

County of Milwaukee
Inter-Office Communication

Date: March 1, 2013

To: Supervisor Dimitrijevic, County Board Chair

From: John Barrett, Clerk of Circuit Court / Register in Probate

Subject: Capital Improvement Committee Process

Issue – Milwaukee County Ordinance 36.04 requires all departments to submit five-year Capital Improvement Program (CIP) requests to their respective standing committees. Standing committees shall then submit the CIP along with recommendations to the new created Capital Improvements Committee (CIC).

Background – The purpose of the CIC is to develop a CIP for the entire County and establish criteria on how each capital project will be evaluated. The ordinance also required departments to submit CIPs to their respective committees, which will then forward their recommendation to the CIC.

Request – Combined Courts Operations has evaluated its anticipated maintenance and facility needs. The attached includes the department’s outstanding capital needs, listed in priority order. Capital project requests assume current operations.

C: 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
Mark Borkowski, Chair, Judiciary, Safety, and General Services Committee
Janelle Jensen, Clerk, Judiciary, Safety, and General Services Committee
Chair, Capital Improvements Committee
CEX appointee #1, Capital Improvement Committee
CEX appointee #2, Capital Improvement Committee
Craig Kammholz, Fiscal & Budget Director, Department of Administrative Services
Brian Dranzik, Interim Director, Department of Transportation
Scott Manske, Comptroller
Vince Masterson, Strategic Asset Coordinator, Department of Administrative Services
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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(ITEM) From the Clerk of Circuit Court, a resolution to authorize the attached Five Year Capital Improvement Program for the Combined Courts Operations to be recommended to the Capital Improvement Committee (CIC)::

A RESOLUTION

WHEREAS, the 2013 adopted Capital Improvement Budget includes the creation of a Capital Improvement Committee (CIC), and

WHEREAS, Milwaukee County 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 Capital Improvement 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 Capital Improvement Programs to their respective standing committees, which will then forward their recommendations to the CIC, and

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

NOW THEREFORE BE IT RESOLVED, the attached Five Year Capital Improvement Program is recommended to the CIC.

**Combined Courts Operations
2014**

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description/Annual Operating Impact
1	W020504	Scanning Project	\$674,304	\$0	\$674,304	Continue IMSD scanning project begun with 2013 budget
2	WC01801	SB 419 renovation	\$254,457		\$254,457	Renovation/re-organization of file/exhibit room in Safety Building 419
3	WC05101	Courts exhibit/case records	\$50,000		\$50,000	As per current five year capital plan
4	WC05201	Jury management PA & AV	\$113,400		\$113,400	As per current five year capital plan
5		Family Court painting project	To be determined		To be determined	All areas within Family Court are in need of re-painting
6		Copier replacement project	\$15,000		\$15,000	Continue replacing aging copiers, no increase from 2013 budgeted amount
7		Criminal exhibit rooms A/C	To be determined		To be determined	Replace five air conditioning units for exhibit and file rooms within the Criminal Division
8		Copier replacement project (FCC)	\$7,000		\$7,000	Replace high volume copier/fax machine and related wiring run
9					\$0	
10					\$0	
Total			To be determined	\$0	To be determined	

**Combined Courts Operations
2015**

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description
1	W020504	Scanning Project	\$674,304	\$0	\$674,304	Continue IMSD scanning project begun with 2013 budget
2	WC08301	Flooring replacement SB 115-116	\$42,000		\$42,000	Flooring replacment due to safety hazard in Safety Building rooms 115&116. NOTE THAT THE ESTIMATED COST IS FOR A CONSULTANT ONLY.
3	WC08401	Lighting upgrades SB 115-116	To be determined		To be determined	Internal and external lighting upgrades in Safety Building rooms 115&116. NOTE THAT THE CURRENT LISTED COST ON THE FIVE YEAR PLAN RELATES TO SHELIVING COSTS, NOT LIGHTING.
4	WC05701	Courtroom bulletproof glass wall	\$343,200		\$343,200	As per current five year capital plan
5		Probate front counter	To be determined		To be determined	"Remodel" the front counter area to have a platform built so that two cashiers can sit at the windows, move related desks/computers, and related wiring.
6		Children's Division sound system	To be determined		To be determined	New sound system for eight courtrooms at the Children's Facility on Watertown Plank Road
7		Criminal Division speakers	To be determined		To be determined	New speaker system for customer service windows at the Criminal Division in the Safety Building
8		6th Floor hallway carpeting	To be determined		To be determined	Replace carpeting in the Courthouse on the 6th floor hallways
9		7th Floor hallway carpeting	To be determined		To be determined	Replace carpeting in the Courthouse on the 7th floor hallways
10		Courtroom carpeting projects	To be determined		To be determined	Replacment of carpeting within several courtrooms in the Courthouse
11		Judicial chambers alert buttons	To be determined		To be determined	Install "alert" buttons for security purposes within all judicial chambers

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description/Annual Operating Impact
12		Copier replacement project	\$15,000		\$15,000	Continue replacing aging copiers, no increase from 2013 budgeted amount
13		Carpeting project Courthouse 703	To be determined		To be determined	Replace worn and stained carpeting in Courthouse Room 703 that may become a trip hazard in a year or two
14		Courthouse 707A project	To be determined		To be determined	Replace carpeting and update work stations within Courthouse Room 707A
15					\$0	
16					\$0	
Total			To be determined	\$0	To be determined	

**Combined Courts Operations
2016**

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description
1	W020504	Scanning Project	\$674,304	\$0	\$674,304	Continue IMSD scanning project begun with 2013 budget
2		Case File Shelving SB 223	\$90,240		\$90,240	Replace the static case file shelving within Safety Building room 213. Cost as per 3/20/07 cost estimate
3	WC05701	Courtroom bulletproof glass wall	\$343,200		\$343,200	As per current five year capital plan
4		FCC Registration Area Remodel	To be determined		To be determined	The Family Court Registration area is not currently ADA compliant. Litigants in wheelchairs cannot currently be seen.
5		Copier replacement project	\$15,000		\$15,000	Continue replacing aging copiers, no increase from 2013 budgeted amount
6		Copier replacement project (FCC)	\$7,000		\$7,000	Replace high volume copier/fax machine and related wiring run
7					\$0	
8					\$0	
Total			To be determined	\$0	To be determined	

**Combined Courts Operations
2017**

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description
1	W020504	Scanning Project	\$674,304	\$0	\$674,304	Continue IMSD scanning project begun with 2013 budget
2	WC05701	Courtroom bulletproof glass wall	\$343,200		\$343,200	As per current five year capital plan
3		Copier replacement project	\$15,000		\$15,000	Continue replacing aging copiers, no increase from 2013 budgeted amount
4					\$0	
5					\$0	
Total			\$1,032,504	\$0	\$1,032,504	

**Combined Courts Operations
2018**

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description
1	W020504	Scanning Project	\$674,304	\$0	\$674,304	Continue IMSD scanning project begun with 2013 budget
2	WC05701	Courtroom bulletproof glass wall	\$343,200		\$343,200	As per current five year capital plan
3		Copier replacement project	\$15,000		\$15,000	Continue replacing aging copiers, no increase from 2013 budgeted amount

Rank	Project Number	Project Name	Total Cost	Reimbursement Revenue	County Financing	Project Description/Annual Operating Impact
4		Courthouse 707 window project	To be determined		To be determined	Replace non-energy efficient single pane windows in Courthouse Room 707. This may already be included as part of WC02701
5						\$0
6						\$0
						\$0
Total			To be determined		\$0	To be determined

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: March 1, 2013

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Submission of the Clerk of Circuit Court 5 Year (2014-2018) Capital Improvement Program Plan

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 Five Year Capital Improvement Program (CIP) requests to their respective standing committees. The standing committee shall then submit the CIP along with its recommendations to the Capital Improvements Committee (CIC). This fiscal note is for the initial submission of the Combined Courts Operations 2014-2018 CIP.
 - B. There are no direct costs or savings associated with the Five Year CIP at this time as this item is only proposed for initial policymaker consideration. Any formal appropriation related to this Five Year CIP would occur as part of the 2014 capital budget process.
 - C. There are no budgetary costs or savings associated with the Five Year CIP at this time as this item is only proposed for initial policymaker consideration. Any formal appropriation related to this Five Year CIP would occur in the future as part of the 2014 capital budget process.
 - D. The projects included in the Five Year CIP are estimated 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 & 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.

Department/Prepared By

Authorized Signature

David P. Ehlinger, CPA
Fiscal Operations Administrator -- Courts

Did DAS-Fiscal Staff Review? Yes No

Did CDBP Review? Yes No Not required