

12-27-20 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, 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 2020 appropriations of the respective listed

1)	<u>From</u>	<u>To</u>
<u>WH242-North Shop Improvements #</u>		
6146 – Prof. Serv-Cap/Major Mtce		\$71,000
9706 – Pro Serv Div Services		\$57,000
<u>1945 – Appropriation for Contingency</u>		
8901 – Unallocated Contingency	\$128,000	
# Existing Project, + Included in 5-Year Plan, * New Project		

An appropriation transfer of \$128,000 is requested by the Director of Administrative Services (DAS) from the Non-Departmental Expenditures Org Unit 1945-Appropriation for Contingencies to capital project WH242-North Shop Improvements to fund additional planning and design costs.

The 2017 Adopted Capital Budget included an appropriation of \$325,000 for planning and design related to capital project WH242-North Shop Improvements. This project will replace the existing North Highway Maintenance Facility. The existing facility has deteriorated and developed structural deficiencies.

Additional funding for design and planning funding is required due changes from the final report for the North Highway Garage Schematic Design dated November 29, 2019. The report focused on the proposed garage building and did not include items that are ancillary or supported the operations beyond the proposed garage building. These additional items included replacing the existing fueling station, building demolition to provide a site for the new fueling station, providing a salt brine shed and equipment, in-floor radiant heating in maintenance and truck wash bay, material bins, expansion of pavement to address truck circulation, preparing existing garage for cold storage, wetland delineation, CSM survey, utility pole relocations, parking lot landscaping and zoning variance application. These items are required to develop the project site and provide highway services. If the items are not included, the site could be deemed inappropriate for the proposed use and proper operations/services would be greatly affected.

Assuming the transfer is approved, design is expected to be completed in May 2021, which coincides with the 2022 capital budget request process. Assuming the construction phase will be included in the 2022 capital budget, building is anticipated to be completed in December of 2022.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

2)	<u>From</u>	<u>To</u>
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WO656-Institutional Food Service Master Plan \*

6149 – Prof. Serv-Non-recur Oper \$200,000

1945 – Appropriation for Contingency

8901 – Unallocated Contingency \$200,000

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

An appropriation transfer is requested by the Director of Administrative Services (DAS) to create new capital project WO656-Institutional Food Service Master Plan and transfer \$200,000 from Org 1945-Appropriations for Contingencies to establish budget authority for new capital project WO656-Institutional Food Service Master Plan.

The House of Corrections currently provides institutional food service to inmates through on-site food preparation through a contract operator (Aramark). The food prepared on-site at HOC is also delivered daily to the Behavioral Health Division (BHD), Vel Phillips youth detention center (VP), and the County Jail (CJF). The facilities have warming kitchens to hold the delivered meals.

The 2020 Adopted Capital Improvements Budget included an appropriation for design activities for capital project WJ11101-HOC Admin 600 and 400 Dorm Kitchen Equipment. The scope of work includes planning and design for kitchen renovation and the replacement or addition of major pieces of kitchen equipment.

As part of the department request phase for the 2021 Capital Improvement Budget process, the Sheriff's Office (Sheriff) requested funding to replace the CJF kitchen equipment that is old and beyond its useful life (requested as capital project WO4790-CJF Kitchen Upgrades).

During the its review of 2021 requested projects, Capital Improvements Committee (CIC) staff met with the House of Corrections and Sheriff staff to review the Sheriff's 2021 capital request. Upon this review, it was determined that the Sheriff's 2021 request for CJF kitchen updates is similar to the existing HOC capital project WJ11101-HOC Admin 600 and 400 Dorm Kitchen Equipment and that the two should be reviewed and possibly combined into one project with an updated scope. As a result, the Sheriff's related 2021 capital request was not included in the CIC's recommended 2021 capital projects nor was it included in the County Executives 2021 Recommended Capital Improvements Budget.

Prior to moving forward with any capital projects related to the HOC/CJF kitchen updates (as well as related BHD, VP, CJF, and Aging food services), additional investigation and review of overall institutional food services provided by the County is recommended.

This transfer creates new capital project WO656-Institutional Food Service Master Plan and transfers \$200,000 from Org 1945-Appropriations for Contingencies to establish budget authority for this new project. The scope of work includes identification of short/medium/long-term instructional food service needs, strategy development for a comprehensive equipment/technology upgrade program, food service preparation and delivery options, culinary programming services, and request for proposal (RFP) services. The majority of the scope of work is anticipated to be done through a (yet to be determined) consultant contract.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.