



Office of Emergency Management
& Homeland Security

Tom Barrett
Mayor

Steven Fronk
Director

October 31, 2016

To: City of Milwaukee Mayor Tom Barrett
Common Council President Ashanti Hamilton
Honorable Members of the Common Council

From: Steven Fronk, Director – Office of Emergency Management & Homeland Security

Re: Proposed Alternate Site of City Government in the Event of an Emergency

The Common Council, by resolution passed September 20, 2016, directed that this office submit to the Common Council, “a possible alternate site for consideration by the Mayor and Common Council as a temporary location of City government” should City Hall no longer be available. Although the likelihood of utilizing such an alternate site is exceedingly small, the Council is appropriately interested in having a contingency plan in place. For purposes of identifying an alternate site location I am defining “temporary” as a period of time not to exceed 2 weeks.

Preliminary conversations lead me to believe that there are only a limited number of City government functions which take place in the City Hall complex that could not, if absolutely necessary, be discontinued for a period of a few days or even a week or two without risking significant impact to the public. The Mayor’s Office and Common Council President/City Clerk’s Office would necessarily be guaranteed space at the alternate site, as would individual Department heads so that they might confer with each other and the Mayor and Common Council President. Beyond that, any decision as to space being allotted to one or more members of a Department’s staff would be made on a case-by-case basis depending upon the immediate needs of the City. It is anticipated that no more than 50-60 of these “additional” Department staff persons would be assigned to work at the alternate site at any one time.

It is recommended that individual Common Council members operate from their homes during this initial two week period rather than from the alternate site. Council members would communicate with the Common Council President, City Clerk and constituents via phone and email. Discussions with City Librarian Paula Keily lead me to believe that each Alderperson could be provided with a private space at a branch library if necessary. Full Common Council meetings and Committee meetings would take place at the alternate site. A meeting area sufficient to meet the needs of the Council, public and media would therefore also be required.



Two locations were considered as possible alternate sites ... The Police & Fire Training Academy on Teutonia Avenue and the Lake Tower Building on South 6th Street. I toured each location and spoke with staff persons regarding certain minimum requirements. The results and my recommendations are outlined below.

Police & Fire Academy – Teutonia Avenue

Minimum Alternate Site Requirements:

- **Security:** Access capable of being closely monitored and limited or expanded as circumstances may require. **The Academy is currently a secure facility staffed by MPD personnel. It is fully capable of meeting this requirement without significant modification, expense or disruption of current operations.**
- **Technology:** Wi-Fi, multiple phone/computer jacks, back-up power/generator, etc. **The Academy currently has all listed capabilities. In addition it has a dedicated computer lab with multiple work stations.**
- **Parking:** 50 spaces to be allocated to specific essential personnel/departments. **The Academy currently has secure (fenced in) parking for 200+ vehicles. Additional parking is available at the City-controlled former school next door.**
- **Mayoral Office Space:** One room capable of being converted to office space for the Mayor's office with desks, tables, chairs, phones and computer jacks for 6-8 people. **Not all Academy classrooms are currently utilized on a daily basis. An underutilized classroom could quickly and easily be reconfigured to meet all requirements.**
- **Council President/Clerk Office Space:** One room capable of being converted to office space for the Common Council President and City Clerk with desks, tables, chairs, phones and computer jacks for 6-8 people. **Once again, an underutilized classroom could quickly and easily be reconfigured to meet all requirements.**
- **Conference Room:** One room with 6-8 chairs, table, phone and computer for elected officials and department heads to conduct private conversations or conference calls. **Multiple rooms at the Academy could serve this purpose.**
- **Government Business Office Space:** Three good sized rooms capable of being quickly converted to office space with desks, tables, chairs, phones, computer jacks and cubicles/room dividers as needed to accommodate 15-20 people in each room who would be determined to be essential given the nature of the situation. An alternative would be one large room capable of accommodating 50-60 people. **Underutilized classrooms could quickly and easily be reconfigured to meet these requirements.**
- **Large Meeting Room:** One large meeting room, easily accessible from building entry and sufficient to hold public government meetings, with tables and chairs for Mayor and Council and chairs for members of the public and space for media. **The Academy has a gymnasium located on the first floor which could accommodate meetings of the full Common Council and a large in-service training room and library, any of which could accommodate committee meetings, members of the public and the media.**
- **Building Location:** Accessible via public transit with additional street parking within easy walking distance. **The Academy meets this requirement.**

Lake Tower Site – South 6th Street

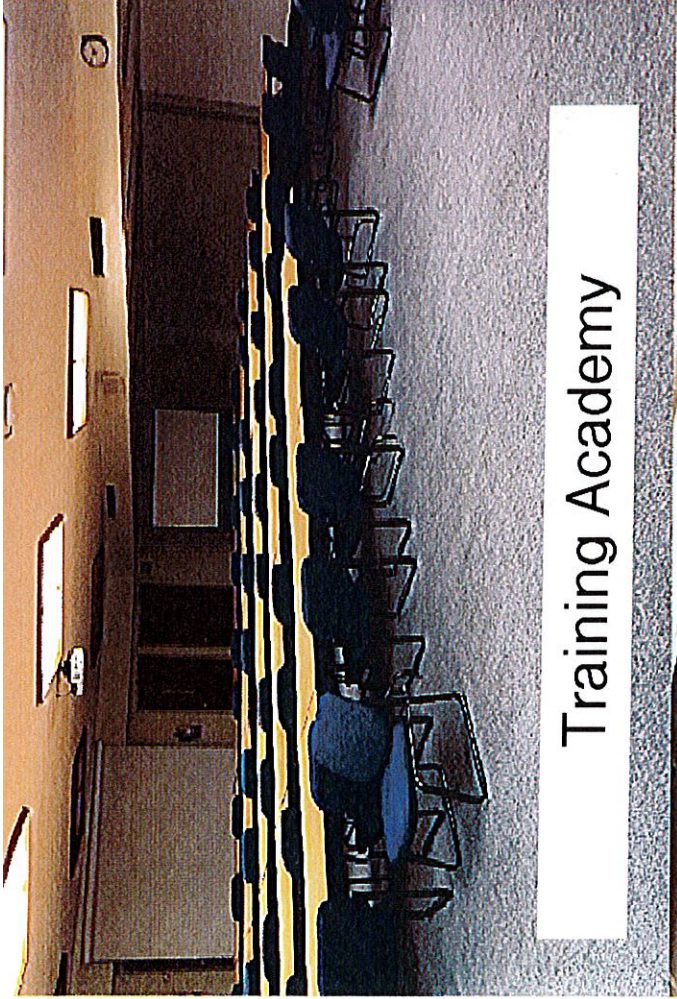
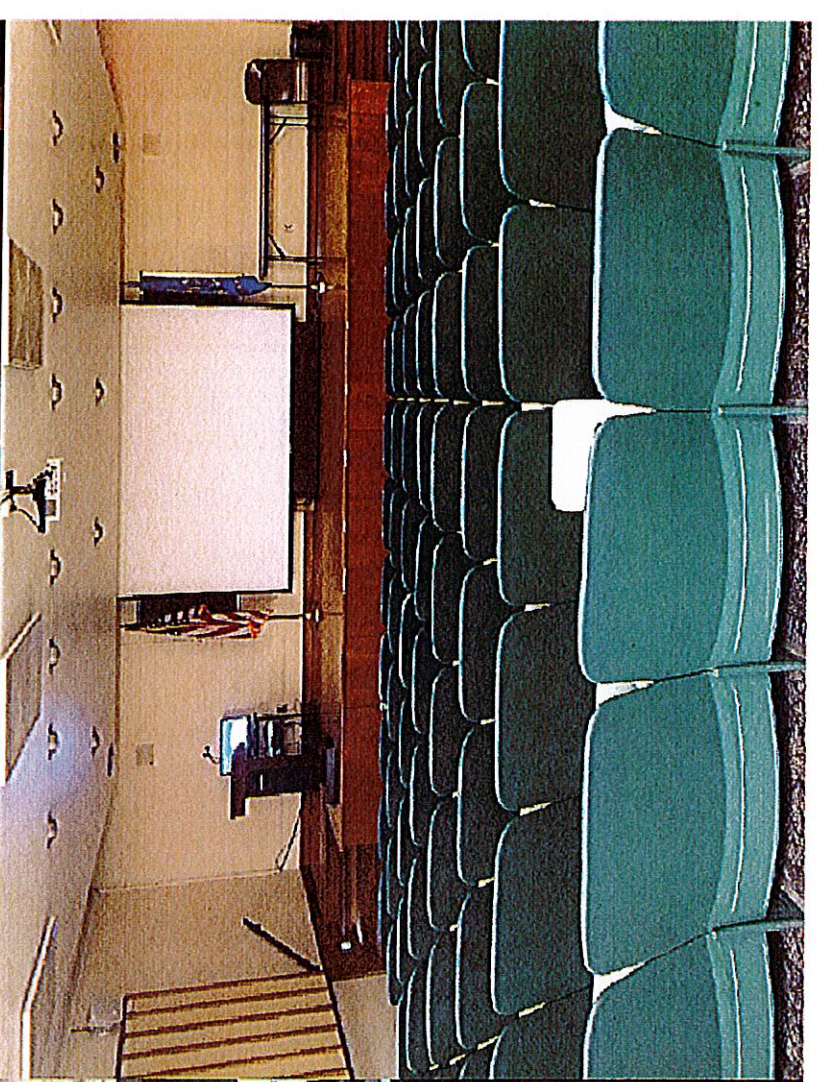
Minimum Alternate Site Requirements:

- **Security:** Access capable of being closely monitored and limited or expanded as circumstances may require. **The Lake Tower site would require assignment of MPD personnel in order to expand hours and better control access if utilized as an alternate site of City government.**
- **Technology:** Wi-Fi, multiple phone/computer jacks, back-up power/generator, etc. **The Lake Tower site currently has the ability to meet these requirements only on a very limited basis. Access points for additional computers, phones, etc. beyond what is currently in use by DNS would be limited. There is no computer lab.**
- **Parking:** 50 spaces to be allocated to specific essential personnel/departments. **The Lake Tower has on-site parking for 50 or fewer vehicles. That space is not secure. A substantial amount of additional parking is available on the street.**
- **Mayoral Office Space:** One room capable of being converted to office space for the Mayor's office with desks, tables, chairs, phones and computer jacks for 6-8 people. **Essentially all office space is currently occupied and utilized by DNS operations.**
- **Council President/Clerk Office Space:** One room capable of being converted to office space for the Common Council President and City Clerk with desks, tables, chairs, phones and computer jacks for 6-8 people. **Once again, essentially all office space is currently occupied and utilized by DNS operations.**
- **Conference Room:** One room with 6-8 chairs, table, phone and computer for elected officials and department heads to conduct private conversations or conference calls. **A room at the Lake Tower site could be made available for this purpose if necessary.**
- **Government Business Office Space:** Three good sized rooms capable of being quickly converted to office space with desks, tables, chairs, phones, computer jacks and cubicles/room dividers as needed to accommodate 15-20 people in each room who would be determined to be essential given the nature of the situation. An alternative would be one large room capable of accommodating 50-60 people. **There is only one large room at the Lake Tower site which could serve this purpose. However, use of this room as "government business office space" would mean that it could not be made available as a meeting room for Common Council and Committee meetings.**
- **Large Meeting Room:** One large meeting room, easily accessible from building entry and sufficient to hold public government meetings, with tables and chairs for Mayor and Council and chairs for members of the public and space for media. **Again, there is only one large room at the Lake Tower site which could serve this purpose. Use for public meetings would interfere with its use as government business office space without significant inconvenience to both operations and everyone involved.**
- **Building Location:** Accessible via public transit with additional street parking within easy walking distance. **The Lake Tower site meets this requirement.**

Recommendation: Based upon my review of available options and the information outlined above, I would recommend that the Mayor and Common Council of the City of Milwaukee designate the Police and Fire Training Academy located at 6680 North Teutonia Avenue in the City of Milwaukee as the Alternate Site of City Government should it be determined that City Hall is no longer a viable location for necessary government activities and business.

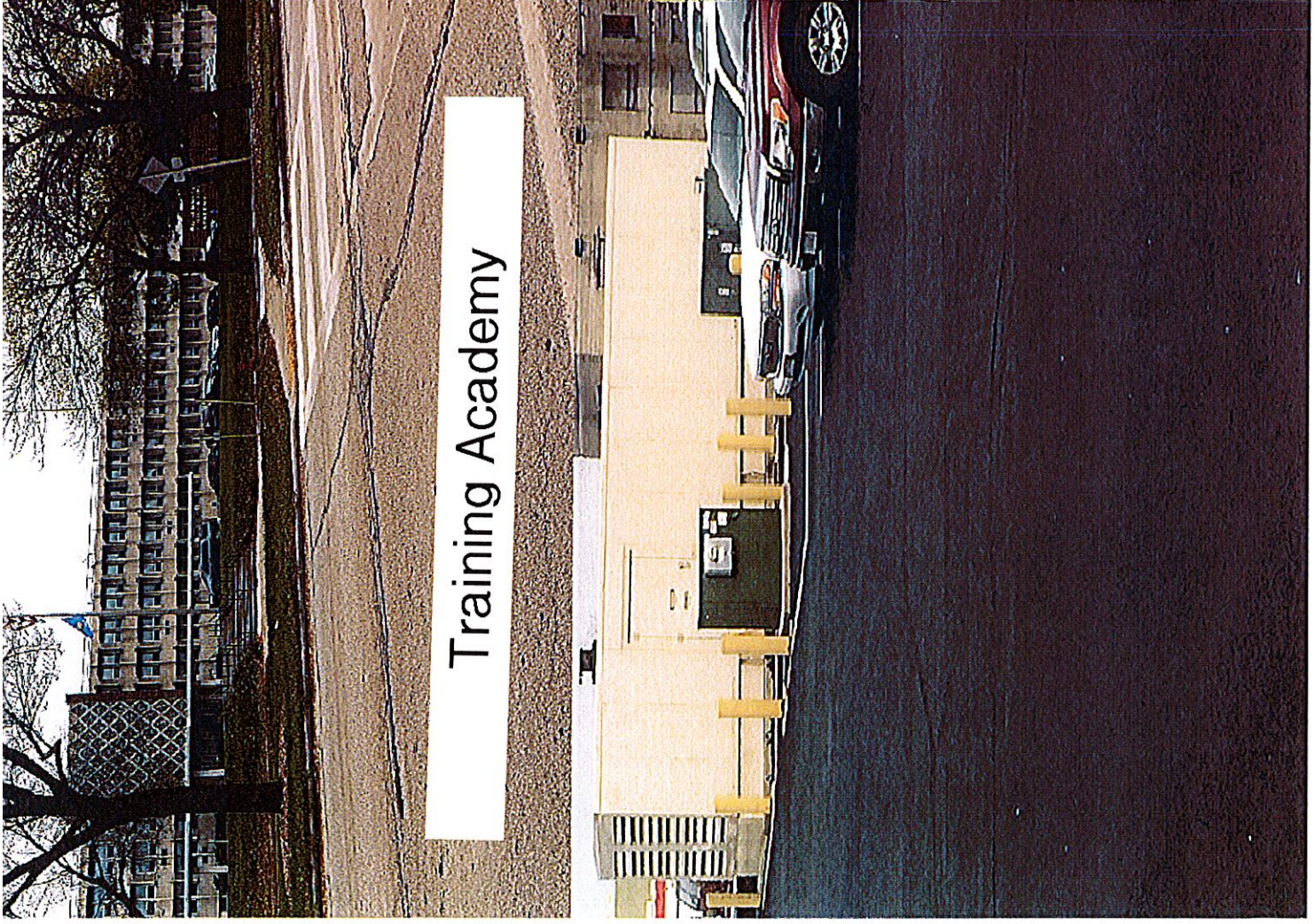
Finally, I would like to thank MFD Chief Mark Rohlfing, MPD Chief Edward Flynn, DNS Commissioner Preston Cole and their respective staffs for assisting me in this endeavor. I would not have been able to access facilities, get questions answered, conduct a walk through and make this recommendation without them. Their cooperation, assistance, candor and assurances leave me very comfortable regarding my recommendation.

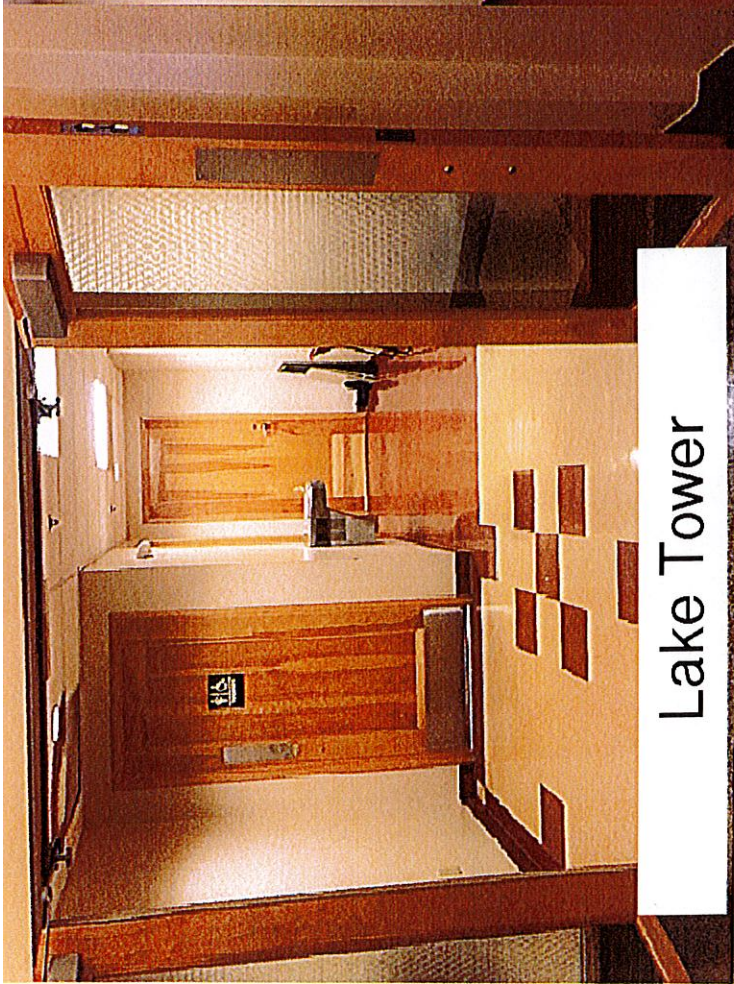
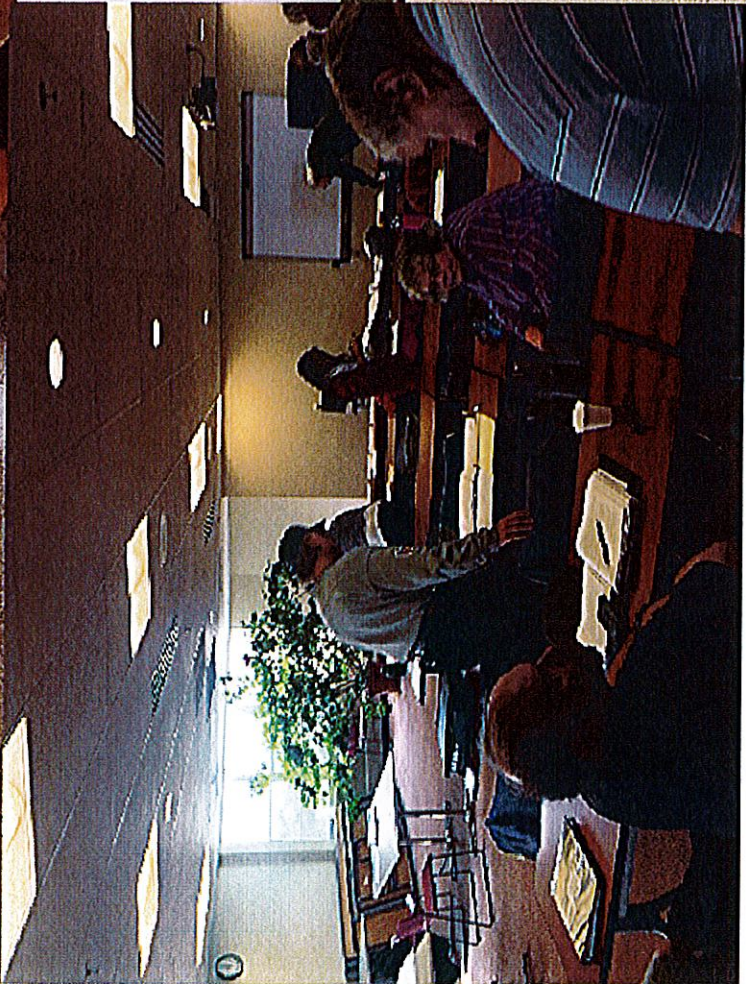
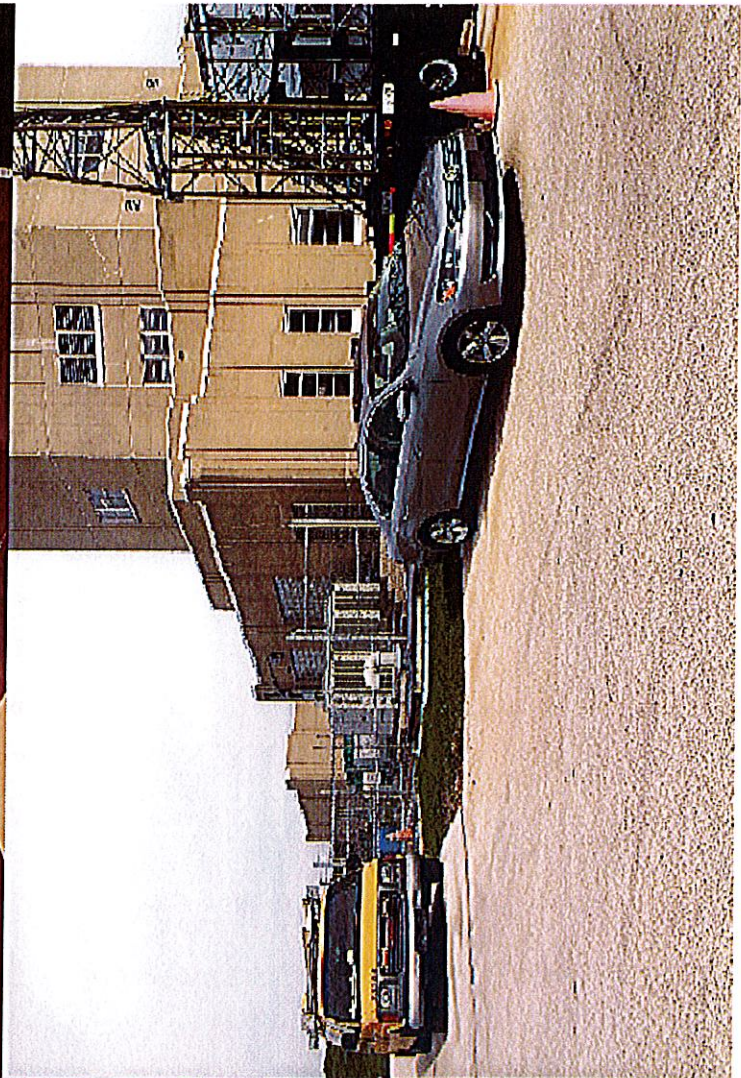
Please feel free to contact me at 286-5062 if there are any additional questions.



Training Academy







Lake Tower