

Capital Improvement Request Form Part I

Project/Program Title: Capital Improvements CommitteeRequesting Department: Common Council - City ClerkPrepared By/Phone Ext: Jim Owczarski, x2998Department Head Signature: Ronald Leonhart

Account No: _____

A) Department Priority 1 of 4 Useful Life n/a Years Level of Need ☒ Essential ☐ Important ☐ Desired

Type of Project ☐ New ☐ Replacement ☐ Repair ☒ On-Going Program

Project/Program Scope ☒ Fully Defined ☐ Partially Defined

B) Description

Infrastructure

☐ Street Related ☐ Sewer ☐ Water ☐ Street Lighting ☐ Communications ☐ Recreation

☐ Sidewalks ☐ Alleys ☐ Bridge ☐ Environmental ☐ Port ☐ Parking

Building

☐ Roof ☐ Windows ☐ HVAC ☐ Electrical ☐ Restroom ☐ Security ☐ Exterior ☐ Entire Facility

☐ ADA ☐ Office Remodeling ☐ New Building ☐ Elevators ☐ Garage ☐ Mechanical

Miscellaneous Development

☐ Economic ☐ Information Systems ☐ Equipment ☒ Other Support of CIC

C) Project/Program Duration

One Year ☐ Yes ☐ No

On-Going Program ☒ Yes ☐ No

Multi-Year ☒ Yes ☐ No Number of Years Unknown

D) Total Positions 1 Total FTEs 1.0

| Position Title | No. of Positions | FTEs | Salaries |
|-----------------------------------|------------------|------------|------------------|
| <u>Fiscal Planning Specialist</u> | <u>1</u> | <u>1.0</u> | \$ <u>85,000</u> |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |

E) In Six Year Capital Improvement Plan

Yes ☒ 2010-2015 ☐ 2011-2016 ☐ Yes, Modified ☐ New Request

F) Project/Program Justification

By its action in passing file number 081215 as amended by file number 090090, the Common Council reconstituted the Capital Improvements Committee and assigned the responsibility for its staffing to the office of the City Clerk. This position is specifically intended to support the work of this committee and is responsible for overseeing all of its work products. In addition, the current incumbent has accepted broad responsibility for assisting the Legislative Reference Bureau in its analysis of all capital projects, including those involved with the annual budget.

G) Additional Comments

Capital Improvement Request Part II

Requesting Department: _____

Project/Program Title: _____ Account No: _____

Year

Remaining Balance for 2011
 2012 Budget Request
 2013 Projection
 2014 Projection
 2015 Projection
 2016 Projection
 2017 Projection

Total Six Year Cost

Total Project Cost

| | Tax Levy/Borrowing | Grant & Aid | Revenue | Special Assessment | Enterprise | Total Cost |
|---------------------|--------------------|-------------|---------|--------------------|------------|------------|
| | \$85,000 | | | | | \$85,000 |
| | \$85,000 | | | | | \$85,000 |
| | \$87,000 | | | | | \$87,000 |
| | \$89,000 | | | | | \$89,000 |
| | \$91,000 | | | | | \$91,000 |
| | \$93,000 | | | | | \$93,000 |
| | \$95,000 | | | | | \$95,000 |
| Total Six Year Cost | \$540,000 | \$0 | \$0 | \$0 | \$0 | \$540,000 |
| Total Project Cost | \$625,000 | \$0 | \$0 | \$0 | \$0 | \$625,000 |

Life to Date Expenditures (Project Only)

| | | | | | | |
|--|-----|-----|-----|-----|-----|-----|
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
|--|-----|-----|-----|-----|-----|-----|

Available Cost Estimate:

Thorough Cost Estimate ☒ 2012 ☒ 2013 ☒ 2014 ☒ 2015 ☒ 2016 ☒ 2017

Limited Information ☐ ☐ ☐ ☐ ☐ ☐

Based on Cost of Similar Projects ☐ ☐ ☐ ☐ ☐ ☐

Unsupported ☐ ☐ ☐ ☐ ☐ ☐

Were cost estimates confirmed by another source? ☐ Yes ☐ No ☐ UncertainAre cost estimates based on industry standards? ☒ Yes ☐ No ☐ UncertainWill city employees be performing any portion of the work? ☒ Yes ☐ No ☐ UncertainDid you perform a cost/benefit analysis? ☐ Yes ☒ No ☐ UncertainHow will this project impact city operating expenditures? ☐ Increase ☐ Decrease ☒ None

Estimated Start Date: 03/22/10

Estimated Completion Date: n/a

Department Head Signature



Prepared By/Phone Ext

Jim Owcarski, x2998

CIC - Capital Improvement Request Part III

| | | | |
|------------------|---------------------------------|------------------|-----------|
| Department: | Common Council - City Clerk | Date Submitted: | 3/21/2011 |
| Project/Program: | Capital Improvements Committee | | |
| Prepared By: | Jim Owczarski | Current Request: | \$85,000 |
| Dept Head: | Ronald D. Leonhardt, City Clerk | 6 Yr Total: | \$625,000 |

General Project/Program Description:

This is position authority for the staff person currently assigned to the Capital Improvements Committee. The incumbent also has provided a high level of support to the budget analysis functions of the Legislative Reference Bureau.

Whenever possible, **please quantify the impact** of the project in either the amount column or the comment section of each area. Supporting documentation does not need to be submitted with the request but should be available upon request. Please see Capital Guidelines for detailed descriptions of each area of emphasis and additional considerations.

| Yes | No | N/A | Amount | Health & Safety |
|-----|----|-----|--------|--|
| | X | | | Does the project directly reduce risks to people or property? |
| | X | | | Does the project directly promote improved health or safety ? |
| | X | | | Does the project mitigate an immediate risk ? |

Comments / Other Considerations:

| Yes | No | N/A | Amount | Regulatory Compliance |
|-----|----|-----|--------|---|
| X | | | | Does the project address a legislative, regulatory or court-ordered mandate ? |
| X | | | | Does the project promote long-term regulatory compliance ? |
| X | | | | Will there be serious negative impact on the City if compliance is not achieved? |
| X | | | | Are there other ways to mitigate the regulatory concern? |

Comments / Other Considerations:

| Yes | No | N/A | Amount | Impact on Operational / Capital Budget |
|-----|----|-----|--------|---|
| | | X | | What return on investment will this project generate? |
| | | X | | What is the expected payback period for this project? |
| | | X | | Does the project minimize life-cycle costs ? |
| | X | | | Will the facility require additional personnel to operate? |
| | X | | | Will the project lead to a reduction in operating costs ? |
| X | | | | Will the project lead to increased productivity or service improvements ? |
| | | X | | Will the facility require significant annual maintenance ? |
| | | X | | Will the new facility require additional equipment or the construction of additional infrastructure not included in the project budget? |
| | X | | | Is there a revenue generating opportunity ? (e.g. user fees) |
| | X | | | Will the project result in a reduction or increase in energy use ? |
| | X | | | Does the project involve specific energy reduction strategies or features? |
| | X | | | Will this project cause disruptions to regular city operations ? |
| | X | | | Are there other potential costs associated with this project that are not addressed above? |

Comments / Other Considerations:

CIC - Capital Improvement Request Part III (cont'd)

Project/Program: _____

Whenever possible, **please quantify / describe the impact** of the project in either the amount column or the comment section of each area. Supporting documentation does not need to be submitted with the request but should be available upon request. Please see *Capital Guidelines* for detailed descriptions of each area of emphasis and additional considerations.

| Yes | No | N/A | Amount | |
|---|----|-----|--------|--|
| | | | | Compliance with Area Plans - The Common Council has adopted Comprehensive Area Plans. CIC Guidelines document a link to those plans on the DCD website. |
| X | | | | Is the project in conformance with and supportive of the goals, objectives and strategies of any applicable Comprehensive Plan, special study, survey, committee or board? |
| X | | | | Does the project increase or enhance educational opportunities for City of Milwaukee citizens? |
| | X | | | Does the project increase or enhance recreational opportunities and/or green space? |
| | X | | | Will the project mitigate blight? |
| | | | | Does the project target the quality of life of all citizens or does it target one demographic? |
| | X | | | Is one population affected positively and another negatively? |
| | X | | | Does the project preserve or improve the historical or natural heritage of the City? |
| | | X | | Is the project consistent with established community character? |
| | X | | | Does the project expand the range of transportation, employment, and housing choices in a fiscally responsible manner? |
| | X | | | Does the project improve, mitigate or prevent degradation of environmental quality (e.g. water quality, improve or reduce pollution including noise and/or light pollution)? |
| Comments / Other Considerations: | | | | |
| Can one properly answer the question on line 15 above with a yes or no? | | | | |
| | | | | Infrastructure - Primarily recurring infrastructure and facilities preservation programs |
| | | X | | How does the request effect the pertinent replacement cycle? Provide specifics below. |
| | | X | | Has the facility being replaced exceeded its useful life? |
| | | X | | Does this project extend the useful life of an existing facility? |
| | | X | | Do maintenance costs exceed replacement costs? (See Below) |
| | | X | | Have you documented costs of unplanned or corrective maintenance related to the facility? |
| | | X | | Does the project incorporate new technology that will provide enhanced service? |
| | | X | | Does the project extend service for new development or redevelopment? |
| | | X | | Will this project improve the functionality or service life of other related infrastructure? |
| Comments / Other Considerations: | | | | |
| | | | | Economic / Community Development |
| | X | | | Does the project have the potential to promote economic/community development in areas where growth is desired? |
| | X | | | Will the project continue to promote or enhance economic/community development in an already developed area? |
| | | X | | Is the net impact of the project positive? |
| | | X | | Would an alternate location for this project provide a greater positive economic impact? |
| | X | | | Will the project produce desirable jobs in the City? |
| | X | | | Will the project rejuvenate an area that needs assistance? |
| | | X | | Will the project promote the equitable distribution of the costs and benefits of development? |
| Comments / Other Considerations: | | | | |
| | | | | Special Considerations |
| | X | | | Is there a significant external funding source that can only be used for this project and/or which will be lost if not used immediately (e.g. proffers, grants through various federal or state initiatives, and private donations)? |
| X | | | | Are there critical timing issues associated with this project? |
| | X | | | Are there inter-jurisdictional considerations? |
| X | | | | Can you quantify the impacts of a delay in this project? |
| Comments / Other Considerations: | | | | |

Account No: _____

- | | |
|----|----------------------------|
| G) | Additional Comments |
|----|----------------------------|

Capital Improvement Request Part II

Requesting Department:

Common Council - City Clerk

Project/Program Title:

SAN Storage

Account No:

Year

Remaining Balance for 2011

2012 Budget Request

2013 Projection

2014 Projection

2015 Projection

2016 Projection

2017 Projection

Total Six Year Cost

Total Project Cost

| | Tax Levy/Borrowing | Grant & Aid | Revenue | Special Assessment | Enterprise | Total Cost |
|--|--------------------|-------------|---------|--------------------|------------|------------|
| | \$40,000 | | | | | \$0 |
| | | | | | | \$40,000 |
| | | | | | | \$0 |
| | | | | | | \$0 |
| | | | | | | \$0 |
| | | | | | | \$0 |
| | | | | | | \$0 |
| | \$40,000 | \$0 | \$0 | \$0 | \$0 | \$40,000 |
| | \$40,000 | \$0 | \$0 | \$0 | \$0 | \$40,000 |

Life to Date Expenditures (Project Only)

| | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|
| \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
|-----|-----|-----|-----|-----|-----|-----|

Available Cost Estimate:

Thorough Cost Estimate

Limited Information

Based on Cost of Similar Projects

Unsupported

2012

☒

2013

☐

2014

☐

2015

☐

2016

☐

2017

☐

Were cost estimates confirmed by another source?

Are cost estimates based on industry standards?

Will city employees be performing any portion of the work?

Did you perform a cost/benefit analysis?

☒ Yes ☐ No ☐ Uncertain☒ Yes ☐ No ☐ Uncertain☒ Yes ☐ No ☐ Uncertain☐ Yes ☒ No ☐ Uncertain

How will this project impact city operating expenditures?

☐ Increase ☐ Decrease ☒ None

Estimated Start Date:

01/03/12

Estimated Completion Date:

01/07/12

Department Head Signature

Prepared By/Phone Ext

Jim Owczarski, x2998

CIC - Capital Improvement Request Part III

| | | | |
|------------------|---------------------------------|------------------|-----------|
| Department: | Common Council - City Clerk | Date Submitted: | 3/17/2011 |
| Project/Program: | SAN Storage | | |
| Prepared By: | Jim Owczarski (x2998) | Current Request: | \$40,000 |
| Dept Head: | Ronald D. Leonhardt, City Clerk | 6 Yr Total: | \$40,000 |

General Project/Program Description:

This project will purchase a SAN storage space to be used by both the License Division's LIRA system and the MediaMatch video integration with the Legistar system. Both these uses are currently housed on spaces "on loan" from the ITMD.

Whenever possible, **please quantify the impact** of the project in either the amount column or the comment section of each area. Supporting documentation does not need to be submitted with the request but should be available upon request. Please see *Capital Guidelines* for detailed descriptions of each area of emphasis and additional considerations.

| Yes | No | N/A | Amount | Health & Safety |
|-----|----|-----|--------|--|
| | | X | | Does the project directly reduce risks to people or property? |
| | | X | | Does the project directly promote improved health or safety ? |
| | | X | | Does the project mitigate an immediate risk ? |

Comments / Other Considerations:

| Yes | No | N/A | Amount | Regulatory Compliance |
|-----|----|-----|--------|---|
| X | | | | Does the project address a legislative, regulatory or court-ordered mandate ? |
| X | | | | Does the project promote long-term regulatory compliance ? |
| X | | | | Will there be serious negative impact on the City if compliance is not achieved? |
| X | | | | Are there other ways to mitigate the regulatory concern? |

Comments / Other Considerations:

The regulatory concern referred to is the obligation of the License Division, under state statute and municipal code, to issue licenses and provide notice of licensing hearings in a timely manner. While there are other ways to mitigate this regulatory concern, none of them could be used for less cost.

| Yes | No | N/A | Amount | Impact on Operational / Capital Budget |
|-----|----|-----|--------|---|
| | X | | | What return on investment will this project generate? |
| | X | | | What is the expected payback period for this project? |
| X | | | | Does the project minimize life-cycle costs ? |
| | X | | | Will the facility require additional personnel to operate? |
| X | | | | Will the project lead to a reduction in operating costs ? |
| X | | | | Will the project lead to increased productivity or service improvements ? |
| | X | | | Will the facility require significant annual maintenance ? |
| | X | | | Will the new facility require additional equipment or the construction of additional infrastructure not included in the project budget? |
| X | | | | Is there a revenue generating opportunity ? (e.g. user fees) |
| | X | | | Will the project result in a reduction or increase in energy use ? |
| | X | | | Does the project involve specific energy reduction strategies or features? |
| | X | | | Will this project cause disruptions to regular city operations ? |
| | X | | | Are there other potential costs associated with this project that are not addressed above? |

Comments / Other Considerations:

CIC - Capital Improvement Request Part III (cont'd)

Project/Program:

Whenever possible, **please quantify / describe the impact** of the project in either the amount column or the comment section of each area. Supporting documentation does not need to be submitted with the request but should be available upon request. Please see Capital Guidelines for detailed descriptions of each area of emphasis and additional considerations.

| Yes | No | N/A | Amount | |
|---|----|-----|--------|--|
| | | | | Compliance with Area Plans - The Common Council has adopted Comprehensive Area Plans. CIC Guidelines document a link to those plans on the DCD website. |
| | X | | | Is the project in conformance with and supportive of the goals, objectives and strategies of any applicable Comprehensive Plan, special study, survey, committee or board? |
| X | | | | Does the project increase or enhance educational opportunities for City of Milwaukee citizens? |
| | X | | | Does the project increase or enhance recreational opportunities and/or green space? |
| | X | | | Will the project mitigate blight? |
| X | | | | Does the project target the quality of life of all citizens or does it target one demographic? |
| | X | | | Is one population affected positively and another negatively? |
| X | | | | Does the project preserve or improve the historical or natural heritage of the City? |
| X | | | | Is the project consistent with established community character? |
| | X | | | Does the project expand the range of transportation, employment, and housing choices in a fiscally responsible manner? |
| | X | | | Does the project improve, mitigate or prevent degradation of environmental quality (e.g. water quality, improve or reduce pollution including noise and/or light pollution)? |
| <u>Comments / Other Considerations:</u> | | | | |
| | | | | |
| Yes | No | N/A | Amount | Infrastructure - Primarily recurring infrastructure and facilities preservation programs |
| | | X | | How does the request effect the pertinent replacement cycle? Provide specifics below. |
| | | X | | Has the facility being replaced exceeded its useful life? |
| | | X | | Does this project extend the useful life of an existing facility? |
| | | X | | Do maintenance costs exceed replacement costs? (See Below) |
| | | X | | Have you documented costs of unplanned or corrective maintenance related to the facility? |
| X | | | | Does the project incorporate new technology that will provide enhanced service? |
| | | X | | Does the project extend service for new development or redevelopment? |
| | | X | | Will this project improve the functionality or service life of other related infrastructure? |
| <u>Comments / Other Considerations:</u> | | | | |
| | | | | |
| Yes | No | N/A | Amount | Economic / Community Development |
| | | X | | Does the project have the potential to promote economic/community development in areas where growth is desired? |
| | | X | | Will the project continue to promote or enhance economic/community development in an already developed area? |
| | | X | | Is the net impact of the project positive? |
| | | X | | Would an alternate location for this project provide a greater positive economic impact? |
| | | X | | Will the project produce desirable jobs in the City? |
| | | X | | Will the project rejuvenate an area that needs assistance? |
| | | X | | Will the project promote the equitable distribution of the costs and benefits of development? |
| <u>Comments / Other Considerations:</u> | | | | |
| | | | | |
| Yes | No | N/A | Amount | Special Considerations |
| | X | | | Is there a significant external funding source that can only be used for this project and/or which will be lost if not used immediately (e.g. proffers, grants through various federal or state initiatives, and private donations)? |
| X | | | | Are there critical timing issues associated with this project? |
| | X | | | Are there inter-jurisdictional considerations? |
| X | | | | Can you quantify the impacts of a delay in this project? |
| <u>Comments / Other Considerations:</u> | | | | |
| | | | | |

Capital Improvement Request Form Part I

Project/Program Title: HD Conversion Project for City Channel 25Requesting Department: Office of City ClerkPrepared By/Phone Ext: Dennis Geraghty/ 5918Department Head Signature: Ronald L. Conkelt

Account No: _____

A) Department Priority 3 of 4 Useful Life 10+ Years Level of Need ☐ Essential ☒ Important ☐ Desired

Type of Project ☐ New ☒ Replacement ☐ Repair ☐ On-Going Program Project/Program Scope ☒ Fully Defined ☐ Partially Defined

B) Description

Infrastructure

☐ Street Related ☐ Sewer ☐ Water ☐ Street Lighting ☐ Communications ☒ Recreation

☐ Sidewalks ☐ Alleys ☐ Bridge ☐ Environmental ☐ Port ☐ Parking

Building

☐ Roof ☐ Windows ☐ HVAC ☐ Electrical ☐ Restroom ☐ Security ☐ Exterior ☐ Entire Facility

☐ ADA ☐ Office Remodeling ☐ New Building ☐ Elevators ☐ Garage ☐ Mechanical

Miscellaneous Development

☐ Economic ☒ Information Systems ☒ Equipment ☐ Other _____

C) Project/Program Duration

One Year ☐ Yes ☐ No

On-Going Program ☐ Yes ☐ No

Multi-Year ☒ Yes ☐ No Number of Years 3-Feb

D) Total Positions _____ Total FTEs _____

| Position Title | No. of Positions | FTEs | Salaries | \$ |
|----------------|------------------|-------|----------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

E) In Six Year Capital Improvement Plan

Yes ☐ 2010-2015 ☐ 2011-2016 ☐ Yes, Modified ☒ New Request

F) Project/Program Justification

The broadcasting/cable industries have converted to high-definition (HD) digital telecasts or will be converting soon. The City Channel currently is a standard definition (SD) analog telecast. However, it will soon be difficult to replace SD-analog equipment as manufacturers move to HD-digital only equipment. This is being requested as a capital request because this transition must be done in several large installments rather than smaller installments over many years. HD digital equipment is not compatible with SD-analog equipment. It requires different cables and ancillary devices to work properly. While most of our equipment has been updated over the years, the wiring and configuration of equipment is largely the same as it was in 1985 when the facility was built. It is not compatible with new HD equipment. This project would update all of that wiring and system configurations.

G) Additional Comments

Part 1 of the project would convert the Master Control area in the 809 Building to HD. Part two of the conversion would be in the 301 area of City Hall.

Capital Improvement Request Part II

Requesting Department:

Office of City Clerk

Project/Program Title:

HD Conversion for City Channel 25

Account No:

| Year | Tax Levy/Borrowing | Grant & Aid | Revenue | Special Assessment | Enterprise | Total Cost |
|----------------------------|--------------------|-------------|------------|--------------------|------------|------------------|
| Remaining Balance for 2011 | | | | | | \$0 |
| 2012 Budget Request | \$135,000 | | | | | \$135,000 |
| 2013 Projection | | | | | | \$0 |
| 2014 Projection | \$155,000 | | | | | \$155,000 |
| 2015 Projection | | | | | | \$0 |
| 2016 Projection | | | | | | \$0 |
| 2017 Projection | | | | | | \$0 |
| Total Six Year Cost | \$290,000 | | \$0 | \$0 | \$0 | \$290,000 |
| Total Project Cost | \$290,000 | | \$0 | \$0 | \$0 | \$290,000 |

Life to Date Expenditures (Project Only)

| | | | | | | |
|--|-----|-----|-----|-----|-----|-----|
| | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
|--|-----|-----|-----|-----|-----|-----|

Available Cost Estimate:

Thorough Cost Estimate ☐ 2012 ☐ 2013 ☐ 2014 ☐ 2015 ☐ 2016 ☐ 2017

Limited Information ☐ ☒ ☐ ☐ ☐ ☐ ☐

Based on Cost of Similar Projects ☐ ☐ ☐ ☐ ☐ ☐ ☐

Unsupported ☐ ☐ ☐ ☐ ☐ ☐ ☐

Were cost estimates confirmed by another source?

Are cost estimates based on industry standards?

Will city employees be performing any portion of the work?

Did you perform a cost/benefit analysis?

☐ Yes ☒ No ☐ Uncertain

☒ Yes ☐ No ☐ Uncertain

☒ Yes ☐ No ☐ Uncertain

☐ Yes ☒ No ☐ Uncertain

How will this project impact city operating expenditures?

☐ Increase ☐ Decrease ☒ None

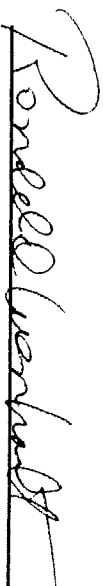
Estimated Start Date:

August, 2012

Estimated Completion Date:

August, 2014

Department Head Signature



Prepared By/Phone Ext

Dennis Geraghty, 286-5918

CIC - Capital Improvement Request Part III

Department: Office of City Clerk

Date Submitted:

Project/Program: HD Conversion for City Channel 25

Prepared By: Dennis Geraghty

Current Request: \$135,000

Dept Head:

6 Yr Total: \$290,000

General Project/Program Description:

This capital project would replace the current analog broadcasting equipment used by Channel 25 with digital HD equipment. This would also include rewiring both the Master Control area in the 809 Building and the control area of 301 in City Hall. This is necessary because HD-digital equipment is not compatible with SD-analog equipment.

Whenever possible, **please quantify the impact** of the project in either the amount column or the comment section of each area. Supporting documentation does not need to be submitted with the request but should be available upon request. Please see Capital Guidelines for detailed descriptions of each area of emphasis and additional considerations.

| Yes | No | N/A | Amount | Health & Safety |
|-----|----|-----|--------|--|
| | x | | | Does the project directly reduce risks to people or property? |
| | x | | | Does the project directly promote improved health or safety ? |
| | x | | | Does the project mitigate an immediate risk ? |

Comments / Other Considerations:

| Yes | No | N/A | Amount | Regulatory Compliance |
|-----|----|-----|--------|---|
| | x | | | Does the project address a legislative, regulatory or court-ordered mandate? |
| | x | | | Does the project promote long-term regulatory compliance ? |
| | x | | | Will there be serious negative impact on the City if compliance is not achieved? |
| | x | | | Are there other ways to mitigate the regulatory concern? |

Comments / Other Considerations:

| Yes | No | N/A | Amount | Impact on Operational / Capital Budget |
|-----|----|-----|--------|---|
| | | x | | What return on investment will this project generate? |
| | | x | | What is the expected payback period for this project? |
| | | x | | Does the project minimize life-cycle costs ? |
| | x | | | Will the facility require additional personnel to operate? |
| | x | | | Will the project lead to a reduction in operating costs ? |
| x | | | | Will the project lead to increased productivity or service improvements ? |
| | x | | | Will the facility require significant annual maintenance ? |
| | x | | | Will the new facility require additional equipment or the construction of additional infrastructure not included in the project budget? |
| | x | | | Is there a revenue generating opportunity ? (e.g. user fees) |
| | x | | | Will the project result in a reduction or increase in energy use ? |
| | x | | | Does the project involve specific energy reduction strategies or features? |
| | x | | | Will this project cause disruptions to regular city operations ? |
| | x | | | Are there other potential costs associated with this project that are not addressed above? |

Comments / Other Considerations:

HD-digital production will result in a better video image for the City Channel, even on standard analog telecasts.

CIC - Capital Improvement Request Part III (cont'd)

Project/Program:

Whenever possible, **please quantify / describe the impact** of the project in either the amount column or the comment section of each area. Supporting documentation does not need to be submitted with the request but should be available upon request. Please see Capital Guidelines for detailed descriptions of each area of emphasis and additional considerations.

| Yes | No | N/A | Amount | |
|--|----|-----|--------|--|
| | | | | Compliance with Area Plans - The Common Council has adopted Comprehensive Area Plans. CIC Guidelines document a link to those plans on the DCD website. |
| | x | | | Is the project in conformance with and supportive of the goals, objectives and strategies of any applicable Comprehensive Plan, special study, survey, committee or board? |
| | x | | | Does the project increase or enhance educational opportunities for City of Milwaukee citizens? |
| | x | | | Does the project increase or enhance recreational opportunities and/or green space? |
| | x | | | Will the project mitigate blight? |
| | x | | | Does the project target the quality of life of all citizens or does it target one demographic? |
| | x | | | Is one population affected positively and another negatively? |
| | x | | | Does the project preserve or improve the historical or natural heritage of the City? |
| | x | | | Is the project consistent with established community character? |
| | x | | | Does the project expand the range of transportation, employment, and housing choices in a fiscally responsible manner? |
| | x | | | Does the project improve, mitigate or prevent degradation of environmental quality (e.g. water quality, improve or reduce pollution including noise and/or light pollution)? |
| Comments / Other Considerations: | | | | |
| | | | | |
| Yes | No | N/A | Amount | |
| | x | | | Infrastructure - Primarily recurring infrastructure and facilities preservation programs |
| | x | | | How does the request effect the pertinent replacement cycle ? Provide specifics below. |
| | x | | | Has the facility being replaced exceeded its useful life? |
| | x | | | Does this project extend the useful life of an existing facility? |
| | x | | | Do maintenance costs exceed replacement costs? (See Below) |
| | x | | | Have you documented costs of unplanned or corrective maintenance related to the facility? |
| | x | | | Does the project incorporate new technology that will provide enhanced service? |
| | x | | | Does the project extend service for new development or redevelopment? |
| | x | | | Will this project improve the functionality or service life of other related infrastructure? |
| Comments / Other Considerations: | | | | |
| See below for information on the replacement cycle of equipment. The project does incorporate new digital technology as a replacement for analog technology. | | | | |
| Yes | No | N/A | Amount | |
| | | x | | Economic / Community Development |
| | | x | | Does the project have the potential to promote economic/community development in areas where growth is desired? |
| | | x | | Will the project continue to promote or enhance economic/community development in an already developed area? |
| | | x | | Is the net impact of the project positive? |
| | | x | | Would an alternate location for this project provide a greater positive economic impact? |
| | | x | | Will the project produce desirable jobs in the City? |
| | | x | | Will the project rejuvenate an area that needs assistance? |
| | | x | | Will the project promote the equitable distribution of the costs and benefits of development? |
| Comments / Other Considerations: | | | | |
| | | | | |
| Yes | No | N/A | Amount | |
| | x | | | Special Considerations |
| | x | | | Is there a significant external funding source that can only be used for this project and/or which will be lost if not used immediately (e.g. proffers, grants through various federal or state initiatives, and private donations)? |
| x | | | | Are there critical timing issues associated with this project? |
| | x | | | Are there inter-jurisdictional considerations? |
| | x | | | Can you quantify the impacts of a delay in this project? |
| Comments / Other Considerations: | | | | |
| If this project is delayed, it will become difficult to repair or replace equipment for the long term. This may result in a loss of service level for the City Channel. If critical pieces cannot be replaced or repaired, it could result in our inability to televise city meetings. | | | | |

Capital Improvement Request Form Part I

Project/Program Title: LRB Research Office UpgradeRequesting Department: Common Council - City ClerkPrepared By/Phone Ext: Jim Owczarski, x2998Department Head Signature: Ronald A. [Signature]

Account No: _____

A) Department Priority 4 of 4 Useful Life 20 Years Level of Need ☐ Essential ☐ Important ☒ DesiredType of Project ☐ New ☒ Replacement ☐ Repair
☐ On-Going ProgramProject/Program Scope ☒ Fully Defined ☐ Partially Defined

B) Description

Infrastructure

☐ Street Related ☐ Sewer ☐ Water ☐ Street Lighting ☐ Communications ☐ Recreation
☐ Sidewalks ☐ Alleys ☐ Bridge ☐ Environmental ☐ Port ☐ Parking

Building

☐ Roof ☐ Windows ☒ HVAC ☒ Electrical ☐ Restroom ☐ Security ☐ Exterior ☐ Entire Facility
☒ ADA ☒ Office Remodeling ☐ New Building ☐ Elevators ☐ Garage ☐ Mechanical

Miscellaneous Development

☐ Economic ☐ Information Systems ☐ Equipment ☐ Other _____

C) Project/Program Duration

One Year ☒ Yes ☐ NoOn-Going Program ☐ Yes ☐ NoMulti-Year ☐ Yes ☐ No Number of Years _____D) Total Positions 0 Total FTEs 0.0

| Position Title | No. of Positions | FTEs | Salaries | \$ |
|----------------|------------------|-------|----------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

E) In Six Year Capital Improvement Plan

Yes ☐ 2010-2015 ☐ 2011-2016 ☐ Yes, Modified ☒ New Request

F) Project/Program Justification

Early in 2010, the research section of the Legislative Reference Bureau moved into City Hall Room 307. Since that time the structural inefficiencies and inadequacies of this area have become apparent. It is in intent of this request to correct these deficiencies.

G) Additional Comments

Capital Improvement Request Part II

Requesting Department:

Common Council - City Clerk

Project/Program Title:

LRB - Research Office Upgrade

Account No:

| Year | Tax Levy/Borrowing | Grant & Aid | Revenue | Special Assessment | Enterprise | Total Cost |
|----------------------------|--------------------|-------------|------------|--------------------|------------|------------------|
| Remaining Balance for 2011 | | | | | | \$0 |
| 2012 Budget Request | \$394,000 | | | | | \$394,000 |
| 2013 Projection | | | | | | \$0 |
| 2014 Projection | | | | | | \$0 |
| 2015 Projection | | | | | | \$0 |
| 2016 Projection | | | | | | \$0 |
| 2017 Projection | | | | | | \$0 |
| Total Six Year Cost | \$394,000 | \$0 | \$0 | \$0 | \$0 | \$394,000 |
| Total Project Cost | \$394,000 | \$0 | \$0 | \$0 | \$0 | \$394,000 |

Life to Date Expenditures (Project Only)

| | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|
| \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
|-----|-----|-----|-----|-----|-----|-----|

Available Cost Estimate:

Thorough Cost Estimate ☒ 2012 ☐ 2013 ☐ 2014 ☐ 2015 ☐ 2016 ☐ 2017

Limited Information ☐ ☐ ☐ ☐ ☐ ☐

Based on Cost of Similar Projects ☐ ☐ ☐ ☐ ☐ ☐

Unsupported ☐ ☐ ☐ ☐ ☐ ☐

Were cost estimates confirmed by another source?

☐ Yes ☒ No☐ Uncertain

Are cost estimates based on industry standards?

☒ Yes ☐ No☐ Uncertain

Will city employees be performing any portion of the work?

☒ Yes ☐ No☐ Uncertain

Did you perform a cost/benefit analysis?

☒ Yes ☐ No☐ Uncertain

How will this project impact city operating expenditures?

☐ Increase ☐ Decrease ☒ None

Estimated Start Date:

01/03/12

Estimated Completion Date:

02/01/12

Department Head Signature



Prepared By/Phone Ext

Jim Owczarski, x2998

CIC - Capital Improvement Request Part III

| | | | |
|------------------|---------------------------------|------------------|-----------|
| Department: | Common Council - City Clerk | Date Submitted: | 3/17/2011 |
| Project/Program: | LRB Renovation | | |
| Prepared By: | Jim Owczarski (x2998) | Current Request: | \$394,000 |
| Dept Head: | Ronald D. Leonhardt, City Clerk | 6 Yr Total: | \$394,000 |

General Project/Program Description:

The LRB Research Section moved into its current space (307, City Hall) in early 2010. Since that time, its many mechanical deficiencies have become evident and some directly affect the quality of the work environment. This project minimally addresses those concerns including new panel units and HVAC upgrades.

Whenever possible, **please quantify the impact** of the project in either the amount column or the comment section of each area. Supporting documentation does not need to be submitted with the request but should be available upon request. Please see Capital Guidelines for detailed descriptions of each area of emphasis and additional considerations.

| Yes | No | N/A | Amount | Health & Safety |
|-----|----|-----|--------|--|
| | | X | | Does the project directly reduce risks to people or property? |
| | | X | | Does the project directly promote improved health or safety ? |
| | | X | | Does the project mitigate an immediate risk ? |

Comments / Other Considerations:

| Yes | No | N/A | Amount | Regulatory Compliance |
|-----|----|-----|--------|---|
| | X | | | Does the project address a legislative, regulatory or court-ordered mandate ? |
| | X | | | Does the project promote long-term regulatory compliance ? |
| | X | | | Will there be serious negative impact on the City if compliance is not achieved? |
| | | X | | Are there other ways to mitigate the regulatory concern? |

Comments / Other Considerations:

The regulatory concern referred to is the obligation of the License Division, under state statute and municipal code, to issue licenses and provide notice of licensing hearings in a timely manner. While there are other ways to mitigate this regulatory concern, none of them could be used for less cost.

| Yes | No | N/A | Amount | Impact on Operational / Capital Budget |
|-----|----|-----|---------|---|
| | | X | | What return on investment will this project generate? |
| | | X | | What is the expected payback period for this project? |
| | X | | | Does the project minimize life-cycle costs ? |
| | X | | | Will the facility require additional personnel to operate? |
| | X | | | Will the project lead to a reduction in operating costs ? |
| X | | | | Will the project lead to increased productivity or service improvements ? |
| | X | | | Will the facility require significant annual maintenance ? |
| | X | | | Will the new facility require additional equipment or the construction of additional infrastructure not included in the project budget? |
| | X | | | Is there a revenue generating opportunity ? (e.g. user fees) |
| X | | | | Will the project result in a reduction or increase in energy use ? |
| X | | | | Does the project involve specific energy reduction strategies or features? |
| | | | Minimal | Will this project cause disruptions to regular city operations ? |
| | X | | | Are there other potential costs associated with this project that are not addressed above? |

Comments / Other Considerations:

CIC - Capital Improvement Request Part III (cont'd)

Project/Program:

Whenever possible, **please quantify / describe the impact** of the project in either the amount column or the comment section of each area. Supporting documentation does not need to be submitted with the request but should be available upon request. Please see *Capital Guidelines* for detailed descriptions of each area of emphasis and additional considerations.

| Yes | No | N/A | Amount | |
|-----|----|-----|--------|--|
| | | X | | Compliance with Area Plans - The Common Council has adopted Comprehensive Area Plans. CIC Guidelines document a link to those plans on the DCD website. |
| | | | | Is the project in conformance with and supportive of the goals, objectives and strategies of any applicable Comprehensive Plan, special study, survey, committee or board? |
| | X | | | Does the project increase or enhance educational opportunities for City of Milwaukee citizens? |
| | X | | | Does the project increase or enhance recreational opportunities and/or green space? |
| | X | | | Will the project mitigate blight? |
| | X | | | Does the project target the quality of life of all citizens or does it target one demographic? |
| | X | | | Is one population affected positively and another negatively? |
| X | | | | Does the project preserve or improve the historical or natural heritage of the City? |
| | | X | | Is the project consistent with established community character? |
| | X | | | Does the project expand the range of transportation, employment, and housing choices in a fiscally responsible manner? |
| | X | | | Does the project improve, mitigate or prevent degradation of environmental quality (e.g. water quality, improve or reduce pollution including noise and/or light pollution)? |

Comments / Other Considerations:

| Yes | No | N/A | Amount | |
|-----|----|-----|--------|---|
| | | X | | Infrastructure - Primarily recurring infrastructure and facilities preservation programs |
| | | | | How does the request effect the pertinent replacement cycle? Provide specifics below. |
| X | | | | Has the facility being replaced exceeded its useful life? |
| X | | | | Does this project extend the useful life of an existing facility? |
| | X | | | Do maintenance costs exceed replacement costs? (See Below) |
| | X | | | Have you documented costs of unplanned or corrective maintenance related to the facility? |
| | X | | | Does the project incorporate new technology that will provide enhanced service? |
| | X | | | Does the project extend service for new development or redevelopment? |
| X | | | | Will this project improve the functionality or service life of other related infrastructure? |

Comments / Other Considerations:

| Yes | No | N/A | Amount | |
|-----|----|-----|--------|---|
| | | X | | Economic / Community Development |
| | | | | Does the project have the potential to promote economic/community development in areas where growth is desired? |
| | | X | | Will the project continue to promote or enhance economic/community development in an already developed area? |
| | | X | | Is the net impact of the project positive? |
| | | X | | Would an alternate location for this project provide a greater positive economic impact? |
| | | X | | Will the project produce desirable jobs in the City? |
| | | X | | Will the project rejuvenate an area that needs assistance? |
| | | X | | Will the project promote the equitable distribution of the costs and benefits of development? |

Comments / Other Considerations:

| Yes | No | N/A | Amount | |
|-----|----|-----|--------|--|
| | | | | Special Considerations |
| | X | | | Is there a significant external funding source that can only be used for this project and/or which will be lost if not used immediately (e.g. proffers, grants through various federal or state initiatives, and private donations)? |
| | X | | | Are there critical timing issues associated with this project? |
| | X | | | Are there inter-jurisdictional considerations? |
| | X | | | Can you quantify the impacts of a delay in this project? |

Comments / Other Considerations:



Department of Public Works
Infrastructure Services Division

Jeffery J. Mantes
Commissioner of Public Works
Preston D. Cole
Director of Operations
Jeffrey S. Polenske
City Engineer

February 17, 2011

Mr. Ronald D. Leonhardt, City Clerk
Office of the City Clerk
City Hall Room 205
Milwaukee, Wisconsin

Dear Mr. Leonhardt:

Subject: 2012 Capital Budget Estimate
Remodeling of Rooms 307, 307A, 307B and 307E City Hall

The following is in response to your request to provide a Capital Budget Estimate for the subject remodeling. This project includes remodeling of Room 307 for staff needs, not including changes in walls, cabinets, painting, plumbing, separate furnishings and security. It provides for HVAC upgrades in rooms 307, 307A, 307B and 307E.

The total project cost is as follows:

| | |
|---------------------------------------|------------|
| Construction, including contingencies | \$ 330,000 |
| Design | \$ 40,000 |
| Administration/Inspection | \$ 24,000 |
| Total | \$ 394,000 |

Sincerely,

Venu J. Gupta
Director, Facilities Development and Management
DPW Infrastructure Services

BK:

cc: Venu J. Gupta
Paul Fredrich
Thomas Tarkowski
Ronald Schoeneck
Richard Pfaff
Michael Krause
Babette Kis
Central File

