

Action Required

Finance and Audit Committee
Majority County Board

WHEREAS, department requests for transfers within their own accounts have been received by the Department of Administrative Services, Performance, Strategy, and Budget (PSB), 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 departments:

1)	<u>From</u>	<u>To</u>
<u>WS12001 Washington Senior Center HVAC Renovations #</u>		
8589 – Other Capital Outlay (Cap)		\$50,000
<u>WS04401 Washington Senior Center Restroom Renovations #</u>		
8509 – Other Capital Improvement	\$50,000	
# Existing Project, + Included in 5-Year Plan, * New Project		

A 2019 appropriation transfer of \$50,000 is requested by the Director of the Architecture, Engineering & Environmental Services (“AE&ES”) to reallocate expenditure authority of \$50,000 from Project WS04401 Washington Senior Center Restroom Renovations to Project WS12001 Washington Senior Center HVAC Renovation.

The 2019 Adopted Capital Improvements Budget included an appropriation of \$413,450 for Project WS12001 Washington Senior Center HVAC Renovations. The project is financed by Series 2019E Taxable General Obligation Promissory Notes. The scope of work includes installation of a new air-cooled chiller along with new chilled water piping and pumps. A portion of the existing 2 pipe system will be re-used for hot water piping and an existing underground segment of ductwork will be re-used. Planning and design for this project was completed and bids were solicited in 2019. The contract award included the base bid only due to funding limitations. This fund transfer provides additional funding for an alternate bid which includes the replacement of the three existing unit ventilators with new ventilators on the southwest part of the building. These replacements are essential to maintain proper heating and cooling in the fitness room, gift shop, and computer lab. Assuming this appropriation transfer is approved, the project is anticipated to be substantially complete by September 2020.

The 2014 Adopted Capital Improvements Budget included an appropriation of \$123,400 for Project WS04401 Washington Senior Center Restroom Renovations to renovate restrooms located in the main lobby of the Washington Senior Center. Financing was provided from sales tax revenue. The renovations were to include new ADA compliant plumbing fixtures, toilet partitions, doors, signage, and plumbing accessories. The installation of automatic door openers prevents the need for keeping restroom doors open. Renovations were also to include new flooring, ceiling, wall coverings, energy efficient light fixtures, and required updated for code conditions.

In June 2018, an appropriation transfer was approved that provided an additional \$265,000 for the restroom renovation project. Cost proposals were received from Time and Materials contractors with the low proposal being \$225,000. The pre-bid cost estimate was \$115,000. The project was substantially completed in July 2019. The remaining funds are available to be transferred to the Washington Senior Center HVAC project.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 20, 2020

2)		<u>From</u>	<u>To</u>
	<u>WH10501 E. North Ave & Oakland Bridge Joint Repair #</u>		
	6030 – Advertising		\$300
	7930 – Photo, Prtg, Repro & Bindg		\$200
	6146 – Prof. Serv – Cap/Major Mtce		\$5,000
	9706 – Prof Div Services		\$10,500
	8530 – Roadway Plan & Construction		\$64,000
	<u>WH10801 W College Ave (31st/34th) Box Culvert/Railing #</u>		
	6146 – Prof Div Services	\$1,000	
	8530 – Roadway Plan & Construction	\$79,000	
	# Existing Project, + Included in 5-Year Plan, * New Project		

A 2019 appropriation transfer of \$80,000 is requested by the Director of the Milwaukee County Department of Transportation. The transfer will reallocate surplus expenditure authority from Project WH10801 W. College Avenue (31st/34th) Box Culvert/Railing to Project WH10501 E. North Avenue & Oakland Bridge Joint Repair.

An October 2015 appropriation transfer created Project WH10501 E. North Ave & Oakland Bridge Joint Repair and provided an appropriation of \$105,080 to address the repair of bridge expansion joints. This appropriation transfer request will provide sufficient expenditure authority for the project to be bid out. It is anticipated that the project will be bid out in April 2020.

The 2019 Adopted Budget included \$250,000 that was earmarked for Project WH10801 W. College Ave. (31st/34th) Box Culvert/Railing in the Allocated Contingency account of the Appropriation for Contingencies. In April 2019, an appropriation transfer allocated the funds to the box culvert/railing project. The scope of work included design and construction to alleviate a safety hazard by rehabilitating culverts, including concrete repair, and replacing the railing/guardrail for the West College Avenue culvers at 34th Street and 31st Street over a branch of the Root River in the cities of Greenfield and Franklin. It also included improvements to the concrete walls, parapets, curbs, surfaces and concrete cracks injections/repairs.

This appropriation transfer request seeks to reallocate \$80,000 of expenditure authority from Project WH10801 W. College Ave (31st/34th) Box Culvert/Railing. The box culvert/railing project was substantially completed in November 2019 and the project has surplus cash funding available.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 20, 2020

3)	<u>From</u>	<u>To</u>
<u>#WC02701 – Courthouse Light Court Window #3</u>		
6050 - Contract Pers Serv- Short	\$1,000	
6080 - Postage	\$600	
6146 - Prof. Serv- Cap/ Major Mtce	\$39,573	
9706 - Pro Serv Div Services	\$72,195	
6030 - Advertising	\$50	
7930 - Photo, Prtg, Repro & Bindg	\$100	
8509 - Other Bldg Impr'mt – (Cap)	\$800,000	
8551 - Mach & Equip – Repl > \$2500	\$419,215	
<u>#WC19901 – Courthouse Complex Façade Ins & Rep Phase 2</u>		
6030 - Advertising	\$3,202	
6050 - Contract Pers Serv - Short	\$61,896	
6080 - Postage	\$3,202	
6146 - Pref. Serv – Cap/ Major Mtce	\$61,896	
7930 - Photo, Prtg, Repro & Bindg	\$3,202	
9706 - Pro Serv Div Services	\$88,211	
8588 - Oth Capital Outlay – (Exp)	\$1,067,116	
<u>*WC22501 – Courthouse Complex Light Courts #3 & Façade Insp – Rpr – Phase 2</u>		
6050 - Contract Pers Serv – Short		\$62,897
6080 - Postage		\$3,802
6146 - Prof. Serv – Cap/ Major Mtce		\$101,469
7930 - Photo, Prtg, Repro & Bindg		\$3,302
9706 - Prof Serv Div Serv		\$161,964
8509 - Other Bldg Impr'mt – (Cap)		\$800,000
8551 - Mach & Equip > \$2500		\$419,215
8588 - Other Cap Outlay – (Exp)		\$1,065,557
6030 - Advertising		\$3,252
# Existing Project, + Included in 5-Year Plan, * New Project		

The Director of Administrative Services requests a 2019 appropriation transfer to create new capital project WC22501-CH Cmplx Light Courts #3 & Facade Insp-Rph-Phase 2 and transfer budget authority of \$1,332,732 from capital project WC02701-Courthouse Light Court Window and budget authority of \$1,288,725 from capital project WC19901-CH Cmplx Façade Ins & Rep Phase 2 into new capital project WC22501-CH Cmplx Light Courts #3 & Facade Insp-Rpr-Phase 2.

WC027 Courthouse – Light Court #3 Window Replacement

The remaining original 1930's single pane glass windows within four (4) of the eight (8) Courthouse's light courts need replacement. Many of these windows have deteriorated and rusted frames/sashes and leak. All fail to provide proper insulation from winter and summer temperatures. The windows in light courts #1 & #2 were replaced in 1990, the windows in light court #5 in 2010 and the windows in #4 in 2012. The 2014 Adopted Capital Improvements Budget included an appropriation of \$672,000 to continue replacement of windows in WC027 Courthouse – Light Court #3 Window Replacement. This appropriation was for both design and construction.

In March of 2018, bids were due on WC027 Courthouse – Light Court #3 Window Replacement. The Department of Administrative Services-Architecture, Engineering, and Environmental Services section (AE&ES) received only one bid, and it was significantly over budget. This bid was not accepted due to bidder error. As a result, AE&ES revised and simplified the bid documents to a reduced scope for window replacement and limit it to base bid only (alternate bid solicitations will be omitted from re-bid documents) and submitted a June 2018 appropriation transfer \$269,289 to address the issue (the County Board approved the appropriation transfer during its June 2018 committee cycle).

The project was re-bid a final time in 2018, but only one bid was received and was significantly over the budgeted amount for the project. Another fund transfer was not requested as there was no way to establish an accurate cost of the window replacement based on an erroneous and inflated re-bid amount. AE& ES staff is working with a design consultant to get a revised and current estimate.

WC19901-CH Complex Facade Inspect and Repair - Phase 2

The 2019 Adopted Capital Budget includes an appropriation of \$1,290,154 for a range of facade repairs on the northern two-thirds of the east elevation of the Courthouse. Work includes: 1). Rebuilding of cracked brick and stone at the northeast and southeast corners of the seventh-eighth; 2). Replacement of built-in copper gutters at the sixth and seventh-floor cornices; 3). Rebuilding of displaced stones, and replacement of cracked / spalled stones at the northeast and southeast corners of the main cornice; 4). Replacement of deteriorated stones which appear to have been damaged during a previous cleaning effort; 5). Repair or replacement of isolated cracked or otherwise deteriorated stones; 6). Replacement of sealant at upward facing joints 100%; 7). Replacement of window perimeter sealant 100%.

WC22501-CH Complex Light Courts #3 & Facade Insp-Rpr-PH 2

This appropriation transfer creates new capital project WC22501-CH Cmplx Light Courts #3 & Facade Insp-Rpr-Phase 2. This new project combines the remaining unexpended/unencumbered budget authority and the existing scope(s) of capital project WC19901 and WC02701 to allow for a masonry restoration contractor to be the prime contractor and the window replacement contractor (i.e. light court replacement work) as a sub-contractor to the prime. This should consolidate the cost of general conditions and is therefore anticipated to significantly reduce construction cost. AE&ES staff estimates that a prime contractor should be able to attract more window replacement sub-contractors to bid the project, resulting in more competitive bids. AE&ES staff estimates substantial completion of this new project by October 2020.

This appropriation transfer creates new capital project WC22501-CH Cmplx Light Courts #3 & Facade Insp-Rpr-Phase 2 and transfers the remaining \$1.3 million of budget authority from capital project WC02701-Courthouse Light Court Window #3 and the remaining \$1.3 million of budget authority from capital project WC19901-CH Cmplx Facade Ins & Rpr Phase 2 into new capital project WC22501-CH Cmplx Light Courts #3 & Facade Insp - Rpr-Phase 2. The existing scope(s) of capital projects WC02701-Courthouse Light Court Window #3 and WC19901-CH Cmplx FACADE Ins & Rep Phase 2 are combined within new capital project WC22501-CH Cmplx Light Courts #3 & Facade Insp -Rpr-Phase 2.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 20, 2020

3-26-20 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
B INTER- DEPARTMENTAL

Action Required
Finance and Audit Committee
2/3 County Board

WHEREAS, department requests for transfers between separate departmental accounts have been received by the Department of Administration, Performance, Strategy, and Budget (PSB), 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 Administration, is hereby authorized to make the following transfers in the 2019 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>1151 – Department of Administrative Services</u>		
7977 – Minor DP Equipment	\$110,983	
7915 – Computer Software		\$1,556
7977 – Minor DP Equipment		\$3,950
<u>1090 – Office On African American Affairs</u>		
7977 – Minor DP Equipment		\$1,245
<u>3400 – Register of Deeds</u>		
8557 – Computer Equipment – New >\$500		\$5,763
<u>4000 - Office of the Sheriff</u>		
7977 – Minor DP Equipment		\$37,157
8557 – Computer Equipment – New >\$500		\$15,538
<u>4300 – House of Correction</u>		
7977 – Minor DP Equipment		\$7,000
7917 – DP Supplies		\$1,005
<u>4800 – Office of Emergency Management</u>		
8557 – Computer Equipment – New >\$500		\$15,481
<u>5100 – Highway Maintenance</u>		
7977 – Minor DP Equipment		\$3,779
<u>8000 – Department of Health and Human Services</u>		
8557 – Computer Equipment – New >\$500		\$2,490
7977 – Minor DP Equipment		\$2,038
<u>9000 -Parks</u>		
7917 – DP Supplies		\$2,762
8552 – Mach & Equip – New >\$2500		\$11,219

The Office of the Comptroller requests a transfer of \$110,983 to account for expenses of fixed assets. During 2019, IMSD purchased equipment including computers, tablets, and printers on behalf of departments using funds in DAS-IMSD Central Purchases Org. 1168. To close 2019, 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 Central Purchases Org., 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 IMSD Central Purchases into the departmental budgets.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 20, 2020.

2)		<u>From</u>	<u>To</u>
	<u>6300 – Behavioral Health Division</u>		
	5422 – Legacy Healthcare	\$2,697,102	
	5423 – Legacy Pension	\$1,112,995	
	<u>1940 – County Wide Non-Departmental</u>		
	5422 – Legacy Healthcare		\$2,697,102
	5423 – Legacy Pension		\$1,112,995

This fund transfer is requested as a technical adjustment to the 2019 fringe benefits budget. The budget is being realigned based on the actual distribution of fringe costs, as indicated in the year-end fringe break even analysis.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 20, 2020.

DRAFT

Fiscal Year 2019

3-26-20 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
C 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, Performance, Strategy, and Budget (PSB), 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 departments:

1)	<u>From</u>	<u>To</u>
<u>1945 Appropriation for Contingency</u>		
8901 – Unallocated Contingency	\$121,600	
<u>WM03701 MPM Dome Planetarium Roof Replacement #</u>		
9706 – Prof Serv Div Services		\$60,000
8589 – Other Capital Outlay (CAP)		\$55,000
6146 – Prof Services-Cap/Major Mtce		\$6,600

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

A 2019 appropriation transfer of \$121,600 is requested by the Director of Administrative Services (DAS) from unallocated contingency (in Org 1945) to capital project WM03701-MPM Dome - Planetarium Roof Replacement.

The 2019 Adopted Capital Improvements Budget included an appropriation of \$873,554 for the roof replacement of the Milwaukee Public Museum - Dome Planetarium and Connecting Atriums.

In July 2019, the project received an appropriation transfer of \$165,000. When the project was first estimated, OSHA compliance measures were not considered. Both the IBC and OSHA require fall protection measures around all roof top equipment's, roof access panels and walking surfaces that are within ten feet of a roof edge. Protection in the form of a guardrail 42 inches high, lifeline or harness, must be provided and shall extend 30 inches beyond each object. The \$165,000 transfer was used to correct the OSHA related shortfalls.

DAS-Architecture and Engineering (AE) staff have indicated that an appropriation transfer is required to address additional unforeseen conditions that were discovered upon demolition of the existing roof membrane of the flat sections of the museum roof. It was discovered that the existing wiring and junction boxes were concealed which doesn't meet code. In addition, it was discovered the instability of the existing light pole supports and faulty wiring issues, as well. Also, the timer that controls the operation of the light doesn't work either. AE staff has stated these items must be addressed as part of the roof replacement.

This appropriation transfer will cover additional construction costs and AE staff time needed to manage the project through completion (including related contingencies). The project is anticipated to resume construction beginning in March, with substantial completion by the end of April 2020.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 20, 2020.

2)		<u>From</u>	<u>To</u>
	<u>1945 - Appropriation for Contingency</u>		
	8902 – Unallocated Contingency	\$458,464	
	<u>4000 – Office of the Sheriff</u>		
	5199 – Salaries Wages Budget		\$425,884
	5312 – Social Security		\$32,580

This request seeks to transfer \$458,464 from the Contingency Fund to the 5199 Salaries-Wages and the 5312 Social Security Tax accounts for the Milwaukee County Sheriff’s Office (MCSO). This transfer will increase the expenditure authority due to the 2019 wage increases resulting from the anticipated contract settlement with the Milwaukee County Deputy Sheriff’s Association (MDSA). All MDSA members employed during the year of 2019 will receive retroactive salary payments.

The contract is expected to be ratified after the 2019 budget was approved by the Milwaukee County Board of Supervisors at wage rates in effect prior to the ratification. Based upon the 2019 staffing of Deputy Sheriffs and Deputy Sheriff Sergeants, MCSO is requesting the transfer of \$458,464 to increase expenditure authority for Salaries-Wages and Social Security Taxes related to this change.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE FEBRUARY 20, 2020.

2019 BUDGETED CONTINGENCY APPROPRIATION SUMMARY

UNALLOCATED CONTINGENCY ACCOUNT

2019 Budgeted Unallocated Contingency Appropriation Budget	\$5,009,655
Approved Transfers from Budget through February 21, 2020	
\$1,080,000 File 19-194 Correctional Medical Sevices Contract (from HOC)	\$1,080,000
(\$1,080,000) File 19-194 Correctional Medical Sevices Contract (to HOC)	(\$1,080,000)
\$150,000 North Shop Major Maintenance	\$150,000
(\$150,000) North Shop Major Maintenance	(\$150,000)
(\$144,500) Transfer to Employee Fringe for Contract with Funston (19-265)	(\$144,500)
(\$49,824) Transfer to IMSD for NEW IT Security Position (19-329)**	(\$49,824)
(\$52,000) File 19-309 Doula Program	(\$52,000)
\$265,000 Courthouse fire Insurance Proceeds (Recoveries)	\$265,000
(\$46,576) File 19-505 DAS Special Project Manager	(\$46,576)
(\$165,000) MPM Dome Planetarium (File 19-612A)	(\$165,000)
(\$9,700) File 19-101 Renaming "Columbus Park" to "Indigenous Peoples Park"	(\$9,700)
\$767,849 FEMA Projects (Into Contingency)	\$767,849
(\$160,000) FEMA Projects (Out of Contingency)	(\$160,000)
(\$140,000) MPM 4th Floor Roof Replacement	(\$140,000)
(\$59,500) CH Complex/ CJF Caulk Phase 1	(\$59,500)
(\$200,000) WO28901 Sheriff CJF Intercom Door Controls Replacement	(\$200,000)
(\$65,000) File 19-782 Restore Ops. atKing Community Center (Electrical failure)	(\$65,000)
(\$100,000) File 19-802 Mitchell Park Domes Study	(\$100,000)
(\$190,000) New Cap. Project: WO64101 Building Retro Commissioning	(\$190,000)
(\$75,870) Repayment of FEMA projects (overpayment) (see above)	(\$75,870)
Unallocated Contingency Balance as of February 21, 2020	\$4,584,534
Transfers from the Unallocated Contingency PENDING March CB Approval, and Finance & Audit Committee through February 21, 2020	
(\$121,600) MPM Dome Planitarium Roof Replacement	(\$121,600)
(\$458,463) Anticipated Contract Settlement with Milwaukee County Deputey Sheriff's Association	(\$458,463)
Total Transfers PENDING in Finance and Audit Committee	(\$580,063)
Net Balance	\$4,004,471

ALLOCATED CONTINGENCY ACCOUNT

2019 Budgeted Allocated Contingency Appropriation Budget	\$646,283
\$250,000 College Ave Box Culverts (Amendment 1B003)	\$250,000
\$196,283 Courts Operations (Amendment 1A005)	\$196,283
\$200,000 War Memorial Capital Project (Amendment 1B001)	\$200,000
Approved Transfers from Budget through February 21, 2020	
\$300,000 File 19-194 Due Diligence Costs related to insourcing inmate medical	\$300,000
(\$250,000) College Ave Box Culverts (Amendment 1B003)	(\$250,000)
(\$200,000) War Memorial Capital Project (Amendment 1B001)	(\$200,000)
\$52,000 File 19-309 Doula Program	\$52,000
(\$52,000) Fund Doula Program in DHHS; funds from file 19-309 (October)	(\$52,000)
Allocated Contingency Balance as of February 21 2020	\$496,283
Transfers from the Allocated Contingency PENDING May CB Approval, and Finance & Audit Committee through February 21, 2020	
Total Transfers PENDING in Finance, Personnel & Audit Committee	\$0
Net Balance	\$496,283

** Approved, but not yet transferred.