

Action Required
Finance and Audit Committee

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 2019 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>4500 – District Attorney</u>		
5199 – Salaries-Wages Budget	\$300,000	
6040 – Membership Dues		\$65,000
7910 – Office Supplies		\$16,000
7915 – Computer Software		\$55,000
7924 – Employee Wearing Apparel		\$1,000
7973 – Minor Office Equipment		\$55,500
7977 – Minor DP Equipment		\$20,000
7999 – Sundry Materials and Supplies		\$5,500
8557 – Computer Equipment New > \$500		\$82,000

The District Attorney’s Office conservatively projects it will have a surplus of over \$500,000 this year. This surplus is largely based on vacancy and turnover. As a result, the District Attorney’s Office has a surplus in the salaries and fringe accounts. With this request, the office seeks to transfer a portion of the Personal Services surplus to the Commodities/Services appropriation and the Capital Outlays appropriation in an amount of \$300,000. These funds will then be applied to address certain needs perceived to be critical.

Bar Dues for Prosecutors; Membership Fees We request that \$65,000 be transferred to Account 6040 to pay for the reimbursement of certain membership fees, principally the Bar Dues and Assessments of Milwaukee County prosecutors, who are state employees.

We make this request to take a small step toward being competitive with other governmental agencies, which offer this benefit. For example, Washington County and Ozaukee County both pay their prosecutors’ bar dues. Likewise, the City of Milwaukee and the County of Milwaukee pay this benefit for their employee-attorneys.

Since the beginning of this year, we have lost 13.25% (16) of our 121.5¹ FTE prosecutors to mid-career job changes. Of that number, fully 75% (12) left for jobs in other government offices; only one of those departures was for a federal position. In fact, surprisingly, about one-third of the sixteen (5) left to serve as state prosecutors in District Attorney offices in other counties without any change in salary.

Electronic Discovery Project: We request that \$87,500 from our projected surplus be transferred as follows: \$47,500 to Account 8557 and \$40,000 to Account 7915. This transfer will fund the electronic discovery project in process within our office allowing the acquisition of (1) file servers to host the electronic discovery materials; and (2) supporting software. The District Attorney’s Office, as part of its daily function, must reproduce investigative materials as part of so

¹ This is the number of FTE state prosecutors as of September 30, 2019. After that date, certain grant positions were either lost or added. Additionally, as a result of Governor Tony Evers budget amendments, our office recently received three new prosecutor positions. See footnote 2.

called “criminal discovery.” We must supply criminal defense attorneys with copies of all investigative materials. This requires reproducing paper copies of police reports and “burning” computer disks with digital investigative materials such as body camera footage. In 2018, we spent \$28,364 on standard letter sized paper and \$16,560 on computer disks. We conservatively estimate that one-half of 2018 paper purchases related to the printing of police reports for our files and for so-called criminal discovery, a total of \$14,182. We conservatively estimate that one-half of 2018 disk purchases were related to investigative records for either our files or for criminal discovery, a total of \$8,280. Stated another way, as a result of this one-time expenditure of \$87,500, we expect to dramatically reduce our annual expenses by an amount of about \$22,462 for the copying/reproduction of investigative materials for our files and for criminal discovery. This one-time expenditure of funds will likely pay for itself in about four years.

Technology for County Employees: We request that the sum of \$32,515 be transferred as follows: \$13,650 to Account 8557; \$16,365 to Account 7977 and \$2,500 to Account 7915. Under an agreement with the State of Wisconsin, the Department of Administration provides a laptop computer for each prosecutor in the Milwaukee County District Attorney’s Office. The state will upgrade county employee computers under this agreement, but it presently considers monitors to be commodity items and will not provide monitor replacements or upgrades for either county or state employees. Similarly, the state will not provide certain accessory items for county staff, like Blu-ray burners and duplicators, essential for producing criminal discovery. About half of this requested transfer is intended to fund such purchases. The balance is intended to provide either county employees or office interns (who are either volunteers or work study students) with a total of seven laptop computers. Four laptops are intended for investigators or supervisors who need the mobility of a laptop computing in addition to their stationary desktop computer. Three are intended for work study or volunteer interns who need – but do not have – access to a computer to perform their job function. Interns work in multiple areas of our office, *e.g.*, with our IT department, with our Victim Witness staff and within the prosecution units of the office. Paid work study and volunteer interns make a substantial contribution to our productivity. Between January 1, 2019 and May 31, 2019, paid work study interns worked a total of 4,080 hours (about the equivalent of two full-time positions), and from January 1, 2019 to date, in the Victim Witness area alone, volunteer interns worked over sixteen hundred hours (the rough equivalent of a full-time position). Presently, our interns “wait” for a computer to become available by virtue of the temporary absence of another staff member. With this fund transfer, we hope to make computers more accessible to our interns and thereby make them more productive.

Trial Presentation Equipment: the DA requests that \$33,985 be transferred as follows: \$12,500 to Account 7915; \$3,635 to Account 7977 and \$17,850 to Account 8557. Milwaukee County courts do not provide equipment to support the presentation of evidence to either juries or judges. Nonetheless, jurors and judges have come to expect that trials and hearings will be aided by digitally-assisted presentations. The full range of cases handled by our office – whether child welfare cases, white collar crimes, sexual assaults, robberies or homicides – can involve multiple types of evidence best presented in a digital format, enlarged for the jury to see first-hand in real-trial-time. These evidentiary items include documents, videos, audio recordings, text messages and photos. This transfer is requested to fund the enhancement of technology for trial presentations. It is a request for essential courtroom tools. Transferred funds will be used to increase our “fleet” of large screen televisions by a total of five units, including related items such as TV carts. Document cameras, allowing jurors to follow evidence as it is being presented, are included in the request. The transfer will also support the acquisition of four robust computers and related software to be shared among 124.5² FTE prosecutors in Milwaukee County. These higher-powered computers will be dedicated for use in the courtroom for presentation of evidence to judges and juries. Purchased by the federal High Intensity Drug Trafficking Area (HIDTA) office years ago, the trial presentation software, Sanction, formerly used by our office is now outdated. It will be replaced by current, popular trial presentation software such as Trial Director 360 or On Cue. We also intend to acquire licensing for Adobe Pro Premiere, allowing for the creation and editing of evidentiary videos.

Witness Protection / Investigations. We request that the sum of \$4,000 be transferred as follows: \$3,000 to Account 8557 and \$1,000 to Account 7924. This transfer is requested (1) to fund Crisis Response apparel; and (2) to fund a fiber link between the Milwaukee County District Attorney Investigators and the Milwaukee Police Department. The fiber link will allow the investigators to access the Milwaukee Police Department records management system, giving them access to police reports for the purpose of witness protection and general investigations.

² This is the number of FTE state prosecutors we anticipate in 2020 after addition of certain grant and state funded prosecutor positions. As of September 30, 2019, the number of FTE state prosecutors was 121.5.

Office Equipment and Furniture. For office equipment and supplies, we request that the sum of \$55,500 be transferred to Account 7973; that \$16,000 be transferred to Account 7910; and that \$5,500 be transferred to Account 7999. In substantial part, this transfer is intended to fund the replacement of very old – and in some cases dangerously unstable – office chairs. This requested transfer will also fund standing desks, storage units, mail carts and general office supplies.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

2)		<u>From</u>	<u>To</u>
	<u>4800 – Office of Emergency Management</u>		
	6148 – Prof. Serv-Recurring Operations	\$26,000	
	5201 – Overtime		\$26,000

The Director of the Office of Emergency Management is requesting a transfer of funds from 4841-Administration to 4801-Communications for unbudgeted overtime of 911 Dispatchers due to unanticipated vacancies of five personnel, plus FMLA absences and required training time to bring new Dispatchers on board.

The Director of the Office of Emergency Management is requesting a fund transfer of \$26,000 from the Professional Services Recurring Operations account to the Communications Overtime account.

The fund transfer increases expenditures of \$26,000 within the Personal Services section and decreases expenditures of \$26,000 within the Professional Services section for no tax levy impact.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

3)		<u>From</u>	<u>To</u>
	<u>1090 – Office of African American Affairs</u>		
	5199 – Salaries- Wages	\$29,000	
	6050 – Contract Personnel Services		\$23,000
	6149 – Professional Services Non- Recurring		\$6,000

A \$29,000 appropriation transfer is requested by Director of Office on African American Affairs, due to a vacant position as a result of attrition, to provide additional expenditure authority to allow the department to continue working with a temporary staffing agency to assist with office functions through 2019-year end. This position assists with logistical pieces of training and day-to-day office needs. The remaining funds will be used to secure and implement additional racial equity training; providing train-the-trainer services to Milwaukee County employees later this year.

The available surplus in 5199-Salaries is due to a vacant position. The Director is anticipating filling this position in early January 2020.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

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Fiscal Year 2019

12-19-19 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
B DEPARTMENTAL/ OTHER CHARGES

Action Required

Finance and Audit Committee
Majority 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 2019 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>9000 – Parks, Recreation, and Culture</u>		
5199 – Seasonal Labor	\$10,000	
6620 – Repair & Maintenance of Grounds		\$10,000

The Department of Parks, Recreation & Culture requests the modification of an existing expenditure budget within the Parks Expendable Trust Fund for 2019.

This fund transfer request is for the maintenance and care of the Voight Trial Gardens located at Boerner Botanical Gardens. The original budget request designated some funding for seasonal labor to maintain the Garden. It has since been determined that fencing is the priority for 2019 and all resources are need for commodities this year. All seasonal labor will be funded from the Parks operating fund.

Trust Funds are to be used for various trust compliant expenses that enhance or improve our Parks system. All expenditures follow the restrictions applicable to each respective trust account in accordance with the Donor intent or written trust agreement. Any unused funds revert to the corresponding Trust accounts at year end in accordance with trust restrictions to retain their purpose and availability for future years. All the trusts are fully funded and have no impact on the County tax levy.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

12-19-19 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
C DEPARTMENTAL RECEIPT OF REVENUE

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 2019 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>5100 – DOT Highway Maintenance</u>		
5199 – Salaries- Wages	\$200,000	
7105 – Asphalt and Tar		\$80,000
7115 – Cement Lime and Mortar		\$40,000
7820 – Gasoline		\$80,000

An appropriation transfer of \$200,000 is being requested by the Director of Transportation to increase state revenue and expenditure authority in the commodities and services appropriation unit.

Several projects were requested by WisDOT in 2019 that were not known when the budget was formulated. While these projects were fully funded by WisDOT, they also reduced the available expenditure authority within the Highway Division. As a result, current projections allow for very little margin in the event of a heavy winter.

Approval of this transfer will provide Highway with additional expenditure authority to continue to purchase road maintenance and repair materials.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

2)	<u>From</u>	<u>To</u>
<u>9000 – Parks, Recreation, and Culture</u>		
4930 - Gifts and Donations	\$4,000	
4999 - Other Miscellaneous Revenue	\$5,000	
7018 - Other Agricultural Botanical Supplies		\$4,000
5199 - Salaries – Wages		\$5,000

The Department of Parks, Recreation & Culture requests budget adjustments for the inclusion of grants and gifts received during 2019. A gift of \$4,000 was received to be used to purchase and plant trees in Kosciuzko Park. Parks also received funding of \$5,000 from the Greater Milwaukee Foundation to cover the cost of an internship for the citizen science program.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

12-19-19 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
D CAPITAL IMPROVEMENT- RECEIPT OF REVENUE

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, 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 2019 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>WA26901 GMIA – Terminal Fire Alarm System Replacement #</u>		
4707	– Contribution from Reserves	\$939,350
4901	– Passenger Facility Charges	\$939,350

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

An appropriation transfer of \$939,350 is requested by the Director of Transportation and the Airport Director. The transfer will change the local share for the project from Passenger Facility Charge (“PFC”) revenue to the Airport Development Fund – Depreciation (“ADFD”) account.

The 2019 Adopted Budget included an appropriation of \$939,350 for the planning and design phase of Project WA26901 – GMIA Terminal Fire Alarm System Replacement. The scope of the project includes the complete upgrade and replacement of the building fire alarm system at GMIA. The work includes the replacement of aging and obsolete panels with current technology, replacement of detection and annunciation devices that are more than five years old, replacement of inter-panel communications method to digital fiber optic techniques and the upgrade of all audio transmission protocols to digital systems. The scope also includes the addition of areas of the airport that currently do not have voice communication to occupants. Financing was to be provided from PFC revenue. Due to construction moving out to 2022 from 2020, design is no longer eligible for PFC use. Construction is being moved out to 2022 in order to complete design so that a final FAA PFC eligibility percentage can be determined prior to construction.

It is anticipated that the construction phase of the project will be requested for the 2022 budget. The current construction estimate is approximately \$7.5 million. The financing for the construction phase of the project is anticipated to be provided from PFCs (75%) and the ineligible portion is anticipated to be financed with the ADFD funds.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

2)	<u>From</u>	<u>To</u>
<u>WA26301 GMIA Howell Tunnel Rehabilitation #</u>		
4901 – Passenger Facility Charge Revenue		\$332,971
4707 – Contribution from Reserves	\$332,971	
<u>WA26401 GMIA Taxiway E&F Pavement Rehabilitation #</u>		
4901 – Passenger Facility Charge Revenue		\$380,801
4707 – Contribution from Reserves	\$380,801	
<u>WA26701 GMIA Taxiway P Pavement Rehabilitation #</u>		
4901 – Passenger Facility Charge Revenue		\$60,126
4707 – Contribution from Reserves	\$60,126	

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

An appropriation transfer of \$773,898 is requested by the Director of Transportation and the Airport Director. The transfer will modify the revenue authority for the local share of projects WA263 – GMIA Howell Tunnel Rehabilitation, WA264 – GMIA Taxiways E&F Pavement Rehabilitation and WA267 – GMIA Taxiway P Pavement Rehabilitation from Passenger Facility Charges (“PFC”) to Airport Development Fund (“ADF”).

The transfer is necessary to fund the Airport's local share for these projects until PFC Application Number 18, which includes these projects, is submitted to and approved by the Federal Aviation Administration (FAA). Once FAA approval of PFC Application Number 18 occurs, an additional appropriation transfer request will be submitted to reimburse the ADF reserve revenue with PFC revenue.

For background information purposes, the FAA requires that in order to issue a new PFC at a \$4.50 per passenger collection rate, all previous PFC applications must be amended up to \$4.50. The Airport received FAA approval and existing PFC Application Numbers 14, 15, 16, and 17 were amended to the \$4.50 collection rate in August 2019. PFC Application Number 18 is the next new application the Airport intends to submit to the FAA for approval. The Airport intends to submit a draft of PFC Application Number 18 to the FAA by late 2019/early 2020. It is anticipated that the final draft will be submitted prior to the end of Q3 2020 and final approval will occur in Q4 2020.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

3)	<u>From</u>	<u>To</u>
<u>WA27101 Replacement of Jet Bridges – 2019 #</u>		
4901 – Passenger Facility Charge Revenue		\$2,280,056
4707 – Contribution from Reserves	\$2,280,056	

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

An appropriation transfer of \$2,280,056 is requested by the Director of Transportation and the Airport Director. The transfer will modify the revenue authority for the local share of Project WA27101 Replacement of Jet Bridges – 2019 from Passenger Facility Charges (“PFC”) to Airport Development Fund (“ADF”).

The 2019 Adopted Budget included an appropriation of \$2,280,056 for the replacement of three passenger loading bridges (Gates D48, D41, and D45). The scope included the purchase and installation of the passenger loading bridges, electrical and security improvements to each gate location and concrete foundation repair work as needed. The passenger loading bridges will have ground power and pre-conditioned air features, enabling the docked aircraft to completely power down thereby reducing air emissions and noise. Financing was anticipated to be provided from PFCs.

The transfer is necessary to fund the Airport's local share for these projects until PFC Application Number 18, which includes these projects, is submitted to and approved by the Federal Aviation Administration (FAA). Once FAA approval of PFC Application Number 18 occurs, an additional appropriation transfer request will be submitted to reimburse the ADF reserve revenue with PFC revenue.

For background information purposes, the FAA requires that in order to issue a new PFC at a \$4.50 per passenger collection rate, all previous PFC applications must be amended up to \$4.50. The Airport received FAA approval and existing PFC Application Numbers 14, 15, 16, and 17 were amended to the \$4.50 collection rate in August 2019. PFC Application Number 18 is the next new application the Airport intends to submit to the FAA for approval. The Airport intends to submit a draft of PFC Application Number 18 to the FAA by late 2019/early 2020. It is anticipated that the final draft will be submitted prior to the end of Q3 2020 and final approval will occur in Q4 2020.

There is separate appropriation transfer request being submitted this cycle that will move expenditure and revenue budget from Project WA243 Replacement of Jet Bridges – 2018 and Project WA213 Replacement of Jet Bridges - 2019 to WA271. The combined number of Passenger Loading Bridges that were anticipated to be replaced with the 2017-2019 appropriations was nine. There have been four PLBs installed and existing remaining expenditure authority is anticipated to provide sufficient expenditure authority for three bridges bringing the total replaced to seven. Additional future appropriations will need to be provided in order to replace the remaining two bridges.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

4)	<u>From</u>	<u>To</u>
<u>WA24301 Replacement of Jet Bridges – 2018 #</u>		
6030 – Advertising	\$187	
6050 – Contract Pers Serv Short	\$923	
6080 – Postage	\$500	
6146 – Prof Serve Cap/Major Mtce	\$923	
7930 – Photo, Printing, Binding	\$468	
8552 – Machine & Equipment New > \$2500	\$553,096	
9706 – Prof Div Services	\$79,805	
2299 – Other State Grants and Reimbursements		\$453
2699 – Other Federal Grants and Reimbursements		\$2,718
4707 – Contribution From Reserves		\$632,731
<u>WA27101 Replacement of Jet Bridges – 2019 #</u>		
8509 – Other Bldg Improvement – (Cap)		\$635,902
4707 – Contribution From Reserves	\$635,902	

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

An appropriation transfer of \$635,902 is requested by the Director of Transportation and the Airport Director. The transfer will move the remaining budgeted revenues and expenditures from WA24301 GMIA Jet Bridge Replacement – 2018 to WA27101 GMIA Jet Bridge Replacement – 2019.

The 2018 Adopted Budget included an appropriation of \$1,545,318 for the replacement of three passengers loading bridges. Financing was anticipated to be provided from Passenger Facility Charge (“PFC”) revenue. A May 2018 appropriation transfer was approved that changed the financing source from PFC revenue to the Airport Development Fund (“ADF”). The financing for the project was changed pending the approval of PFC application 18. It was anticipated that PFC 18 was going to be submitted in Q4 2018 and approved by the end of 2019. Additional time for the FAA to review drafts of the PFC application 18 has resulted in a delay of the submission of the final PFC application 18 and final

FAA approval. It is now anticipated that the final draft will be submitted prior to the end of Q3 2020 and final approval will occur in Q4 2020.

During 2018, one passenger loading bridge was replaced at Gate 35. The remaining funds in Project WA24301 are requested to be transferred to Project WA27101 GMIA Jet Bridge Replacement – 2019.

The 2019 Adopted Budget included an appropriation of \$2,280,056 for Project WA27101 Replacement of Jet Bridges – 2019. The scope of Project WA27101 includes the replacement of three passenger loading bridges (Gates D48, D41, and D45). The scope included the purchase and installation of the passenger loading bridges, electrical and security improvements to each gate location and concrete foundation repair work as needed. The passenger loading bridges will have ground power and pre-conditioned air features, enabling the docked aircraft to completely power down thereby reducing air emissions and noise.

Both capital projects are part of the PFC Application Number 18 request to be submitted to the FAA and the local share will ultimately be funded with PFC monies. The FAA requires that in order to issue a new PFC at \$4.50 per passenger collection rate, all previous PFC applications must be amended up to \$4.50. The Airport received FAA approval and existing PFC Application Numbers 14, 15, 16, and 17 were amended to the \$4.50 collection rate in August 2019. PFC Application Number 18 is the next new application the Airport intends to submit to the FAA for approval. The Airport intends to submit a draft of the PFC Application Number 18 to the FAA by late 2019/early 2020. It is now anticipated that the final draft will be submitted prior to the end of Q3 2020 and final approval will occur in Q4 2020.

An additional appropriation transfer will be necessary once PFC 18 is approved to reimburse the ADF reserve for the local share cost of the project.

This appropriation transfer request will align and approved funds under one project (WA27101) for jet bridge replacements funds are being transferred from Project WA24301. The additional funds are required in Project WA27101 so that the three PLBs identified in the 2019 Adopted Budget can be purchased and installed.

There is a separate appropriation transfer request being submitted this cycle that will similarly move expenditure and revenue budget from Project WA21301 Replacement of Jet Bridges - 2018 to Project WA27101. The combined number of Passenger Loading Bridges that were anticipated to be replaced with the 2017-2019 appropriation was nine. There have been four PLBs installed and existing remaining expenditure authority is anticipated to provide sufficient expenditure authority for three more bridges bringing the total replaced to seven. Additional future appropriations will need to be provided in order to replace the remaining two bridges.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

5)	<u>From</u>	<u>To</u>
<u>WA21301 Replacement of Jet Bridges – 2017 #</u>		
6030 – Advertising	\$11	
6050 – Contract Pers Serv Short	\$1,000	
6080 – Postage	\$500	
6146 – Prof Serve Cap/Major Mtce	\$2,499	
8509 – Other Bldg Improvement	\$221,738	
9706 – Prof Div Services	\$7,504	
4707 – Contribution from Reserves		\$233,252
<u>WA27101 Replacement of Jet Bridges – 2019 #</u>		
8509 – Other Bldg Improvement – (Cap)		\$233,252
4707 – Contribution from Reserves	\$233,252	

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

An appropriation transfer of \$233,252 is requested by the Director of Transportation and the Airport Director. The transfer will move the remaining budgeted revenues and expenditures from WA21301 GMIA Jet Bridge Replacement – 2017 to WA27101 GMIA Jet Bridge Replacement – 2019.

The 2017 Adopted Budget included an appropriation of \$1,500,000 for Project WA21301 Replacement of Jet Bridges – 2017. The scope of Project WA21301 included the replacement of three passenger loading bridges. Financing was provided from the Airport Development Fund (“ADF”). An October 2017 appropriation transfer added an additional \$256,123 of expenditure authority to the project to cover additional work related to passenger loading bridge at Gate D36. Project WA21301 was substantially completed in August 2018. Three new passenger loading bridges were put in place at gates D36, D42, and D44.

The 2019 Adopted Budget included an appropriation of \$2,280,056 for Project WA27101 Replacement of Jet Bridges – 2019. The scope of Project WA27101 includes the replacement of three passenger loading bridges (Gates D48, D41, and D45). The scope included the purchase and installation of the passenger loading bridges, electrical and security improvements to each gate location and concrete foundation repair work as needed. The passenger loading bridges will have ground power and pre-conditioned air features, enabling the docked aircraft to completely power down thereby reducing air emissions and noise.

Both capital projects are part of the Passenger Facility Charge (PFC) Application Number 18 request to be submitted to the FAA and the local share will ultimately be funded with PFC monies. The FAA requires that in order to issue a new PFC at \$4.50 per passenger collection rate, all previous PFC applications must be amended up to \$4.50. The Airport received FAA approval and existing PFC Application Numbers 14, 15, 16, and 17 were amended to the \$4.50 collection rate in August 2019. PFC Application Number 18 is the next new application the Airport intends to submit to the FAA for approval. The Airport intends to submit a draft of the PFC Application Number 18 to the FAA by late 2019/early 2020. It is anticipated that the final draft will be submitted prior to the end of Q3 2020 and final approval will occur in Q4 2020.

Therefore, an additional appropriation transfer will be necessary once PFC 18 is approved to reimburse the ADF reserve for the local share cost of the project.

This appropriation transfer request will align funds under one project (Project WA27101) for jet bridge replacements. Funds are being decreased from Project WA21301. The additional funds are required in Project WA27101 so that the three PLBs identified in the 2019 Adopted Budget can be purchased and installed.

There is a separate appropriation transfer request being submitted this cycle that will similarly move expenditure and revenue budget from Project WA243 Replacement of Jet Bridges - 2018 to WA27101. The combined number of Passenger Loading Bridges that were anticipated to be replaced with the 2017-2019 appropriations was nine. There have

been four PLBs installed and existing remaining expenditure authority is anticipated to provide sufficient expenditure authority for three more bridges bringing the total replaced to seven. Additional future appropriations will need to be provided in order to replace the remaining two bridges.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

6)	<u>From</u>	<u>To</u>
<u>WT14201 Bus Lift Replacements (Maint/FDL Facilities) #</u>		
8589 – Oth Capital Outlay (CAP)		\$100,000
4907 – Bond and Note Proceeds	\$100,000	
<u>WT12101 Bus Replacements – 2019 #</u>		
8554 – Vehicle Replacements		\$100,000
4907 – Bond and Note Proceeds	\$100,000	

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

An appropriation transfer of \$100,000 is requested by the Director of the Department of Transportation to increase expenditure authority and general obligation bonds and notes in Project WT14201 - Bus Lift Replacements and to reduce an equal amount of expenditure authority and general obligation bonds and notes in Project WT12101 - Bus Replacement Program - 2019. This transfer request also recognizes a scope change in Project WT142, changing the location of one lift from the Fleet Maintenance Facility to the Kinnickinnic Garage.

The 2019 Adopted Capital Improvements Budget included an appropriation of \$897,458 for replacement of four condemned hydraulic bus maintenance lifts (#25, #26, #41, #42) at the Milwaukee County Transit System (MCTS) Fleet Maintenance/Hillside location (Project WT10701).

Installation of the new lifts includes saw-cutting the concrete floor in order to remove existing lift equipment, environmental remediation as necessary, installing new lift equipment, hookup of new electrical and hydraulic fluids, and restoration of concrete floor. Replacements are would eliminate or reduce leakage of hydraulic fluid thereby reducing volume of fluid required on an annual basis and reduce the potential for future soil and ground water contamination.

A May 2019 appropriation transfer moved funding from Project WT10701 to Project WT14201 to reflect a change of the scope of the project. MCDOT and DAS-Architecture and Engineering (AE) staff have indicated that with the closing of the Milwaukee County Transit System MCTS Fiebrantz Station, additional buses have been moved to the Fond du Lac Station and has created an immediate need to replace lifts at the Fond du Lac Facility. As a result, MCDOT and AE recommended that bus lifts in the MCTS Fond du Lac facility be replaced. Lifts 25, 41, and 42 originally included in capital project WT10701 will not be replaced in 2019. Adopted Capital Project WT142 calls for the replacement of four MCTS bus lifts, three at the Fond du Lac Garage and one at the Fleet Maintenance Facility.

This December 2019 appropriation transfer is required as a result of prices being higher than expected due primarily to the heavy-duty lifts required to support battery-electric buses, which are heavier than standard diesel buses. In addition, this fund transfer requests a change in the location of one replacement lift from the Fleet Maintenance Facility to the Kinnickinnic Garage. This change is necessary so that the Kinnickinnic Garage will have one heavy-duty bus lift to support battery-electric buses. As a result, the scope of Project WT14201 will include replacement of three lifts at Fond Du Lac Station and one replacement at Kinnickinnic Station.

The additional \$100,000 required for the bus lift project would come from funds available in capital Project WT12101 - MCTS Bus Replacement Program - 2019. Funding for 23 Gillig buses is currently encumbered under Project WT12101 as planned and detailed in the 2019 Adopted Budget. Upon final delivery and inspection of the 23 buses, approximately \$120,000 will remain in WT121, sufficient to address the immediate shortfall in Project WT14201 but not enough to purchase an additional bus.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

7)	<u>From</u>	<u>To</u>
<u>WT12401 Battery Electric Buses #</u>		
8554 – Vehicles - Replacement		\$1,700,000
2699 – Other Fed Grants and Reimbursements	\$1,700,000	

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

An appropriation transfer of \$1,700,000 is requested by the Director of the Department of Transportation to increase expenditure authority in Project WT12401 - Battery-Electric Bus Acquisitions and to increase an equal amount of federal revenue in Project WT12401. This transfer request increases expenditure authority and recognizes the receipt of a federal low-no emissions grant award of \$1,700,000 for Project WT12401.

The 2019 Adopted Budget included an appropriation of \$5,116,000 for the purchase of four batter-electric buses (“BEBs”), infrastructure improvements and charging infrastructure. Financing is being provided from general obligation bonds; however, the budget indicated that since this is a new program and all of the infrastructure improvements are unknown at this time, there may be items that are not eligible for bond financing. Other financing sources may be required, and the DOT-Transit shall submit a request if needed.

The project initiates the transition of MCTS buses away from fossil fuels to lessen exposure to volatile diesel fuel prices and achieve savings over the total lifecycle of the new vehicles. In accordance with County Board Resolution File No. 19-439, the MCDOT applied for and received a Federal Transit Administration Section 5339(c) grant award in the amount of \$1,700,000. The grant funding will be applied toward the purchase of four BEBs and the total project budget in Project WT124 will increase by \$1,700,000 from \$5,116,000 to \$6,816,000.

The grant funds are being used to increase the total project budget rather than replace some of the budgeted general obligation bonds. Although the costs per bus are estimated to be \$850,000 with a 50% federal share; the costs associated with the BEB infrastructure improvements and charging infrastructure are anticipated to be higher than what was included in the 2019 Adopted Budget. There is no detailed cost estimate available for the BEB infrastructure improvements and charging infrastructure.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

12-19-19 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
E 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, 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 Administration, is hereby authorized to make the following transfers in the 2019 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>1900 – Non- Departmental Revenue</u>		
1850 – Earnings on Investments (Budget)	\$140,000	
<u>3090 – Treasurer's Office</u>		
6027 – Bank Earned Interest Credit		\$140,000

The Milwaukee County Treasurer is requesting a fund transfer of \$140,000 from the Earnings on Investments (Budget) account to the Bank Earned Interest Credit account.

The County Treasurer made a change with US Bank regarding how bank fees and interest on overnight funds are applied. The treasurer and US Bank had previously agreed that no bank fees would be charged to the County and in return no interest would be earned on overnight funds held by the bank. Due to low interest rates at the time, the policy was beneficial to the County and to the bank, since the earnings on investments held overnight would not exceed the cost of the bank fees. Near the end of 2018, market interest rates began to rise, and thus the County saw a benefit to reversal of this policy. In other words, the County would now pay bank fees, and in return the County would earn interest on bank funds held overnight.

The 2019 budget was adopted with the original policy of no bank fees and no interest earnings on funds held by the bank overnight. There was an account 6025 Bank Fees that held the budget for bank fee charges of \$150,000. There was a contra account 6027 - Bank Earned Interest Credit for \$140,000. The Treasurer office is requesting to eliminate the budget for the contra account 6027. The interest earnings on the bank overnight funds are currently being credited to the Investment Earnings account in the non-departmental budget in Org Unit 1992. The reduction of the contra account and the increase in earnings of the Investment Earnings will provide for a correct accounting of the current policy of paying banking fees and earning interest on bank overnight funds.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

12-19-19 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
F 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 2019 appropriations of the respective listed

1)	<u>From</u>	<u>To</u>
<u>1945 Appropriation for Contingency</u>		
8901 – Unallocated Contingency	\$190,000	
<u>WO64101-Building Retro-Commissioning - Phase 1 *</u>		
6146 – Prof Services-Cap/Major Mtce		\$190,000
# Existing Project, + Included in 5-Year Plan, * New Project		

An appropriation transfer of \$190,000 is requested by the Director of Administrative Services (DAS) from unallocated contingency (in Org 1945) and authorization to create new capital project WO64101-Building Retro-Commissioning - Phase 1.

Retro-commissioning provides a "tune up" of building HVAC, lighting, and other systems to ensure that they operate as designed, resulting in energy savings, reduction of maintenance issues, and enhanced occupant comfort. The retro-commissioning will focus on the Criminal Justice Facility and other critical Milwaukee County facilities. DAS-Facilities Management (DAS-FM) staff has indicated that retro-commissioning typically provides a payback period of two years or less.

This appropriation transfer is the first of two phases in the retro-commissioning project. During Phase 1, the selected facilities will be audited for energy-saving opportunities. Phase 2 of the project will involve implementation of the identified energy-saving measures. Upon the completion of the technical audit (i.e. Phase 1), the DAS-FM staff anticipates requesting Phase 2 funding as part of the 2021 capital budget process or requesting funding in 2020 from the appropriation from contingencies.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

2)	<u>From</u>	<u>To</u>
<u>WP192 Parks FEMA Projects#</u>		
8527 – Land Improvements-(CAP)		\$75,870
<u>1945- Appropriation for Contingencies</u>		
8901 – Appropriation for Contingencies	\$75,870	
# Existing Project, + Included in 5-Year Plan, * New Project		

An appropriation transfer is requested by the Director of the Department of Parks, Recreation and Culture transfer \$75,870 from the org 1945-Appropriation for Contingencies to capital project WP192. to enable repayment of Federal Emergency Management Agency ("FEMA") FEMA and Wisconsin Emergency Management (WEM) for over payment of grant revenue issued to Milwaukee County.

WP192 Parks FEMA Projects

In July 2010, Milwaukee County experienced a major storm event. A May 2011, appropriation transfer created Project WP192 Countywide Parks FEMA Improvements to plan, design, and repair parkland and structures that were damaged during the July 2010 floods.

The process for getting FEMA reimbursement was very difficult. Accrual of final projects cost for preparation of the reimbursement submission was slowed by the need to establish an acceptable stand of vegetation before issuing final payment to the County's contractor. Two agencies, Wisconsin Emergency Management first and FEMA second, were required to review, process and approve the reimbursement requests. This was a very slow process and was just recently completed.

In May 2019, the County Board and County Executive approved File 19-432. File 19-432 included the lapsing of certain capital funds. The 2018-year end balances included approximately \$1.8 million in unrealized FEMA revenues related to the WP192 projects. During the process of carryover of funds into 2019, the exact amount of the reimbursement was unknown. Due to the age of the unrealized grant revenues and the cash surplus within the capital projects overall, the Office of the Comptroller recommended to A&E that some of the unrealized revenues be written off to reflect a very conservative estimate. As part of the File 19-432, approximately \$582,000 was written off. File 19-432 also stated that if funds are received by the County that exceed the remaining unrealized revenue amount (exceeding the write off), an appropriation transfer will be submitted in order to reallocate any surplus funds to the Appropriation for Contingencies account. An appropriation transfer was submitted (and approved by the County Board) in September 2019 identifying surplus FEMA revenue of \$927,849, of which \$767,849 was deposited in the unallocated contingency account.

Subsequent to the September 2019 deposit of surplus FEMA revenue in the unallocated contingency account, FEMA has notified the County that it was mistakenly over reimbursed for costs incurred on several FEMA projects (WP192). The overpayments primarily stem from FEMA and WEM issuing final reimbursement checks for their portion (87.5%) of the total project cost without accounting for advance payments issued in 2011.

This appropriation transfer will provide for repayment to FEMA and WEM for reimbursement overages by transferring \$75,870 from org 1945-Appropriation for Contingencies to capital project WP192.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

2019 BUDGETED CONTINGENCY APPROPRIATION SUMMARY

UNALLOCATED CONTINGENCY ACCOUNT		
2019 Budgeted Unallocated Contingency Appropriation Budget		\$5,009,655
Approved Transfers from Budget through November 13, 2019		
\$1,080,000 File 19-194 Correctional Medical Sevices Contract (from HOC)		\$1,080,000
(\$1,080,000) File 19-194 Correctional Medical Sevices Contract (to HOC)		(\$1,080,000)
\$150,000 North Shop Major Maintenance		\$150,000
(\$150,000) North Shop Major Maintenance		(\$150,000)
(\$144,500) Transfer to Employee Fringe for Contract with Funston (19-265)		(\$144,500)
(\$49,824) Transfer to IMSD for NEW IT Security Position (19-329)**		(\$49,824)
(\$52,000) File 19-309 Doula Program		(\$52,000)
\$265,000 Courthouse fire Insurance Proceeds (Recoveries)		\$265,000
(\$46,576) File 19-505 DAS Special Project Manager		(\$46,576)
(\$165,000) MPM Dome Planetarium (File 19-612A)		(\$165,000)
(\$9,700) File 19-101 Renaming "Columbus Park" to "Indigenous Peoples Park"		(\$9,700)
\$767,849 FEMA Projects (Into Contingency)		\$767,849
(\$160,000) FEMA Projects (Out of Contingency)		(\$160,000)
(\$140,000) MPM 4th Floor Roof Replacement		(\$140,000)
(\$59,500) CH Complex/ CJF Caulk Phase 1		(\$59,500)
(\$200,000) WO28901 Sheriff CJF Intercom Door Controls Replacement		(\$200,000)
(\$65,000) File 19-782 Restore Ops. atKing Community Center (Electrical failure)		(\$65,000)
(\$100,000) File 19-802 Mitchell Park Domes Study		(\$100,000)
Unallocated Contingency Balance as of November 13, 2019		\$4,850,404
Transfers from the Unallocated Contingency PENDING May CB Approval, and Finance & Audit Committee through November 13, 2019		
(\$190,000) New Cap. Project: WO64101 Building Retro Commissioning		(\$190,000)
(\$75,870) Repayment of FEMA projects (overpayment) (see above)		(\$75,870)
Total Transfers PENDING in Finance and Audit Committee		(\$265,870)
Net Balance		\$4,584,534

ALLOCATED CONTINGENCY ACCOUNT		
2019 Budgeted Allocated Contingency Appropriation Budget		\$646,283
\$250,000 College Ave Box Culverts (Amendment 1B003)		\$250,000
\$196,283 Courts Operations (Amendment 1A005)		\$196,283
\$200,000 War Memorial Capital Project (Amendment 1B001)		\$200,000
Approved Transfers from Budget through November 13, 2019		
\$300,000 File 19-194 Due Diligence Costs related to insourcing inmate medical		\$300,000
(\$250,000) College Ave Box Culverts (Amendment 1B003)		(\$250,000)
(\$200,000) War Memorial Capital Project (Amendment 1B001)		(\$200,000)
\$52,000 File 19-309 Doula Program		\$52,000
(\$52,000) Fund Doula Program in DHHS; funds from file 19-309 (October)		(\$52,000)
Allocated Contingency Balance as of November 13, 2019		\$496,283
Transfers from the Allocated Contingency PENDING May CB Approval, and Finance & Audit Committee through November 13, 2019		
Total Transfers PENDING in Finance, Personnel & Audit Committee		\$0
Net Balance		\$496,283

** Approved, but not yet transferred.