

# DRAFT

10-14-2013 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
A DEPARTMENTAL - RECEIPT OF REVENUE

File No. 13-1/13-800  
(Journal, December 20, 2012)

## 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 2013 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) 2900 – Pretrial Services		
2699 – Other Federal Grants	\$30,000	
2900 – Pretrial Services		
6148 – Professional Services Recurring		\$30,000

A transfer in the amount of \$30,000 is being requested by the Chief Judge and Department of Pretrial Services to increase the appropriations relating to Professional Services Recurring. This request is being submitted to recognize the use of previously received revenue from a grant administered by the Bureau of Justice Assistance for the 2011 Edward Byrne Memorial Justice Assistance Grant (JAG) for contract costs relating to Pretrial Services.

This fund transfer seeks to use grant monies to increase the 2013 contract with JusticePoint for Pretrial Supervision/Pretrial Electronic Monitoring/Release Planning for the purpose of providing Strategies for Effective Pretrial Supervision (STEPS) training to 20 pretrial staff. This will increase the contract costs from \$1,643,740 to \$1,673,740

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

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

	<u>From</u>	<u>To</u>
2) 2940 – Pretrial Services		
2699 – Other Federal Grants	\$300,000	
2940 – Pretrial Services		
6148 – Professional Services Recurring		\$300,000

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

This fund transfer seeks to use grant monies to execute a contract not to exceed \$300,000 with JusticePoint from November 1, 2013 through October 31, 2014 for provision of Central Liaison Unit services in support of Milwaukee County’s Early Intervention Programs, which were approved as part of the grant application process.

This fund transfer also gives the authority to the Department of Administrative Services – Fiscal Division and the Office of the Comptroller to create a new low org within Pretrial Services for the management of the Central Liaison Unit (low org 2940, Central Liaison Unit).

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

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

	<u>From</u>	<u>To</u>
3) 4371 – House of Correction Dog Handlers		
2699 – Other Federal Grants & Reim	\$47,850	
4371 – House of Correction Dog Handlers		
6040 – Membership Dues		\$ 700
6805 – Education/Seminar Payments		\$ 1,250
7935 – Law Enf & Public Sfty Suppl		\$45,900

A transfer in the amount of \$47,850 is being requested by the Superintendent House of Correction (HOC) to increase the appropriations relating to other federal grants and reimbursements. This request is being submitted to recognize the receipt of revenue from a grant administered by the Bureau of Justice Assistance for the 2013 Edward Byrne Memorial Justice Assistance Grant (JAG).

This fund transfer seeks to use the grant monies to purchase additional canines for the HOC in an amount not to exceed \$44,000, essential equipment for the K9 Unit in an amount not to exceed \$1,900, training for the canines and canine handlers in an amount not to exceed \$1,250, and professional organization membership dues in an amount not to exceed \$700.

This grant does not require a local match and was authorized and accepted by the County Board in July of 2013 per file #13-632.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

	<u>From</u>	<u>To</u>
4) <u>7931 – Elderly Services</u>		
6149 – Professional Services – Non Recurring		\$10,000
6999 – Sundry Services		\$14,397
2699 – Other St Grants & Reimb	\$24,397	

A transfer of \$24,397 is requested by the Director, Department on Aging, to recognize the receipt of revenue and related expenditures within the department.

This transfer recognizes an amendment to Department on Aging’s 2013 State and County contract increasing revenue and related expenditures by \$24,397. This will provide for Domestic Abuse in Later Life services within the Area Agency Division. Expenditures include \$10,000 in professional services to collaborate on a training initiative with Sojourner Family Peace Center. Training sessions about domestic

violence among vulnerable older adults will be directed towards professionals, first responders, law enforcement officials and others. Other related expenses include \$2,000 for space and equipment rentals, \$6,384 for food provisions, \$3,013 for printing brochures and \$3,000 for national speaker expenses. The objective of this training is to bring awareness about domestic violence among older adults and to develop ongoing community resources related to the subject.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

	<u>From</u>	<u>To</u>
5) 9000 – Parks, Recreation, and Culture		
4905 – Sale of Capital Assets	\$250,000	
6610 – R/M Building & Structures		\$200,000
7599 – Other Household Supplies		\$ 10,000
7935 – Law Enf & Public Safety Supplies		\$ 40,000

An appropriation transfer of \$250,000 is requested by the Director of Parks, Recreation, and Culture to recognize land sale revenue in the Parks Amenities Matching Fund (PAMF) and increase expenditure authority accordingly.

The 2013 Adopted Budget specified that once the first \$450,000 in land sale revenue is received to cover Real Estate Services and a public art capital project, the next \$250,000 of land sale revenue shall be allocated to the PAMF. Sufficient land sales revenue has been realized so that funding of \$250,000 can be provided in the PAMF. As no specific expenditures were included in the PAMF initiative in the 2013 Adopted Budget, a fund transfer is needed to create expenditure authority to match private funding and donations to improve Milwaukee County parks and park facilities.

Any unspent funds at year end will revert to a balance sheet account to be established by the Office of the Comptroller.

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

# DRAFT

10-14-2013 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
B CAPITAL - RECEIPT OF REVENUE

File No. 13-1/13-800  
(Journal, December 20, 2012)

## 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 2013 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>WO150 Courthouse Fire Project</u>		
8589 – Other Capital Outlay		\$5,999,500
4959 – Recoveries	\$5,999,500	

An appropriation transfer of \$5,999,500 is requested by the Director of Administrative Services to recognize revenue from insurance recovery proceeds and establish expenditure authority in Capital Project WO150, Courthouse Fire Project by a corresponding amount.

This appropriation transfer recognizes insurance proceeds of \$5,999,500 that will be applied towards work, equipment, and services rendered related to the July 6, 2013 Courthouse fire. This primarily includes items related to temporary power provision, emergency electrical and mechanical component replacements, restoration work (including carpet and ceiling tile replacement), and surface cleaning of floors, walls, and ceilings.

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

# DRAFT

Action Required  
Finance, Personnel and Audit Committee  
County Board (2/3 Vote)

WHEREAS, department requests for transfers within their own accounts have been received by the Department of Administrative Services, Fiscal Affairs, and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2013 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>4391 – House of Correction</u>		
6109 – Medical Service Fees		\$ 605,250
 <u>1945 – Appropriation for Contingency</u>		
8901 – Appropriation for Contingency	\$605,250	

The Superintendent of the House of Correction requests an appropriation transfer of \$605,250 to allocate funds from Appropriation for Contingency into Medical Service Fees (low org 4391, account 6109).

The 2013 Adopted Capital Improvement Budget allocated \$2,000,000 in property tax levy funding to finance implementation costs associated with the replacement of the Electronic Medical Records (EMR) system tracking inmate medical services provided at the House of Correction and County Jail. In May of 2013, Milwaukee County was court ordered to enter into a contract with Armor Correctional Services for the provision of inmate medical as part of maintaining compliance with the Christensen Decree.

Article VI, Section 6.1 Medical Records of the Armor contract stipulated that Armor would provide an EMR software program for the House of Correction and County Jail for a onetime payment of \$206,075. Since the EMR software will be provided via Armor at a reduced cost to the County, there was no longer a need to finance the EMR project through the Capital Improvements budget. Therefore, in September of 2013, it was requested that funds be reallocate from this project to the County Appropriation for Contingency and then to the Medical Service Fees account at the HOC, to fund, in part, the Armor contract through the end of 2013.

The HOC is requesting additional funds from Appropriation for Contingency in order to fund the remainder of the Armor contract cost for 2013. A departmental fund transfer has been prepared by the

# **DRAFT**

HOC in conjunction with this transfer in order to absorb \$846,000 of the remaining cost of the contract internally. The monies from contingency will be used to fill the gap between funding that is available internally and total contract cost for 2013, which was not budgeted for in 2013.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

# DRAFT

10-14-2013 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
D CAPITAL IMPROVEMENTS

File No. 13-1/13-800  
(Journal, December 20, 2012)

## Action Required

Finance, Personnel and Audit Committee  
County Board (Majority Vote)

WHEREAS, your committee has received from the Department of Administrative Services, Fiscal Affairs, departmental requests for transfer to the 2013 capital improvement accounts and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2013 capital improvement appropriations:

	<u>From</u>	<u>To</u>
1) <u>WA178012 GMIA Parking Structure Ramp Infill #</u>		
8527 – Land Improvements (CAP)		\$315,000
9706 – Professional Division Services		\$9,000
6030 – Advertising		\$1,000
0774 – Airport Development Fund (Reserve)	\$325,000	

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

An appropriation transfer of \$325,000 is requested by the Director of the Department of Transportation and the Airport Director to create expenditure authority and revenue for Project WA178012 GMIA Parking Structure Ramp Infill.

There are seven rental car companies that operate out of the parking garage across from the baggage claim area of the terminal building at GMIA. The rental car companies located at GMIA, have identified a need for additional on airport parking spaces to coincide with their car rental business. The rental companies pay the County the higher of a Minimum Annual Guarantee or ten percent of all annual gross revenues.

An October 2012 report by GRAEF & K. Singh and Associates investigated the feasibility of the removal of four second level ramps and infilling two of the ramps with structural slabs and restoring at grade slabs under the ramps for the purpose of increased available parking space. The plan identified by the airport

## **DRAFT**

contractors will add about 11,500 square feet to their space and will not reduce the number of publicly accessible spaces. This will allow the car rental companies to operate more efficiently.

During the 2013 January committee cycle, an appropriation transfer for \$705,000 was approved to address removal of four unused ramps at the second floor in the parking structure and infill the spaces with a structural slab. These modifications were to increase the available space for the various rental car companies at the airport.

The current appropriation transfer (2013 October committee cycle) requests an additional \$325,000 to account for construction bids that came in higher than anticipated (to note, the project was rebid as the original bid was higher than anticipated). Airport staff has indicated that project bids came in higher primarily due to additional trips to haul away demolition construction debris (as there is limited area in the structure for the equipment to maneuver); the majority of the work has to be completed during a third-shift working period to allow rental companies to remain operating during normal business hours; and the project required greater than anticipated barrier, traffic, and dust controls.

Financing is being provided from the Airport Development Fund (ADF), but the fund will be reimbursed by a Customer Facility Charge (\$1.00 per rental fee) that will be imposed by rental car companies. The payback period (including an interest charge of 3.5%) is estimated to be a maximum of five years. A new five-year contract with the rental car companies is anticipated to begin on July 1, 2013 and the financing provision for this project will be included in the contracts. The same Customer Facility Charge process was used to fund the \$2,000,000 rent-a-car center in 2000.

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

# DRAFT

	<u>From</u>	<u>To</u>
2) <u>WO112014 – Fleet General Equipment</u>		
8554 – Vehicle - Replacement	\$168,000	
<u>WO112044 – Fleet House of Correction Equipment</u>		
8554 – Vehicle - Replacement		\$168,000

The Director of the Department of Transportation (DOT) requests an appropriation transfer of \$168,000 to reallocate funds from Sub-Project W0112014 - Fleet General Equipment to Sub-Project W0112044 - Fleet House of Correction Equipment.

The HOC has several vehicles that are beyond their useful life and need replacement. Furthermore, the HOC needs working vehicles in order to be able to transport inmates to medical appointments, for release downtown, and other inmate needs as necessary. The current state of the fleet of vehicles makes these routine tasks very difficult. Also, newer vehicles would prove to be more cost effective to operate at the HOC and would result in savings related to fuel and repairs.

The per unit costs in the 2013 Adopted Capital Improvements Budget for the equipment for the Office of the Sheriff was budgeted at a higher amount than the actual purchase price. This created a surplus of the \$168,000 in Fleet General Equipment.

This fund transfer will re-allocate \$168,000 expenditure authority from Sub-Project W0112014 - Fleet General Equipment to Sub-Project WO112044 - Fleet House of Correction Equipment in order to purchase vehicles needed for the operation of the House of Corrections. Purchase of vehicles will integrate the House of Corrections into the County's Fleet Program.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

# DRAFT

10-14-2013 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
E INTER-DEPARTMENTAL

File No. 13-1/13-800  
(Journal, December 20, 2012)

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 2013 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>1160 – IMSD</u>		
6147 – Prof Services – Data Process		\$200,753
6147 – Prof Services – Data Process		\$332,810
6517 – DP Software Lease/LCN		\$ 51,612
<u>2900 – Pretrial Services</u>		
6148 – Prof Services – Recurring Oper	\$585,175	

A transfer in the amount of \$585,175 is being requested by the Chief Judge and Department of Pretrial Services to purchase information technology services from IMSD.

The Department of Pretrial Services reported to both the Judiciary, Safety and General Services and Finance, Personnel and Audit Committees during the July cycle that the Department was experiencing a surplus in the Professional Services accounts in various low orgs due to carry overs of contracts from 2012 that were not being utilized in 2013.

The Department of Pretrial Services has outgrown its existing case management application and is looking to implement a new system that fully meets its functional needs. IMSD has agreed to assist the Department of Pretrial Services in the creation of such a system. Therefore, Pretrial Services is requesting to transfer the surplus funds to IMSD to fund the creation of a new Case Management System.

The Department of Pretrial Services will use funds already committed to their Department to further this necessary systems upgrade.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 9, 2013.

# DRAFT

	<u>From</u>	<u>To</u>
2) <u>4318 – House of Correction</u>		
6148 – Prof. Serv – Recurring Operational		\$223,125
6326 – Electricity		\$ 13,394
6329 – Telephone and Tel Outside Vendor		\$ 2,055
6509 – Building and Space Rental		\$ 58,993
6640 – R/M Office Equipment		\$ 750
6815 – Transportation Non Co Emp		\$ 30,717
7910 – Office Supplies		\$ 2,505
8123 – Purchase of Service		\$ 304,235
 <u>2921 – Pre-Trial Services</u>		
6148 – Prof. Serv – Recurring Operational	\$223,125	
6326 – Electricity	\$ 13,394	
6329 – Telephone and Tel Outside Vendor	\$ 2,055	
6509 – Building and Space Rental	\$ 58,993	
6640 – R/M Office Equipment	\$ 750	
6815 – Transportation Non Co Emp	\$ 30,717	
7910 – Office Supplies	\$ 2,505	
8123 – Purchase of Service	\$304,235	

A transfer in the amount of \$635,776 is being requested by the Chief Judge and Department of Pre-Trial Services to transfer expenditure authority and funds related to the Day Reporting Center (DRC) from the Department of Pre-Trial Services to the House of Correction (HOC).

The management of the DRC has been under the Department of Pre-Trial Services. Since the transfer of the HOC from the Office of the Sheriff to the Superintendent for management, the HOC has diligently been working to expand inmate programming. As part of that expansion, the HOC requested to transfer the management of the DRC from Pre-Trial Services to the HOC as they feel that the programming of the DRC and HOC should be worked in conjunction.

An agreement was made that control of the DRC shall be transferred from the Department of Pre-Trial Services to the HOC effective July 1<sup>st</sup>, 2013. This fund transfer requests to move the remaining budgetary balances in the above accounts after accounting for activity through June 30<sup>th</sup>, 2013.

The 2014 budget request of the HOC included all applicable costs for the DRC and the Department of Pre-Trial Services 2014 budget request included no costs for the DRC.

# DRAFT

This fund transfer also gives the authority to the Department of Administrative Services – Fiscal Division and the Office of the Comptroller to create a new low org within the HOC for the management of the DRC (low org 4318, Day Reporting Center).

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

	<u>From</u>	<u>To</u>
3) <u>4311 – House of Correction</u>		
9719 – Risk Management Services		\$ 32,367
9767 – Occupational Health		\$ 25,347
9774 – Worker Comp – Med & WC Pay		\$408,808
9777 – Insurance Services		\$274,981
9778 – Workers’ Compensation Admin		\$ 81,979
 <u>4002 – Sheriff</u>		
9719 – Risk Management Services	\$ 32,367	
9767 – Occupational Health	\$ 25,347	
9774 – Worker Comp – Med & WC Pay	\$408,808	
9777 – Insurance Services	\$274,981	
9778 – Workers’ Compensation Admin	\$ 81,979	

A transfer in the amount of \$823,482 is being requested by Milwaukee County Office of the Sheriff (MCSO) and the House of Correction (HOC) to transfer funds related to various cross charges from the MCSO to the HOC.

During the split of the MCSO and HOC during the 2013 Budget various cross charges (outlined above) were not reallocated between the two departments. These charges are currently being charged in their entirety for costs incurred by both the MCSO and HOC directly to the MCSO. Therefore, the costs associated with these charges appear to be higher than the actual in the MCSO and lower than the actual at the HOC, as reflected on their monthly financial statements.

This fund transfer seeks to move the HOC portion of the cross charges out of the MCSO and to the HOC.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

# DRAFT

## Action Required

Finance, Personnel and Audit Committee

WHEREAS, department requests for transfers within their own accounts have been received by the Department of Administrative Services, Fiscal Affairs, and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2013 appropriations of the respective listed departments:

	<u>From</u>	<u>To</u>
1) <u>1000 – County Board</u>		
5199 – Salary and Wages	\$185,000	
6146 – Professional Services-Major Maint		\$ 90,000
7915 – Computer Software		\$ 15,000
7970 – Tools & Minor Equipment		\$ 40,000
8551 – Mach & Equipment Replacement (Capital)		\$ 35,000
9742 – DAS Services		\$ 5,000

An appropriation transfer of \$185,000 is requested by the County Board to reallocate expenditure authority from personal services to commodities and services for the replacement of older office equipment and to contract for services as it faces a substantial budget reduction in 2014 due to the implementation of Wisconsin 2013 Act 14. The County Board has surplus appropriation in its personal services due to lower than anticipated staffing levels.

Per adopted County Board Resolution 13-560, Committee Clerk staff and functions have been transferred to the Office of the County Clerk. In accordance with that action, the County Clerk has been readying space to relocate the Committee Clerk staff and functions within his office. This move will require a build-out and preparation for information technology and electrical wiring. The County Clerk is working with DAS-Facilities on this project. Per the terms of the adopted resolution, the costs of this transition shall be paid within the existing 2013 Adopted Budget appropriations of Org. Unit 1000 – County Board.

To aid with the initial transition of Legistar responsibilities, the County Board will provide resources to contract with DAS-IMSD for the provision of camera services during deliberations on the Executive's 2014 Recommended Budget.

Adopted County Board Resolution 13-643 creates a Research Division within the Office of the Comptroller to provide independent research services to the County Executive and County Board. The reallocation of portions of the research function and the transfer of clerk positions requires some transfer of equipment. The Board seeks to replace the transferred resources (that can no longer be shared) with new equipment with a longer lifespan.

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

	<u>From</u>	<u>To</u>
2) <u>2911 – Pretrial Services</u>		
6040 – Membership Dues	\$18,921	
 <u>2911 – Pretrial Services</u>		
8502 – Major Maintenance Building (Expense)		\$18,921

A transfer in the amount of \$18,921 is being requested by the Department of Pretrial Services to reallocate expenditure authority from Services appropriations unit to Capital Outlay appropriation unit.

Funds in the amount of \$18,921 were used to replace carpeting in rooms 204, 205, 408, and 417 in the Safety Building related to the Courthouse fire in July of 2013. The work was completed by the Department of Administrative Services – Facilities Management with materials purchased from United Flooring. Carpet replacement in the Safety Building was not covered by the County's insurance provider as smoke damage and thus coverage was limited to the Courthouse. The Department of Pretrial Services deemed the damage in the rooms listed above great enough to warrant the replacement of the carpeting.

Original purchasing documents for this project were created and processed and inadvertently charged to the object code for Membership Dues instead of Major Maintenance Building.

This fund transfer seeks to correct this oversight by moving the expense into the proper coding and appropriations account.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

	<u>From</u>	<u>To</u>
3) <u>3090 – County Treasurer</u>		
6148 – Prof Services – Recurring Oper	\$7,000	
 <u>3090 – County Treasurer</u>		
8551 – Mach & Equip - Repl >\$2,500		\$7,000

A transfer in the amount of \$7,000 is being requested by the County Treasurer to reallocate expenditure authority from the Services appropriation unit to the Capital Outlay appropriation unit.

The County Treasurer’s Department main printer/copier is in need of replacement due to its age and usage. The Department is requesting to reallocate expenditure authority to Machine & Equipment – Replacement by \$7,000 in order to replace the aging equipment.

The account for Professional Services – Recurring Operations has a surplus of \$7,000 due to various contracts coming in slightly under budget. Therefore, the Department seeks to transfer surplus funds in order to purchase a new printer/copier.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

	<u>From</u>	<u>To</u>
4) <u>3700 – Office of the Comptroller</u>		
5199 – Salaries & Wages	\$51,600	
5312 – Social Security	\$3,947	
 <u>3700 – Office of the Comptroller</u>		
6050 – Contract Pers Serv Short		\$22,320
7973 – Minor Office Equipment		\$18,227
9731 – Engineering & Building Maintenance		\$15,000

A transfer in the amount of \$55,547 is requested by the Office of the Comptroller to reallocate expenditure authority from Personal Services appropriations to the Services, Commodities, and Internal Service Charges appropriations units.

The Office of the Comptroller has surplus funds available in the Personal Services appropriation unit due to vacancy and turnover. The Office seeks to reallocate these funds to cover expenses for temporary

help services required to offset some of these vacancies; expenses charged by the Department of Administrative Services – Facilities Management Division to create office spaces for the payroll staff that was transferred into the office as part of the consolidation of payroll function and for the Research Services function that will be created within the office; and for office supplies and equipment for these employees. The Office of the Comptroller indicates this fund transfer will have no impact on the surplus it reported in the second quarter.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

	<u>From</u>	<u>To</u>
5) <u>4300 – House of Correction</u>		
6109 – Medical Service Fees		\$846,000
 <u>4300 – House of Correction</u>		
7770 – Drugs	\$400,000	
6503 – Equipment Rental – Short Term	\$205,000	
6610 – R/M – Bldg and Structures	\$ 40,000	
7100 – Bldg & Rdwy Mat (Bud)	\$ 49,000	
7500 – Household Supplies (Bud)	\$ 16,500	
7910 – Office Supplies	\$ 31,000	
7930 – Photo, Prtg, Repro & Bindg	\$ 43,000	
7940 – Phys Trng, OT & Rec Suppl	\$ 7,000	
7973 – Minor Office Equipment	\$ 30,000	
7980 – Repair Pts – Non-Motor VH	\$ 24,500	

The Superintendent of the House of Correction (HOC) requests an appropriation transfer of \$846,000 to reallocate funds from various accounts HOC (detailed above) the into Medical Service Fees (low org 4391, account 6109).

The 2013 Adopted Capital Improvement Budget allocated \$2,000,000 in property tax levy funding to finance implementation costs associated with the replacement of the Electronic Medical Records (EMR) system tracking inmate medical services provided at the House of Correction and County Jail. In May of 2013, Milwaukee County was court ordered to enter into a contract with Armor Correctional Services for the provision of inmate medical as part of maintaining compliance with the Christensen Decree.

The HOC, after careful analysis of its fiscal situation, has determined that the above funds can be moved to cover part of the remaining cost, after the September 2013 transfer, of the Armor contract through the

end of 2013. The HOC has prepared another fund transfer from Appropriation for Contingency in conjunction with this transfer to pay for the entirety of the contract. It is not anticipated that any more funding will be required for the Armor contract for 2013.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

	<u>From</u>	<u>To</u>
6) <u>4900 – Medical Examiner</u>		
8552 – Mach/Equipment New > \$2,500		\$21,443
 <u>4900 – Medical Examiner</u>		
5199 – Salaries	\$19,803	
5312 – Social Security	\$ 1,640	

A transfer in the amount of \$21,443 is being requested by the Medical Examiner and the Office of the Medical Examiner to increase the appropriations relating to Machine/Equipment New > \$2,500.

This fund transfer seeks to reallocate surplus monies from Personal Services accounts (detailed above) to Machine/Equipment New in order to purchase a 7890 GC with headspace toxicology equipment to perform sophisticated multi-volatile drug analysis in real time.

The Medical Examiner’s Office requires this equipment in order to obtain American Board of Forensic Toxicology (ABFT) accreditation for the toxicology laboratory. This accreditation will allow the Medical Examiner’s Office to market toxicology services to other counties and medical facilities, which will establish a new revenue stream for Milwaukee County.

The Office of the Comptroller is projecting a \$85,000 surplus for the Office of the Medical Examiner after the purchase of this equipment.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 9, 2013.

	<u>From</u>	<u>To</u>
7) <u>7931 – Elderly Services</u>		
8123 – Purchase of Service (Elders at Risk)		\$25,000
8123 – Purchase of Service (Individual Trans)		\$100,000
<u>7932 – Elderly Nutrition</u>		
8123 – Purchase of Service (Congregate Meals)		\$22,500
8123 – Purchase of Service (Home Meal)		\$25,000
<u>7973 – Protective Services</u>		
8123 – Purchase of Service (Protective Counsel)	\$172,500	

A transfer of \$172,500 is requested by the Director, Department on Aging, to realign revenue and expenditures in the department.

This transfer realigns 2013 Adopted Budget to reflect underspending of \$172,500 in client payments. These services, which include alzheimer services, psychological evaluations, emergency services, wats reviews, comp evaluations, and guardianship payments, have experienced lower demand than anticipated in the 2013 Adopted Budget.

This transfer includes an increase in expenditures of \$100,000 in Transit Express transportation services including paratransit services for the elderly. Expenditures are also increased by \$25,000 for a purchase of service contract with SET Ministry Inc. to help fight hunger in the community through promotion, purchase, delivery, and sale of healthy, lower cost food in the Metro Milwaukee neighborhoods. Expenditures are also increased by \$22,500 to provide increased funding to a meal site at United Community Center, Inc. This transfer also reflects an increase in expenditures of \$25,000 for Goodwill Industries, which delivers meals to elderly residents at their homes.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE OCTOBER 8, 2013.

## 2013 BUDGETED CONTINGENCY APPROPRIATION SUMMARY

2013 Budgeted Contingency Appropriation Budget \$4,103,329

### Approved Transfers from Budget through October 14, 2013

4000 - Equipment rental for EMU	\$ 57,500
4300 - Equipment rental for EMU	\$ 600,000
1130 - Misc. legal fees related to MPM lease	\$ (100,000)
4300 - Equipment Rental for EMU	\$ (657,500)
WO444 - Electronic Medical Records System	\$ 2,000,000
WC100 - Courthouse Major Maintenance	\$ (200,000)
4300 - HOC Inmate Medical Service Fees	\$ (2,000,000)
Zoo Interchange Land sale Revenue per CB Res 13-699	\$ 2,837,416
3010 - Election Commission for dispute settlement	\$ (38,000)

Contingency Balance October 14, 2013 \$6,602,745

Transfers Pending in Finance, Personnel & Audit Committee through  
October 14, 2013 \$ -

4300 - HOC Inmate Medical Service Fees \$ (605,250)

Total Transfers Pending in Finance, Personnel & Audit Committee \$ (605,250)

Net Balance \$ 5,997,495