

# DRAFT

10-9-2014 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
A DEPARTMENTAL - RECEIPT OF REVENUE

## 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 2014 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>4500 – District Attorney</u>		
6090 – Charges From State		\$28,450
8557 – New Computer Equipment		\$1,250
2699 – Federal Revenue	\$29,700	

A transfer in the amount of \$29,700 is requested by the District Attorney to accept grant revenue and increase expenditure authority accordingly.

The Wisconsin Department of Justice (DOJ) recently made a grant award of \$141,666 to the District Attorney's office under the federal Project Safe Neighborhoods (PSN) program, to provide funding for an assistant district attorney, and a laptop computer for the prosecutor to reduce gun crimes and gang violence in the third and seventh Milwaukee police districts. The Wisconsin Legislature created the new position of assistant district attorney, effected September 7, 2014. A prosecutor was assigned to the PSN project on that date.

The assistant district attorney funded by the PSN grant is assigned to the district attorney's community prosecution unit. The PSN prosecutor supports investigations by Milwaukee police officers into shootings, robberies, and other violent crimes and reviews and prosecutes criminal cases arising from those investigations. As district attorneys are state employees, the State Prosecutors Offices bills the county quarterly for the prosecutor's salary and fringe benefits. The District Attorney's office reimburses the state with PSN grant revenue.

This fund transfer provides 2014 budgetary authority for charges from the state for the PSN prosecutor's salary and benefits from September 7, 2014 through December 31, 2014, for the purchase of the prosecutor's laptop computer, and for receipt of federal grant revenue. The 2015 request and recommended budgets include projected 2015 expenditures and revenues for the PSN project.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 9, 2014.

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10-9-2014 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
B CAPITAL - RECEIPT OF REVENUE

## 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 2014 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>WP28001 Menomonee River Parkway#</u>		
8527 – Land Improvements (CAP)		\$227,000
 <u>WP28001 Menomonee River Parkway #</u>		
2299 – Other State Grants & Reimbursements	\$227,000	

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

An appropriation transfer of \$227,000 is requested by the Director of the Department of Administrative Services-Architecture, Engineering, and Environment Section and the Director of Parks, Recreation, and Culture to increase revenue and expenditure authority for capital project WP28001 Menomonee River Parkway.

This project was originally created in the 2013 Capital Budget and included funding for planning and conceptual design in the amount of \$100,000 (Phase I). The 2014 Capital Budget included an appropriation of \$3,195,600 for final design work and construction of the first section of the overall project (Phase II). The Parks Department requested Phase III of this project as part of its 2015 Capital Request and the County Executive Recommended Capital Budget includes \$3,825,000 for this final phase.

The project consists of rebuilding and reconstruction of the entire roadway along with all storm sewers; transition to City and State Highways; parkway lighting including transformers and poles; lights and underground wiring. Also, traffic calming measures will be incorporated as well as green alternatives, storm water best management practices, and stream bank erosion protection. Native and natural area management will also be included in the reconstruction.

The cost of the green infrastructure is partially being offset by the Milwaukee Metropolitan Sewerage District (MMSD). Through a Green Infrastructure Funding Agreement between MMSD and Milwaukee County Parks, Recreation and Culture, the District has agreed to reimburse Milwaukee County for construction costs up to a maximum of \$227,000. The MMSD will provide this funding upon completion of the construction project.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 9, 2014.

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10-9-2014 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
C CAPITAL IMPROVEMENTS

## Action Required

Finance, Personnel and Audit Committee  
County Board (Majority Vote)

WHEREAS, your committee has received from the Department of Administrative Services, Fiscal Affairs, departmental requests for transfer to the 2013 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 2014 capital improvement appropriations:

	<u>From</u>	<u>To</u>
1) <u>WO141082 Highway Yard Move #</u>		
8502 – Major Maintenance Building (EXP)		\$389,000
<u>WO230012 Fleet/Highway Building Modification #</u>		
8509 – Other Building Improvement (CAP)		\$386,640
<u>WO141021 Zoo Interchange Allocated Contingency #</u>		
8902 – Allocated Contingency	\$775,640	

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

An appropriation transfer of \$775,640 is requested by the Director of the Department of Transportation (MCDOT) and the Director of Administrative Services (DAS) to reallocate the balance of the Zoo Interchange Allocated Contingency (Project WO141021) in order to provide expenditure to Project WO141082 Highway Yard Move and Project WO230012 Fleet/Highway Building Modification.

In early 2013, the State of Wisconsin Department of Transportation (WisDOT) began construction work related to the Zoo Interchange Freeway project. The Zoo Interchange project included local road improvements in the area of Watertown Plank Road and Swan Boulevard which have a significant impact on operations including Fleet, Highway, Facilities, Sheriff and Zoo. WisDOT compensated the Milwaukee County for multiple costs to cure projects that the County needed to undertake as a result of the Zoo Interchange project. The County budgets established for each of these projects were preliminary estimates with the best information available at that time.

### WO141082 Highway Yard Move

In September 2013, CB-Res 13-699 provided \$85,000 in expenditure authority and land sale proceeds to finance moving of county yard materials and equipment.

As a part of the cost to cure agreement between WisDOT and the County, WisDOT agreed to replace in kind the existing Highway Maintenance Yards, including the salt storage buildings and material storage structures and the

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underlying asphalt and concrete pavement with new consolidated facilities surrounding the existing Fleet Maintenance Building. This work will be performed by contractors working under WisDOT bid and awarded construction contracts. A portion of the work involves installation of a truck bed washout facility mandated by the State of Wisconsin Department of Natural Resources (WDNR) under the Chapter NR 216 Stormwater rules. While WisDOT will provide all required utility connections, the agreement calls for the County to reimburse WisDOT for the truck bed washout facility itself at an estimated cost of \$389,000. Assuming approval of this appropriation transfer, the construction of the facility is estimated to be complete by the 4<sup>th</sup> quarter of 2015.

## **WO230012 Fleet Highway Building Modification**

One of the projects the County is undertaking as part of the Zoo Interchange is an adaptation of and addition to the Milwaukee County Department of Transportation's (MCDOT) Fleet Maintenance building to accommodate not only existing Fleet Maintenance operations but to consolidate the additional operations of the Sheriff's Patrol Bureau, MCDOT Highway Maintenance, as well as both the MCDOT Director's Office and MCDOT Transportation Services into the fleet facility. In March 2013, County Board Resolution (CB-Res) 13-279 appropriated \$6.3 million for the project. A subsequent resolution (CB-Res 13-699) provided an additional \$300,000 for moving costs and environmental site work. It was originally intended that the MCDOT administrative offices would move with the tenants of the Facilities West site; however the new Lapham St. site did not have space to accommodate them and no other suitable sites were available.

In July 2014, an appropriation transfer reallocated \$900,000 of surplus funds from other Zoo Interchange related projects to the Fleet Highway Building Modification. Based upon the consultant's prebid estimate for the fleet facility modifications, the project was projected to cost approximately \$900,000 more than the initial \$6.6 million budget that was allocated in 2013 for this particular project due to the additional office space needed for the administrative staff. Additional budget revised estimates were performed in August that indicated that an additional approximately \$380,000 was needed for the 2<sup>nd</sup> floor build out.

Assuming approval of this appropriation transfer, it is anticipated that the 1<sup>st</sup> floor of the building will be substantially completed by the end of the first quarter of 2015 and the 2<sup>nd</sup> floor of the building will be substantially completed by the end of the second quarter of 2015.

## **WO141021 Zoo Interchange Allocated Contingency**

During 2013, \$1,428,700 was deposited into the Zoo Interchange Allocated Contingency account. In May 2013, \$450,000 was used to provide additional financing to Project WO115 County Grounds Energy Conversion from We Energies Chilled Water to Independent Chiller. In August 2013, \$203,060 was used to provide financing to Project WO141062 Zoo Electrical and Communication Cables Relocation (\$94,860) and Project WO141072 Fleet Management O'Donnell Panels Relocation (\$108,200).

The current balance in the Zoo Interchange Allocated Contingency account is \$775,640. Approval of this appropriation transfer will reduce the balance to \$0.

A review of ongoing Zoo Interchange related projects was done to develop preliminary estimates for ongoing projects. Although one specific project (WP14301 Mitchell Greenhouse) may have a deficit of approximately \$100,000-\$200,000, surpluses in other Zoo Interchange related projects may be available to mitigate the potential deficit. Once more progress has been made on the projects, a subsequent review will be performed that will provide an updated projection that will determine the overall status of Zoo Interchange related projects.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 9, 2014.

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	<u>FROM</u>	<u>TO</u>
2) <u>WP27944-Maitland Park Walkways*</u>		
9706-Prof Serv Div Service		\$12,000
8527-Land Improvements (CAP)		\$63,000
 <u>WP27945-Pere Marquette Riverwalk*</u>		
8527-Land Improvements (CAP)		\$50,000
 <u>WP27906-King Park Walkways#</u>		
9706-Prof Serv Div Service		\$10,000
8527-Land Improvements (CAP)		\$80,000
 <u>WP27921-Baran Park Walkways#</u>		
9706-Prof Serv Div Service	\$45,833	
8527-Land Improvements (CAP)	\$4,167	
 <u>WP27916-Madison Park Walkways#</u>		
8527-Land Improvements (CAP)	\$40,000	
 <u>WP27907-Jackson Park Walkways#</u>		
9706-Land Improvements (CAP)	\$65,000	
 <u>WP27905-Lindsay Park Walkways#</u>		
8527-Land Improvements (CAP)	\$60,000	

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

An appropriation transfer of \$215,000 is requested Director of the Department of Administrative Services-Architecture, Engineering, and Environment Section and the Director of Parks, Recreation, & Culture to provide expenditure authority for WP27944-Maitland Park Walkways (\$75,000), WP27945-Pere Marquette Riverwalk (\$50,000), and additional expenditure authority for Project WP27906-King Park Walkway (\$90,000); Reduce expenditure authority by \$215,000 for Projects WP27921-Baran Park Walkway (\$50,000), WP27905-Lindsay Park Walkway (\$60,000), WP27907-Jackson Park Walkway (\$65,000), and WP27916-Madison Park Walkway (\$40,000).

Parks staff has indicated that walkways designated for replacement in the 2014 Capital Budget at Baran (WP27921), Lindsay (WP27905), Jackson (WP27907), and Madison Parks (WP27916) have been substantially completed and surplus funds have been identified in each of the listed parks. The requested appropriation transfer would re-allocate these surplus funds to the following projects:

WP27944-Maitland Park Walkways

This section of asphalt pathway is severely deteriorated and has numerous pot-holes and low-lying sections that would be addressed through this appropriation transfer. Parks staff has indicated that work will begin on this project in early November and substantial completion in spring of 2015.

WP27945-Pere Marquette Riverwalk

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The section of concrete pathway is located along the Milwaukee Riverwalk has significantly deteriorated including issues with the underlayment. This deterioration is causing a collapsing and crushing effect on the underlying drainage of the walkway. Parks staff has indicated that work will begin on this project in early November and substantial completion in spring of 2015.

## WP27906-King Park Walkways

The 2014 Capital Budget included an appropriation of \$356,900 for the replacement of 4,537 linear feet of walkway path. In addition, new skating elements were to be incorporated in to the walkway replacement design. Parks staff has indicated that the bids of this projects have come in over the original budgeted amount. Parks staff has indicated that this appropriation transfer would allow for the project to be completed with the inclusion of the skating elements. Parks staff has indicated that this project will be substantially complete by spring of 2015.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 9, 2014.

		<u>From</u>	<u>To</u>
3)	<u>WP28401 Clarke Square Playground #</u>		
6030	- Advertising	\$46	
6050	- Contract Per Services-Short	\$88	
6080	- Postage	\$500	
6146	- Prof Services/Major Maint.	\$24,960	
7930	- Printing	\$216	
9706	- Prof Div Services	\$10,320	
8527	- Land Improvements (CAP)	\$60,107	
	<u>WP28402 Clarke Square Park Improvements #</u>		
6030	- Advertising		\$46
6050	- Contract Per Services-Short		\$88
6080	- Postage		\$500
6146	- Prof Services/Major Maint.		\$24,960
7930	- Printing		\$216
9706	- Prof Div Services		\$10,320
8527	- Land Improvements (CAP)		\$60,107

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

A change in project scope is being requested by the Director of the Department of Parks, Recreation, and Culture and the Director of the Department of Administrative Services (DAS) to for Project WP28401 Clarke Square Playground.

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In July 2013, the Milwaukee County Board and County Executive approved Resolution 13-633 that authorized the reallocation of \$7.5 million of unspent bonds from previously approved capital projects and projects in the five year plan. Included in the reallocation was \$250,000 for Project WP28401 Clarke Square Playground. The project was to include the reconstruction of the existing class 3 special play environment and the removal and disposal/recycling of existing equipment. The new playground was to include surfacing, new play equipment, signs, bike racks, receptacles, benches, and PIPR surfacing. Site preparation was to include erosion control, stripping topsoil, grading, drainage systems, limestone base course, asphalt paths, shade tree planting, and turf restoration.

The replacement playground has been installed and the project was recently closed out with a surplus balance of \$96,238.

Recently, Journey House was awarded a \$50,000 grant from the Zilber Foundation to support the revitalization of Clarke Square Park as a safe, open space for children and families to congregate. The grant award states that the “funds will be used to make enhancements to the park for projects as agreed upon by the Clarke Square Neighborhood Association and the Milwaukee County Parks Department.”

The Parks Department is working with Journey House to develop an expended project scope that will provide additional improvements to Clarke Square Park. It is anticipated that Journey House will be providing the estimated \$50,000 contribution directly to the contractor(s) working on the project.

This appropriation transfer will expand the scope of the base project to allow the Parks Department to participate with the Zilber Foundation in partnership with Journey House, in providing upgrades to Clarke Square Park. All improvements done as part of the new expended project will be owned by the County.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 9, 2014.

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10-9-2014 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
D DEPARTMENTAL

## Action Required

Finance, Personnel and Audit Committee

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 2014 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>3700 – Office of the Comptroller</u>		
6148 – Professional Services Recurring Oper.		\$75,000
5199 – Salaries & Wages	\$69,669	
5312 – Social Sec	\$5,331	

The Office of the Comptroller requests the transfer of surplus salary funds of \$75,000 to provide for a contract with a consultant to develop an Enterprise Risk Management Assessment and for the purchase, installation and training for staff on a new software system.

The Audit division of the Office of the Comptroller is requesting the transfer of \$25,000, which when combined with an anticipated surplus of \$10,000 in Account 6148, will make available a total of \$35,000 for a contract with a consultant to develop an Enterprise Risk Management Assessment. Staffing vacancies have generated adequate salary surpluses to provide for the transfer.

In addition, the Comptroller requests the transfer of \$50,000 in additional surplus salary funds to provide for the purchase, installation and training for staff on a new software system to assist in the compilation of the Comprehensive Annual Financial Report. Staffing vacancies have generated adequate salary surpluses to provide for the transfer.

There is no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 9, 2014.

	<u>From</u>	<u>To</u>
2) <u>8000 – Department of Health &amp; Human Services</u>		
6148 – Professional Services - Recurring	\$500,000	
7729 – Other General Medical Supplies		\$500,000

A transfer of \$500,000 is requested by the Director, Department of Health and Human Services, to realign expenditures in Emergency Medical Services. As a part of a contract with area municipalities, Milwaukee County purchases medical supplies and provides them to paramedic entities within the County. These supplies are purchased by Milwaukee County directly, so expenditure authority is being transferred to the appropriate commodity account.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 9, 2014.

	<u>From</u>	<u>To</u>
3) <u>2000 – Combined Court Operations</u>		
7973 – Minor Office Equipment	\$330	
8551 – Machinery & Equip Repl		\$330

The Clerk of Circuit Court requests a fund transfer of \$330 to maintain sufficient funding in the operating capital account series for the purchase of a new copier.

The Clerk of Circuit Court has identified significant future cost savings by purchasing a new copier that will decrease maintenance and supply costs. It is anticipated that the cost of the copier will be recouped in under two years. The purchase price of the new copier is slightly larger than the available balance in the operating capital account series. The requested transfer would shift expenditure authority from commodities to operating capital to allow the Clerk of Circuit Court to purchase a more efficient copier and produce long-term savings.

Approval of this fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 9, 2014.

	<u>From</u>	<u>To</u>
4) <u>9000 – Parks, Recreation, and Culture</u>		
5199 – Salaries – Wages	\$200,000	
5318 – Unemployment	\$100,000	
9367 – Natural Gas		\$200,000
7666 – Resale Concessions Merchandise		\$75,000
6610 – Repairs/Maintain Building Structures		\$25,000

The Department of Parks, Recreation & Culture requests a transfer of un-used Payroll & Unemployment Funds to cover unexpected costs in Commodities and Services.

- Nature Gas - Extreme cold and snow this winter caused an overage
- Resale Concessions Merchandise - Additional food and beverage product was needed to support the new traveling beer garden
- Repairs/Maintain Building Structures – Funds are needed to continue repairs on buildings and structures

Savings on salaries and unemployment is due to Parks cutting back on seasonal personnel and holding open permanent positions.

Approval of this fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 9, 2014.

**2014 BUDGETED CONTINGENCY APPROPRIATION SUMMARY**

**UNALLOCATED CONTINGENCY ACCOUNT**

2014 Budgeted <b>Unallocated</b> Contingency Appropriation Budget	\$4,344,544
Approved Transfers from Budget through October 9, 2014	
Corporation Counsel Positions	\$ (57,428)
County Board Crosscharge Fix	\$ (84,030)
Comptroller Living Wage Positions	\$ (78,374)
Govt Affairs Constituent Services Rep	\$ 41,386
Corporation Counsel Transit Legal Services	\$ (50,000)
Corporation Counsel Litigation Reserve	\$ (285,000)
Risk Management - Workers Compensation	\$ (2,000,000)
Civil Service Legal Fees	\$ (20,000)
ATC Easement Proceeds	\$ 607,697
Fleet Parts & Services Winter Costs	\$ (405,000)
Fire Insurance Proceeds	\$ 3,500,000
Unallocated Contingency Balance October 9, 2014	<u>\$5,513,795</u>
Transfers from the Unallocated Contingency Pending in Finance, Personnel & Audit Committee through November 6, 2014	
Create Director of Emergency Management	\$ (17,232)
Total Transfers Pending in Finance, Personnel & Audit Committee	\$ -
<b>Net Balance</b>	<b>\$5,496,563</b>

**ALLOCATED CONTINGENCY ACCOUNT**

2014 Budgeted <b>Allocated</b> Contingency Appropriation Budget	\$3,314,130
Approved Transfers from Budget through October 9, 2014	
UWM Land Sale	\$ 3,750,000
Innovation Fund Allocation	\$ (3,750,000)
Sheriff Absconder Unit	\$ (338,130)
Allocated Contingency Balance October 9, 2014	<u>\$2,976,000</u>
Transfers from the Allocated Contingency Pending in Finance, Personnel & Audit Committee through November 6, 2014	
N/A	
Total Transfers Pending in Finance, Personnel & Audit Committee	\$ -
<b>Net Balance</b>	<b>\$ 2,976,000</b>