

10-07-2016 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
 A DEPARTMENTAL

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, Office of Performance, Strategy and Budget, and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2016 appropriations of the respective listed departments:

1)		<u>From</u>	<u>To</u>
	<u>9000 – Department of Parks, Recreation & Culture</u>		
	8502 – Major Maintenance Buildings	\$ 254,874	
	6620 – Repair/Maint. Grounds		\$ 248,874
	7940 – Recreational Supplies		\$ 6,000

The 2016 Department of Parks, Recreation & Culture budget includes funding of \$225,000 for repairs and major maintenance of baseball diamonds at various parks throughout Milwaukee County. The funding currently resides in object 8502, however most of the actual expenditures occur in other object areas. This transfer request is to reallocate the funds to the object areas where the actual expenses are occurring. This request has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 6, 2016.

2)		<u>From</u>	<u>To</u>
	<u>9000 – Department of Parks, Recreation & Culture</u>		
	9737 – Power Plant Electricity	\$ 35,115	
	7970 – Tools and Minor Equipment	\$ 22,750	
	6326 – Electricity		\$ 35,115
	8552 – Machinery & Equipment > \$2,500		\$ 22,750

During 2016 the electrical service for the Parks Administration Building was transferred from the municipal supplier to WE Energies. Under the municipal service the charges were dispersed as cross charges and under the new provider they are expensed as a utility charge. This requested transfer is simply transferring the existing budget to the new object being charged for the same service. This is a housekeeping transfer only and has no impact on the tax levy.

A new mobile beverage cooler/trailer was acquired for use in the traveling beer gardens. The funding was budgeted under minor equipment but due to the capitalization threshold the purchase must be coded as a major piece of equipment under object 8552. This budget transfer request is aligning the funding with the appropriate expense account and has no impact on the tax levy.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 6, 2016.

3)		<u>From</u>	<u>To</u>
	<u>1151 – Department of Administrative Services</u>		
	5199 – Salaries – Wages Budget	\$ 30,000	
	6148 – Prof Serv – Recurring Oper		\$ 30,000

The Performance, Strategy & Budget Division of the Department of Administrative Services is requesting a fund transfer in the amount of \$30,000 to transfer expenditure authority from salaries to professional services.

During 2016, the Performance Strategy & Budget Division experienced vacancies in its budget positions. As a result, the division relied on temporary staffing to support its existing operations.

This fund transfer would adjust the budget by increasing expenditure authority to professional services while making a commensurate reduction to salaries.

There is no tax levy impact to Milwaukee County for this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 6, 2016.

4)		<u>From</u>	<u>To</u>
	<u>3090 – Office of the County Treasurer</u>		
	9741 – DP Software Lease / LCN Charges	\$ 13,368	
	3599 – Other Service Fee Charges	\$ 6,632	
	6147 – Prof Service Data Processing		\$ 13,368
	6147 – Prof Service Data Processing		\$ 6,632

The Office of the County Treasurer requests and appropriation transfer to pay for a server upgrade for South Milwaukee’s GCS property tax database. South Milwaukee is the last municipality in Milwaukee County to be migrated to the new server. The migration was initially planned for 2018 however vendor scheduling will allow for an early start to the project with the possibility of completion in time for the distribution of 2017 tax statements.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 6, 2016.

5)		<u>From</u>	<u>To</u>
	<u>3090 – Office of the County Treasurer</u>		
	6050 – Contract Pers Serv – Short		\$ 9,000
	3599 – Other Service Fee Charges	\$ 9,000	

The Office of the County Treasurer requests an appropriation transfer to pay a fee associated with the hiring of a temporary part-time employee on to permanent full-time employee from the staffing agency PS Companies.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 6, 2016.

10-7-2016 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
 B DEPARTMENTAL - RECEIPT OF REVENUE

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, Office of Performance, Strategy and Budget, and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2016 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>8000- Department of Health and Human Services</u>		
2263 – LIHEAP Revenue	\$ 941,817	
8133 – Vendor # 3 Payments	\$ 250,000	
6148 – Professional Services		\$250,000
6050 – Contract Services		\$142,000
6803 – Auto Allowance		\$1,000
7910 – Office Supplies		\$1,000
6080 – Postage		\$3,500
6409 – Printing		\$7,000
6809 – Conference Expenses		\$2,500
6999 – Sundry Services		\$4,500
6030 – Advertising		\$61,000
7999 – Sundry Supplies		\$10,000
8123 – Purchase of Service Contracts		\$709,317

Transfer of \$1,191,817 is requested by the Director, Department of Health and Human Services (DHHS), to recognize the receipt of revenue and associated expenditures related to the Energy Assistance Program and professional services contracts within the Delinquency and Court Services Division (DCSD).

The 2016 Adopted Budget reflects total revenue of \$2,437,098 for the Energy Assistance Program. The program provides assistance for heating and electric costs and energy crisis situations and is 100 percent funded by State and federal revenues through a contract with the State Department of Administration. Subsequent to the 2016 Adopted Budget, the State issued amendments totaling \$941,817 which increased the total revenue to \$3,378,915. The State generally amends the department's Energy contract throughout the year and the original budget is based on the county's base allocation.

This additional revenue is being used to amend existing contracts with the community agencies that operate the program as well as increase funds budgeted for advertising and community outreach. The State has encouraged Milwaukee County to augment its marketing and outreach campaign to expand the number of eligible households participating in the program for the first time. For federal fiscal year (FFY) 2016, Milwaukee County was one of the only counties in the state to realize an increase (+4%) in the number of applicants, while the rest of the state saw a decrease of over 10%. The total number of energy assistance applications increased from 60,720 in FFY2015 to 63,231 FFY2016. The goal is to reach 70,000 households in FFY2017.

This fund transfer also establishes additional funding of \$250,000 for professional services contracts in DCSD's budget for program development, technical assistance and staff training to promote fair, effective, and age-appropriate treatment of youth. Funding for this is coming from anticipated underspending in corrections charges

for juveniles held at the State institutes due to a declining Average Daily Population (ADP). The 2016 budgeted ADP is 125 compared to a year-to-date average ADP of 85.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 27, 2016.

2)		<u>From</u>	<u>To</u>
	<u>9000 – Department of Parks, Recreation & Culture</u>		
	2699 – Other Miscellaneous Revenue	\$ 322,086	
	5199 – Seasonal Labor		\$ 25,000
	6050 – Contract Personal Services – Short		\$ 194,086
	6620 – R/M Grounds		\$ 60,000
	6630 – R/M Machinery, Tools, Equipt		\$ 3,000
	6999 – Sundry Services		\$ 30,000
	7018 – Botanical Supplies		\$ 10,000

The Department of Parks, Recreation & Culture requests an appropriation transfer to recognize funding and authorize expenses for the Environmental Protection Agency Engaging Youth to Control Invasive Species grant (EPA-R5-GL014-2). Matching funds have been included in the 2016 budget. The total award of the multi-year grant that runs from 03/01/2015 through 04/30/2017 is \$635,000.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 6, 2016.

3)		<u>From</u>	<u>To</u>
	<u>9000 – Department of Parks, Recreation & Culture</u>		
	2299 – State Grants & Reimbursements	\$ 25,000	
	5199 – Seasonal Labor		\$ 25,000

The Department of Parks, Recreation & Culture requests an appropriation transfer to recognize funding and authorize expenses for the Wisconsin Department of Natural Resources Tree Priority Zone Inventory and Sustainability Plan grant (UF-1211-15). The grant requires a 50% match which has been included in the 2016 budget resulting in no additional fiscal impact on the tax levy.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 6, 2016

4)		<u>From</u>	<u>To</u>
	<u>9000 – Department of Parks, Recreation & Culture</u>		
	4999 – Other Misc. Revenue	\$ 15,000	
	5199 – Seasonal Labor		\$ 15,000

The Department of Parks, Recreation & Culture requests an appropriation transfer to recognize funding and authorize expenses for a Wisconsin Department of Natural Resources grant. The fully funded grant is to conduct wildlife surveys in support of setting habitat restoration policies with in the Milwaukee Estuary Area of Concern. This transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 6, 2016.

10-07-2016 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
 D UNALLOCATED CONTINGENCY

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 2016 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>WO87001 Special Assessments</u>		
8589 – Other Capital Outlay (CAP)		\$100,000
9706 – Prof Div Services		\$20,000
<u>Org. Unit 1945 Appropriations for Contingencies</u>		
8901 – Appropriation for Contingencies	\$100,000	
<u>Org. Unit 5130 MCDOT- Transportation Services</u>		
3806 – Serv Provided- Professional	\$20,000	

An appropriation transfer of \$120,000 is being requested by the Department of Transportation to increase expenditure authority for Project WO87001 Special Assessments by \$120,000. Financing is requested to be provided from the Appropriation for Contingencies account and from internal service revenue in the Transportation Services Section of the Milwaukee County Department of Transportation (MCDOT).

Special Assessment costs result from improvements (such as sidewalk repair/replacement) performed by municipalities on County owned property. The transfer will allow for the payment of special assessments that various municipalities have levied for improvements on property owned by Milwaukee County.

As of October 5, 2016, there is currently approximately \$86,000 of funding available in Project WO870 to pay outstanding invoices of approximately \$135,000 and estimated future 2016 expenses of \$50,000. Therefore, an additional \$100,000 is required. The additional \$100,000 funding is requested to be transferred from the Appropriations for Contingencies account.

MCDOT staffing expenses related to the special assessments are being absorbed within the Transportation Services section. The transfer includes \$20,000 of staffing costs in the project that are offset with additional internal service revenue in the Transportation Services Section.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 6, 2016.

2)	<u>From</u>	<u>To</u>
<u>WO24001 Project Management Software</u>		
8527 – Land Improvements (CAP)		\$100,000
<u>Org. Unit 1945 Appropriations for Contingencies</u>		
8901 – Appropriation for Contingencies	\$100,000	

An appropriation transfer of \$100,000 is being requested by the Department of Administrative Services (DAS) to increase expenditure authority for Project WO24001 Project Management Software. Financing is requested to be provided from the Appropriation for Contingencies account.

A May 2014 County Board Resolution (14-290) authorized the creation of capital projects that were financed with land sale proceeds that were part of the Milwaukee County Innovation Fund. The projects included a \$200,000 appropriation for WO240 Project Management Software.

The project scope included the upgrade or replacement of the project management (PM) software currently used to manage the DAS-Architecture Engineering and Environmental Services (AE&ES) capital budget projects. This software provides project lifecycle management for capital planning, project delivery, cost control, and facilities and real estate management and governance across all project phases, from planning and building to operations and maintenance, integrating critical business processes, data, and documents across the organization.

In July 2014, AE&ES retained a consultant to assist AE&ES Section in conducting a needs analysis and development of an RFP in order to solicit proposals to provide replacement or upgrade of the current project management software (Primavera Contract Manager, ver. 12.0, 2008). An informational status report to the County Board was submitted in October of 2014. Progress on the preparation and issuance of an RFP was delayed in 2015 as the County considered the impact of enterprise resource planning on purchase and deployment of this software. Ultimately it was determined that this stand-alone project management software was required.

In early 2016, a formal RFP process was administered by DAS Procurement Division for procurement of the software. The RFP was developed with input from DAS-FM, Procurement and IMSD staff using the standard Procurement Division RFP format and process. The evaluation panel selected Oracle Unifier software. The Oracle Unifier software proposal included a third party software deployment consultant certified as an Oracle Platinum Partner.

Currently there is approximately \$114,000 remaining in the capital project account. The consultant contract cost to deploy the software is \$205,020. The additional \$100,000 expenditure authority will provide sufficient funding to complete the project. Assuming approval of the appropriation transfer, the project is anticipated to be substantially completed by March 2017.

The additional funding is requested to be transferred from the Appropriations for Contingencies account.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 6, 2016

3)	<u>From</u>	<u>To</u>
<u>1151 Dept of Administrative Services</u>		
8502 – Major Maintenance		\$75,000
<u>Org. Unit 1945 Appropriations for Contingencies</u>		
8901 – Appropriation for Contingencies	\$75,000	

An appropriation transfer of \$75,000 is being requested by the Department of Administrative Services (DAS) to increase expenditure authority for replacement parts related to elevator #9 in the Milwaukee County Public Safety Building. Financing is requested to be provided from the Appropriation for Contingencies account.

DAS-Facilities Management (DAS-FM) staff has indicated there have been a number of in which elevator services were halted or stuck in the last few weeks. An example was a deputy was stuck in an elevator with an inmate on September 20th. Sheriff staff are now using the elevator across the hall to bring in-custody inmates to and from the courtroom. This involves walking inmates through the public hallway and public courtroom gallery and may pose its own set of safety risks.

DAS-Facilities Management staff has indicated that the repair work will begin shortly as contractor scheduling is already underway and will begin in October.

Due to the unforeseen service failure, and subsequent repairs, DAS-FM was required to use budgeted major maintenance funding. Assuming repairs are completed at the anticipated amount of \$75,000, this would only leave approximately \$200,000 in expenditure authority for major maintenance items until year end. This includes major maintenance needs of the Courthouse Complex (Safety Building, Courthouse, Coggs Building, and County Grounds). This appropriation transfer request seeks to replenish the original funding so that DAS-FM can address planned major maintenance needs as well as any emergent items that may arise between now and year end.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 6, 2016.

10-07-2016 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
 E DEPARTMENTAL - CONTRIBUTION FROM RESERVE

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 2016 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>9960 – Debt Service</u>		
8021 – Principal		\$1,167,311
8022 – Interest		\$1,129
8034 – Midwest/Skyway Tender Interest Adj		\$108
4707 – Contribution from Reserves (Hangar Trust)	\$1,168,548	

An appropriation transfer of \$1,168,548 is requested by the Comptroller to increase expenditure authority to reflect the \$1,168,440 prepayment that was made on the 2016 Taxable Bank Loan. The expenditure authority will also be used adjust the interest amount on the tendered Midwest and Skyway Industrial Development Revenue Bonds (IDRBs) by \$108 to reflect the actual interest due on the transaction. Financing for the prepayment is being provided from the remaining balances in the hangar trusts.

County Board Resolution 16-306 (Resolution), provided the authority to the Comptroller to issue General Obligation Promissory Notes to US Bank to provide funding to pay the County's obligation under the Reimbursement Agreement to US Bank for the Industrial Development Revenue Bonds (IDRBs). The Resolution also provided the authority to transfer funds from the Trust Reserve to make payments to US Bank under the Standby Reimbursement Agreement and to pay costs of issuance. On July 28, 2016, the Office of the Comptroller closed on the sale of the Taxable Bank Notes (Notes). The Notes were issued to tender the Midwest and Skyway IDRBs principal and interest amounts due under the 2003 Standby Reimbursement Agreement between Milwaukee County and US Bank along with costs of issuance.

Subsequent to the sale of the Notes, the County was informed that it could use the funds in the Midwest Trust to prepay the Notes. This matter was undetermined at the time of the sale of the Notes due to issues associated with the Chapter 11 reorganization filing of Republic Airways (Midwest/Skyway). The Notes allow for the County to prepay principal at any time. On August 22, 2016, the County used \$1,168,440 of the remaining funds in the hangar trusts to redeem principal of \$1,167,310.78 and pay interest of \$1,128.40.

There is no tax levy impact associated with this appropriation transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE OCTOBER 6, 2016.

2016 BUDGETED CONTINGENCY APPROPRIATION SUMMARY

UNALLOCATED CONTINGENCY ACCOUNT

2016 Budgeted Unallocated Contingency Appropriation Budget	\$5,176,701
Approved Transfers from Budget through September 15, 2016	
Coyote Control Project	(\$25,000)
1% Reductions for Orgs OPD, War Memorial, and Aging	(\$202,595)
Dome Repairs May	(\$500,000)
Historical Society Cornice	(\$40,500)
Milwaukee Art Museum (MAM)/O'Donnell Park	(\$355,000)
Milwaukee Public Museum Elevator	(\$15,000)
Courthouse Façade	(\$374,235)
Domes Repairs June	(\$472,000)
Gas Chromatograph/ Mass Spectrometer (GC/MS) Equipment	(\$82,000)
Coggs Electrical and Air Conditioning System Repairs	(\$226,479)
Safe Zone in the Amani Neighborhood	(\$37,500)
Unallocated Contingency Balance September 15, 2016	\$2,846,392
Transfers from the Unallocated Contingency Pending in Finance, Personnel & Audit Committee through September 15, 2016	
Elevator #9 in Milwaukee County Public Safety Building	(\$75,000)
AE&ES Project Management Software	(\$100,000)
MCDOT Special Assessments	(\$120,000)
Total Transfers Pending in Finance, Personnel & Audit Committee	(\$295,000)
<u>Potential Contingency Fund Requirements</u>	
Sheriff's Office Abatement and Inmate Telephone Revenues	(\$5,000,000)
Insurance Deductible Payments	(\$858,330)
1% Budget Reduction Needs	(\$685,133)
Family Care Crosscharge	(\$650,000)
DAS - Water Utility	(\$1,250,000)
Transit Revenue Shortfalls	(\$2,060,000)
Net Balance	(\$7,952,071)

ALLOCATED CONTINGENCY ACCOUNT

2016 Budgeted Allocated Contingency Appropriation Budget	\$300,000
Approved Transfers from Budget through September 15, 2016	
Office on African American Affairs	(\$300,000)
Allocated Contingency Balance September 15, 2016	\$0
Transfers from the Allocated Contingency Pending in Finance, Personnel & Audit Committee through September 15, 2016	
Total Transfers Pending in Finance, Personnel & Audit Committee	\$0
Net Balance	\$0