

2-7-19 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
A DEPARTMENTAL RECEIPT OF REVENUE

REVISED

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, Office of Performance, Strategy and Budget, 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 2018 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>9000- Parks</u>		
5199 – Seasonal Labor		\$15,000
5201 – Overtime		\$35,000
7979 – Other Minor Equipment		\$85,000
8509 – Other Bldg Improvements		\$8,500
8552 – Machinery & Equip New > \$2,500		\$119,796
8588 – Other Capital Outlay		\$24,200
9706 – Professional Services Division		\$183,141
9749 – HOC Graphics		\$18,000
9754 – Highway Services		\$14,000
5199 – Seasonal Labor	\$255,000	
5318 – Unemployment Compensation	\$80,000	
6610 – R/M-Building and Structures	\$14,000	
7666 – Resale Concession Merchandise	\$50,000	
7924 – Employee Apparel	\$18,000	
1221 – Excav, Trench & Curb Permits	\$50,637	
3599 – Other Service Fee Charges	\$35,000	

The Milwaukee County Parks department wishes to execute a fund transfer to align actual expenses with budgets and recognize revenue for 2018.

The Parks department wishes to transfer labor budgets between orgs to reflect hours staffed on disc courses in the North region to Safety, Security and Training. Parks is also requesting unexpended labor budgets be transferred to fund projects anticipated to be contracted externally which can now be accomplished by internal trade staff. Due to high demand for external contractors and available capacity, internal staff can accomplish these projects in a timely and cost effective manner.

Parks is requesting a transfer from seasonal lifeguard labor to address the need to replace or repair damaged worn and unsafe equipment and machinery. Equipment needs being addressed include the purchase of a

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Fiscal Year 2018

portable chiller unit to address HVAC needs at Kosciuszko Community Center, South Shore kitchen refrigeration/freezer, two hundred pool deck chairs, community center weight room equipment, cross-walk safety devices and a light bulb recycling storage system. Individual pieces of equipment or machinery costing less than \$2,500 are coded to object 7979 and items that cost more than \$2,500 are coded to 8552.

Due to vacancies in various areas of the department, Parks has utilized support from other Milwaukee County departments to assist with architectural and engineering services, road repairs, striping and street sweeping as well as services from the House of Corrections. Parks is requesting the transfer of funds to cover the charges incurred by those departments for their assistance.

Parks is requesting a transfer to recognize revenue higher than budgeted for Excavation, Trench and Curb Permits (Object 1221) and for the reimbursement of Park Ranger support provided during the China Lights event (Object 3599).

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 28, 2018

2-7-19 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
B CAPITAL IMPROVEMENTS

Action Required

Finance and Audit Committee
Majority County Board

WHEREAS, your committee has received from the Department of Administrative Services, Fiscal Affairs, departmental requests for transfer to the 2018 capital improvement accounts 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 2018 capital improvement appropriations:

1)	<u>From</u>	<u>To</u>
<u>WH08201 Reconstruct CTH ZZ College Avenue (S. Howell Ave. to S. Pennsylvania) #</u>		
2699 – Other Federal Grants and Reimbursements		\$92,348
<u>WH00119 Intersection S. 76th/W. Rawson #</u>		
6146 – Prof. Services – Cap/Major Mtce		\$6,000
<u>WH08023 Whitnall Park Bridge #564 #</u>		
6146 – Prof. Services – Cap/Major Mtce		\$5,000
<u>WH09401 W. Rawson Intersection w/ 10th and 6th #</u>		
6146 – Prof. Services – Cap/Major Mtce		\$50,000
<u>WH00118 CTH G and CTH S Intersection #</u>		
8530 – Roadway Planning and Construction (CAP)		\$237,000
<u>WH02016 E. Layton (S. Howell to S Pennsylvania) #</u>		
8530 – Roadway Planning and Construction (CAP)	\$117,348	
<u>WH03006 Whitnall Park Bridge #721 #</u>		
6146 – Prof. Services – Cap/Major Mtce	\$80,000	
8530 – Roadway Planning and Construction (CAP)	\$94,000	
<u>WH030113 Whitnall Park Bridge #713 #</u>		
6146 – Prof. Services – Cap/Major Mtce	\$99,000	

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

A 2018 appropriation transfer is being requested by the Director of Transportation to realign expenditure authority and revenues between various capital projects. The appropriation transfer will cover various project deficits with various project surpluses and allow for a number of projects to be closed out in 2018.

The following projects are completed and are in the process of being closed out. This appropriation transfer request would provide funds to offset project shortfalls. The financing source being allocated to the particular projects are in parenthesis.

- WH08201 Reconstruct CTH ZZ College Avenue (S. Howell Ave. to S. Pennsylvania) (2010C Build America Bonds)
- WH00119 Intersection S. 76th St/W. Rawson Ave. (2015A Bonds)
- WH08023 Whitnall Park Bridge #564 (2015A Bonds)
- WH09401 W. Rawson Int W/ 10th and 6th (2015A Bonds)
- WH00118 CTH G and CTH S Intersection (2010C Build America Bonds/2015A Bonds)

Funds are being transferred from the following completed projects:

- WH02016 E. Layton (S. Howell to S. Pennsylvania)
- WH03006 Whitnall Park Bridge #721
- WH03013 Whitnall Park Bridge #713

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 28, 2018

2)	<u>From</u>	<u>To</u>
<u>WH00201 Interjurisdictional Traffic Signals #</u>		
2699 – Other Federal Grants and Reimbursements		\$517
<u>WH00203 Traffic Signal Optimization #</u>		
2699 – Other Federal Grants and Reimbursements		\$9,215
<u>WH08201 Reconstruct CTH ZZ College Avenue (S. Howell Ave. to S. Pennsylvania) #</u>		
2699 – Other Federal Grants and Reimbursements		\$58,708
<u>WH01008 S. 92nd West Forest Home to West Howard Ave. #</u>		
2699 – Other Federal Grants and Reimbursements		\$136,000
<u>WH01002 Mill Rd. 43rd St to Sydney Pl. #</u>		
2699 – Other Federal Grants and Reimbursements		\$250,000
<u>WH01016 Reconstruct 13th St. (Drexel to Rawson) #</u>		
2699 – Other Federal Grants and Reimbursements		\$67,000
<u>WH01017 S. 76th St. (W. Puetz to W. Imperial) #</u>		
2699 – Other Federal Grants and Reimbursements	\$214,440	
<u>WH03006 Whitnall Park Bridge #721</u>		
2699 – Other Federal Grants and Reimbursements	\$214,000	
<u>WH030113 Whitnall Park Bridge #713 #</u>		
2699 – Other Federal Grants and Reimbursements	\$93,000	

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

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Fiscal Year 2018

A 2018 appropriation transfer is being requested by the Director of Transportation to realign reimbursement revenues between various capital projects. The appropriation transfer will cover various project shortfalls with over realized revenues in other projects and allow for a number of projects to be closed out in 2018.

The following projects are completed and budgeted reimbursement revenues are being reduced.

- WH00201 Interjurisdictional Traffic Signals (Closeout in 2018)
- WH00203 Traffic Signal Optimization (Closeout in progress, date TBD)
- WH08201 Reconstruct CTH ZZ College Avenue (Closeout in 2018)
- WH01008 S. 92nd - West Forest Home to West Howard Avenue (Closeout in progress, date TBD)
- WH01002 Mill Rd. 43rd St. to Sydney Place (Closeout in 2018)
- WH01016 Reconstruct 13th St. – Drexel to Rawson (Closeout in progress, date TBD)

The following projects are completed and budgeted revenues are being increased to reflect actual reimbursements.

- WH01017 S. 76th St. – West Puetz to West Imperial (Closeout in 2018)
- WH03006 Whitnall Park Bridge #721 (Closeout in 2018)
- WH03013 Whitnall Park Bridge #713 (Closeout in 2018)

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 28, 2018

2-7-19 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
C CAPITAL IMPROVEMENT- RECEIPT OF REVENUE

Action Required
Finance 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 2018 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>WA205012 – GMIA Firehouse Addition #</u>		
8501 – Bld/Strct New (CAP)		\$100,000
2699 – Other Fed Grant and Rev	\$95,820	
2299 – Other St Grants and Reimb	\$2,090	
4707 – Contribution From Reserves	\$2,090	

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

A 2018 appropriation transfer of \$100,000 is requested by the Director of Transportation and the Airport Director to increase budget authotiy for capital project WA205-GMIA Firehouse Addition.

The 2016 Adopted Capital Improvement Budget included an appropriation of \$1,995,500 for an addition to and remodel of the existing firehouse to comply with current Federal Aviation Administration (FAA) standards as identified in the Facility Needs Analysis. This includes 3,578 square feet of additional building space, renovation of 3,670 square feet of the existing firehouse, additional parking and utility and site work. To identify all deficiencies needing correction the consulting firm, Burns & McDonnell, was retained to perform a needs analysis and a project cost estimate. The analysis was completed with a Facility Needs Analysis report published in May 2015.

The original scope of the capital project was for \$1,995,500 (2016 Adopted Budget appropriation) and was budgeted to be fully funded by GMIA’s Capital Improvement Reserve Account (CIRA). Detailed cost estimates based of the FAA Advisory Circular 150/5210-15A which contains guidelines for construction standards of Aircraft Rescue and Fire Fighting (ARFF) station building design came in at more than twice the 2016 appropriation. As a result, a 2017 transfer appropriation to increase expenditure authority by approximately \$2.8 million was submitted by Airport staff and approved by the County Board.

If approved, this appropriation transfer would increase the budget authority for capital project WA205 by \$100,000 (from \$4,811,465 to \$4,911,465). Funding for this appropriation transfer request is provided from the following revenues: \$95,820 federal, \$2,090 state, and \$2,090 local share. This transfer request is for inclusion of a paging related communication system which was not included in the current project scope but is necessary for occupancy of the GMIA Firehouse Addition.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 28, 2018

2-7-19 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
D INTER-DEPARTMENTAL

Action Required
Finance and Audit Committee
County Board (Majority)

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 2018 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>1168 - IMSD Central Purchases</u>		
7977 – Minor DP Equipment	\$42,676.50	
8558 – Computer Equipment-Repl>\$500	\$8,500.00	
8557 – Computer Equipment-New >\$500	\$28,367.80	
<u>1171- DAS-IMSD-Copier & Printer Replacement</u>		
7977 – Minor DP Equipment	\$10,800.00	
<u>9500 - Zoological Department</u>		
7977 – Minor DP Equipment		\$22,060.20
<u>7900 - Department on Aging</u>		
7977 – Minor DP Equipment		\$10,800.00
<u>4800 - Emergency Management</u>		
8557 – Computer Equipment-New >\$500		\$3,279.00
<u>4500 - District Attorney</u>		
8558 – Computer Equipment-Repl>\$500		\$8,500.00
8557 – Computer Equipment-New >\$500		\$9,470.53
<u>4000 - Office of the Sheriff</u>		
8557 – Computer Equipment-New >\$500		\$8,495.00
7977 – Minor DP Equipment		\$17,274.00
<u>3010 - Election Commission</u>		
7977 – Minor DP Equipment		\$2,453.03
<u>2430 - Department of Child Support</u>		
8557 – Computer Equipment-New >\$500		\$6,234.00
<u>1140 - Human Resources</u>		
7977 – Minor DP Equipment		\$889.27
8557 – Computer Equipment-New >\$500		\$889.27

During 2018, IMSD purchased equipment including computers, tablets, and printers on behalf of departments using funds in DAS-IMSD Central Purchases Org. 1168 and IMSD's Copier & Printer Replacement Org. 1171.

At the end of 2018, the Comptroller's Central Accounting Division moved the expenses of any fixed assets into the departments that held the equipment.

The expenses were budgeted in the IMSD and IMSD Central Spend Orgs., not in the departmental orgs. Several departments are now encountering actual expenses that they did not expect in their departmental budgets. To resolve this issue, this appropriation transfer will move the budget from the IMSD and IMSD Central Spend Orgs. into the departmental budgets.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 28, 2018

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Fiscal Year 2018

2-7-19 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS E UNALLOCATED CONTINGENCY FUND

Action Required

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

WHEREAS, your committee has received from the Department of Administration, Fiscal Affairs, the following department requests for transfer to the 2018 appropriations from the allocated contingency fund and 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 Administration, is hereby authorized to make the following transfers in the 2018 appropriations from the unallocated contingency fund:

1)	<u>From</u>	<u>To</u>
<u>WP68601 Domes Annex HVAC #</u>		
6146 – Prof. Services Cap/Major Maint		\$85,000
8509 – Other Bldg Imprvmt (Cap)		\$345,000
9706 – Prof Division Services		\$120,000
4999 – Other Misc Revenue (Grandview Management Contribution)	\$315,000	
<u>1945- Appropriation for Contingency</u>		
8901 – Unallocated Contingency	\$235,000	

A 2018 appropriation transfer is being requested by the Director of Parks, Recreation and Culture (“Parks”) to increase expenditure authority for Project WP68601 Domes Annex HVAC by \$550,000. Financing is requested to be provided from \$315,000 in revenue from Grandview Management Inc. (aka “Zilli’s”) and \$235,000 from Org. Unit 1945 – Appropriation for Contingency.

Background

Resolution 18-99

In February 2018, the County Board and County Executive approved County Board Resolution File 18-99 that authorized the a settlement of a breach of contract claim filed by Grandview Management against Milwaukee County. The claim is for alleged damages suffered by the 2010-2011 closure of the O’Donnell Park Parking Structure and the 2016 closure of the Domes at the Mitchell Park Horticultural Conservatory (“the Domes”).

As part of the approved term sheet, the County and Grandview agreed to split the costs of the installing the HVAC at the Domes Annex. The initial cost estimate for the HVAC system installation was \$400,000. Resolution 18-99 assumed that Grandview Management would manage the project and provided a \$200,000 appropriation for the County’s share of the project.

Subsequent to the approval of the February resolution, an engineering study was undertaken to find the most suitable, sustainable, and economical HVAC system. After reviewing proposals, it was determined that a chilled beam HVAC system should be used. A chilled beam system cools the environment using 60 degree water for a chilled beam along a dedicated outdoor air system, which is treated and cooled by the chilled water from the chiller. The chilled beam alternative would address noise issues, aesthetic issues, and humidity issues associated

with the Base System¹ that was assumed as part of the initial cost estimate. Grandview, Parks and the Department of Administrative Services- Facilities Management Architecture, Engineering and Environment (“DAS-AE&E”) agreed that the chilled beam system was the best option. The cost estimate for the chilled beam system is \$750,000, which is \$350,000 greater than the initial estimate. In addition, it was determined that the County would be responsible for project management.

Resolution 18-657

In October 2018, the County Board and County Executive approved County Board Resolution 18-657, which amended the term sheet to acknowledge the increase in estimated costs for the Domes Annex HVAC System and provides for a revised split of the project costs. Of the total \$750,000, \$120,000 relates to County project management costs. The County agreed to cover 100% of the County project management costs. Grandview Management and the County agreed to split the remaining \$630,000 costs 50/50.

Appropriation Transfer Request

This appropriation transfer will increase the total project budget for WP68601 Domes Annex HVAC System to account for county management of the project and the higher cost estimate that were included in County Board Resolution 18-657. Resolution 18-657 did not include an appropriation and it anticipated that Grandview would loan the County funds beyond the County’s existing appropriations. This appropriation transfer will provide the County with sufficient funds to complete the project and the County would not borrow funds from Grandview Management.

This appropriation transfer will provide \$120,000 of additional expenditure authority to cover the County’s project management costs, it will provide \$115,000 of additional expenditure authority to cover the County’s 50% share of the \$630,000 remaining costs, and provide \$315,000 of expenditure authority related to Grandview’s 50% share of the \$630,000 remaining costs. Financing of \$235,000 will be provided from the Appropriation from Contingencies to cover the County’s share of the project. Financing of \$315,000 will be provided from Grandview Management to cover their share of the project. It is anticipated that the final agreement with Grandview will indicate the both parties will be responsible for any project overages (excluding project management).

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 28, 2018

¹ The Base System included four 30-ton Luxaire R-410 460-3ph gas heat package units with four stages of cooling. Two units would be positioned on each side of the building. Metal duct work would lead into the building and there would be four return air intake grills in the lower side panels. There would be one exhaust fan.

2018 BUDGETED CONTINGENCY APPROPRIATION SUMMARY

UNALLOCATED CONTINGENCY ACCOUNT	
2018 Budgeted Unallocated Contingency Appropriation Budget	\$5,994,110
Approved Transfers from Budget through December 28, 2018	
(\$1,662,000) File 18-203 Paid Parking Dollars	(\$1,662,000)
(\$250,000) File 18-67A Medical Examiner Firewall (Jan cycle 2018)	(\$250,000)
\$323,340 File 18-227 Child Support Dollars	\$323,340
(\$270,000) File 18-227 Medical Examiner Mass Spectrometer	(\$270,000)
(\$37,000) File 18-265 OAAA Youth Programming	(\$37,000)
(\$225,000) File 18-222 Litigation Reserve Transfer	(\$225,000)
(\$2,000) File 18-269 Humboldt Park Great Hall Naming	(\$2,000)
(\$152,000) Villa Terrace Boiler and Roof Repair	(\$152,000)
(\$15,000) File 18-333 Marijuana Referendum Question	(\$15,000)
(\$130,703) WZ11901 Adventure Africa Elephant	(\$130,703)
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Unallocated Contingency Balance as of December 28, 2018	\$3,573,747
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Transfers from the Unallocated Contingency PENDING January CB Approval and Audit Committee through December 28, 2018	
(\$235,000) WP68601 Domes Annex HVAC	(\$235,000)
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Total Transfers PENDING in Finance and Audit Committee	(\$235,000)
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Net Balance	\$3,338,747
ALLOCATED CONTINGENCY ACCOUNT	
2018 Budgeted Allocated Contingency Appropriation Budget	\$1,430,622
\$855,006 Senior Center Service Contract	
\$50,616 Milwaukee County Historical Society	
\$525,000 Local Share of Highway Projects	
Approved Transfers from Budget through December 28, 2018	
1,662,000 File 18-203 Paid Parking Dollars	\$1,662,000
(\$507,500) WH09401 W. Rawson Intersection	(\$507,500)
(\$655,006) File 18-202 (Full year contract Senior Centers)	(\$655,006)
\$15,000 File 18-333 Marijuana Referendum Question	\$15,000
(\$50,616) Milwaukee County Historical Society	(\$50,616)
(\$1,662,000) Dec 2018 File 18-178 Parking Dollars moved to Parks Budget	(\$1,662,000)
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Allocated Contingency Balance as of December 16, 2018	\$232,500
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Transfers from the Allocated Contingency PENDING January CB Approval and Audit Committee through December 28, 2018	
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Total Transfers PENDING in Finance, Personnel & Audit Committee	\$0
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Net Balance	\$232,500