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Fiscal Year 2017

2-1-18 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
A DEPARTMENTAL

Action Required

Finance and Audit Committee

WHEREAS, department requests for transfers within their own accounts have been received by the Department of Administrative Services, Office of Performance, Strategy and Budget, 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 2017 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>1090 – Office on African American Affairs</u>		
6149 – Prof. Serv.-Nonrecur Oper	\$84,580	
7999 – Sundry Materials & Supplies	\$40,000	
8588 – OTH Capital Outlay-(EXP)		\$124,580

A 2017 appropriation transfer of \$124,580 is requested by the Director of the Office on African American Affairs (OAAA) to create budget authority for relocating the OAAA office and personnel from the County Executive’s office suite to a new space. The office is now in the process of identifying and securing office space in the community in order to provide accessibility to resident/stakeholders.

This transfer moves funds from commodities and service line items to the 8588 OTH Capital Outlay line item in order for facilities to provide furniture, workstations and other necessary improvements to a potential office space in order to make it functional for the various needs of the office.

There is no tax levy impact from this transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 21, 2017

2)		<u>From</u>	<u>To</u>
	<u>8000 – Department of Health and Human Services</u>		
	6999 – Sundry Services		\$1,000
	0755 – Reserve Imprest Fund	\$1,000	

Per Resolution File No. 17-786 adopted by the County Board in December, the Department of Administrative Services is authorized to process an appropriation fund transfer reducing the expenditure authority for DHHS' imprest fund related to the Growing Opportunities (GO) Pass Program from \$2,000 to \$1,000. The \$1,000 in GO Pass imprest funds would go back to low org 8361 - Disability Resource Center.

The fund was originally created in May 2017 per Resolution File No. 17-382. After operating the program over the last several months, GO Pass staff determined that an imprest fund of \$2,000 was too high and requested that the amount available be reduced to \$1,000.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 21, 2017

2-1-18 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS

B Departmental Receipt of Revenue

Action Required

Finance and Audit Committee
2/3 County Board

WHEREAS, department requests for transfers within their own accounts have been received by the Department of Administrative Services, Office of Performance, Strategy and Budget, 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 2017 appropriations of the respective listed departments:

1)		<u>From</u>	<u>To</u>
	<u>7900 – Department on Aging</u>		
	7300 – Food & Other Provisions		\$30,333
	2699 – Other Federal Grants	\$30,333	

A transfer of \$30,333 is requested to increase and realign grant revenues and expenditures within Department on Aging.

Pursuant to County Board resolutions File No. 16-724 approved on December 15, 2016, the County Executive is authorized to carry out the Department on Aging's 2017 State and County Contract covering the administration of social services and community programs-Aging programs. The resolution authorizes the County Executive to accept federal and state revenues including any and all increases in allocations during the contract year.

This transfer reflects an increase of \$30,333 in Nutrition Services Incentive Program (NSIP) revenue, completely offset by an increase in Food and Other Provisions expenditures for the Elderly Nutrition Program catering services.

Department on Aging serves as the designated Area Agency on Aging in Milwaukee County and manages available resources to finance a wide range of functions designed to assist older persons in leading independent, meaningful and dignified lives in their own homes and communities for as long as possible. The Nutrition Program targets older adults who have the greatest economic and social need. The program serves nutritious, wholesome, safe and good quality food with the intent to prevent malnutrition.

This fund transfer has no tax levy impact.

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2)		<u>From</u>	<u>To</u>
	<u>4000 - Sheriff</u>		
	7935 – Law Enforcement Supplies		\$4,000
	2699 – Federal Revenue	\$4,000	

This transfer seeks to recognize Homeland Security funding in the amount of \$4,000 and establish expenditure authority of \$4,000. This grant is 100% Federal funding.

On October 16, 2017, the Office of the Sheriff received notification from the State of Wisconsin Department of Military Affairs that it has been awarded a Homeland Security Program Grant Award for Homeland Security-WEM/HS Alert Ballistic Shields 2017. Grant # 2017-HSW-02A-10936.

The grant is to be used for ALERT SWAT teams to purchase a Level 4 rifle protected Ballistic Shield. The grant is required to be expended between November 1, 2017 and January 31, 2018. There is no local match required.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 21, 2017

3)		<u>From</u>	<u>To</u>
	<u>4000 - Sheriff</u>		
	7935 – Law Enforcement Supplies		\$3,344
	2699 – Federal Revenue	\$3,344	

This transfer seeks to recognize Homeland Security funding in the amount of \$3,344 and establish expenditure authority of \$3,344. This grant is 100% Federal funding.

On October 18, 2017, the Office of the Sheriff received notification from the State of Wisconsin Department of Military Affairs that it has been awarded a Homeland Security Program Grant Award for Homeland Security-WEM/HS ALERT Tactical Audio Kit 2015. Grant # 2015-HSW-02A-10959.

The grant is to be used for ALERT SWAT teams to purchase a device referred to as the Tactical Audio Kit (TAK) from Daniel Technologies, Inc.

The grant is required to be expended between November 1, 2017 and January 31, 2018. There is no local match required.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 21, 2017

2-1-18 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
C INTER- DEPARTMENTAL

Action Required
Finance and Audit Committee
Majority County Board

WHEREAS, department requests for transfers between separate departmental accounts have been received by the Department of Administration, 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 Administration, is hereby authorized to make the following transfers in the 2017 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>1940 – County Wide Non-Departmental</u>		
1850 – Earnings on Investment (BUD)	\$1,606,440	
<u>1900 – Revenue Non-Departmental</u>		
1850 – Earnings on Investment (BUD)		\$1,606,440

In the 2017 Adopted Budget object 1850, Earnings on Investment (BUD) was placed in low org.1989-Investment Management Fees. In Prior years, this object was budgeted in low org 1992-Earnings on Investment. This transfer moves the budget to reflect where the actuals have been placed in 2017 and aligns with historical records.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 21, 2017.

2-1-18 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
D CAPITAL IMPROVEMENTS

Action Required

Finance and Audit Committee
Majority County Board

WHEREAS, your committee has received from the Department of Administrative Services, Fiscal Affairs, departmental requests for transfer to the 2017 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 2017 capital improvement appropriations:

1)	<u>From</u>	<u>To</u>
<u>WP63201-Washington Park Multi-Use Field</u>		
8527	– Land Improvements (CAP)	\$75,000
9706	– Pro Serv Div Services	\$15,000
<u>WP60301-Smith Pavilion Wall Imp/Maint</u>		
8509	– Other Building Improvements (CAP)	\$90,000

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

A 2017 appropriation transfer of \$90,000 is requested by the (interim) Director of Parks, Recreation and Culture and the Director of the Department of Administrative Services AE&ES to add expenditure authority of \$90,000 to WP632 Washington Park Multi-Use Field. Expenditure authority is requested to be transferred from surplus funding in WP603 Smith Pavilion Wall Imp/Maint.

The 2016 Adopted Capital Improvements Budget provided an appropriation of \$210,000 in tax levy for Capital Improvement Project WP61701- Washington Park West Baseball Field. In April of 2017, File No 17-264 was approved by the County Board to transfer funding to finance Multi-Use Soccer Field Upgrades (File No 17-264). The original appropriation was intended to make improvements to the existing baseball field. When the project scope was changed and the funds were transferred, the goal was to be able to complete the soccer field improvements with the originally appropriated funds.

The soccer field improvement project was structured in two parts: Contract 1- Baseball Infrastructure Demolition and Contract 2 -Site Grading and Turf Restoration. Contract 1 included the removal of field lighting, asphalt pavement, and fencing. Contract 2 included minor storm sewer improvements, re-grading the site to create one large playing surface and re-establishing turf grass for the soccer fields.

The project was bid in July with Contract 1 receiving only one bid and Contract 2 initially receiving zero bids. After extending the bid date by a week 1, Contract 2 received three bids, ranging from \$192,000- \$377,000. Contract 1 was awarded in August and the work was completed in September. Contract 2 was not awarded due to insufficient funds. There are still issues associated with the uneven field surfaces left from the old baseball fields, restricting the total area that is suitable as a soccer field playing

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surface. There are also existing manholes and drain inlets within the playing area that need to be addressed to reduce tripping and slipping hazards.

The estimated cost to complete Contract 2 is approximately \$220,000. The remaining project budget is approximately \$130,000, requiring a fund transfer request of \$90,000. Rebidding the project early in the year should increase interest from contractors resulting in more competitive bidding. The total area involved is approximately eight acres. Additional funding would provide for a competitive, sustainable multi-use recreation fields at Washington Park.

Surplus funding is being requested from substantially completed capital project WP603 Smith Pavilion Wall Improv/Maint.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DEC 21, 2017

2)		<u>From</u>	<u>To</u>
	<u>WP17218 - MLK Community Center Roof Replacement</u>		
	8527 – Land Improvements (CAP)		\$30,590
	<u>WP36802 - Greenfield Pavilion Roof</u>		
	8509 – Other Building Improvement (CAP)	\$25,000	
	9706 – Pro Serv Div Services	\$5,590	

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

A 2017 appropriation transfer of \$30,590 is requested by the (interim) Director of Parks, Recreation and Culture and the Director of the Department of Administrative Services AE&ES to add expenditure authority of \$30,590 to WP17218 - MLK-Skylight Replacement project. Expenditure authority is requested to be transferred from surplus funding in WP36802- Greenfield Pavilion Roof project. The Greenfield Pavilion Roof Project was financed by 2015A general obligation bonds.

Bids were received on November 15, 2017 for the Martin Luther King - Skylight Replacement project, with the apparent low bid of \$183,563. The current funds available in the MLK – Skylight Replacement project budget is \$167,662. To reconcile the project budget deficit, future budget shortfall, and award a construction contract to the apparent low bidder AE&ES requests a fund transfer. This fund transfer will alleviate the shortfall of 1) the difference between the bid and funds currently available; 2) future field coordinator hours needed; 3) future construction observation required by the project manager.

The Greenfield Pavilion Roof project (WP36802) is now complete and funds are available.

This fund transfer has no tax levy impact.

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3)		<u>From</u>	<u>To</u>
	<u>WP620-Wahl Park Pavilion Improvement</u>		
	8502 – Major Maint Bldg – (EXP)		\$26,480
	<u>WP603 – Smith Pavilion Wall Imp/ Maint</u>		
	6146 – Prof. Serv – Cap/ Major Maint	\$6,480	
	8509 – Other Building Improvements – (CAP)	\$20,000	

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

A 2017 appropriation transfer of \$26,480 is requested by the (interim) Director of Parks, Recreation and Culture and the Director of the Department of Administrative Services AE&ES to add expenditure authority of \$26,480 to WP620-Wahl Park Pavilion project. Expenditure authority is requested to be transferred from surplus funding in WP603-Smith Park Pavilion Imp/Maint project.

Bids were received on November 15, 2017 for the Wahl Park Pavilion project, with the apparent low bid of \$162,193. The current funds available in the Wahl Park Pavilion project budget is \$148,689. To reconcile the project budget deficit, future budget shortfall, and award a construction contract to the apparent low bidder AE&ES requests a fund transfer. This fund transfer will alleviate the shortfall of 1) the difference between the bid and funds currently available; 2) future field coordinator hours needed; 3) future construction observation required by the project manager.

The Smith Park Pavilion Imp/Maint project (WP603) is now complete and funds are available. This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 21, 2017

2017 BUDGETED CONTINGENCY APPROPRIATION SUMMARY	
UNALLOCATED CONTINGENCY ACCOUNT	
2017 Budgeted Unallocated Contingency Appropriation Budget	\$5,138,755
Approved Transfers from Budget through December 26, 2017	
Kinnickinnic Maintenance Bay/Bus Replacement Program	(\$266,114)
CB Resolution 17-483	\$149,303
Litigation Reserve Refill	(\$398,000)
KK Maintenance Garage Repairs	(\$300,000)
File 17-705	\$609,740
Unallocated Contingency Balance December 26, 2017	<u>\$4,933,684</u>
Transfers from the Unallocated Contingency Pending in Finance and Audit Committee through December 26, 2017	
Total Transfers Pending in Finance and Audit Committee	<u>\$0</u>
Net Balance	\$4,933,684
ALLOCATED CONTINGENCY ACCOUNT	
2017 Budgeted Allocated Contingency Appropriation Budget	\$4,716,212
\$1,000,000 Lead Abatement Pilot Grant Program	
\$300,000 Office of African American Affairs	
\$70,000 Chapter 111 Minimum Wage Ordinance	
\$2,530,862 To Consider Departmental Requests to Create Positions (1A045) Salary and Social Security Only	
\$665,350 Active Fringe Associated with 1A045 Positions	
\$150,000 WPS Workgroup	
Approved Transfers from Budget through December 26, 2017	
1A045 December 2016 Cycle Position Creates (Zoo, DHHS)	(\$161,836)
1A045 April 2017 Cycle Position Creates (DA)	(\$210,588)
WPS Workgroup	(\$150,000)
1A042 July OAAA Operating Dollars (File 17-493A)	(\$55,000)
1A042 July OAAA Operating Dollars (File 17-513)	(\$38,645)
1A042 July OAAA Operating Dollars (File 17-493B)	(\$206,355)
Allocated Contingency Balance December 26, 2017	<u>\$3,893,788</u>
Transfers from the Allocated Contingency Pending in Finance and Audit Committee through December 26, 2017	
Total Transfers Pending in Finance, Personnel & Audit Committee	<u>\$0</u>
Net Balance	\$3,893,788