

10-07-2016 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
D UNALLOCATED CONTINGENCY

Action Required

Finance, Personnel and Audit Committee
County Board (2/3 Vote)

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 2016 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
	<u>WO87001 Special Assessments</u>	
8589 – Other Capital Outlay (CAP)		\$100,000
9706 – Prof Div Services		\$20,000
	<u>Org. Unit 1945 Appropriations for Contingencies</u>	
8901 – Appropriation for Contingencies	\$100,000	
	<u>Org. Unit 5130 MCDOT- Transportation Services</u>	
3806 – Serv Provided- Professional	\$20,000	

An appropriation transfer of \$120,000 is being requested by the Department of Transportation to increase expenditure authority for Project WO87001 Special Assessments by \$120,000. Financing is requested to be provided from the Appropriation for Contingencies account and from internal service revenue in the Transportation Services Section of the Milwaukee County Department of Transportation (MCDOT).

Special Assessment costs result from improvements (such as sidewalk repair/replacement) performed by municipalities on County owned property. The transfer will allow for the payment of special assessments that various municipalities have levied for improvements on property owned by Milwaukee County.

As of October 5, 2016, there is currently approximately \$86,000 of funding available in Project WO870 to pay outstanding invoices of approximately \$135,000 and estimated future 2016 expenses of \$50,000. Therefore, an additional \$100,000 is required. The additional \$100,000 funding is requested to be transferred from the Appropriations for Contingencies account.

MCDOT staffing expenses related to the special assessments are being absorbed within the Transportation Services section. The transfer includes \$20,000 of staffing costs in the project that are offset with additional internal service revenue in the Transportation Services Section.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 6, 2016.

2)	<u>From</u>	<u>To</u>
	<u>WO24001 Project Management Software</u>	
8527 – Land Improvements (CAP)		\$100,000
	<u>Org. Unit 1945 Appropriations for Contingencies</u>	
8901 – Appropriation for Contingencies	\$100,000	

An appropriation transfer of \$100,000 is being requested by the Department of Administrative Services (DAS) to increase expenditure authority for Project WO24001 Project Management Software. Financing is requested to be provided from the Appropriation for Contingencies account.

A May 2014 County Board Resolution (14-290) authorized the creation of capital projects that were financed with land sale proceeds that were part of the Milwaukee County Innovation Fund. The projects included a \$200,000 appropriation for WO240 Project Management Software.

The project scope included the upgrade or replacement of the project management (PM) software currently used to manage the DAS-Architecture Engineering and Environmental Services (AE&ES) capital budget projects. This software provides project lifecycle management for capital planning, project delivery, cost control, and facilities and real estate management and governance across all project phases, from planning and building to operations and maintenance, integrating critical business processes, data, and documents across the organization.

In July 2014, AE&ES retained a consultant to assist AE&ES Section in conducting a needs analysis and development of an RFP in order to solicit proposals to provide replacement or upgrade of the current project management software (Primavera Contract Manager, ver. 12.0, 2008). An informational status report to the County Board was submitted in October of 2014. Progress on the preparation and issuance of an RFP was delayed in 2015 as the County considered the impact of enterprise resource planning on purchase and deployment of this software. Ultimately it was determined that this stand-alone project management software was required.

In early 2016, a formal RFP process was administered by DAS Procurement Division for procurement of the software. The RFP was developed with input from DAS-FM, Procurement and IMSD staff using the standard Procurement Division RFP format and process. The evaluation panel selected Oracle Unifier software. The Oracle Unifier software proposal included a third party software deployment consultant certified as an Oracle Platinum Partner.

Currently there is approximately \$114,000 remaining in the capital project account. The consultant contract cost to deploy the software is \$205,020. The additional \$100,000 expenditure authority will provide sufficient funding to complete the project. Assuming approval of the appropriation transfer, the project is anticipated to be substantially completed by March 2017.

The additional funding is requested to be transferred from the Appropriations for Contingencies account.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 6, 2016

3)	<u>From</u>	<u>To</u>
	<u>1151 Dept of Administrative Services</u>	
8502	– Major Maintenance	\$75,000
	<u>Org. Unit 1945 Appropriations for Contingencies</u>	
8901	– Appropriation for Contingencies	\$75,000

An appropriation transfer of \$75,000 is being requested by the Department of Administrative Services (DAS) to increase expenditure authority for replacement parts related to elevator #9 in the Milwaukee County Public Safety Building. Financing is requested to be provided from the Appropriation for Contingencies account.

DAS-Facilities Management (DAS-FM) staff has indicated there have been a number of in which elevator services were halted or stuck in the last few weeks. An example was a deputy was stuck in an elevator with an inmate on September 20th. Sheriff staff are now using the elevator across the hall to bring in-custody inmates to and from the courtroom. This involves walking inmates through the public hallway and public courtroom gallery and may pose its own set of safety risks.

DAS-Facilities Management staff has indicated that the repair work will begin shortly as contractor scheduling is already underway and will begin in October.

Due to the unforeseen service failure, and subsequent repairs, DAS-FM was required to use budgeted major maintenance funding. Assuming repairs are completed at the anticipated amount of \$75,000, this would only leave approximately \$200,000 in expenditure authority for major maintenance items until year end. This includes major maintenance needs of the Courthouse Complex (Safety Building, Courthouse, Coggs Building, and County Grounds). This appropriation transfer request seeks to replenish the original funding so that DAS-FM can address planned major maintenance needs as well as any emergent items that may arise between now and year end.

There is no tax levy impact from this fund transfer.

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