COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION

Date: May 23, 2014

To: Supervisor Michael Mayo, Chairman, Transportation, Public Works & Transit Committee

From: Greg High, Director, AE&ES Section, DAS-FM Division

Subject: 2014-2016 Budget Years Management Strategy Regarding the Consolidated Facilities Plan (CFP)
For Information Only

BACKGROUND

The TPW/T Committee referral from the 1/22/14 committee meeting requested a policy directive resolution from DAS regarding the Consolidated Facilities Plan (CFP) that reflects a specific time period in which an initial policy decision will be made and also reflects the broader plan to allow time for the County Board to begin budget and strategic planning. This report responds to this referral.

In April 2013 C.B. Richard Ellis (CBRE) completed a comprehensive review of Milwaukee County's core facilities and presented a series of recommendations to the Transportation, Public Works & Transit Committee that CBRE believes, if implemented, would result in significant efficiencies being realized by Milwaukee County. The County would reduce its overall costs and better serve the needs of departments, employees and customers.

These recommendations are:

1. Sell assets to reduce the footprint of occupied space
2. Consolidate all real estate functions under on County "Landlord"
3. Improve occupied space and optimize utilization
4. Develop systems and invest in training and tools
5. Reallocate available savings from real estate back into the portfolio

The Department of Administration has subsequently formed a working team to begin implementation of a Consolidated Facilities Plan (CFP) based on CBRE's recommendations.

In the January 2014 County Board committee cycle, DAS presented to the TPW/T Committee the results of a second CBRE report titled CFP – Strategies for Marcia P. Coggs Human Services Center and City Campus. This Phase 1 of implementation was titled "City Campus Go/No Go?"

The summary of conclusions in that report is:

1. The existing City Campus building complex is not a viable alternative for long-term occupancy.
2. The existing Marcia Coggs building may be an alternative for long-term occupancy.
3. A new building for County administrative staff is best economically.

In the March 2014 County Board committee cycle, DAS-FM presented to the TPW/T Committee the 1st of regular status reports to be submitted to the County Board on a quarterly basis. This report focused on the scope and schedule of implementing Phase 2 that devises County strategies for utilizing the Marcia P. Coggs Human Services Center and for disposing of the City Campus facility.

The 2014 adopted operating budget authorized DAS to retain CBRE to continue its work on the CFP. CBRE has now been retained to implement the next phase, Phase 2 of implementation titled "If Not City Campus, Then Where?".

The summary of scope of work for this phase is as follows:

Detailed Space Program & Relocation Strategy – City Campus (CC)

- Confirm new office space standards based on the original CFP report
- Program space for current City Campus business units
- Align City Campus detailed space plan with County Master Space Plan (Milwaukee County Courthouse Space Needs Study, July 2002, by Plunkett/Raysich & Milwaukee County Space Allocation and Analysis, September 2009, by Continuum Architects)
- Identify quick fit solutions (i.e. business units that can relocate to final location based on a County Master Space Plan)
- Develop short term flex space plan to bridge "today" and the County Master Space Plan
- Provide test fit floor plans for each business unit (Quick Fit & Flex Space)

County Master Space Plan

- Milwaukee County must identify business units to be included in a Master Space Plan
- Conduct detailed senior level business unit review regarding work process and adjacency
- Identify Strategic business hubs and projected space requirements at macro level
- Prioritize strategic business hub implementation plan.
- Align Master Space Plan with CFP Strategies

Real Estate Support

- Transaction support for current State negotiations for the Marcia Coggs Center
- Transactional support for the disposal of City Campus

In November 2014, DAS-FM anticipates commencement of Phase 3 of implementation titled "Countywide Strategy (2014-2016)" which is outlined below. The basic summary of scope and schedule of work for this 3rd phase is as follows:

1. Vacation of County staff from City Campus into transitional or permanent space by 12/31/14
2. Final agreement with the State related to the utilization of the Marcia Coggs Center by 12/31/14.
3. Finalization of an updated County Master Space Plan by June 30, 2015
4. A plan for Disposition of City Campus property as part of the 2015-16 budget
5. A comprehensive plan for the County Grounds as part of the 2015-2016 budget, including strategies for examining the Behavioral Health Division Complex facility needs and options as relocation of clients to the community continues, utilization or disposition of the Vel Phillips Juvenile Justice Center and the utilization or disposition of Research Park Incubator Building

6. A Courthouse Complex Plan including strategies for utilizing or vacating the Safety Building, Community Correction Center, Office of Medical Examiner and the County owned property at 6th and State Street as part of the 2015-16 budget
7. Continue County-wide facility and facility management consolidation as part of the 2015-16 Budget

These dates are preliminary based on the information to date and as planning continues and new information is gathered, timelines may change.

The Director of the Department of Administrative Services respectfully recommends that the County Board accept and place on file this report on the 2014-2016 Budget Years Management Strategy Regarding the Consolidated Facilities Plan (CFP) that reflects a specific time period in which an initial policy decision will be made and also reflects the broader plan to allow time for the County Board to begin budget and strategic planning.

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