective cooling units. Projects will bring fire protection and emergency systems up to code, prevent major service interruptions, improve life safety systems and functionality, and reduce on-going maintenance costs.
- Construct additional exits, upgrade to code facility evacuation in prime utilization areas having only one entrance and exit. The access renovation will facilitate better entering and exiting by older adult participants, staff, public safety personnel as well as visitors in cases of emergencies.
- Renovate stairway and stage steps to bring into code compliance.
- Complete replacement of outdated lighting assemblies, floor and ceiling tiles, and exterior facility siding.

These projects anticipate further utilization allowance for future reliability of safe and maintainable facilities to promote visionary, collaborative and community-oriented accommodations to serve as community focal points to help support the needs of Milwaukee County's older adult population and the community at large.


Stephanie Sue Stein
Director, Department on Aging

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
Don Tyler, Director Administrative Services, DAS
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

Department Name Department on Aging
2014

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description/Annual Operating Impact
1	WXXXX	Washington Park Senior Center - Roof Replacement Continuation	\$244,562	\$0	\$244,562	2009 began sectional roof replacement phase-in approach; complete remaining roof sections - damaged decking and other roofing items to be removed and replaced with new roofing, decking and related roofing components.
2		Washington Park Senior Center - Lobby Restroom ADA Renovation	\$123,400		\$123,400	Upgrade ADA deficiencies for the remaining non-ADA and minimum compliant men and women restrooms located in the main lobby. Provide extra sensory touch mechanism to ADA door openers to better assist aging population and prevent the need for keeping restroom doors open and provide required personal privacy.
3		County-owned Senior Centers - Exterior Door Replacement	\$201,735		\$201,735	Replace existing deteriorated doors and frames with full ADA compliancy; reduce air infiltration, restore functionality and aesthetic appeal.
4		Rose Senior Center - Multipurpose Room Fire Separations	\$87,513		\$87,513	In accordance to Wisconsin Administrative Code, provide a fire rated door assembly, remove and block up second floor window, provide automatic closing fire service window and provide a protected discharge (VFA assessment).
5		Rose Senior Center - Access Corridor II Renovation	\$162,892		\$162,892	Provide building compliant second floor corridor fire separation walls and replace first and second floor door assemblies in accordance to building code (VFA). Currently door assemblies are not fire rated labeled fire door assemblies. The doors are equipped with closers that prevent automatic closure.
6		Rose Senior Center - Access Corridor Renovation	\$30,888		\$30,888	Provide an additional exterior exit to eliminate a dead end corridor in Administrative staff area, currently none compliant with Wisconsin Administrative Code.
7		Kelly Nutrition Center - Dining Hall Access Renovation	\$20,200		\$20,200	Provide an additional exterior exit to eliminate a one way entry/exit corridor dining hall of the Nutrition Building. Eliminate a possible none compliant Wisconsin Administrative Code issue. The Nutrition Building dining hall currently has only one entrance/exit into this area of the building, in the event of a fire there are no other exits in the dining hall other than windows.
8		Rose Senior Center - Interior Stairway Renovation	\$18,011		\$18,011	Provide building compliant guard height and spacing, provide solid risers and provide continuity and handrail in accordance to Wisconsin Administrative Code. Currently guard spacing is greater than required regulation, handrails are not continuous and lack compliant cross section or grip and handrail ends and stair has open risers
9		Rose Senior Center - Backstage Step Improvements	\$19,949		\$19,949	Provide compliant stair treads and handrails backstage steps (VFA 2000)
					\$0	
Total	2014		\$909,150	\$0	\$909,150	

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(ITEM *) A resolution to authorize the attached Five Year Capital Improvements Program for the Department on Aging 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 Department on Aging 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.

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Attachment A (Insert Five Year Program Spreadsheets)

Department Name Department on Aging
2014

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3		County-owned Senior Centers - Exterior Door Replacement	\$201,735		\$201,735	Replace existing deteriorated doors and frames with full ADA compliancy; reduce air infiltration, restore functionality and aesthetic appeal.
4		Rose Senior Center - Multipurpose Room Fire Separations	\$87,513		\$87,513	In accordance to Wisconsin Administrative Code, provide a fire rated door assembly, remove and block up second floor window, provide automatic closing fire service window and provide a protected discharge (VFA assessment).
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9		Rose Senior Center - Backstage Step Improvements	\$19,949		\$19,949	Provide compliant stair treads and handrails backstage steps (VFA 2000)
					\$0	
Total 2014			\$909,150	\$0	\$909,150	

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Department Name Department on Aging
2015

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description/Annual Operating Impact
1	WXXXX	Rose Senior Center Roof	\$350,000	\$0	\$350,000	Including flashing and other roof protection items. Roof has reached it's useful life and water damage is threatened in N. W. corner of building. Building integrity and energy enhancement.
2		Sen. Centers Power Access door hardware options	\$21,000		\$21,000	Increase ADA requirements to accommodate light touch of frail elders with walkers canes, etc. This user friendly hardware on exterior doors creates a welcoming environment for all abilities of the ever growing senior population. ADA Accessibility enhancement.
3		Sen. Centers Public Address Systems	\$79,000		\$79,000	Evacuation alerts not reaching all rooms in buildings with current systems creating a safety threat. Repair or replacement enhances life safety and building functionality.
4		Washington Park Chiller Assembly	\$15,000		\$15,000	Chiller to be compliant with current cooling tower, allowing for computerized operation of both units and greater energy efficiency.
5		Washington Park, Rose and McGovern - Phone Systems with Voicemail	\$33,000		\$33,000	Specs to match most recently installed phone system at Kelly Center, making all systems congruent with one another. Systems in operation have exceeded useful life. Improvements will eliminate unsightly loose wiring, rooms inaccessible by phone extensions and outdated systems unable to accept voicemail. Functionality and safety enhancement.
					\$0	
Total 2015			\$498,000	\$0	\$498,000	

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Department Name Department on Aging
2016

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description/Annual Operating Impact
1	WXXXX	Sen. Centers repair or replace all windows and	\$255,000	\$0	\$255,000	Windows in some buildings do not open creating fire hazard. Energy efficient operation in season change impeded because of lack of proper window operation.
2		McGovern Fire System Provide Addressable	\$33,000		\$33,000	Current system is obsolete, not addressable and often inoperable. Building integrity and safe evacuation and life safety will be enhanced with new alarm system.
3		Kelly provide HVAC unit	\$15,000		\$15,000	Window units not energy efficient, recommended 15 ton unit would enhance building functionality.
4		Washington computer automation for HVAC system	\$3,900		\$3,900	Computer automation to maintain digital HVAC settings would also allow for remote access, monitoring and adjustments 24 hours.
					\$0	
Total 2016			\$306,900	\$0	\$306,900	

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Department Name Department on Aging
2017

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description/Annual Operating Impact
1	WX000	Sen. Centers provide access lighting	\$262,000	\$0	\$262,000	Current T12 system now obsolete and no longer manufactured, upgrade to T8 required. Replacement of entire lighting assembly including ballasts, fixtures, bulbs and occupancy sensors at all centers will enhance functionality, safety, building integrity, and energy efficiency.
2		McGovern replace flooring and ceilings	\$198,000		\$198,000	Replacement of aged flooring and ceilings will enhance building integrity. Ceiling upgrades in some areas will likely stabilize room temperatures enhancing energy efficient operation of HVAC system.
					\$0	
Total 2017			\$460,000	\$0	\$460,000	

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Department Name Department on Aging
2018

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description/Annual Operating Impact
1		Wilson replace exterior siding	\$179,000		\$179,000	Siding deteriorated around entire building especially N W side. Replacement will enhance energy efficiency and building integrity.
2		Kelly SC replace bathrooms near fitness center with ADA compliant	\$315,000		\$315,000	Current bathrooms near fitness center are obsolete, often inoperable, and not fully ADA compliant. Replacement will meet ADA Accessibility Compliance and enhance functionality.
3					\$0	
					\$0	
Total 2018			\$494,000	\$0	\$494,000	

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MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: 2/18/13

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Submission of the Milwaukee County Department of Transportation 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.

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.

Department/Prepared By Department on Aging by Mary Proctor Brown

Authorized Signature 

Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review?² Yes No Not Required