

9-19-19 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
 E UNALLOCATED CONTINGENCY

Action Required

Finance and Audit Committee  
 2/3's County Board

WHEREAS, department requests for transfers within their own accounts have been received by the Department of Administrative Services, Fiscal Affairs, and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2019 appropriations of the respective listed

1)	<u>From</u>	<u>To</u>
<u>WP192 Parks FEMA Projects</u>		
2299 – State Grants and Reimbursements	\$194,772	
2699 – Federal Grants and Reimbursements	\$573,077	
<u>1945- Appropriation for Contingencies</u>		
8901 – Appropriation for Contingencies – (Transfer <b>To</b> Contingency)		\$767,849
8901 – Appropriation for Contingencies – (Allocate <b>From</b> Contingency to Projects with Shortfalls)	\$160,000	
<u>WP63201 Washington Park Multi-Use Field</u>		
8527 – Land Improvements		\$115,000
<u>WP62002 Wahl Park Pavilion</u>		
9706 – Prof Div Services		\$35,000
8502 – Major Maint Bldg – (EXP)		\$10,000

**# Existing Project, + Included in 5-Year Plan, \* New Project**

An appropriation transfer is requested by the Director of the Department of Parks, Recreation and Culture to recognize \$767,849 of state and federal grants related to WP192 Parks Federal Emergency Management Agency (“FEMA”) Projects, increase the unallocated contingency account by \$767,849, allocate \$115,000 of funds from the unallocated contingency account to Project WP632 Washington Park Multi-Use Field, and allocate \$45,000 of funds from the unallocated contingency account to Project WP620 Wahl Park Pavilion.

**WP192 Parks FEMA Projects**

In July 2010, Milwaukee County experienced a major storm event. A May 2011, appropriation transfer created Project WP192 Countywide Parks FEMA Improvements to plan, design, and repair parkland and structures that were damaged during the July 2010 floods.

The process for getting FEMA reimbursement was very difficult. Accrual of final projects cost for preparation of the reimbursement submission was slowed by the need to establish an acceptable stand of vegetation before issuing final payment to the County’s contractor. Two agencies, Wisconsin Emergency Management first and FEMA second, were required to review, process and approve the reimbursement requests. This was a very slow process and was just recently completed.

In May 2019, the County Board and County Executive approved File 19-432. File 19-432 included the lapsing of certain capital funds. The 2018 year end balances included approximately \$1.8 million in unrealized FEMA revenues related to the WP192 projects. During the process of carryover of funds into 2019, the exact amount of the reimbursement was

unknown. Due to the age of the unrealized grant revenues and the cash surplus within the capital projects overall, the Office of the Comptroller recommended to A&E that some of the unrealized revenues be written off to reflect a very conservative estimate. As part of the File 19-432, approximately \$582,000 was written off. File 19-432 also stated that if funds are received by the County that exceed the remaining unrealized revenue amount (exceeding the write off), an appropriation transfer will be submitted in order to reallocate any surplus funds to the Appropriation for Contingencies account. This appropriation transfer reestablishes the budget for the FEMA revenues and increases the balance in the unallocated contingency account.

#### **WP632 Washington Park Multi-Use Field**

In May 2017, the County Board and County Executive approved File 17-264. File 17-264, approved the transfer of \$210,000 of expenditure authority from Project WP61401 Washington Park West Baseball Field to cash finance Project WP63201 – Washington Park Multi-Use Field.

The soccer field improvement project was structured in two parts: Contract 1- Baseball Infrastructure Demolition and Contract 2 -Site Grading and Turf Restoration. Contract 1 included the removal of field lighting, asphalt pavement, and fencing. Contract 2 included minor storm sewer improvements, re-grading the site to create one large playing surface and re-establishing turf grass for the soccer fields.

In January 2018, the County Board and County Executive approved an appropriation transfer that increased expenditure authority for the project by \$90,000.

In May 2018, the project was rebid. Only two bids were received and both were over budget. The estimate was based on the original bids received in 2017. The scope of the work was cut back slightly from the scope bid in 2017 as well. Possible reasons for the bids being over budget include:

- The May bid date; by this point in the season contractors may have had work secured on other jobs.
- Concerns with protecting the large seeded area from people and waterfowl during turf establishment.

This September 2019 transfer would provide an additional \$115,000 for the project so that the construction contract can be rebid in the winter season. Assuming this appropriation transfer is approved, it is anticipated that construction will begin in spring 2020. The planting, which is very dependent on weather conditions, is anticipated to occur in fall 2020. The fall is a more ideal time for seeding and establishing turf. It is anticipated that work will be substantially completed by late summer 2021.

#### **WP620 Wahl Park Pavilion**

The 2016 Adopted Budget included an appropriation of \$200,000 for Project WP62002 Wahl Park Pavilion. Financing was provided by property tax levy. The budgeted scope of work included improvements to the pavilion, including restroom accessories, roofing, wall repairs, plumbing, ADA fountains, and electrical work.

In January 2018, an appropriation transfer provided \$26,840 of additional expenditure authority for the project. Bids received in November 2017 came in higher than anticipated.

The project is now substantially completed; however additional funds are required to cover a project shortfall. Assuming approval of this appropriation transfer, the Wahl Park Pavilion project will be closed in 2019.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE AUGUST 13, 2019.

2)		<u>From</u>	<u>To</u>
	<u>1945 Appropriation for Contingency</u>		
	8901 – Unallocated Contingency	\$140,000	
	<u>WM04901-MPM-4th Floor Roof Replacement.*</u>		
	6146 – Prof. Services Major Maint.		\$55,000
	9706 – Prof Div Services		\$85,000

**# Existing Project, + Included in 5-Year Plan, \* New Project**

An appropriation transfer of \$140,000 is requested by the Director of Administrative Services (DAS) from unallocated contingency (in Org 1945) to create new capital project WM04901-MPM-4th Floor Roof Replacement.

There have been a long history of roof leaks and repairs to the public museum 4th floor roof. These repairs in terms of roof patching are no longer effective. The sources on the roof area that are causing these leaks are not in low areas of the roof, which is typical for this type of roof. Evidence of roof leaks are generally located beneath high areas of the roof is an indication the roof substrate is totally saturated with water. These roof leaks have gotten worse recently. Upon recent inspection during late spring of this year, damage to interior museum partition walls and the suspended acoustical ceiling tiles of the third floor exhibits was evident. The roof leaks have forced the museum staff to close many exhibit areas. The damage could possibly increase if not addressed. Museum staff have indicated that the 4th floor roof be replaced in order to protect the collections from being damaged.

The request for appropriation transfer will be for planning and design in 2019 in anticipation of construction funding provided in 2020. Architecture and Engineering staff have indicated planning and design will be completed in December 2019. Should the 2020 capital request for the construction funding be approved, bidding is expected in March 2020 and anticipated construction to start in May 2020 and substantial completion by end of 2020.

This requested appropriation transfer will reallocate \$140,000 from the unallocated appropriation for contingencies (Org. 1945) and create new capital project WM04901-MPM-4th Floor Roof Replacement.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE AUGUST 13, 2019.

3)	<u>From</u>	<u>To</u>
<u>1945 Appropriation for Contingency</u>		
8901 – Unallocated Contingency	\$59,500	
<u>WC19101-CH Coplex Imp- CJF Caulk Ph 1 #</u>		
9706 – Prof Div Services		\$12,400
8588 – Other Capital Outlay (EXP)		\$47,100

**# Existing Project, + Included in 5-Year Plan, \* New Project**

An appropriation transfer of \$59,500 is requested by the Director of Administrative Services (DAS) from unallocated contingency (in Org 1945) to capital project WC19101-CH Complex Imp- CJF Caulk Ph 1.

The 2019 Adopted Capital Improvement Budget includes an appropriation of \$765,528 in relation to replacing all existing exterior sealant joints located between the architectural precast panels on the façade of the Criminal Justice Facility (CJF). Architecture and Engineering (AE) staff indicated that the low bid exceeds the current expenditure authority for the project budget.

The following would be needed to complete the project:

1). Shortfall of funds between apparent low bid and current budget:	\$47,100
2). Construction coordinators time:	\$7,680
3). Construction administration by project manager:	<u>\$4,720</u>
	\$59,500

To rectify the project's budget shortfall (relative to the low bids received) and be able to proceed with an Administrative Contract Award, a fund transfer of \$59,500.00 is required. This requested appropriation transfer will reallocate \$59,500 from the unallocated appropriation for contingencies (Org. 1945) to capital project WC19101-CH Complex Imp- CJF Caulk Ph 1.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE AUGUST 13, 2019.