

Kenosha County
Administrative Proposal Form

1. Proposal Overview

Division: Facilities

Department: Public Works and Development
Services

Proposal Summary (attach explanation and required documents):

Repurpose Capital Budget Funds to Renovate District Attorney Work Area

Dept./Division Head Signature: Frank Montrelli Date: 9-29-20

2. Department Head Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Department Head Signature: [Signature] Date: 9-24-20

3. Finance Division Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Finance Signature: [Signature] Date: 9/29/20

4. County Executive Review

Comments:

Action: Approval ☒ Non-Approval ☐

Executive Signature: [Signature] Date: 9/30/20



COUNTY OF KENOSHA

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Department of Public Works
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(262) 857-1869
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DATE: October 5, 2020

TO: Finance Committee

FROM: Frank Martinelli – Kenosha County Engineering Project Manager

SUBJECT: Repurpose Capital Funds – Improve Security of District Attorney Work Area

The 2020 Facilities Division Capital Budget included \$300,000 to remodel the District Attorney and Juvenile Intake areas of the Pre-Trial building. This renovation and remodeling will improve the service levels provided by the staff to law enforcement personnel and the public.

The original project specs included many improvements to the work area to modernize and improve the employee and process efficiency. The renovation began earlier this year. The recent civil unrest in the downtown area has created dangerous safety issues for the District Attorney's staff, Law Enforcement personnel, attorneys, witnesses and victims who frequent this space. As a result, it is recommended to add new features to the project that are outside the original scope. The amount needed to make these additional improvements is estimated to be \$150,000.

The 2020 Facilities budget included \$250,000 for the Kenosha County Human Services Building Moisture Mitigation project. After further research, it has been determined that this project will not be necessary, leaving enough funds to pay for the additional renovation work.

These projects are included in the same budget appropriation category (Building Improvements) and therefore the repurposing of funds requires only the approval of the Finance Committee. No additional bonding is needed. The Facilities Division requests the Finance Committee's approval and permission to repurpose \$150,000 to complete the project.

Thank you for consideration of this matter.

Respectfully Submitted,

Frank Martinelli

Kenosha County Engineering Project Manager