

DRAFT

Fiscal Year 2016

12-08-2016 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>		
	5199 – Salaries & Wages	\$ 380,000	
	5318 – Unemployment Compensation	\$ 120,000	
	5201 – Overtime		\$ 177,000
	6050 – Contracted Personal Services		\$ 223,000
	6148 – Prof. Serv – Recurring Oper		\$ 100,000

The Department of Parks, Recreation & Culture is requesting a transfer of excess funds from the categories of Salaries & Wages and Unemployment Compensation to offset under budgeted Overtime and service contracts. Vacant positions have required additional external staff to assist with specific expertise areas to sustain operations resulting in additional contracted services. Salary from vacancy and turnover is also being utilized to extend the contract for the Parks Master Plan which is not proceeding according to the expected schedule.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 15, 2016.

2)		<u>From</u>	<u>To</u>
	<u>7900 – Department on Aging</u>		
	5199 – Salaries-Wages Budget	\$484,220	
	4999 – Other Misc Revenue		\$296,000
	6050 – Contract Personal Serv – Short Term		\$25,000
	7300 – Food and Provisions		\$163,220

Transfer of \$484,220 is requested by the Director, Department on Aging to realign expenditures and revenue within Department on Aging. This transfer realigns the 2016 Adopted Budget to reflect underspending of \$484,220 in salaries to offset a revenue shortfall of \$296,000 and a projected shortage of \$188,220 in other program and operating expenditures. Projected savings in salaries are due to vacancies throughout the department in management and support staff positions resulting from retirements, resignations and normal position turnover. Approval of this transfer has a \$0 impact on Milwaukee County tax levy.

This transfer decreases federally funded meal reimbursement revenue by \$296,000 primarily due to a reduction in MyChoice Family Care meal purchases from Department on Aging Nutrition Program. The transfer also increases the budget for catering expenses by \$163,220 to reflect 2016 projected actual catering costs which will be more in line with 2015 actual experience.

The Nutrition Program objectives include: malnutrition prevention and promote good health behaviors; serve wholesome good quality meals; maintenance of high food safety and sanitation standards; and target older adults who have the greatest economic or social need with particular attention to low-income minority and individuals in rural communities.

Contract temporary services expenditure increase of \$25,000 provides fiscal management and fiscal and operational support services to the department due to vacancies of one Fiscal Administrator and one Administrative Assistant.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 15, 2016.

3)	<u>From</u>	<u>To</u>
<u>4802 – Emergency Management</u>		
5199 – Salaries- Wages Budget	\$57,500	
5312 – Social Security Taxes	\$4,399	
<u>4812 – OEM Directors Office</u>		
5199 – Salaries- Wages Budget	\$7,500	
5312 – Social Security Taxes	\$574	
<u>4842 – Training Program</u>		
5199 – Salaries- Wages Budget	\$102,450	
5312 – Social Security Taxes	\$7,837	
<u>4844 – Para Medical Center</u>		
5199 – Salaries- Wages Budget	\$8,500	
5312 – Social Security Taxes	\$650	
<u>4842 – Training Program</u>		
6148 – Prof Services – Recurring Operating		\$189,410

The Office of Emergency Management is requesting a fund transfer in the amount of \$189,410. Over the course of 2016 OEM continues to have high levels of vacancies of its EMS Instructors and 9-1-1 Communicators. Because of this, OEM has partnered with local vocational schools on a fee-for-service basis to fill the training gap and to cross train EMS communicators to assist on 9-1-1 side.

The fund transfer would increase expenditure authority in professional services while simultaneously reducing salaries and social security.

This request has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 15, 2016.

4)	<u>From</u>	<u>To</u>
<u>5300 – Department of Transportation - Fleet</u>		
4905 – Sale of Capital Assets	\$ 101,850	
8551 – Machinery & Equipment Replacement		\$ 101,850

The department is requesting that revenues generated from auctioning of Fleet vehicles as part of the sale of older equipment prior to the 2010 bonding replacement program for fleet equipment be transferred into Fleet’s daily operations budget. This request has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 15, 2016.

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Fiscal Year 2016

12-8-2016 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>9000 – Department of Parks, Recreation & Culture</u>		
	4062 – Restaurant Concessions	\$ 280,000	
	4001 – Golf Merchandise Sales	\$ 120,000	
	7667 – Golf cost of Merchandise Sold		\$ 120,000
	7666 – Concessions Cost of Merchandise Sold		\$ 178,600
	6025 – Bank Service Fees		\$ 101,400

Sales for both Concessions and Golf merchandise have exceeded budgeted amounts for the Department of Parks, Recreation & Culture. Due to increased sales, charges for bank service fees regarding credit card transactions have exceeded budget. Additionally, the Department of Parks, Recreation & Culture is requesting recognition of revenues for those sales to replenish concession and golf merchandise.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 15, 2016.

2)		<u>From</u>	<u>To</u>
	<u>2430- Child Support Services</u>		
	2699 – Oth Fed Grants & Reimb	\$399,285	
	6149 – Prof. Serv-Nonrecur Oper		\$399,285

New Pathways for Fathers and Families Fatherhood Grant was awarded by The Office of Family Assistance for the period of September 30, 2015 through September 29, 2020

Our 2016 budget did not include full \$2 million. Since we had a 9 month training period for the New Pathways for Fathers and Families Fatherhood Grant we estimated that our costs would be lower for the current year. However, since we are required by our grantor to use new Federal computer integrated programs in working with our participants, more training time was needed for our partners to learn the Federal programs. This appropriation transfer request is to recognize the receipt of revenue and to establish expenditure authority for the Department of Child Support Services in the accounts listed above.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 15, 2016.

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12-08-2016 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
C CAPITAL IMPROVEMENTS

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 2016 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 2016 capital improvement appropriations:

1)	<u>From</u>	<u>To</u>
<u>WA206 Expansion Taxicab –Taxi Dispatch System *</u>		
4707 – Contributions from Reserves		\$200,000
8527 – Land Improvements (CAP)		\$172,000
9706 – Prof Services		\$28,000
 <u>WA206 Expansion Taxicab #</u>		
4707 – Contributions from Reserves	\$200,000	
8527 – Land Improvements (CAP)	\$112,000	
9706 – Prof Services	\$28,000	
6146 – Prof Serv-Cap/Major Maint	\$60,000	

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

An appropriation transfer of \$400,000 is requested by the Director of the Department of Transportation (MCDOT) to reallocate existing budget authority within Project WA206 Expansion Taxicab Parking/Staging and create a new sub-project WA206022 Taxi Dispatch System.

This appropriation transfer will reallocate \$400,000 within existing Project WA206 Expansion Taxicab Parking/Staging to create a new sub-project (WA206022 Taxi Dispatch System) for the acquisition, customization, testing, installation, training and implementation of a new Taxi Airport Dispatch System.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 15, 2016.

2)	<u>From</u>	<u>To</u>
<u>WP288 Hales Corners Bathhouse Roof #</u>		
8527 – Land Improvements (CAP)		\$54,000
 <u>WP4620 Dineen Tennis Court Replacement #</u>		
8509 – Other Building Improvement		\$11,200
 <u>WP260 Holler Park Pool Sand Filter #</u>		
6050 – Contract Pers Serv	\$1,000	
6030 – Advertising	\$500	
6080 – Postage	\$500	
6146 – Prof Serv-Cap/Major Maint	\$1,000	
7930 – Photo, Printing, Binding	\$500	
8509 – Other Building Improvement	\$1,800	

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<u>WP273 Grobschmidt Pool Rehab #</u>		
6146	- Prof Serv-Cap/Major Maint	\$16,100
6080	- Postage	\$500
7930	- Photo, Printing, Binding	\$300
9706	- Prof Services	\$1,000
8509	- Other Building Improvement	\$12,600
<u>WP289 Hoyt Park Bridge #</u>		
8527	- Land Improvements (CAP)	\$23,500
<u>WP304 Hales Corners Pool Rehab #</u>		
8509	- Other Building Improvement	\$5,900

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

An appropriation transfer of \$65,200 requested by the Director of the Department of Parks, Recreation, and Culture (Parks) to reallocate funding from Project WP260 Holler Park Pool Sand Filter, WP273 Grobschmidt Pool Rehab, WP289 Hoyt Park Bridge, and WP304 Hales Corners Pool Rehab to Projects WP288 Hales Corners Bathhouse Roof and WP462 Dineen Tennis Court Replacement.

WP260012 Holler Park Pool Sand Filter

The 2013 Capital Improvements Budget included an appropriation of \$120,000 for the replacement of the diatomaceous earth filter system with a high pressure sand filter system at Holler Park Pool. Financing was provided from general obligation bonds.

The project is substantially complete and has a remaining surplus expenditure budget of \$5,472.

WP273011/2 Grobschmidt Pool Rehab

The 2013 Capital Improvements Budget included an appropriation of \$162,000 installation of PVC membrane, depth markers, and supply channel inlets at the Grobschmidt Pool. Financing was provided from general obligation bonds.

An appropriation transfer of \$35,000 was approved by the County Board in October, 2015. The fund transfer was required due to the following:

1. L
ack of Competitive Bids: Bids were received for Grobschmidt on 3/4/15 for two contracts with only two bids for each contract. The busy bidding climate and the lack of competition resulted in higher bids.
2. S
oft Costs: Soft costs were higher than allocated due to more complex design, project management, and construction oversight. This project had the added burden of managing two contracts and contractors, resolving DBE and residency issues, and working with the state on plan approval.

Capital project WP273011/2 Grobschmidt Pool Rehab is substantially complete and has a remaining surplus expenditure budget of \$30,900.

WP289012 Hoyt Park Bridge

The 2015 Capital Improvements Budget included an appropriation of \$550,000 for the renovation of the historic suspension bridge connecting Hoyt Park and the Menomonee River Parkway. Financing was provided from general obligation bonds.

The project is substantially complete and has a remaining surplus expenditure budget of \$53,415

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WP304012 Hales Corners Pool Rehab

The 2015 Capital Improvements Budget included an appropriation of \$275,000 for the installation of a new polyvinyl chloride membrane and new piping at the Hales Corners Pool. Additional work elements included replacement of supply channel and deck depth marker tiles. Funding was provided by general obligation bonds.

The project is substantially complete and has a remaining surplus expenditure budget of \$5,950.

WP288012 Hales Corners Bathhouse Roof

The 2015 Capital Improvements Budget included an appropriation of \$250,000 to replace the roofing system at the Hales Corner Swimming Pool Bathhouse. Additional work elements consist of realigning and reinstalling the gutter system, replacing soffits and soffit lighting. Funding was provided by general obligation bonds.

Construction activity uncovered unforeseen conditions requiring immediate action to protect the building's interior and allow the construction activity to progress. These unforeseen conditions included rotted sheathing and roof framing. Contractor also encountered areas in which the roof framing was contrary to the existing documentation for the bathhouse requiring additional new framing. As a result, the project requires an additional \$54,000.

WP462012 Dineen Tennis Court Replacement

The 2015 Capital Improvements Budget included an appropriation of \$453,600 for the replacement of four tennis courts at Dineen Park. Financing for this project was provided by \$303,600 general obligation bonds and \$150,000 in sales tax revenue.

Construction on the Dineen Tennis Court Replacement has been completed. Construction uncovered poor subgrade beneath the tennis court site. The existing subgrade material was removed and replaced with compacted crushed gravel. As a result, the project is in deficit and requires an additional \$11,200.

This appropriation transfer will reallocate the remaining cumulative surplus of \$65,200 from Projects WP260 Holler Park Pool Sand Filter, WP273 Grobschmidt Pool Rehab, WP289 Hoyt Park Bridge, and WP304 Hales Corners Pool Rehab to Projects WP288 Hales Corners Bathhouse Roof and WP462 Dineen Tennis Court Replacement.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 15, 2016.

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Fiscal Year 2016

12-08-2016 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>WO63401 Mechanical Equipment Room Infrastructure Improvements</u>		
8588	– Other Capital Outlay (Exp)		\$156,000
6146	– Prof Sev-Cap/Major Mtce		\$18,700
9706	– Prof Div Serv		\$15,300
	<u>Org. Unit 1945 Appropriations for Contingencies</u>		
8901	– Appropriation for Contingencies	\$190,000	

An appropriation transfer of \$190,000 is being requested by the Director of the Information Management Division of the Department of Administrative Services (DAS-IMSD) to create Project WO63401 Mechanical Equipment Room (MER) Infrastructure Improvements. Financing is requested to be provided from the Appropriation for Contingencies Account.

In October of 2016, the current air-conditioning unit in the MER failed. The MER contains critical technical infrastructure that has very sensitive climate needs. Currently the MER is being provided air conditioning by a chiller that is estimated to be 25-30 years old and is the end of its estimated useful life.

In 2016, Milwaukee County entered into a contract with OneNeck IT Solutions LLC for Data Center services in a redundant facility which includes server, storage and back-up hardware, associated maintenance services and disaster recovery capabilities. As Milwaukee County migrates primary systems and storage to OneNeck there will still be a need for the cooling unit in the Criminal Justice Center MER. Also there are vendor supported and department supported infrastructure in the room, such as CoreEMR for inmate medical records and the District Attorney's Office equipment. Milwaukee County also will still have items running in the datacenter including all of the network infrastructure for how Milwaukee County will communicate to OneNeck and the rest of the County facilities.

The proposed appropriation transfer will provide financing for the replacement of the air conditioning unit. An engineering firm will need to re-design the system and trace the piping in the Criminal Justice Facility since schematic designs of the piping within the building are not available. The aging infrastructure was originally installed in 1994 and will need to be replaced and the glycol being used in the air conditioning unit will need to be changed from ethylene to polypropylene. Polypropylene is better for the environment.

DAS-IMSD believes that additional infrastructure improvements may be required so that the MER can facilitate the County's present and future technology infrastructure needs. The engineering firm will also perform an initial overall needs assessment of the MER and determine any other infrastructure needs that maybe necessary based on the County's anticipated long term needs for the MER. DAS-IMSD will work with DAS-Facilities Management to develop a plan for the MER. These improvements may include upgrades to or replacement of the fire

suppression and electrical systems. A future appropriation request will be submitted if additional needs are identified.

The additional funding of \$190,000 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 NOVEMBER 15, 2016.

2)		<u>From</u>	<u>To</u>
	<u>4000 Office of the Sheriff</u>		
	5201 – Major Maintenance		\$2,563
	5312 – Social Security Taxes		\$196
	5420 – Employee Healthcare		\$251
	5421 – Employee Pension		\$313
	6081 – Mailing/Shipping Services		\$469
	6640 – R/M Office Equipment		\$184
	7910 – Office Supplies		\$3,755
	9743 – R/M Computer Equipment Crosscharge		\$2,925
	9783 – IMSD Central Purchases		\$19,499
	<u>Org. Unit 1945 Appropriations for Contingencies</u>		
	8901 – Appropriation for Contingencies	\$30,155	

The Office of the Sheriff requests reimbursement for actual expenses incurred during June 2016 flooding in the Safety Building. Records and equipment were damaged in the flood event. The request includes 500 corrugated plastic bankers boxes, copier repair, video wall replacement, and staff time spent restoring files.

As of the October Cycle \$2,846,392 was available in the allocated contingency account. Potential contingency requirements of \$10,503,463 have previously been identified.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 15, 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)
Elevator #9 in Milwaukee County Public Safety Building	(\$75,000)
AE&ES Project Management Software	(\$100,000)
MCDOT Special Assessments	(\$100,000)
Urban Underground	(\$46,000)
Safe Zone in the Amani Neighborhood	(\$37,500)
Unallocated Contingency Balance October 17, 2016	\$2,525,392
Transfers from the Unallocated Contingency Pending in Finance, Personnel & Audit Committee through October 17, 2016	
Mechanical Equipment Room Infrastructure Improvements	(\$190,000)
Sheriff June 2016 Safety Building Flooding	(\$30,155)
Total Transfers Pending in Finance, Personnel & Audit Committee	(\$220,155)
<u>Potential Contingency Fund Requirements</u>	
Sheriff's Office Abatement and Inmate Telephone Revenues	(\$5,249,100)
Insurance Deductible Payments	(\$515,000)
1% Budget Reduction Needs	(\$685,133)
Family Care Crosscharge	(\$650,000)
DAS - Water Utility	(\$1,197,800)
Transit Revenue Shortfalls	(\$1,505,000)
Net Balance	(\$7,496,796)

ALLOCATED CONTINGENCY ACCOUNT

2016 Budgeted Allocated Contingency Appropriation Budget	\$300,000
Approved Transfers from Budget through October 17, 2016	
Office on African American Affairs	(\$300,000)
Allocated Contingency Balance October 17, 2016	\$0
Transfers from the Allocated Contingency Pending in Finance, Personnel & Audit Committee through October 17, 2016	
Total Transfers Pending in Finance, Personnel & Audit Committee	\$0
Net Balance	\$0