

COUNTY OF MILWAUKEE
Inter-Office Communication

DATE: August 11, 2023

TO: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

FROM: Stuart Carron, Director, Facilities Management Division, Department of Administrative Services

SUBJECT: A report from DAS-FMD and IMSD providing information on the status of the improvements to the County Board Boardroom (room CH200).

File Type: Informational Report

REQUEST

This informational report provides an update on the status of the capital project adopted by Milwaukee County under File No. 22-436. The Board Chairwoman created in September 2022 a reference file that was referred to the County Board Committee on Community, Environment, and Economic Development (CEED) with the intent of receiving progress updates from the Administration in line with adopted policy.

POLICY

This request relates to the following Milwaukee County Board file numbers:

File 23-77 requesting an informational report regarding the progress of new Capital Improvement Project – County Board Meeting Room Health Safety and Public Access

Resolution File 22-436 authorizing the Office of Strategy, Budget and Performance and the Office of the Comptroller to process an appropriation transfer of \$150,000 from Org. Unit 1940-1945 9 – Appropriation for Contingencies to a new Capital Improvement Project County Board Meeting Room Health Safety and Public Access.

BACKGROUND

In 2022, The County Board approved a new capital improvement project (capital project WC023101) to update the County Board boardroom (CH 200) to provide for appropriate social distancing and more effective video conferencing capabilities. The scope of the project includes the installation of single occupancy desks for distancing, modernizing technology to facilitate remote participation in meetings, carpet installation to allow greater access to wiring for technology, and updating the central wall with the existing American flag and addition of drapery. The customer department communicated operational requirements and available options were provided in response for planned improvements.

The existing double-occupancy rolltop desks are worn, not conducive to modern work and do not provide appropriate distancing for privacy and health spacing. Custom desks have been

designed to best fit the space, provide spacing and individual workspaces for supervisors. Worn fabric chairs will also be replaced with easy clean vinyl fabric chairs.

Electrical and cabling will also be updated for improved audio and video performance during meetings, and to allow individuals participating in the meeting to plug in their laptops. Electrical outlets and cabling in the floor are being relocated for easy future access and to reduce trip hazards.

The existing carpet will be replaced. A drapery with cornice will backdrop the front of the room.

ALIGNMENT TO STRATEGIC PLAN

The remodeling of room CH200 aligns to the County's strategic plan in the following ways:

- 1A Reflect the full diversity of the County at every level of County government
- 1B Create and nurture an inclusive culture across County government
- 1C Increase the number of County contracts awarded to minority and women-owned businesses
- 2C Apply a racial equity lens to all decisions
- 3C: Dismantling barriers to diverse and inclusive communities

New desks and ergonomic chairs are being put in place for each elected supervisor, with health and safety in mind. Chairs and drapery were purchased from a woman-owned company. Desk build was bid out for best quality and price. Wifi is being provided along with updated electrical and cabling for improved audio and video performance during meetings, including public viewing. The new carpet selection will reduce future reconfiguration and replacement expense. Under carpet electrical is easier to move and saves money when furniture layouts are changed.

The updates to the room, will help enhance the functionality and operations of the Milwaukee County Board.

CURRENT PROJECT DEVELOPMENT STATUS

The project is on schedule and on budget. Revised desk prototype was approved by Board Staff and is in production. Carpet has been ordered, new cornice is currently being painted, the new drape is in hand with DAS, and the new Supervisor desk chairs are in hand. It is recommended that all County Supervisors attend a one-on-one final IT/Desk setup between 9/18-9/20. This will be coordinated individually by Board Staff with IMSD.

Schedule Update:

- Aug 11 – Ship date for carpet
- Aug 17 – Removal of all furniture from the floor
 - Some desks and tables to be reused in County Supervisor lobby and committee space, other items go into storage, public benches to temporarily move to hallway
- Aug 18 – Carpet Removal
- Aug 21 – Aug 28 - Globalcom to remove electrical/cable and install new Connectrac
- Aug 29 – Carpet install
- Aug 30 – Public benches back in place; arrange ancillary tables/desks and chairs
- Aug 31 – Drapery and Cornice installation behind the bench.
- Sept 12 - Receive and install 18 custom desks

- Sept 14 - New chairs in place with desks; IMSD to reconnect microphones, etc.
- Sept 15 – Final cleanup and walkthrough
- Sep 18-20 – Supervisor individual setup meetings

FISCAL EFFECT

Not applicable. As noted, funding has already been allocated for the project.

TERMS

Not applicable.

VIRTUAL MEETING INVITES

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