

**DRAFT**

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:

1)	<u>From</u>	<u>To</u>
4010 – Office of the Sheriff		
6149 – Prof. Serv. – Nonrecurring Operational		\$3,891
2699 – Federal Revenue	\$3,891	

Request

A transfer in the amount of \$3,891 is being requested by the Milwaukee County Sheriff’s Office (MCSO) to increase expenditure authority for Professional Services – Nonrecurring Operational.

The MCSO was notified on February 26, 2014 that it had received funding from the State of Wisconsin Department of Military Affairs, 2013 Homeland Security Program Grant for a Homeland Security/HS EX 2013 Fire/EMS Mass Casualty TTX.

The funding will be used by the MCSO for the functional exercise, which will be completed in conjunction with Mutual Aid Box Alarm System (MABAS) and coordination with WHEEP Hospital Group. The functional exercise will allow emergency responders, along with jurisdictional healthcare providers, the opportunity to validate procedures and plans in place to be used in response to a mass casualty incident that will require coordination of various agencies.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE MARCH 27, 2014.

2)		<u>From</u>	<u>To</u>
	4010 – Office of the Sheriff		
	6149 – Prof. Serv. – Nonrecurring Operational		\$8,204
	2699 – Federal Revenue	\$8,204	

Request

A transfer in the amount of \$8,204 is being requested by the Milwaukee County Sheriff’s Office (MCSO) to increase expenditure authority for Professional Services – Nonrecurring Operational.

The MCSO was notified on February 26, 2014 that it had received funding from the State of Wisconsin Department of Military Affairs, 2013 Homeland Security Program Grant for a Homeland Security/HS EX 2013 Catastrophic Event Functional Exercise.

The funding will be used by the MCSO for the functional exercise, which will be completed in conjunction with Wauwatosa’s Emergency Operations Center and will include partners from the School District of Wauwatosa and Mayfair Mall. The proposed scenario of the functional exercise will be an F3-F4 tornado event that impacts the area.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE MARCH 27, 2014.

3)		<u>From</u>	<u>To</u>
	4021 – Expressway Patrol (Office of the Sheriff)		
	5201 – Overtime		\$10,178
	2299 – Other St Grants and Reimbur	\$10,178	

Request

A transfer in the amount of \$10,178 is being requested by the Office of the Sheriff to increase the appropriations relating to other state grants and reimbursements. The request is being submitted to recognize the receipt of revenue from a grant administered by the State of Wisconsin for Seat Belt Enforcement for 2014.

The grant monies must be spent prior to September 30, 2014, as stipulated by the grant. This fund transfer seeks to use the grant monies for overtime costs in an amount not to exceed \$10,178, as detailed above, to fund patrol hours authorized under this grant. Patrol hours will be utilized for increasing the percentage of vehicle occupants wearing seatbelts.

The grant requires a 25% match, which will be provided from existing funds in the Office of the Sheriff budget relating to Expressway Patrol.

It should be noted that the acceptance of this transfers is contingent upon acceptance of the grant award by the County Board.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE MARCH 27, 2014.

4)	<u>From</u>	<u>To</u>
8751 – Wraparound Services		
5199 – Salaries		\$33,521
5312 – Social Security		\$2,564
5420 – Employee Health Care		\$6,918
5421 – Employee Pension		\$3,634
6803 – Auto Allowance		\$660
6805 – Education/Seminar Payments		\$1,618
6809 – Conference Expenses		\$1,000
6148 – Professional Services		\$11,000
7973 – Minor Office Equipment		\$1,000
7910 – Office Supplies		\$500
2699 – Other Fed Grant & Reimb	\$62,415	

A transfer of \$62,415 is requested by the Director, Department of Health and Human Services, to recognize the receipt of revenue and expenditures related to the Healthier Wisconsin Partnership Program grant awarded to Wraparound Milwaukee.

The Healthier Wisconsin Partnership Program grant was awarded to Wraparound Milwaukee in late 2013. The purpose of this grant is to identify and provide services for youth who have been victims of human trafficking. Wraparound Milwaukee will collaborate on this project with the Medical College of Wisconsin through December 31, 2015. In total, Wraparound will receive \$127,185 over the two-year term of this grant. This fund transfer reflects the 2014 portion of the grant; the 2015 funds will be built into the Department’s 2015 budget request.

In January 2014, The County Board approved creation of one Grant Program Coordinator (File No. 13-942) related to this grant. \$46,637 of the \$62,415 in this fund transfer will go to fund that position (including social security and benefits). \$11,000 will go towards outside medical services through a professional services contract and the remaining \$4,778 will be devoted to travel, training, and office supplies related to the project.

Approval of this transfer results in \$0 tax levy impact; there are no matching funds required.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE MARCH 27, 2014.

5)		<u>From</u>	<u>To</u>
	4501 – District Attorney		
	6090 – Charges from State		\$80,000
	2699 – Federal Revenue	\$80,000	

Request

A transfer in the amount of \$80,000 is being requested by the District Attorney’s Office to increase expenditure authority for Charges from the State.

In March of 2014, the US Department of Justice made a grant award of \$80,000, under the Edward Byrne Memorial Justice Assistance Grant (JAG) program, to Milwaukee County. The grant provides for funding for one assistant district attorney to serve as an Early Intervention General Crimes Unit prosecutor.

Funding for this position expands and strengthens the Milwaukee County Early Intervention program by identifying early in the criminal justice process nonviolent offenders whose criminal risk can be safely managed by community-based programs.

This fund transfer seeks to provide budgetary authority in 2014 for charges from the state for the salaries and fringe benefits of the prosecutor. Further, this fund transfer seeks to recognize the receipt of revenue related to this grant.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE MARCH 27, 2014.

6)		<u>From</u>	<u>To</u>
	4021 – Expressway Patrol (Office of the Sheriff)		
	5201 – Overtime		\$79,894
	5312 – Social Security Taxes		\$ 6,618
	8552 – Mach and Equip New > \$2,500		\$ 4,815
	2299 – Other St Grants and Reimbur	\$91,327	

Request

A transfer in the amount of \$91,327 is being requested by the Office of the Sheriff to increase the appropriations relating to other state grants and reimbursements. The request is being submitted to recognize the receipt of revenue from a grant administered by the State of Wisconsin for Alcohol Enforcement for 2014.

The grant monies must be spent prior to September 30, 2014, as stipulated by the grant. This fund transfer seeks to use the grant monies by purchasing seven Personal Breathalyzer Testing units and 5,000 Personal Breathalyzer Testing unit tubes in an amount not to exceed \$4,815 and for overtime costs in an amount not to exceed \$86,512, as detailed above, to fund 1,632 patrol hours authorized under this grant. Patrol hours will be utilized for reducing the number of alcohol-related crashes and fatalities.

The grant requires a 25% match, which will be provided from existing funds in the Office of the Sheriff budget relating to Expressway Patrol.

It should be noted that the acceptance of this transfers is contingent upon acceptance of the grant award by the County Board.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE MARCH 27, 2014.

7)	<u>From</u>	<u>To</u>
8727 – AODA Intoxicated Driver		
5199 – Salaries		\$48,700
5312 – Social Security		\$3,779
5420 – Employee Health Care		\$10,100
5421 – Employee Pension		\$5,260
8137 – AODA Client Services		\$32,161
3199 – Other Court Fees and Revenues	\$100,000	

A transfer of \$100,000 is requested by the Director, Department of Health and Human Services, to recognize the receipt of revenue and expenditures related to the Intoxicated Driver Program operated by the Community Access to Recovery Services Division (CARSD) within DHHS.

Intoxicated Driver Program revenue comes from user fees for assessment, education, and treatment services related intoxicated driving incidents. The program is experiencing a surplus in revenue; this fund transfer will bring budgeted funds in line with actual experience. The majority of the additional revenue will fund the Human Services Program Analyst Position approved by the Board in March 2014 (File No. 14-160). Another \$32,161 in revenue will be used for AODA Client Services.

Approval of this transfer results in \$0 tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE MARCH 27, 2014.

8)		<u>From</u>	<u>To</u>
	2940 – Pretrial Services		
	2699 – Other Federal Grants	\$300,000	
	2940 – Pretrial Services		
	6148 – Professional Services Recurring		\$300,000

Request

A transfer in the amount of \$300,000 is being requested by the Chief Judge and Department of Pretrial Services to increase the appropriations relating to other federal grants and reimbursements. This request is being submitted to recognize the receipt of revenue from a grant administered by the Bureau of Justice Assistance for Phase II Justice Reinvestment Initiative funding approved by County Board File No. 13-584.

This fund transfer seeks to use grant monies to execute a contract not to exceed \$300,000 with JusticePoint for provision of Central Liaison Unit services in support of Milwaukee County’s Early Intervention Programs, which were approved as part of the grant application process.

The County Board approved the execution of the contract with JusticePoint in November of 2013 under File No. 13-722. However, no expenditure occurred during the 2013 fiscal year, and as such, it is being requested that the 2014 budget be amended to allow for expenditures in fiscal year 2014.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE MARCH 27, 2014.



# DRAFT

## 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:

1)	<u>From</u>	<u>To</u>
	<u>5605 – Transit</u>	
6148	– Prof Svcs – Recurring Operations	\$150,000
	<u>1945 – Appropriation for Contingency</u>	
8901	– Appropriation for Contingency	\$150,000

## Request

The Director of the Department of Transportation (MCDOT) is requesting a fund transfer in the amount of \$150,000 to reallocate expenditure authority from the Appropriation for Contingencies to the Department of Transportation – Transit System.

This transfer would provide funding to MCDOT for the purpose of hiring a consultant to examine and advise/recommend on various Transit management options, including:

- Third party management (the current model)
- Direct County management
- Alternate or hybrid models that may satisfy all requirements

The 2014 Adopted Budget includes a provision (Amendment 1A040) that would bring management and operation of the Transit System in-house if a contract for outside management is not approved by April 1, 2014. There are many issues that would need to be addressed in order to accomplish this, as detailed in the report from the Comptroller’s Office dated February 25, 2014.

MCDOT has selected Huron Consulting Group as a sole source contractor based on the limited number of firms that can provide the specialized expertise required and the timing by which all activities must be completed to minimize any impact on Transit service. In addition to advising on the transit management options above, Huron will also assist to ensure compliance with regulatory policies for any eventual re-bid of the Transit management contract.

The total contract value is estimated at \$250,000. \$100,000 is available from the existing 2014 budgeted appropriation for Transit (Org. Unit 5600), with this transfer request addressing the remaining funding need of \$150,000.

# DRAFT

This fund transfer has no tax levy impact

TRANSFER SIGNED BY THE COUNTY EXECUTIVE MARCH 27, 2014.

2)		<u>From</u>	<u>To</u>
	<u>1945 – Appropriation for Contingencies</u>		
	8901 – Appropriation for Contingencies	\$224,000	
	8902 – Appr for Conting – Allocated	\$276,000	
	<u>6312 – Central Administration</u>		
	5323 – Retention Package		\$500,000

The Director of the Department of Health and Human Services is requesting a fund transfer in the amount of \$500,000 to transfer expenditure authority (\$224,000) from the unallocated contingency and from allocated contingency (\$276,000) previously set aside for Child Support Services to establish expenditure authority for the Behavioral Health Division's employee retention plan.

The Department of Health and Human Services (DHHS) will be proposing this plan. DHHS staff indicate approximately \$500,000 in funding could be necessary to provide the retention bonuses anticipated based on the scheduled reduction of inpatient staff at the Behavioral Health Facility

During the 2014 budget process, Child Support Services (CSS) was projecting a revenue shortfall of approximately \$700,000 due to changes in the allocation of funding formula at the State of Wisconsin. At that time, the funding formula was not finalized and was still being discussed by the State. Now that the funding formula decision has been made, CSS has learned that the shortfall will be no greater than \$100,000. A total of \$376,000 was put in Allocated Contingency for CSS in the 2014 budget to assist with the shortfall. Since CSS will only need \$100,000, the remainder of the funds is being reallocated to the DHHS retention plan.

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE MARCH 27, 2014.

# DRAFT

## 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:

1)	<u>From</u>	<u>To</u>
	<u>WC098022 – Victim Witness Secure Entrance</u>	
8588	– Other Capital Outlay	\$24,500
	<u>WC098022 – Victim Witness Secure Entrance</u>	
8509	– Other Building Improvement	\$24,500

## Request

A transfer in the amount of \$24,500 is being requested by the District Attorney’s Office and Department of Administrative Services – Facilities Management to change the scope of capital project WC098022, Victim Witness Secure Entrance and to increase expenditure authority for Other Capital Outlay for that project.

In September 2013, the County Board authorized the transfer of surplus funds to create a new capital project for a secure entrance vestibule area in room 421 of the Safety Building as part of a remodeling proposal to use that area as a waiting room for victims and witnesses who are appearing in criminal court.

The District Attorney’s Office, upon further review of space needs, has determined that room 421 needs to have a broader use for their staff and therefore, requests a change in scope of the capital project to provide for a remodel of the designated space. The department further requests that expenditure authority be increased in Other Capital Outlay as part of the change in scope.

The District Attorney’s Office has worked with DAS-Facilities Management to create a proposal that allows for use of a portion of room 421 as a multi-room waiting area for victims and witnesses, including a secure reception area, general waiting space, a play area, and a separate private waiting area. In addition, the remainder of the space will be used to create a separate office suite to house District

# **DRAFT**

Attorney Investigators. Based on the proposal, with the change in scope, it is anticipated that the project will come in at the original budgeted amount.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE MARCH 27, 2014.

# DRAFT

## 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:

1)		<u>From</u>	<u>To</u>
	4372 – House of Correction		
	5201 – Overtime		\$300,000
	4311 – House of Correction		
	8588 – Other Capital Outlay	\$150,000	
	4315 – House of Correction		
	8588 – Other Capital Outlay	\$ 40,000	
	6610 – R/M-Bldg. & Structures	\$ 55,000	
	4372 – House of Correction		
	6610 – R/M-Bldg. & Structures	\$ 55,000	

## Request

A transfer in the amount of \$300,000 is being requested by the House of Correction (HOC) to increase expenditure authority for Overtime and decrease expenditure authority in various service and capital outlay accounts as detailed above.

In an effort to control the 2014 budget deficit being projected by the House of Correction in the Personal Services accounts, funds from various service and capital outlay accounts are requested to be moved to increase expenditure authority in the Personal Services, overtime account.

# **DRAFT**

As of February of 2014, the House of Correction is projecting a deficit of approximately \$300,000 in Personal Services - Overtime account due to not being fully staffed at the facility. This fund transfer seeks to correct the deficit with other funds at the House of Correction.

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE MARCH 27, 2014.

# DRAFT

## 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) 9000 – Parks, Recreation, and Culture		
6503 - Equipment Rental-Short Term	\$14,000	
0755 - Reserve for Imprest Fund		\$14,000

A fund transfer of \$14,000 is requested by the Director of Parks, Recreation and Culture to temporarily increase the Parks Department Imprest Fund from \$38,155 to \$52,155.

The Imprest Fund is used as start up cash for revenue producing operations in the Park System and to reimburse employees for petty cash purchases. Milwaukee County General Ordinances Section 15.17 authorizes the Parks Department to maintain an Imprest Fund in the amount of \$42,155 from November to April and \$56,155 from May to October. The additional funds are requested to ensure sufficient change is available for parking at summer events along the lakefront and the David F. Schulz Aquatic Center. Experience has shown that the higher amount is needed to handle the number of vehicles anticipated in the summer.

The funds will be returned to the operations account in November through an appropriation transfer.

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE MARCH 27, 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 March 28, 2014	
Corporation Counsel Positions	\$ (57,428)
County Board Crosscharge Fix	\$ (84,030)
Unallocated Contingency Balance March 28, 2014	\$4,203,086
Transfers from the Unallocated Contingency Pending in Finance, Personnel & Audit Committee through March 28, 2014	
Transit RFP Consultant	\$ (150,000)
BHD Retention Plan	\$ (224,000)
Comptroller Living Wage Positions	\$ (78,374)
Total Transfers Pending in Finance, Personnel & Audit Committee	\$ (452,374)
<b>Net Balance</b>	<b>\$ 3,750,712</b>

**ALLOCATED CONTINGENCY ACCOUNT**

2014 Budgeted <b>Allocated</b> Contingency Appropriation Budget	\$3,314,130
Approved Transfers from Budget through March 28, 2014	
UWM Land Sale	\$ 3,750,000
Allocated Contingency Balance March 28, 2014	\$7,064,130
Transfers from the Unallocated Contingency Pending in Finance, Personnel & Audit Committee through March 28, 2014	
Innovation Fund Allocation	\$ (3,750,000)
BHD Retention Plan	\$ (276,000)
Total Transfers Pending in Finance, Personnel & Audit Committee	\$ (4,026,000)
<b>Net Balance</b>	<b>\$ 3,038,130</b>