

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE : November 20, 2014

TO : Supervisor Dimitrijevic, Chairwoman, County Board of Supervisors

FROM : Scott B. Manske, Comptroller, Office of the Comptroller

SUBJECT : Project Completion Status Report (**Information Only**)

BACKGROUND

As requested by Policymakers, the Office of the Comptroller is providing the first report on the status of capital improvement projects. This report is envisioned to provide Policymakers with detailed information on the completion status of capital projects. In addition, it is anticipated that 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
- Completion dates of as September 30, 2014
- The year and amount of the most recent appropriation

It is the intention of the Office of the Comptroller to submit this informational report semi-annually to policymakers.

Defined Terms

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

Project: the projects are the reporting category that 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 example, some of the departments distinguished between the planning phase of the project and the construction phase. Therefore, there were dates at the phase level of the project to reflect planning (phase one) and construction (phase two).

Budget: the budget amounts include the 2014 carryover amount, 2014 adopted capital budget amount and 2014 capital transfers.

Expended: 2014 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.

Completion Date: the date that all project work is completed and substantiated in accordance with project documents have been closed, punch list items confirmed complete, all related contracts and work authorizations have been closed, and the final pay requests paid, record documents have been filed and project files have been archived.

Departmental Project Completion Results

Based on information as of September 30, 2014 for the capital improvements program, departments have approximately \$314 million in budget authority for 400 projects. There is some variation in the amount due to appropriation transfers occurring throughout this period of time. Expenditures as of September 30, 2014 total \$83.5 million, with \$60.1 million under contract. The available balance or budget authority totals \$170.5 million or 54 percent of the remaining budget. The table below summarizes the data by department. See Attachment 1 for a presentation of the data for all of the capital projects as of September 30, 2014.

# of Proj.	Dept.	Budget	Expended	Encumbered	Available Balance	% 2014 Budget Remaining
49	Highways	\$23,758,265	\$2,085,549	\$1,772,553	\$19,900,163	84%
13	Mass Transit	\$13,912,243	\$9,170,722	\$3,898,134	\$843,386	6%
64	Airport	\$143,845,618	\$40,088,681	\$29,357,889	\$74,399,048	52%
12	Environmental	\$2,825,437	\$1,863,661	\$173,337	\$788,438	28%
89	Parks	\$33,764,033	\$5,066,937	\$4,446,105	\$24,250,991	72%
6	Museum	\$1,724,965	\$78,787	\$105,226	\$1,540,951	89%
34	Zoo	\$19,034,812	\$1,869,550	\$1,183,420	\$15,981,842	84%
2	BHD	\$293,538	\$208,066	\$28,000	\$57,472	20%
8	DHHS	\$818,873	\$111,974	\$347,835	\$359,064	44%
7	County Grounds	\$5,005,986	\$531,262	\$1,701,208	\$2,773,516	55%
20	Courthouse Complex	\$4,579,321	\$1,004,812	\$532,366	\$3,042,143	66%
3	HOC	\$2,559,642	\$356,975	\$972,657	\$1,230,010	48%
93	Other Agencies	\$61,951,376	\$21,046,874	\$15,622,913	\$25,281,589	41%
400	Total	\$314,074,109	\$83,483,850	\$60,141,643	\$170,448,613	54%

Additional information that will be presented in future reports include the year the project was established, number of budget appropriations and transfers and weighted average for project percent completion and completion dates.

Committee Action

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



Scott B. Manske
Comptroller

Attachments

pc: Chris Abele, County Executive
Supervisor Willie Johnson, Co-Chair, Committee on Finance, Audit and Personnel
Don Tyler, Director, Department of Administrative Services
Josh Fudge, Interim Fiscal and Budget Director, DAS
Raisa Koltun, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board
Pamela Bryant, Capital Finance Manager
Stephen Cady, County Board Fiscal and Budget Analyst
Justin Rodriguez, Budget and Management Coordinator
Julie Wilson, Corporation Counsel