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RISK MANAGEMENT

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DAN LOWNDES
Risk Manager

MEMORANDUM

TO: SUPERVISOR KOLAR & ALDER CLEAR
CO-CHAIRS OF THE CITY / COUNTY LIAISON COMMITTEE (“CCLC”)
FROM: DAN LOWNDES
RE: YEAR 2014 REPORT FROM DANE COUNTY RISK MANAGEMENT
DATE: JANUARY 8, 2014

Obviously, the City / County Building (“CCB”) is a large building housing dozens of City and County offices. The following report only summarizes Risk Management events that occurred over the last twelve months. Please note that Dane County Public Safety Communications (aka “911”) and the Madison Police Department (“MPD”) have documented many more events. In addition, Dane County Facilities Management and Dane County Public Works collaborate year round on property management and capital improvement projects in the CCB, and their work is not reflected in this report.

Attached please find the current list of building rules. I have reviewed my files and compiled this list of individuals who received a NOTICE that they should not return to the CCB (except for official business) for a period of time. The NOTICE is commonly referred to as a “ban letter.” The only active ban is highlighted. Please note that individuals whom I asked to leave for the day are not listed. Please note that this chart does not reflect enforcement of the bans as that is done by MPD, not Risk Management, through the issuance of a Municipal Court Citation & Complaint.

Date	Name	Summary
2/5	Bob Reeves	MPD issues ticket for open alcohol; Dane County Risk Mgt provides NOTICE of a 30 day ban
2/20	Charles Montgomery	MPD issues ticket for disorderly conduct; Dane County Risk Mgt provides NOTICE of a 30 day ban
3/12	Denison Reese	MPD issues ticket for open alcohol; Dane County Risk Mgt provides NOTICE of a 30 day ban

3/12	Pamela Neal	MPD issues ticket for open alcohol; Dane County Risk Mgt provides NOTICE of a 30 day ban
04/28	Charles Montgomery	MPD issues ticket for Depositing Human Waste; Dane County Risk Management provides NOTICE of 180 day ban
05/16	Pamela Neal	MPD issues ticket for Liquor Prohibited on Certain Public Properties; Dane County Risk Management provides NOTICE of a 180 day ban.
05/16	Thomas A. Brockman	MPD issues ticket for Liquor Prohibited on Certain Public Properties; Dane County Risk Management provides NOTICE of a 30 day ban.
05/16	Steven D. Stam	MPD issues ticket for Liquor Prohibited on Certain Public Properties; Dane County Risk Management provides NOTICE of a 180 day ban.
05/16	Phalen Pierson	MPD issues ticket for Depositing Human Waste; Dane County Risk Management provides NOTICE of a 30 day ban.
05/16	Denison E. Reese	MPD issues ticket for Liquor Prohibited on Certain Public Properties; Dane County Risk Management provides NOTICE of a 180 day ban.
06/15	Phalen Pierson	MPD issued tickets to these two individuals after they had a verbal and physical altercation in the MLK lobby; Dane County Risk Management could not determine who started the altercation, so provided each with NOTICE of a 180 day ban
06/15	Willy Campbell	
10/20	Dennison Reese	MPD issues ticket for trespass; Dane County Risk Management provides NOTICE of a 3 year ban
10/21	Karen Bertolet	MPD issues ticket for Liquor Prohibited on Certain Public Properties; Dane County Risk Management provides NOTICE of a 30 day ban.
10/22	Susan Kozubek	MPD issues ticket for disorderly conduct; Dane County Risk Management provides NOTICE of a 30 day ban
10/22	Mary Kettleon	MPD issues ticket for disorderly conduct; Dane County Risk Management provides NOTICE of a 30 day ban
11/11	James Bailey	MPD issues ticket for Liquor Prohibited on Certain Public Properties; Dane County Risk Management provides NOTICE of a 30 day ban.

In April, Dane County Facilities Management discovered a large amount of human waste had been deposited in the grate near the flag pole over the winter. Dane County Risk Management filed a claim with our property insurance carrier, which covered the cost of the clean up under our

vandalism coverage. In July, Dane County Human Services installed a port-a-potty on the corner of West Doty and Martin Luther King, Jr. Blvd.

In August and September, various items began to pile up in the CCB lobby. Unattended items pose a safety risk, so after items had been left in the building over the weekend, Risk Management posted a sign asking people not to leave their items unattended. During early voting, Risk Management received a number of complaints about the items in the lobby. However, every time the Risk Manager would go to the lobby and ask who was watching various piles of belongings, at least one person declares that they are watching the bags for others.

In November, after contacting Risk Management, Facilities Management staff moved unattended items from the front of the CCB to the CCB garage for sorting. Obvious trash (rotten food, empty fast food wrappers, sheets of cardboard, etc.) was put in the garbage. Clothing, blankets, sleeping bags and similar items were put in clear plastic bags so that the owners of the items could claim their belongings. However, before a formal "lost and found" could be established, Ulysses Williams of the Social Justice Center volunteered to take the items to their owners. Within hours, the items returned to the front of the CCB.

On Tuesday, December 9, 2014, after multiple after-hours incidents, the CCLC co-chairs asked MPD and Dane County Risk Management to investigate the cost of a security assessment and the possibility of after-hours security. Risk Management learned that MPD has already performed a formal security assessment for at least one City office, and a formal security assessment by an outside firm would probably require utilization of the Request for Proposal ("RFP") process.

On the morning of Wednesday, December 10, 2014, a Municipal Court employee discovered that someone had defecated in Room 201.

Over the next week, the Mayor's Office investigated the possibility of amending the City's contract with the security firms for its Housing Authority and Dane County DOA investigated amending the County's contract with JBM, the security firm at the Job Center. The City's security firm was not able to offer the desired coverage, but JBM was available and agreed to a 30 day trial period at a rate that is well within Facilities' Management's budget. (Contract Addendum attached).

Like Risk Management, JBM is only authorized to enforce existing building rules. Unlike Risk Management, JBM patrols the CCB after hours. JBM discovered trespassers in the CCB on the following occasions:

Date	Time	Summary
12/18	12:30 am	Security Officer requested subject resting in Wilson Street entrance to leave
12/18	3:30 am	Security Officer requested subject in Wilson Street entrance to leave
12/18	5:00 am	Security Officer deterred subject at Wilson Street entrance from entering

12/18	10:10 pm	Security Officer requested subject in MLK lobby to leave
12/19	12:50 am	Security Officer requested subject in Wilson Street entrance to leave; subject refused; MPD contacted after all verbal attempts to convince the subject to leave were unsuccessful
12/22	6:18 am	Security Officer approached two (2) subjects at Wilson Street entrance but did not ask them to leave; when checked back at 7am, subjects had left property behind
12/23	11:20 pm	Security Officer requested subject in room 201 to leave; subject ticketed for trespass by MPD
12/24	2:14 am	Security Officer requested subject to leave building; subject ticketed for trespass by MPD
12/30	1:00 am	Security Officer requested subject in room 201 to leave; while Security Officer was on phone, contacting MPD, subject left the building
01/05	5:45 am	Security Officer contacted MPD upon discovering intoxicated subject
01/05	11:11 pm	Security Officer deterred subject at Wilson Street entrance from entering

Dane County Risk Management is now working with Public Works, Facilities Management, Juvenile Detention, DCSO and MPD to find a way to secure the Wilson Street entrance, and, at the same time, accommodate after-hours visitation.

CONCLUSION

The CCB is a public building where everyone - visitors and staff - should feel welcome and safe. Risk Management has worked throughout 2014 to enforce the building rules as written with limited resources.