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From the Director Office of Performance, Strategy, and Budget requesting authorization to amend Section 56.02 of the Milwaukee County Code of General Ordinances for overtime and deficit reporting, by recommending adoption of the following:

A RESOLUTION/ORDINANCE

WHEREAS, 2021 Adopted Budget Amendment 1A042 requested that the Office of Performance, Strategy, and Budget, Department of Administrative Services (OPSB-DAS) review overtime reporting requirements; and

WHEREAS, departmental deficit reporting requirements are included in both ordinance and resolution; and

WHEREAS, departments are currently required to report on revenue deficits but there are no requirements to report on expenditure or overtime deficits; and

WHEREAS, discussion at the November 4, 2020, meeting of the Committee on Finance (Finance) indicated interest in OPSB-DAS reviewing departmental reporting requirements within the Milwaukee County Code of General Ordinances, and making recommendations to Finance; and

WHEREAS, OPSB-DAS consulted with the Office of the Comptroller to ensure that departmental reporting requirements are consistent with the Comptroller’s monthly year-end fiscal projections; and

WHEREAS, the Committee on Finance, at its meeting of April 15, 2021, recommended adoption of File No. 21-374 (vote 6-0); now, therefore,

BE IT RESOLVED, all existing departmental reporting requirements in resolution on surplus, deficit, and overtime are replaced by Chapter 56.02 of the Milwaukee County Code of General Ordinances (the Code); and

BE IT FURTHER RESOLVED, the Office of Performance, Strategy, and Budget, Department of Administrative Services, requests that the Milwaukee County Board of Supervisors amend Chapter 56.02 of the Code, by adopting the following:

39 **AN ORDINANCE**

40
41 The Milwaukee County Board of Supervisors does hereby ordain the following:

42
43 **SECTION 1. 56.02. - Actions resulting in reduction of revenue.**

- 44 (1) Each person in charge of any county office, department, agency, or any
45 nondepartmental account shall submit a written report to the county
46 executive, the committee on finance of the county board, the office of the
47 comptroller and the department of administrative services whenever such
48 person has reason to know or believe that a net deficit of ~~seventy-five~~
49 ~~thousand dollars (\$75,000.00) or more in any revenue account at least~~
50 ~~one hundred thousand dollars (\$100,000.00) or an overtime deficit of at~~
51 ~~least one million dollars (\$1,000,000.00)~~ will occur or is projected to
52 occur for the division of county government under the supervision of that
53 person. The report shall be submitted as soon as practicable, but shall not
54 exceed ten (10) working days from the earliest date that such person first has
55 reason to believe or know of the ~~reduction of~~ anticipated revenue deficit.
56 Such report shall include the reasons for the anticipated revenue deficit, as
57 well as a recommended plan of action or alternatives to offset such deficit. A
58 follow-up report shall be submitted approximately (3) months after the
59 initial report and shall include the status of the deficit and any changes
60 to the plan of action to offset the deficit.
61
- 62 (2) The office of the comptroller shall report on a monthly basis on the financial
63 condition of the county, which report shall identify all major variances from the
64 adopted budget on a department-by-department basis, including any revenue
65 deficits reported under section 56.02(1) and shall include the condition of
66 each of the county's funds and the claims payable from the funds and shall
67 also include an estimate of the receipts and disbursements for the current
68 fiscal year.
69
- 70 (3) The county executive is authorized to request and develop a corrective action
71 plan to address any such reported deficits if it is determined that timely action
72 is necessary. If such a situation should occur, the corrective action plan shall
73 be reported to the committee on finance and the county board in time for their
74 next regularly scheduled meetings for approval prior to implementation.
75
- 76 (4) The department of administration, with assistance from the office of the
77 comptroller, shall monitor, on a timely basis, all departmental operating
78 statements during the fiscal year, for the purpose of identifying potential fiscal
79 problems including projected revenue deficits. The department shall report all
80 potential fiscal problems to the responsible department administrator.
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(5) After the close of each fiscal year, the office of the comptroller shall prepare a report regarding the surplus/deficit from operations for the county, including a detail breakdown showing the surplus/deficit in both appropriations and revenues for each county department. Such report shall be submitted to the county executive, county board, and to all responsible department administrators. After receipt of the report, those responsible department administrators indicated as incurring a net ~~revenue deficit of seventy-five thousand dollars (\$75,000.00)~~ **one hundred thousand dollars (\$100,000.00)** or more shall, within ten (10) working days, respond in writing to the county executive, committee on finance and the department as to why the revenue deficit occurred. ~~However, in those cases where an appropriation surplus offsets the revenue deficit, department administrators are not required to respond regarding the revenue deficit.~~

SECTION 2. The provisions of this ordinance shall become effective upon passage and publication.

srb
04/15/2021
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