

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

DATE : September 25, 2018

TO : Supervisor Theodore Lipscomb, Sr., Chairman, County Board of Supervisors

FROM : Pamela Bryant, Capital Finance Manager, Office of the Comptroller

SUBJECT : Project Completion Status Report as of June 30, 2018 **(Informational Only)**

**BACKGROUND**

As requested by Policymakers, the Office of the Comptroller is providing a report on the status of capital improvement projects. The purpose of this semi-annual report is to provide Policymakers with detailed information on the completion status of capital projects. In addition, the report will provide a tool for the County to monitor the timely completion of projects and provide early identification of areas of concern.

The attached report includes the following information, provided both by County Departments and the Office of the Comptroller:

- A list of all capital projects
- Estimated project completion percentage
- Substantial completion dates

**Defined Terms**

Below is a list of terms included in the attached report.

Project: the projects are the reporting category. In the previous report the reporting category could be a project (5-digit), subproject (7-digit) or phase (8-digit). The first 5 digits of the project number represent the project, the next two digits represent the subproject for that project and the last digit represents the phase for that project. For this report and future reports the reporting category will be the subproject (7-digit).

Budget: the budget amounts include the 2017 carryover amount, 2018 adopted capital budget amount and 2018 capital transfers.

Expended: 2018 expenditures.

Percentage Complete: the percent of the project work scope that has been completed.

Substantial Completion Date: the date in which the project can be used for its intended purposes. All operating parameters must be within specifications and no major construction is on-going that would prevent the agreed upon use or occupancy of the project work. Project may have unresolved issues due to circumstances beyond the control of the contractor and/or project manager. Job authorization may still be open and accumulating charges. Majority of funds have been spent. Warranties on workmanship and equipment commence.

### Departmental Project Completion Results

Based on financial information as of June 30, 2018 for the capital improvements program, departments have approximately \$145.7 million in available budget authority.

Table 1 summarizes the data by department. See Attachment 1 for a presentation of the financial data for all of the capital projects as of June 30, 2018.

*Table 1: Financial Data for all Capital Projects as of June 30, 2018*

# OF PROJECTS	DEPT	BUDGET	EXPENDED	ENCUMBERED	AVAILABLE BALANCE	% of Budget Approp Remaining
30	Highways	\$ 23,069,276	\$ 701,827	\$ 79,029	\$ 22,288,420	97%
8	Mass Transit	\$ 43,803,264	\$ 2,535,655	\$ 16,714,997	\$ 24,552,612	56%
40	Airport	\$ 61,870,151	\$ 2,369,401	\$ 10,640,642	\$ 48,860,108	79%
6	Environmental	\$ 467,235	\$ 186,399	\$ 218,308	\$ 62,528	13%
69	Parks	\$ 19,158,449	\$ 2,145,590	\$ 2,154,381	\$ 14,858,479	78%
6	Museum	\$ 3,586,434	\$ 13,229	\$ 501,891	\$ 3,081,313	86%
28	Zoo	\$ 18,649,701	\$ 3,003,966	\$ 12,400,924	\$ 3,244,811	17%
0	BHD	\$ -	\$ -	\$ -	\$ -	0%
5	DHHS	\$ 374,954	\$ 24,974	\$ 10,128	\$ 339,852	91%
0	County Grounds	\$ -	\$ -	\$ -	\$ -	0%
21	Courthouse Complex	\$ 11,987,304	\$ 587,589	\$ 2,728,981	\$ 8,670,734	72%
4	HOC	\$ 983,481	\$ 92,817	\$ 633,047	\$ 257,617	26%
70	Other Agencies	\$ 48,609,452	\$ 7,637,451	\$ 21,516,948	\$ 19,455,052	40%
287	Total	\$ 232,569,701	\$ 19,298,897	\$ 67,599,278	\$ 145,671,526	63%

**Comparison of Summary Financial Data**

Table 2 compares the summary financial data for all capital projects as of June 30, 2018 to the same period from a year ago.

The total number of open projects have decreased by 50 from 337 to 287. The total expended amount has increased by \$4.2 million from \$15.1 million to \$19.3 million; an increase of 28%. The total amount encumbered (under contract) has increased by \$18.2 million from \$49.4 million to \$67.6 million; an increase of 37%.

The significant increases in expenditures and encumbrances has resulted in significant reductions of the available balances and percentage of funds remaining. The available balances have decreased by \$19.9 million from \$165.6 million to \$145.7 million<sup>1</sup>; a decrease of 12%. The percentage of funds remaining has decreased from 72% to 63%.

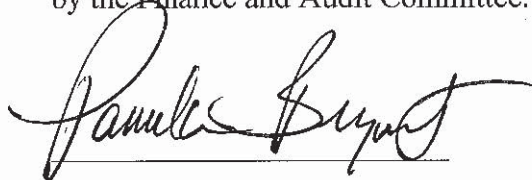
The Office of the Comptroller views the increases in spending and encumbering as positive indicators that reduce the overall available balance. Future reports will provide more clarity about whether the increases are part of a trend or a normal variation. The total number of open projects has been able to be reduced primarily as a result of a smaller number of projects being included in recent capital budgets.

*Table 2: Comparison of Summary Financial Data*

	Open Projects	Budget	Expended	Encumbered	Available Balance	% Remaining
30-Jun-18	287	\$232,569,701	\$19,298,897	\$67,599,278	\$145,671,526	63%
30-Jun-17	337	\$230,011,202	\$15,054,542	\$49,358,484	\$165,598,176	72%
Variance	-50	\$2,558,499	\$4,244,355	\$18,240,794	(\$19,926,650)	-9%
% Variance	-15%	1%	28%	37%	-12%	-13%

**Committee Action**

This is an informational report only. This report should be referred to and reviewed by the Finance and Audit Committee.



Pamela Bryant  
Capital Finance Manager

<sup>1</sup> To provide additional context for the \$145.7 million available balance; the average total expenditure authority for the last five capital budgets has been approximately \$90 million.

Attachments

pc: Chris Abele, County Executive  
Scott B. Manske, Comptroller  
Luigi Schmitt, Chairman, Committee on Finance and Audit  
Supervisor Willie Johnson, Jr., Vice-Chairman, Committee on Finance and Audit  
Joe Lamers, Director, Office of Performance, Strategy and Budget  
Guy Smith, Director, Parks  
Greg High, Director, DAS-A&E  
Laurie Panella, CIO, DAS-IMSD  
Donna Brown-Martin, Director- MCDOT  
Raisa Koltun, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, County Board  
Justin Rodriguez, Office of the Comptroller  
Stephen Cady, Office of the Comptroller  
Vince Masterson, Office of Performance, Strategy and Budget