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10-08-2012 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
A DEPARTMENTAL - RECEIPT OF REVENUE

File No. 12-1
(Journal, December 15, 2011)

Action Required

Finance 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 2012 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>2900 – Courts Pre-Trial Services</u>		
6148 – Professional Services – Recurring Opr		\$46,239
2699 – Federal Grant Reimb	\$46,239	

An appropriation transfer of \$46,239 is requested by the Courts Pre-Trial Services to recognize federal grant revenue and establish expenditure authority.

For the 2009 version of the Justice Assistance Grant (JAG), provided by the U.S. Department of Justice (U.S. DOJ), the Combined Courts (agency 2000) was awarded a total of \$360,000 for video conferencing expenses. Costs for these services have been lower than anticipated and the 2012 Adopted Budget provided tax levy for this purpose. As a result, a surplus of \$52,551 is available under the grant.

The Chief Judge and the Judicial Review Coordinator report that, due to the successful implementation of the Universal Screening project, demand for pre-trial services has increased significantly. Therefore, a request was made to the U.S. DOJ to utilize part of the available surplus for additional pre-trial services. This approval was granted by the U.S. DOJ in late September. The amount approved for pre-trial services is \$46,239.

Approval of this transfer would result in a \$0 tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

	<u>From</u>	<u>To</u>
2) <u>4021 – Office of the Sheriff Expressway Patrol</u>		
8554 – Vehicles Replacement		\$70,648
7800 – Motor Vehicle Operation	\$30,025	
4959 – Recoveries	\$40,623	

An appropriation transfer of \$70,648 is requested by the Office of the Sheriff to recognize insurance proceeds and realign expenditure authority in order to purchase a replacement vehicle.

In July 2012, a patrol vehicle that was purchased with grant funding provided by the State of Wisconsin Department of Transportation (WisDOT) was involved in a fatal accident while on patrol on Interstate Highway 43. The vehicle was unable to be repaired and, under the terms of the grant agreement with WisDOT, it is the responsibility of Milwaukee County to replace the vehicle.

The Office of the Sheriff has worked with the Department of Transportation – Fleet Management Division (DOT-Fleet) to obtain quotes for replacing the vehicle, and has worked with the Department of Administrative Services – Risk Management Division (Risk Management) to determine the insurance proceeds available to partially fund the replacement.

DOT-Fleet has determined that the net cost of replacing the vehicle and all associated equipment will total \$70,648. Risk Management has determined that \$40,623 in insurance proceeds will be available to partially offset that cost. The Office of the Sheriff estimates a year-end surplus in motor vehicle operations costs. As of September 28, there was a surplus of \$254,850 for motor vehicle operations available and a total surplus in the Commodities appropriation unit of \$595,379.

Approval of this transfer would result in a \$0 tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

			<u>From</u>	<u>To</u>
3) <u>7912- Fiscal/ Support Serv</u>				
6050	-	Contract Pers Serv-Short		\$23,000
9851	-	Abate- Administrative Serv #1	\$23,000	
 <u>7931- Elderly Services</u>				
9751	-	Administrative Services #1		5,750
2255	-	Social Service- Purchases	5,750	
 <u>7932- Elderly Nutrition</u>				
9751	-	Administrative Services #1		5,750
4999	-	Other Miscellaneous Revenue	5,750	
 <u>7961- RCA Administration</u>				
9751	-	Administrative Services #1		11,500
2699	-	Other Fed Grants & Reimb	17,250	
 <u>7964- Eligibility Screenings</u>				
2255	-	Social Service- Purchases		5,750

A transfer of \$51,750 is requested by the Director of the Department on Aging to increase and realign revenues and expenditures accordingly within the department.

Pursuant to County Board resolution File No. 11-480, approved on December 15, 2011, the County Executive is authorized to carry out the Department on Aging's Resource Center 2012 contract with the Wisconsin Department of Health Services (DHS). The resolution authorizes the County Executive to accept such other revenues as DHS may award to operate the Resource Center during the contract year.

This transfer reflects a revenue increase of \$23,000 including \$17,250 in Resource Center 100 Percent Time Reporting Revenue reimbursements and \$5,750 in Nutrition Program meal reimbursements. The RC program is eligible for reimbursement for all expenses that are necessary to operate the program. Staff is required to record time spent on information & assistance and functional screens, which

determines what percentage of reimbursement will be received from Medicaid or through another source. Based on the time spent on eligible resource center functions year-to-date, MCDA is able to match approximately 41 percent out of a maximum match percentage of 50 percent. However, the 2012 Adopted Budget included 34 percent reimbursement. As a result of the higher time reporting percentage, MCDA will receive increased revenue of \$17,250. The department is also receiving additional revenue related to the Senior Meal program due to the continued purchase of meals from the Department of Family Care. MCDA provides the meals to DFC members and DFC reimburses MCDA for the full cost of each meal which includes the cost of the meal, overhead costs, administration, and transportation costs. In the 2012 Adopted Budget, DFC opted out of meal purchases from MCDA. As a result, reimbursement revenue associated with meal purchases was not included in the budget. However, DFC continues to purchase meals from MCDA in 2012 resulting in additional reimbursement revenue of \$5,750.

Due to the vacancy of the Assistant Director- Fiscal (Aging) position, the department used short-term temporary staffing to cover until the position was filled. As a result, expenditures are increased \$23,000. The short-term temporary staff will remain with MCDA to provide training and support through 2012 year-end closing. This increase in expenditures is allocated to the cost centers within the department as follows: \$11,500 to the Resource Center, \$5,750 to Area Agency Elderly Services, and \$5,750 to the Nutrition Program. Since Resource Center revenue is increased due to increased 100 percent Time Reporting Revenue, \$5,750 in Base Community Aids (BCA) is transferred from the Resource Center to Elderly Services to cover the increased costs.

This transfer would allow the department to recognize revenue and realign revenues and expenditures accordingly.

Approval of this transfer will result in a \$0 tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

			<u>From</u>	<u>To</u>
4) <u>7931- Elderly Services</u>				
2299	0000	Other State Grants & Reimb		\$7,708
2699	A5DD	Other Fed Grants & Reimb		34,458
2699	A5CW	Other Fed Grants & Reimb		1,133
8123	A5SC	Purchase of Service		25,800
8123	A5AK	Purchase of Service		65,000
2699	0000	Other Fed Grants & Reimb	\$30,819	
2699	A5DU	Other Fed Grants & Reimb	23,546	
2222	A5CG	Community Human Services	11,711	
2255	A5BA	Social Serv-Purch	36,367	
4999	A5BL	Other Miscellaneous Revenue	12,000	
4999	A5OT	Other Miscellaneous Revenue	5,000	
2255	0000	Social Serv-Purch	11,656	
 <u>7964- Eligibility Screenings</u>				
2255	0000	Social Service- Purchases		11,656
2699	0000	Other Fed Grants & Reimb	11,656	

A transfer of \$145,755 is requested by the Director of the Department on Aging to increase and realign revenues and expenditures accordingly within the department.

Pursuant to County Board resolution File No12-21, approved on December 15, 2011, the County Executive is authorized to carry out the Department on Aging's 2012 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 realigns the 2012 Adopted Budget to reflect a revenue increase of \$105,443 which includes an increase of \$30,819 for area agency administration, \$11,711 in s85.21 Transportation revenue, and \$62,913 in 2011 deferred grant revenue. This increase is partially offset by a reduction of \$7,708 in Office of Commission on Insurance (OCI), \$34,458 in Title III B and \$1,133 in Title III D. These

changes reflect amendments made to the State and County Contract, with the exception of the 2011 deferred grant revenue.

MCDA is also receiving additional revenue related to the Active Aging Research Center: Bringing Communities and Technology Together for Healthy Aging grant and the Faces of 2012 Aging Initiative. The Active Aging Research Center project is a collaborative initiative with the Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR) for a project that assists with creating independence and quality of life for Milwaukee County Seniors. Through this grant, MCDA is able to receive maximum reimbursement of \$12,000 for supplies, phone, internet, office space, supervisory support, supervisor travel, and meetings and coordination of refreshments for volunteers. In addition, as part of the required Area plan, the department is collaboratively conducting an environmental scan to look at present capabilities within the aging network to assess future needs and shared goals relative to serving the aging population. The *Faces of Aging* initiative will develop a compilation of photos and recordings showing the strength, and concerns of the aging community. MCDA is receiving increased revenue of \$5,000 from AARP to provide volunteer training and refreshments, Coffee and Cookie logistics and materials, six staff-led Dessert and discussion refreshments, and office supplies related to this effort. These two initiatives result in increased revenue of \$17,000.

The net increase in revenue of \$122,443 is partially offset by a one-time increase in expenditures of \$25,800 for the purchase of service contract with United Community Center (UCC) senior center to provide programs and services to seniors. This senior center provides a meal site, recreation, and health related activities for Hispanic elderly residents of Milwaukee County. In addition, transportation expenses are increased \$65,000 to reflect an increase in demand and fuel costs. Transit Express who is the vendor for this service, provides door-to-door or shared ride trips including medical, non-medical, individual group trips, rides from residential settings, and trips to the grocery store.

This transfer also realigns revenue within the Resource Center by increasing 100 percent Time Reporting Reimbursement revenue by \$11,656, offset by the transfer of \$11,656 in Base Community Aids (BCA) from the Resource Center to Elderly Services.

This transfer would allow the department to recognize revenue and increase revenues and expenditures accordingly.

Approval of this transfer results in no levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

			<u>From</u>	<u>To</u>
5)	<u>7931- Elderly Services</u>			
	6409	0000	Printing and Stationery	\$5,000
	8123	A5ER	Purchase of Service Contract	6,250
	8123	A5HM	Purchase of Service Contract	24,000
	2255	0000	Social Service- Purchases	\$35,250
	<u>7932- Elderly Nutrition</u>			
	6409	0000	Printing and Stationery	5,000
	8123	A5ER	Purchase of Service Contract	6,250
	4999	0000	Other Miscellaneous Revenue	11,250
	<u>7961- RCA Administration</u>			
	7910	0000	Office Supplies	12,500
	7999	0000	Sundry Materials & Suppl	12,500
	6409	0000	Purchase of Service Contract	10,000
	2299	A5RC	Other State Grants & Reimb	16
	<u>7962- Information & Outreach</u>			
	2699	A5BU	Other Fed Grants & Reimb	22,612
	8123	A5ER	Purchase of Service Contract	12,500
	<u>7964- Eligibility Screenings</u>			
	2255	0000	Social Service- Purchases	35,259
	2699	0000	Other Fed Grants & Reimb	98,090
	<u>7973- Protective Services</u>			
	2299	A5AZ	Other State Grants & Reimb	7,265

A transfer of \$151,871 is requested by the Director of the Department on Aging to increase and realign revenues and expenditures accordingly within the department.

Pursuant to County Board resolution File No. 11-480, approved on December 15, 2011, the County Executive is authorized to carry out the Department on Aging's Resource Center (RC) 2012 contract with the Wisconsin Department of Health Services (DHS). The resolution authorizes the County Executive to accept such other revenues as DHS may award to operate the Resource Center during the contract year.

The RC program is eligible for reimbursement for all expenses that are necessary to operate the program. Staff is required to record time spent on information & assistance and functional screens, which determines what percentage of reimbursement will be received from Medicaid or through another source. Based on the time spent on eligible resource center functions in 2012 year-to-date, MCDA is eligible to receive 41% reimbursement on expenses. However, the 2012 Adopted Budget included 34% reimbursement. As a result of the higher time reporting percentage, MCDA will receive increased revenue of \$98,090. In addition, revenue is increased by \$7,265 due to the carryover of 2011 grant revenue and changes to the State and County contract that resulted in an increase to the RC allocation of \$16, a reduction of \$9 in Base Community Aids (BCA) and a reduction in Title III E funding of \$22,612 for net revenue increase of \$82,750.

The department is also receiving additional revenue related to the Senior Meal program due to the continued purchase of meals from the Department of Family Care (DFC). MCDA provides the meals to DFC members and DFC reimburses MCDA for the full cost of each meal which includes the cost of the meal, overhead costs, administration, and transportation costs. In the 2012 Adopted Budget, DFC opted out of meal purchases from MCDA. As a result, reimbursement revenue associated with meal purchases was not included in the budget. However, DFC continues to purchase meals from MCDA in 2012 resulting in additional reimbursement revenue of \$11,250. This transfer realigns the 2012 Adopted budget to reflect a net increase in revenue of \$94,000.

This increase is partially offset by an expenditure increase of \$45,000 related to two initiatives that MCDA is involved in: "Faces of Aging 2012" and "Mobile Market". As part of the required Area plan, the department is collaboratively conducting an environmental scan to look at present capabilities within

the aging network to assess future needs and shared goals relative to serving the aging population. The *Faces of Aging* initiative will develop a compilation of photos and recordings showing the strength, and concerns of the aging community resulting in increased expenditures of \$20,000. The *Mobile Market* initiative is a mobile food service that brings high quality, healthy foods at affordable prices to Metro Milwaukee neighborhoods. MCDA is providing a one-time expenditure of \$25,000 for a purchase of Service Contract with SET Ministry, Inc. to be the fiscal agent for the marketing outreach initiative for this program. This expense will assist the program during its transition period of fundraising for the long term support of the program. Expenses are also increased by \$49,000 which includes \$25,000 for the purchase of office supplies and minor office equipment in the Resource Center and \$24,000 in Elderly Services for the purchase of service contract with Goodwill Industries to cover the cost of providing transportation for shopping and errands.

In addition, due to an increase in 100 percent Time Reporting Revenue, \$11,250 in BCA is transferred from the RC to Elderly Services to offset increased expenditures.

This transfer would allow the department to recognize revenue and to realign revenues and expenditures accordingly.

There is no tax levy effect as a result of this action.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

			<u>From</u>	<u>To</u>
6)	<u>7932- Elderly Nutrition</u>			
2699	A5CV	Other Federal Grants & Reimb		\$59,050
2699	A5DB	Other Federal Grants & Reimb		41,207
2699	A5DG	Other Federal Grants & Reimb		47,045
9760	A5HM	Dietary Services		272,000
8123	A5SM	Purchase of Service		70,250
7979	A5HM	Minor Other Equipment		12,484
7979	A5SM	Minor Other Equipment		8,000
8552	A5SM	Machinery & Equip New > \$2,500		11,000
8555	A5SM	Furniture & Fixtures New > \$2,500		3,000
8123	A5HM	Purchase of Service		11,918
4924	0000	Meal Rev- Elderly Nutr		20,196
4999	0000	Other Miscellaneous Revenue	\$549,550	
4999	A5WS	Other Miscellaneous Revenue	6,600	

A transfer of \$556,150 is requested by the Director of the Department on Aging to recognize the receipt of revenue and to realign revenues and expenditures within the Elderly Nutrition Program.

Pursuant to County Board File No. 10-33 (a)(a), approved on December 15, 2011, the County Executive is authorized to carry out the Department on Aging's 2012 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.

The Department of Family Care is a waiver program whose members may receive meals from MCDA's nutrition program. DFC reimburses MCDA for the full cost of each meal which includes the cost of the meal, overhead costs, administration, and transportation costs. In the 2012 Adopted Budget, DFC opted out of meal purchases from MCDA. As a result, reimbursement revenue associated with meal purchases was not included in the budget. However, DFC continues to purchase meals from MCDA in 2012 resulting in additional reimbursement revenue of \$549,550. This increase is partially offset by an increase in catering costs of \$272,000 due to an increase in the number of meals purchased by DFC. The monthly average of meals purchased by DFC from January to June 2012 is 5,090. The annualized

amount for 2012 will be 60,180 meals, an increase of 16,123 meals over 2011. In addition, the state amended the 2012 State and County contract for the Nutrition Services Incentive Program (NSIP) resulting in a revenue decrease of \$47,045. The amounts allocated to counties for NSIP are based on the number of eligible meals served. The State also amended the State and County contract for the Older Americans Act Programs resulting in a revenue reduction of \$41,207 in Title III C-1 and \$59,050 in Title III C-2. Meal donations are also decreased by \$20,196. The result of these changes is a net revenue increase of \$110,052.

The net revenue increase is partially offset by an increase in expenditures of \$104,734 for the purchase of service contracts for Goodwill Industries and Interfaith Older Adult Programs. Both of these organizations are responsible for congregate meal site management, with Goodwill managing 12 sites and Interfaith managing nine sites. Of the total expenditure increase, \$70,250 will be used for kitchen/dining incidentals as well as the creation of a marketing plan to promote the congregate meal program offered at the senior centers. In addition, \$34,484 will be used to purchase better seating accommodations and equipment needed for food preparation and delivery.

As part of the Senior Meal Program, MCDA collaborated with the Greater Wisconsin Agency on Aging Resources (GWAAR) to provide medication management to clients that participate in the home delivered meal program. The project involves collaboration with pharmacists to identify clients needing assistance in medication management and working with prescribing physicians to provide that assistance. Goodwill Industries is providing this service as part of the case management services that they provided for the home delivered meal program. As a result, the purchase of services contract for Goodwill is increased by \$11,918. This increase is partially offset by the remaining \$5,318 in additional revenue mentioned above and \$6,600 is funded with \$6,600 in increased revenue related to the receipt of the Medication Management Improvement Systems (MMIS) grant.

This transfer would allow the department to recognize revenue and realign revenues and expenditures accordingly.

Approval of this transfer will result in a \$0 tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

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10-08-2012 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
B CAPITAL IMPROVEMENTS

File No. 12-1
(Journal, December 15, 2011)

Action Required
Finance Committee
County Board (Majority Vote)

WHEREAS, your committee has received from the Department of Administrative Services, Fiscal Affairs, departmental requests for transfer to the 2012 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 2012 capital improvement appropriations:

	<u>From</u>	<u>To</u>
1) <u>WO219014 Narrowbanding #</u>		
8552 – Mach & Equip-New>\$2,500	\$361,000	
<u>WO218014 Technical Infrastructure #</u>		
8558 – Computer Equipment- Repl > \$500		\$20,000
<u>WO221011 Data Center Equipment and Construction #</u>		
6050 – Contract Pers Serv- Short		\$32,000
6146 – Prof Serv- Cap/Major Maintenance		\$9,000
<u>WO606014 Rewire County Facilities #</u>		
6147 – Prof Serv- Data Process		\$50,000
<u>WO606024 BHD Wireless Infrastructure</u>		
8557 – Computer Equipment-New>\$500		\$250,000

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

An appropriation transfer of \$361,000 is requested by the Chief Information Officer of the Information Management Services Division (IMSD) of the Department of Administrative Services to decrease expenditure authority for Project WO219014 Narrowbanding and to increase expenditure authority for various other IMSD capital projects.

The 2010 Adopted Capital Improvements Budget included an appropriation of \$2,040,000 to purchase and install equipment to upgrade or replace systems not currently compliant with new Federal

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Communications Commission (FCC) narrowbanding requirements. Private land mobile radio (LMR) systems—including municipal government and State and local public safety systems—use blocks of radio spectrum called channels. Historically, LMR systems have used 25 kHz-wide channels. In December 2004, the FCC mandated that all private LMR users operating below 512 MHz move to 12.5 kHz narrowband voice channels and highly efficient data channel operations by January 1, 2013. It is anticipated the work on the project will be substantially complete by the end of 2012, and the project will have surplus funds available.

The appropriation transfer will be used to provide additional funding to the following projects:

- Project WO218014 Technical Infrastructure Improvement: An additional appropriation of \$20,000 will be used to purchase a server to support the Oracle databases with the Emergency Management Services within the County.
- Project WO221011 Data Center Equipment and Construction: A March 2011 appropriation transfer was approved to complete Phase One of the Data Center Equipment and Construction that created the Data Center Equipment and Construction Project. Phase One included installation of a new power feed, an uninterruptible power supply (UPS), and in line air conditioning. In addition, two HVAC units were purchased and installed. This appropriation transfer will provide \$41,000 to higher than anticipated design costs related to Phase One of the project.
- Project WO606024 Behavioral Health Division: An October 2011 appropriation transfer was approved to provide wireless infrastructure at the Behavioral Health Facility. The wireless infrastructure included the purchase of switches and antennas. The project also included a limited amount of wire infrastructure that was needed. During the second quarter of 2012, an engineering study was completed and it was determined that closet remediation was required. It was not known until quotes were returned for the work that the closet remediation would add approximately \$240,000 to the project. This appropriation transfer will provide \$250,000 of additional expenditure authority to cover the higher than anticipated costs. The project will be substantially complete by the end of 2012.
- Project WO606014 Rewire County Facilities: Since 2007, previous budgets have provided approximately \$2.5 million of expenditure authority to Project WO60601 Rewire County Facilities. The scope of work includes the improvement of the wiring infrastructure in the Courthouse, Safety Building, and Criminal Justice Facility (CJF) so that data, video, and voice over internet protocol (VOIP) telephone can be supported. To date wiring of the courtrooms in the

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Safety Building is complete and wiring of floors 4-7 of the Courthouse is 95% complete. Design work is underway for the administrative offices of the Safety Building. Design work for the CJF and floors 1-3 of the Courthouse has been bid and a contract has been awarded. Existing expenditure authority will be used to complete construction of the work for the CJF and perform as much work as possible for floors 1-3 of the Courthouse. This appropriation transfer will provide \$50,000 of expenditure authority and expand the scope of the project to include a more robust and reliable network connection for the Medical Examiner's (ME) Office. Performing this work for the ME office is necessary due to the fact that the network connection is unreliable and insufficient to support current operations as well as future projects. A future appropriation of \$850,000 will be needed to complete the rewiring of the Courthouse Complex, specifically, the Courthouse and the ME Office.

This fund transfer has no tax levy impact

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

	<u>From</u>	<u>To</u>
2) <u>WO118011 Historical Society Exterior Renovation +</u>		
8502 – Major Maint Bldg- (Exp)		\$125,000
6503 – Equip Rental-Short Term		\$3,600
6146 – Prof. Serv-Cap/Major Mtce		\$145,400
<u>WO114112 Courthouse Complex Improvements #</u>		
8502 – Major Maint Bldg- (EXP)	\$274,000	
# Existing Project, + Included in 5-Year Plan, * New Project		

An appropriation transfer of \$274,000 is requested by the Director of the Department of Administrative Services to increase expenditure authority for Project WO118011 Historical Society Exterior Renovation and to decrease expenditure authority for Project WO114112 Courthouse Complex Improvements.

In June of 2012, a piece of the building fell onto a pedestrian walk-way, no one was injured, but it presented a danger to pedestrians. An emergency call was placed to Belfor Property Restoration (Belfor). Immediately, Belfor put up a snow fence around the facility. The next day, the situation was reviewed

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and it was determined that in the interest of public safety, metal fencing and overhead protection on the entrances would be needed to ensure public safety.

This appropriation transfer will provide financing for the temporary metal fencing, temporary repairs, and the hiring of a consultant. The temporary fencing will be up through the end of 2012 in order to provide time for temporary repairs to be completed. The temporary repairs will include the installation of a pre-engineered safety netting, removal of broken pieces of plate glass, and the provision of wood framed shoring assembly. The temporary repairs are being done so that it is safe to remove the temporary metal fencing until the long term restoration work begins. A consultant will be retained in order to perform planning and preliminary design work for the long term exterior restoration of the facility and to provide a more accurate construction cost estimate for the 2014 Requested Capital Improvements Budget.

The 2012 Adopted Capital Improvements Budget included an appropriation of \$1,500,000 to Project WO11411 Courthouse Complex Improvements for façade repairs at the Criminal Justice Facility (CJF) and the Safety Building of the Courthouse Complex. The two major components of the scope of work for the project are the recaulking of all of the building faces of the CJF and the rebuilding of the parapet on the exterior wall of the Safety Building. This appropriation transfer temporarily reallocates \$274,000 from the Courthouse Complex Improvements project to address the work at the Milwaukee County Historical Society Facility.

The 2013 Recommended Capital Improvements Budget includes an appropriation of \$274,000 for the Courthouse Complex Improvements project in order to replenish the funds that are being reallocated through this appropriation transfer.

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

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10-08-12 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
C DEPARTMENTAL – OTHER CHARGES

File No. 12-1
(Journal, December 15, 2011)

Action Required

Finance Committee
County Board (Majority 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 2012 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>3490 – Redaction Program</u>		
6147 - Prof. Services – Data Process		\$450,000
0743 - Balance Sheet (REDACTION)	\$450,000	

A transfer of \$450,000 is requested by the Register of Deeds to increase expenditure authority in the Redaction program budget and to reduce the Redaction Fee balance sheet by the same amount.

2009 Wisconsin Act 314, related to fees charged for recording of real estate documents, allowed County Registers of Deeds to apply a \$5 per document surcharge that can fund redaction of social security numbers from older real estate documents that can subsequently be made available for online viewing. The Register of Deeds began applying this surcharge upon implementation of the law in June 2010. Surplus collections of the surcharge have been placed in a balance sheet account for future use. As of January 1, 2012, the balance in the account totaled \$459,622.

The Register of Deeds is requesting to make this balance available to fund redaction services, which are provided by the third-party vendor.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

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	<u>From</u>	<u>To</u>
2) <u>5041 – GMIA Administration</u>		
8502 – Major Maintenance Bldg (Exp)		\$1,100,000
0774 – Airport Development Fund Reserve	\$1,100,000	

An appropriation transfer of \$1,100,000 is requested by the Director of the Department of Transportation to increase expenditure authority for relocating multiple airlines to different concourses within General Mitchell International Airport (GMIA) which will be funded through proceeds in the Airport Development Fund Reserve Account.

With the de-hubbing of Frontier airlines, Frontier has reduced their operations from a peak of 87 to 7 flights per day. As a result, most of their 21 gates on Concourse D are not being used. As required by the airport/airline lease agreement, Frontier is continuing to lease and pay for their gates and operations space.

Delta Airlines has advised the Airport Administration that they wish to relocate from Concourse E to Concourse D. Southwest has purchased AirTran and will be moving to AirTran's gates on Concourse C in late 2012 to consolidate operations. In addition Southwest Airlines and US Airways have agreed to swap gates, with US Airways moving to Southwest Gates D52 and D56 on Concourse D and Southwest taking US Airways gates C18 and C19 on Concourse C.

In addition, United Airlines has acquired Continental Airlines and intended to consolidate its operations on Concourse E. However, with Delta's move to D, this would leave United the only airline on E. It is United's and the Airport's desire for United to move to D with US Airways, Delta, and Frontier. United will occupy three gates on Concourse D.

This combination of airlines will provide for a robust Concourse D. The Airport's and Airline's customers will be better served on Concourse D by these moves for various reasons, including:

- A greater variety of concessions: Host facilities are Usinger Deli, Johnny Rockets, and Legends Bar & Grill; SSP facilities include Nonna's and Alterra Coffee.

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- The larger TSA checkpoint – 6 lanes versus 4 lanes on E.
- The larger airline club room for Delta.
- The newer concourse facility.

Because all the above airlines are signatory to the airport/airline lease agreement, they are obliged to continue to lease their gates in accordance with the terms and conditions of the lease agreement. The airlines will essentially be exchanging their gates and operations spaces to maintain their lease obligations.

To facilitate moves of this type, the airport typically provides seating, gate podiums, electrical, IT infrastructure, which includes the FIDS and paging systems. The security system needs to be expanded and some carpeting needs replacement. Furthermore, several passenger loading bridges will need to be relocated, which will require new foundations and gate doors to be installed. The cost of all of these items is estimated to be \$1,100,000.

When all of these relocations are complete, it is anticipated that Concourse E will be closed. The amendments to the airline leases can be handled administratively. Staff will need to negotiate with Paradies and Host as to their investments on Concourse E and their minimum annual guarantees. Any amendments to the concession leases will require County Executive and Board review and approval; as Paradies and Host have multiple facilities on D, there will not be any costs associated with moving for these two operators.

The increase in expenditures is fully offset with revenue from the Airport Development Fund Reserve Account and therefore no tax levy impact results from approval of this appropriation transfer request.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

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10-08-12 FINANCE COMMITTEE APPROPRIATION TRANSFERS
D INTER-DEPARTMENTAL

File No. 12-1
(Journal, December 15, 2011)

Action Required
Finance Committee
County Board (Majority Vote)

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 2012 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>1905 – Ethics Board</u>		
6148 – Prof. Serv-Recurring Oper	\$12,500	
<u>1120 – Personnel Review Board</u>		
6106 – Legal Fees-General		\$12,500

An appropriation transfer of \$12,500 is requested by the Personnel Review Board (PRB) Secretary and Ethics Board Executive Director to realign expenditure authority in order to fund higher than anticipated one-time costs for outside legal services.

The Personnel Review Board utilizes outside counsel when Corporation Counsel represents the appointing authority and is unable to represent the PRB. Costs for outside legal representation of the PRB are higher than anticipated due to an increased number of cases appealed to circuit court. The PRB Secretary reports that outside legal counsel will be required for at least two significant matters before the end of the year. The 2012 Adopted Budget did not contain a specific appropriation for legal fees. An amount of \$10,666 was carried over from 2011 appropriations and was available in 2012. Of that amount, \$10,618 has been spent to date on legal fees.

In order to fund costs associated with this increased activity, the Ethics Board and Personnel Review Board propose to shift \$12,500 in professional services costs from the Services appropriation unit in the Ethics Board. Funds are available in this series due to staff performing ethics training in-house rather than utilizing an outside firm.

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

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	<u>From</u>	<u>To</u>
2) <u>4000 – Office of the Sheriff</u>		
5150 – Vacancy & Turnover – Sal & Wages		\$3,513,859
5351 – Vacancy & Turnover – Soc Sec		\$254,671
5450 – Vacancy & Turnover – Empl Benfts		\$1,360,787
5322 – Educational Bonus		\$3,500
5318 – Unemployment Compensation		\$16,000
5321 – Uniform Allowance		\$1,550
6002 – Lab Testing Fees		\$95,000
6030 – Advertising		\$2,500
6050 – Contract Personal Services – Short		\$95,000
6060 – Ash-Rubbish-Waste Disp		\$30,000
6080 – Postage		\$8
6081 – Mailing/Shipping Svc Fees		\$125
6148 – Prof Services – Recurring Oper		\$336,500
6803 – Auto Allowance		\$1,950
6339 – Records Center Charges		\$12,500
6502 – Equipt Rental – Long Term		\$2,897
6633 – R/M Med Surg Tools Equip		\$550
6637 – R/M Computer Equip		\$15,250
6640 – R/M Office Equip		\$1,200
6804 – Local Transportation		\$5,250
6805 – Educational/Seminar Payments		\$6,250
6109 – Medical Service Fees		\$550,000
7910 – Office Supplies		\$32,750
7920 – Books Periodicals Films		\$750
7999 – Sundry Supplies		\$1,250
7970 – Tools & Minor Equip		\$10,000
7928 – Patient & Inmate Clothing		\$2,500
7924 – Employe Wearing Apparel		\$2,500
9702 – Tech Support & Infra		\$85,894

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9714	– Distribution Services		\$7,491
9731	– Engineering Building Maintenance		\$172
9749	– HOC Graphics		\$4,256
9768	– Applications Charges – Network		\$37,782
9769	– Application Charges – Mainframe		\$103,067
9771	– HRIS Allocation		\$21,189
9781	– CH Complex Space Rental		\$112,475
9788	– Personal Computer Charges		\$27,417
7770	– Drugs		\$525,000
7700	– Med Dent Surg Suppl (Bud)		\$75,000
7500	– Household Supplies (Bud)		\$10,000
7300	– Food & Provisions (Bud)		\$3,000
9758	– Medical Service Fees	\$7,347,840	
3360	– Copy & Duplicating Fees	\$6,500	
3599	– Other Service Fee Charges	\$13,500	

		<u>From</u>	<u>To</u>
<u>8000 – Department of Health and Human Services</u>			
5150	– Vacancy & Turnover – Sal & Wages	\$3,513,859	
5351	– Vacancy & Turnover – Soc Sec	\$254,671	
5450	– Vacancy & Turnover – Empl Benfts	\$1,360,787	
5322	– Educational Bonus	\$3,500	
5318	– Unemployment Compensation	\$16,000	
5321	– Uniform Allowance	\$1,550	
6002	– Lab Testing Fees	\$95,000	
6030	– Advertising	\$2,500	
6050	– Contract Personal Services – Short	\$95,000	
6060	– Ash-Rubbish-Waste Disp	\$30,000	
6080	– Postage	\$8	
6081	– Mailing/Shipping Svc Fees	\$125	
6148	– Prof Services – Recurring Oper	\$336,500	

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6803	– Auto Allowance	\$1,950	
6339	– Records Center Charges	\$12,500	
6502	– Equipt Rental – Long Term	\$2,897	
6633	– R/M Med Surg Tools Equip	\$550	
6637	– R/M Computer Equip	\$15,250	
6640	– R/M Office Equip	\$1,200	
6804	– Local Transportation	\$5,250	
6805	– Educational/Seminar Payments	\$6,250	
6109	– Medical Service Fees	\$550,000	
7910	– Office Supplies	\$32,750	
7920	– Books Periodicals Films	\$750	
7999	– Sundry Supplies	\$1,250	
7970	– Tools & Minor Equip	\$10,000	
7928	– Patient & Inmate Clothing	\$2,500	
7924	– Employe Wearing Apparel	\$2,500	
7770	– Drugs	\$525,000	
7700	– Med Dent Surg Suppl (Bud)	\$75,000	
7500	– Household Supplies (Bud)	\$10,000	
7300	– Food & Provisions (Bud)	\$3,000	
3360	– Copy & Duplicating Fees	\$6,500	
3599	– Other Service Fee Charges	\$13,500	
9702	– Tech Support & Infra	\$85,894	
9714	– Distribution Services	\$7,491	
9731	– Engineering Building Maintenance	\$172	
9749	– HOC Graphics	\$4,256	
9768	– Applications Charges – Network	\$37,782	
9769	– Application Charges – Mainframe	\$103,067	
9771	– HRIS Allocation	\$21,189	
9781	– CH Complex Space Rental	\$112,475	
9788	– Personal Computer Charges	\$27,417	
9858	Abatement – Medical Service Fees		\$7,347,840

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The Office of the Sheriff and the Department of Health and Human Services request an interdepartmental fund transfer in the amount of \$14,735,680 to realign costs related to medical and mental health services for inmates.

The 2012 Adopted Budget anticipated the transfer of responsibility for inmate medical and mental health services from the Office of the Sheriff to the Department of Health and Human Services (DHHS) effective July 1. As a result, the Adopted Budget provided expenditure authority for one-half of the cost of the program in the DHHS budget, which was to be offset by a crosscharge to the Office of the Sheriff. The anticipated transfer of responsibility did not occur as anticipated and will not occur in 2012. Therefore, the Office of the Sheriff is experiencing costs in the Personal Services, Services, and Commodities appropriation units but is not being crosscharged by DHHS. Conversely, DHHS is not experiencing any operational costs. Therefore, the expenditure authority needed to run the program is out of alignment with the budget.

This fund transfer realigns expenditure authority between the two departments so that the Office of the Sheriff can continue to fund inmate medical and mental health services. The amounts to be transferred into those appropriation units represent all costs and revenues that were budgeted in DHHS for the half year it was anticipated to run the program.

Crosscharges that have been applied to DHHS so far in 2012 will be moved via journal voucher to the Office of the Sheriff upon completion of this transfer so that no crosscharge costs remain in DHHS in 2012.

There is no tax levy impact as a result of this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

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	<u>From</u>	<u>To</u>
3) <u>6402- Community Serv Admin</u>		
2221 – Basic Community Aids		\$699,944
<u>6407- Serv Access Independent Living</u>		
2221 – Basic Community Aids		175,766
<u>6413- Day Treatment</u>		
2221 – Basic Community Aids		116,209
<u>6424- AODA Non-TANF</u>		
2221 – Basic Community Aids		193,182
<u>6443- Psychiatric Crisis Services</u>		
2221 – Basic Community Aids		637,396
<u>8323- Remaining DSD Services</u>		
2221 – Basic Community Aids		194,267
<u>8387- Children’s LTS</u>		
2221 – Basic Community Aids		170,405
<u>8936- CCI/Wraparound Services</u>		
2221 – Basic Community Aids		512,831
<u>8451- Single Office Caseload</u>		
8123 – Purchase of Service Contracts	\$2,700,000	

A transfer of \$2,700,000 is requested by the Director, Department of Health and Human Services (DHHS) to reduce revenue and expenditures related to the Income Maintenance program based on a change in State Statute.

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In 2010, when the State assumed control of Income Maintenance, the county was required to provide a levy contribution of \$2.7 million to support this program. In January 2012, the State budget repealed this requirement and replaced it with a reduction to the County's Basic Community Aid (BCA) allocation of \$2.7 million. However, the 2012 adopted budget includes expenditures of \$2.7 million instead of a revenue reduction of this amount.

This transfer reduces the BCA allocation by \$2.7 million: \$364,672 in the Disabilities Services Division, \$512,831 in the Delinquency and Court Services Division, and \$1,822,497 in the Behavioral Health Division. This reduction results in a combined total tax levy increase of \$2.7 million, offset by a reduction of \$2.7 million in expenditures in the Economic Support Division of DHHS.

Approval of this transfer will result in a \$0 tax levy impact for DHHS and BHD combined.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

DRAFT

10-08-2012 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
E DEPARTMENTAL

File No. 12-1
(Journal, December 15, 2011)

Action Required
Finance 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 2012 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>1140 – Human Resources</u>		
5199 – Salaries and Wages	\$10,000	
7917 – DP Supplies		\$10,000

An appropriation transfer of \$10,000 is requested by the Director of Human Resources (DHR) to realign expenditure authority from Personal Services to Services for employment testing.

DHR requests \$10,000 for testing Correctional Officers and Juvenile Correctional Officers. The number of candidates needed to be tested in 2012 is higher than expected due to the volume of requests from the Office of the Sheriff.

In order to fund costs associated with this request, the Department of Human Resources proposes to shift \$10,000 in salary and wages from the Personal Services appropriation unit. Funds are available in this series due to salary savings from funded positions remaining vacant.

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

	<u>From</u>	<u>To</u>
2) <u>1160 – DAS-Information Management Services Division</u>		
5199 – Salary and Wages	\$100,000	
5312 – Social Security Taxes	\$7,600	
8010 – Depreciation	\$745,200	
6147 – Prof. Serv. – Data Process		\$382,800
6517 – DP Software Lease/LCN		\$375,000
7977 – Minor DP Equipment		\$95,000

An appropriation transfer of \$852,800 is requested by the Chief Information Officer of the Department of Administrative Services - Information Management Services Division (DAS-IMSD) to realign expenditure authority between various account series.

DAS-IMSD requests to reallocate a portion of the projected expenditure surplus from the Personal Services and Debt and Depreciation account series to the Contractual Services and Commodities account series to ensure sufficient budget authority to offset projected expenditures.

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

	<u>From</u>	<u>To</u>
3) <u>3470 – Land Records Modernization</u>		
7930 - Photo, Printing, Repro & Binding		\$1,500
6148 - Prof Services – Recurring Oper	\$1,500	

A transfer of \$1,500 is requested by the Register of Deeds to realign expenditures within the Land Records Modernization program.

The Land Records Modernization program is operated by the Register of Deeds, and projects are approved by the Steering Committee of the Milwaukee County Automated Mapping and Land Information System (MCAMLIS).

The MCAMLIS Steering Committee has approved a project to scan plat surveys and historical aerial photography. The service will be purchased using a master price agreement that is coded to the Commodities appropriation unit. The 2012 Adopted Budget for the Land Records Modernization program does not have budget authority in the Commodities appropriation unit; therefore a fund transfer is necessary. The Land Records Modernization program currently has \$65,367 in funding available in the Service appropriation unit, and it is anticipated that a sufficient surplus will be available at year-end to fund this purchase.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.

	<u>From</u>	<u>To</u>
4) <u>6328- Professional Educ- Psychiatry</u>		
5199 – Salaries and Wages Budget		\$154,270
5312 – Social Security Taxes		2,230
6113 – Psychiatrist Fees	\$156,500	

An appropriation transfer of \$156,500 is requested by the Director of the Department of Health and Human Services to realign accounts related to a change in billing in the Behavioral Health Division.

BHD currently has a contract with the Medical College of Wisconsin (MCW) to provide a variety of services in various areas of BHD. One of the services that are provided by MCW is psychiatry hours, in which residents are used to provide psychiatric services to BHD clients. These are billable services, so BHD receives revenue from the provision of these services.

Prior to the 2010 budget, BHD provided this service in-house with House Physician 3 positions. Since these positions were typically filled with residents, BHD felt that it would be best to contract with MCW to maintain consistent and flexible staffing. As a result, these positions were abolished and BHD entered a contract with MCW to provide these services. However, in 2012, MCW has changed the

guidelines related to billing services for internal and external providers resulting in the need for BHD to employ these staff.

This transfer would give BHD the expenditure authority to fund the filling of 3.5 FTE House Physician (Hourly) positions at a cost including salary and social security of \$156,500. The division currently has a sufficient number of House Physician (Hourly) positions to accommodate this change. This cost would be offset with a reduction to the MCW contract of \$156,500. In addition, the department will be able to continue billing for the psychiatric services provided.

Approval of this transfer would result in a \$0 tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE _____.