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3 **RESOLUTION: Authorize a Budget Transfer for Additional Funding of \$30,000 for the**
4 **Winnebago County Facilities Department to Remodel and Update the**
5 **District Attorney's Second and Third Floor Office Space in the Orrin King**
6 **Building.**
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9 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

10 **WHEREAS**, the Winnebago County Board of Supervisors passed Resolution 155-042021 in April 2021,
11 authorizing a capital project for the Winnebago Facilities Department to remodel and update the District Attorney's
12 office on the second and third floors of the Orrin King Building at a cost of \$190,000, funded with either a transfer
13 from the Undesignated General Fund balance, or with an advance from the General Fund to be reimbursed with a
14 subsequent bond issue; and

15 **WHEREAS**, the \$190,000 original figure included design work; and

16 **WHEREAS**, the pandemic has disrupted the labor and commodity markets causing pricing to be volatile and
17 unpredictable; and

18 **WHEREAS**, in November 2021 the project for District Attorney Remodel went out for bid; and

19 **WHEREAS**, Greenwood Project Management was determined to be the lowest responsible bidder with a bid
20 of \$174,116; and

21 **WHEREAS**, \$27,000 of the approved \$190,000 funds have been spent for design work and review, resulting
22 in a total cost for the project including contingencies of \$220,000; and

23 **WHEREAS**, to account for additional bids coming in at higher rates than originally expected, an additional
24 \$30,000 is needed to complete the project; and

25 **WHEREAS**, the previously-approved Courthouse Elevator Modernization Project has been concluded, with
26 approximately \$100,000 in unspent funds remaining in that project, a portion of which may be transferred for use in
27 the District Attorney's Office remodeling project;

28 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby
29 authorizes an additional \$30,000 to be added to the original \$190,000 District Attorney remodel and update project
30 for the second and third floors of the Orrin King Building, with the funds to be transferred from the Courthouse
31 Elevator Modernization Project.

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33 Fiscal Impact: \$30,000 in additional funding needed for this project will be reallocated from the remaining funds from
34 the Courthouse Elevator Modernization project.

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36 Respectfully submitted by:

37 **FACILITIES & PROPERTY MANAGEMENT COMMITTEE**

38 Committee Vote: 5-0

39 **PERSONNEL & FINANCE COMMITTEE**

40 Committee Vote: 4-1

43 **Vote Required for Passage: Two-Thirds of Membership**

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45 Approved by the Winnebago County Executive this ____ day of _____, 2022.

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Jonathan D. Doemel
Winnebago County Executive

Agenda Item Report



Winnebago County
The Wave of the Future

DATE: February 9, 2022
TO: Facilities & Property Management and Personnel & Finance Committees
FROM: Mike Elder
RE: Additional Funding Request for District Attorney Remodel

Background:

In 2011, The District Attorney's Office was relocated from the Beach Building into the Orrin King Building. The office moved into space made available by several departments relocating to the County Administration Building on Otter Street. The Corporate Counsel Office was moved from the 3rd floor of the King Building to the ground floor of the King Building. Minimal remodeling was accomplished before the District Attorney's Office occupied the 2nd and 3rd floors of the building. Minimal remodeling has been done to the spaces since then. Operations of the District Attorney have changed which make it necessary to add a conference room and to reconfigure the 2nd floor reception area. Additionally, the area has not been painted or had the carpet replaced in 20 years.

In mid-2020 a capital project was developed to replace the carpet and paint the entire District Attorney's Office area, to construct a conference room and to reconfigure the reception area. Because to the scope of the work some other minor code related modifications were included.

The pandemic caused significant disruption to both the labor market and the supply chain. Unprecedented numbers of people left the job market. Commodity production and distribution was affected. The effect of this difficult to gauge.

The capital project was approved and funded in April 2021. Funding was approved at \$190,000, which included design work. Design, construction and bid documents were developed. The project went out to bid in November of 2021. Bids were received the end of November. Two bids were received. One from Greenwood Project management for \$174,116 and the other from Milbach Construction for \$199,000.

Greenwood Project Management has been determined to be the lowest responsible bidder. Previously, design work and design review fees have expended \$27,000 of the approved funds. The total cost for the project including design with construction contingency is requested to be \$219,000. This leaves a shortfall of approximately \$30,000 in order to fully fund the project. Of this new money, \$10,000 will be used for bids coming in higher than expected and \$20,000 may be used for construction contingency.

This budget fund transfer request is for an additional \$30,000 to be added to the project. This will make the total authorized funding for the project \$220,000. The additional funding will be reallocated from the remaining funds from the Courthouse Elevator Modernization Project and applied to this project.

Policy Discussion:

The County Board is the body that approves bonding and capital project funding. These requests go through the committees of jurisdiction, Personnel and Finance Committee and the County Board. County financial rules and policies allow the reallocation of unexpended capital projects to be reallocated to an underfunded capital project subject to County Executive, committee of jurisdiction and Personnel and Finance Committee approval. It does not require full County Board approval.

Requested Action:

The requested action is for a motion and vote to approve the reallocation of unexpended funds from the Courthouse Elevator Modernization Project to the District Attorney's Office remodeling Project.

Committee Action:

The Personnel and Finance Committee approved the additional funding pending February 3, 2022, pending subsequent approval by the Facilities Committee on February 9, 2022. The vote was 4/1 in favor.

The Facilities and Property Management Committee approved the additional funding request February 9, 2022. The vote was 5/0 in favor.

Attachments:

Budget Transfer Request