

DRAFT

8-28-2014 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
A 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, Fiscal Affairs, and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2014 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
	5600 – Transit System	
	8201 – Transit Operations	\$3,130,000
	5600 – Transit System	
	2299 – Other State Grants and Reimbursement	\$3,130,000

Request

A transfer in the amount of \$3,130,000 is being requested by the Director of Transportation to increase expenditure and revenue authority for the 2014 Transit operating budget.

In March 2012, the Federal Highway Administration approved the Zoo Interchange project. In August of that year, the American Civil Liberties Union of Wisconsin and Midwest Environmental Advocates filed suit against federal transportation agencies and WisDOT on behalf of the Milwaukee Inner City Congregations Allied for Hope (MICAH) and the Black Health Coalition of Wisconsin (BHC) for failure to adequately address the needs of persons who rely on transit within the scope of the project.

WisDOT reached a settlement with the plaintiffs whereby WisDOT will provide \$3,375,000 per year for four years (starting in 2014) for transit services related to the Zoo Interchange project (\$2,875,000 for transit routes and \$500,000 marketing the routes). The County will function as the transit provider for these services, the contract for which has been approved by the County Executive and the County Board of Supervisors (File 14-466). File 14-466 also authorized an administrative fund transfer to recognize the portion of the 2014 funds necessary for operation of Route 279 (\$275,000). This appropriation transfer request seeks approval to increase expenditure authority and the offsetting revenue by \$3,130,000 to recognize the balance of the 2014 available funds. This will fund operation of route 6 (Milwaukee to New Berlin Industrial Park) and possible future agreed-upon routes by the parties to the suit. This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE AUGUST 29, 2014.

2)	<u>From</u>	<u>To</u>
5100 – DOT Highway Maintenance		
5201 - Overtime		\$365,270
5312 - Social Security Taxes		\$27,943
7100 - Bldg & Roadway Material		\$99,515
7186 - Painting Materials		\$17,000
7820 - Gasoline		\$113,930
9704 - Fleet Mgmt Services		\$471,592
9720 - Fleet Services - Direct		\$17,000
 5100 – DOT Highway Maintenance		
2212 - State Trunk Maintenance	\$17,000	
2213 - State Trunk Maintenance - Winter	\$477,012	
2216 - State Expressway - General Maint	\$31,515	
2218 - State Expressway - Winter Maint	\$586,723	

Request

A transfer in the amount of \$1,112,250 is being requested by the Milwaukee County Department of Transportation (MCDOT) Highway Division to increase expenditure and state revenue authority for labor, fuel, roadway materials, and Fleet cross charges.

The County is reimbursed by the Wisconsin Department of Transportation (WisDOT) for maintenance costs related to State trunk highways and the expressway system. Due to the severity of the recent winter (1st quarter 2014), the costs for the items indicated above are expected to exceed the currently authorized amounts by \$1,063,735. In addition to the winter maintenance-related costs, the WisDOT has requested that the County purchase paint for pavement marking (\$17,000) and a safety barrier for the expressway system (\$31,515).

The additional expenditure authority being requested by MCDOT is completely offset by the requested increase in State revenue, resulting in zero tax levy impact for the County.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE AUGUST 29, 2014.

3)	<u>From</u>	<u>To</u>
2430 Child Support Services		
2699 – Other Fed Grants & Reimbursement	\$383,253	
6030 – Advertising		\$2,000
6050 – Contract Personal Services – Short		\$23,356
6080 – Postage		\$500
6409 – Printing & Stationery		\$2,000
6803 – Auto Allowance		\$84
6805 – Education		\$7,000
6149 – Professional Services Non-Recurring Operational		\$344,313
8557 – Computers		\$2,000

The Department Of Child Support Services is requesting authority to transfer funds from the Pathway to Responsible Fatherhood Grant, which is being extended for an additional year by the Federal Department of Health and Human Services, Office of Family Assistance. The grant will be extended through to September 29, 2015. When planning the 2014 budget, the Department of Child Support Services, and been operating under the premise that the grant would expire in September of 2014; in light of the extension, the Department now seeks to recognize the receipt of additional revenue and to establish expenditure authority for the accounts listed above

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE AUGUST 29, 2014.

4)		<u>From</u>	<u>To</u>
	4500 – District Attorney		
	6090 – Charges From State		\$139,050
	2699 – Federal Revenue	\$139,050	

Request

A transfer in the amount of \$139,050 is requested by the District Attorney to accept grant revenue and increase expenditure authority accordingly.

The 2014 Adopted Budget includes charges from the state of \$208,460 for salaries and fringe benefits of five assistant district attorneys (three community prosecutors, one juvenile firearms prosecutor, and one domestic violence prosecutor) whose positions are funded by the Milwaukee County Byrne JAG Local grant. The budget also contains offsetting federal revenue of \$208,460 for no net tax levy effect.

In July 2014, The County Board accepted the 2014 Milwaukee County Byrne JAG Local grant, which provides continued funding of \$282,274 for five prosecutors through approximately May 2015. The District Attorney estimates that the state will charge the County approximately \$139,050 for the salary and benefits of the prosecutors for the August to December 2014 period.

This fund transfer provides 2014 budgetary authority for charges from the state and for the receipt of federal revenue from the 2014 Milwaukee County Byrne JAG Local grant as reimbursement for those charges.

This fund transfer has no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE AUGUST 29, 2014.

5)		<u>From</u>	<u>To</u>
	4000 – Office of the Sheriff		
	6149 – Professional Services – Non-Recurring		\$6,500
	2299 – Other State Grants & Reimbursements	\$6,500	

Request

A transfer in the amount of \$6,500 is requested by the Office of the Sheriff to accept grant revenue and increase expenditure authority accordingly.

On July 24, 2014, the Office of the Sheriff received notification from the Wisconsin Department of Military Affairs Division of Emergency Management that it had been awarded a Fiscal Year 2014 Training Aware to fund a course in Computer Aided Management of Emergency Operations (CAMEO) for Hazmat Technicians. The grant will fund the full cost of a 16 hour training course for hazardous material response technicians.

The grant is required to be expended by June 30, 2015. There is no local match and there is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE AUGUST 29, 2014.

6)		<u>From</u>	<u>To</u>
	1020 Government Affairs		
	6999 – Sundry Services		\$8,000
	7999 – Sundry Materials & Suppl.	\$8,000	

The Office of Government Affairs requests a transfer of \$8,000 to reallocate expenditure authority from the Commodities appropriation unit to the Services appropriation unit.

The Office of Government Affairs was created in the 2014 adopted budget. Being a new office with no prior experience, funding for services which include membership dues, mileage reimbursement, and other travel expenses, of \$12,500 was provided. Through the first eight months of 2014 this level of funding needs to be adjusted to provide adequate resources for the above items. Funding of \$12,500 was also provided for commodities such as office supplies; through August 28 approximately \$10,000 of this funding is still available and is not anticipated to be utilized in full. Therefore the Office of Government Affairs requests a transfer of \$8,000 of this available balance to the Services appropriation unit.

There is no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE AUGUST 29, 2014.

DRAFT

8-28-2014 FINANCE, PERSONNEL AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
B CAPITAL - 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, Fiscal Affairs, and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2014 appropriations of the respective listed departments:

1)		<u>From</u>	<u>To</u>
	<u>WP298011 South Shore Boat Launch Parking Lot #</u>		
6146	– Prof. Serv- Cap/Major Maintenance		\$38,000
2299	– State Grants and Reimbursements	\$38,000	

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

An appropriation transfer of \$38,000 is requested by the Director of the Parks Department and the Director of the Department of Administrative Services- Architecture, Engineering and Environmental Services Division to increase expenditure authority and revenue budget for Project WP298011 South Shore Boat Launch (South Shore Boat Launch Project).

The 2014 Capital Improvements Budget included \$84,000 of property tax levy to finance the conceptual plan for the South Shore Boat Launch Parking Lot.

A Wisconsin Coastal Management Program (WCMP) grant was awarded to Milwaukee County Parks Department in July. The funds from the grant will be used to provide engineering, planning, and design services related to the development of a schematic design to reconstruct portions of South Shore Park with an emphasis on improving the beach and water quality. This transfer will increase the expenditure authority and grant revenue for the project to reflect the WCMP grant that was awarded.

A detailed list of work elements is included below:

1) Conduct a detailed site investigation that includes hydraulic and hydrologic analysis and soil borings needed to complete schematic design and Basis of Design.

- 2) Describe all structures, utilities, and other facilities in sufficient detail to perform final project design.
- 3) Identify potential best management practices (BMPs) to treat storm water at the project site.
- 4) Identify BMPs to improve beach health (i.e. bird management, beach grooming, trash collection, etc).
- 5) Incorporate selected BMPs into conceptual design.
- 6) Develop three conceptual design alternatives and preliminary cost estimates.
- 7) Consider site layouts that improve beach health, water quality, pedestrian access, pedestrian safety and bike trail safety.
- 8) Consider site layouts that fit into the general lakefront theme and with the Bay View neighborhood.
- 9) Generate Final Conceptual Design Report.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE AUGUST 29, 2014.

DRAFT

8-28-2014 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 2013 capital improvement accounts and the Director finds that the best interests of Milwaukee County will be served by allowance of such transfers;

THEREFORE, BE IT RESOLVED, that the Director, Department of Administrative Services, is hereby authorized to make the following transfers in the 2014 capital improvement appropriations:

1)		<u>From</u>	<u>To</u>
	<u>WO626014 Computer Replacements#</u>		
8558	- Computer Replacement > \$500		\$159,800
9780	- Interest Allocation		\$9,800
4907	- Bond and Note Proceeds	\$159,800	
	<u>WO621014 Windows Migration #</u>		
8558	- Computer Replacement > \$500	\$159,800	
9780	- Interest Allocation	\$9,800	
8558	- Computer Replacement > \$500 (Cash Financed)	\$1,000	
4907	- Bond and Note Proceeds		\$159,800
2903	- County Sales Tax Revenue		\$1,000
	<u>WO218014 Technical Infrastructure Replacement #</u>		
8558	- Computer Replacement > \$500 (Cash Financed)		\$1,000
2903	- County Sales Tax Revenue	\$1,000	

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

An appropriation transfer of \$170,600 is requested by the Director of the Department of Administrative Services and Interim Director of the Information Management Services Division of Department of Administrative Services (DAS-IMSD) to reallocate expenditure authority and revenue budget from Project WO621014 Windows Migration (Windows Migration Project) to Project WO626014 Computer Replacement (Computer Replacement Project) and Project WO218014 Technical Infrastructure Replacement (Technical Infrastructure Replacement Project).

The 2013 Capital Improvements Budget included approximately \$3.4 million of financing for the Windows Migration Project. The project includes the replacement of all eligible personal computers with new computers executing the modern Windows operating system and, as part of the Microsoft Enterprise Agreement, the Office 365 collaborative suite of applications (Exchange email, SharePoint team sites, instant messaging and conferencing).

DRAFT

The Office of the Comptroller is responsible for monitoring all of the capital projects. Monitoring this project has been complicated due to the various elements and the different financing of the components. In September 2013, an appropriation transfer was approved by the County Board and County Executive that reallocated funds relating to computer replacements from the Windows Migration project to a newly created stand-alone Computer Replacement Project.

This 2014 transfer seeks to reallocate the remaining funds of \$169,600 in the Windows Migration project that are related to computer replacements to the stand-alone Computer Replacement Project. This transfer will not impact the scope of work that is being done.

This 2014 also seeks to transfer \$1,000 of expenditure authority and sales tax revenue from the Windows Migration Project to the Technical Infrastructure Replacement Project. During the capital monitoring by the Comptroller's Office, it was determined that the 8-Port Switch that was included in the Technical Infrastructure Replacement Project was below the County's capitalization threshold and needed to be cash financed. This transfer provides the cash financing to purchase the 8-Port Switch.

There is no tax levy impact from this transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE AUGUST 29, 2014.

DRAFT

8-28-2014 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 2014 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
	<u>1945 – Appropriation for Contingencies</u>	
8901	– Appropriation for Contingencies	\$3,500,000
4959	– Recoveries	\$3,500,000

Request

The Director, Office of Performance, Strategy & Budget requests a fund transfer in the amount of \$3,500,000, to deposit insurance recovery funds into the Appropriation for Contingencies.

During the January/February 2014 cycle of the County Board of Supervisors, \$4,069,000 was provided from the 2013 Appropriation for Contingencies to fund work related to the Courthouse Fire (capital project No. WO150). Of this amount, \$2,675,000 was allowed to be carried over into 2014 for work performed during that calendar year (file no. 14-127). The remainder, \$1,394,000, was provided for work done during calendar year 2013. It was anticipated at the time of this action that the County's property insurance carrier would reimburse the County for these costs in the full amount of \$4,069,000. These funds were provided from the 2013 surplus, and fiscal year 2013 is now closed.

The County received reimbursement for fire-related costs from the State Office of the Commissioner of Insurance on July 10 in the amount of \$3,500,000. Because fiscal year 2013 has been closed, the funds will be applied to fiscal year 2014.

There is no tax levy impact from this fund transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE AUGUST 29, 2014.

DRAFT

2)		<u>From</u>	<u>To</u>
	<u>1945 – Appropriation for Contingencies</u>		
	8901 – Appropriation for Contingencies		\$607,697
	4905 – Sale of Capital Assets	\$607,697	

Request

The Director, Office of Performance, Strategy & Budget requests a fund transfer in the amount of \$607,697, to deposit funds related to easement agreements into the Appropriation for Contingencies.

Milwaukee County reached easement agreements with the American Transmission Company (ATC) related to the construction of electric transmission lines on a number of County parcels at the County Grounds. The County adopted these easement agreements during the June committee cycle (file #14-482). The resolution related to these easements requires ATC to pay the County \$592,590 for the parcels, and directed that the funds be deposited into the Appropriation for Contingencies.

Subsequent to that agreement, the County reached an agreement with ATC for another easement within the Children’s Adolescent Treatment Center in the amount of \$15,107. The associated resolution would direct these proceeds into the Appropriation for Contingencies.

There is no tax levy impact from this fund transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE AUGUST 29, 2014.

DRAFT

3)		<u>From</u>	<u>To</u>
	5300 – Fleet Management		
	6327 – Natural Gas		\$70,000
	6692 – Outside Services for equipment repairs		\$135,000
	7840 – Vehicle & Equipment repair parts		\$200,000
	<u>1945 – Appropriation for Contingencies</u>		
	8901 – Appropriation for Contingencies	\$405,000	

Request

A transfer in the amount of \$405,000 from the Appropriation for Contingency is being requested by the Milwaukee County Department of Transportation (MCDOT) Fleet Management Division to increase expenditure authority for natural gas, outside services, and vehicle and equipment repair parts.

The severe weather in the first months of 2014, combined with the change from steam to natural gas heat in the Fleet building, has resulted in a projected deficit of \$70,000 in the natural gas appropriation. Furthermore, the high number of snow events in early 2014 resulted in additional need for repair parts (particularly for snow plow cutting edges) as well as increased costs for towing and work performed by outside vendors. These areas have projected deficits of \$200,000 and \$135,000, respectively. Approval of this transfer request will ensure that DOT Fleet Management is able to purchase the necessary parts and services to keep County plows operational.

The additional expenditure authority being requested by MCDOT is completely offset by a decrease in expenditure authority in the Appropriation for Contingency budget, resulting in zero tax levy impact for the County.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE AUGUST 29, 2014.

DRAFT

4)		<u>From</u>	<u>To</u>
	<u>1945 Appropriation for Contingencies</u>		
	8901 - Prof Svcs-Non Recurring	\$20,000	
	 <u>1110 – Civil Service Commission</u>		
	6106 - Legal Fees-General		\$20,000

Civil Service Commission is requesting the transfer of \$20,000 from the Litigation Reserve to cover outside counsel legal fees due to suspensions and/or discharges of BHD employees being heard before Civil Service Commission instead of the Personnel Review Board. In 2014, through Act 203, the State of Wisconsin changed the reporting structure of the Behavioral Health Division.

This transfer will have no tax levy impact.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE AUGUST 29, 2014.

DRAFT

	<u>From</u>	<u>To</u>
<u>1945 – Appropriation for Contingencies</u>		
8901 – Appropriation for Contingencies	\$2,000,000	
<u>1150 – DAS Risk Management</u>		
8041 – WC-Medical		\$2,000,000

Request

The Director, Department of Administrative Services is requesting a fund transfer of \$2,000,000 to allocate funding from the Appropriation for Contingencies to the Risk Management Division due to significantly higher than anticipated workers' compensation costs.

The 2014 Adopted Budget anticipated savings on workers' compensation medical costs based on transitioning from self-administration of workers' compensation claims to utilization of a third-party administrator. Due to turnover in the Risk Management Division, and due to an unanticipated, very significant increase in the number of workers' compensation claims in the final quarter of 2013 that continued into early 2014, these savings have not been realized and workers' compensation claim costs are now forecast to be significantly above the budgeted level.

The Director of the Risk Management Division has completed the process to identify and enter into a contract with a third party administrator, which will help alleviate these issues in the long term. Additional funding will be provided in the 2015 budget for this more recent experience.

There is no tax levy impact from this fund transfer.

TRANSFER SIGNED BY THE COUNTY EXECUTIVE AUGUST 29, 2014.

2014 BUDGETED CONTINGENCY APPROPRIATION SUMMARY

UNALLOCATED CONTINGENCY ACCOUNT

2014 Budgeted Unallocated Contingency Appropriation Budget	\$4,344,544
Approved Transfers from Budget through May 30, 2014	
Corporation Counsel Positions	\$ (57,428)
County Board Crosscharge Fix	\$ (84,030)
Comptroller Living Wage Positions	\$ (78,374)
Govt Affairs Constituent Services Rep	\$ 41,386
Corporation Counsel Transit Legal Services	\$ (50,000)
Corporation Counsel Litigation Reserve	\$ (285,000)
Unallocated Contingency Balance July 31, 2014	<u>\$3,831,098</u>
Transfers from the Unallocated Contingency Pending in Finance, Personnel & Audit Committee through September 25, 2014	
Risk Management - Workers Compensation	\$ (2,000,000)
Civil Service Legal Fees	\$ (20,000)
ATC Easement Proceeds	\$ 607,697
Fleet Parts & Services Winter Costs	\$ (405,000)
Fire Insurance Proceeds	<u>\$ 3,500,000</u>
Total Transfers Pending in Finance, Personnel & Audit Committee	\$ 1,682,697
Net Balance	\$ 5,513,795

ALLOCATED CONTINGENCY ACCOUNT

2014 Budgeted Allocated Contingency Appropriation Budget	\$3,314,130
Approved Transfers from Budget through July 31, 2014	
UWM Land Sale	\$ 3,750,000
Innovation Fund Allocation	\$ (3,750,000)
Sheriff Absconder Unit	\$ (338,130)
Allocated Contingency Balance July 31, 2014	<u>\$2,976,000</u>
Transfers from the Allocated Contingency Pending in Finance, Personnel & Audit Committee through September 25, 2014	
N/A	
Total Transfers Pending in Finance, Personnel & Audit Committee	\$ -
Net Balance	\$ 2,976,000