



Office of the Comptroller

Milwaukee County

Scott B. Manske • Comptroller

To: Theodore Lipscomb, Sr., Chairman, Milwaukee County Board of Supervisors
From: Scott B. Manske, Comptroller
Date: January 11, 2018
Re: Review of Fund Transfer Requests in File Nos. 17-814 through 17-847

At the County Board Chairman's request, the Comptroller's Office has reviewed the fund transfer requests in File Nos. 17-814 through 17-847 submitted by the Department of Administrative Services (DAS). With the exception of one fund transfer for the Department of Transportation (DOT) – Airport Division, all of the fund transfers request funding from the Appropriation for Contingencies. Furthermore, all of the fund transfers request funding to either restore a rejected County Executive recommendation (e.g. a position creation was denied) or to provide funding to offset the 0.75 % expenditure reduction made in the 2018 budget deliberations.

With respect to fund transfers, our office relies on departments to provide accurate information within its various requests, such as the costs to operate various county amenities or assets. Therefore, this memo does not provide any further fiscal analysis as it is our assumption that the costs referenced within the fund transfers are accurate. For example, it is our assumption that DAS' request for contingency funding of \$54,303 to maintain operation of highway median mowing is an accurate calculation made by the department as to the actual cost of that service in 2018. Furthermore, our office has not engaged departments planning service cuts to determine if there are other options that were or are available as an alternative to the service cuts proposed, such as revenue enhancements or alternative expenditure reductions.

Fund Transfers Requested Submitted by the Department of Administrative Services

The approval of all 34 fund transfers would require \$6,287,786 in available appropriations within the Appropriation for Contingencies. However, the adopted 2018 Budget only includes *unallocated* appropriations of \$5,994,110 within the Appropriation for Contingencies. Therefore, the total of all the funds requested exceeds the available amount by \$293,676.¹ Additional revenues or appropriations would need to be identified to fully fund the requests as they were submitted to the County Board. Currently, the County has no newly identified revenues that could be used to offset these costs. And the only revenue source available to the County large enough to cover these costs at this time is an increase to the vehicle registration fee.

¹ Included in the 34 requests was File No. 17-837, a fund transfer request for \$890,000 from the Appropriation for Contingencies for the Parks Point of Sale (POS) project. It is possible that this request duplicates funding provided in File No. 17-773 in 2017 for this project and is no longer necessary. In that situation, there would be sufficient funding available in the Appropriation for Contingencies to fund all of the remaining requests. File No. 17-773 included a Be It Resolved clause that stated that DPRC may request a fund transfer from the Appropriation for Contingencies account in 2018 to satisfy remaining costs.



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Since it is the beginning of the fiscal year and the County has limited resources, I do not recommend depleting the Appropriation for Contingencies at this time. If fiscal challenges arise during the year, the County would not have the appropriations necessary to defray any unforeseen costs. Furthermore, for 2017, the largely unspent contingency appropriations helped the County meet its year-end surplus goal of \$5.0 million. Utilizing all of the Appropriation for Contingencies at this time could impede the County's ability to meet that same goal in 2018.

The table on the following page summarizes the 34 fund transfers.

Department	Department Name / Project Number	Expenditure	Revenue	Tax Levy	Adopted Change from County Executive Recommended Budget	File #	Included in County Executive Budget but not included in Adopted Budget?	Contingency Funding Requested	Request
Adopted Exp / Rev Change from CEX Rec Budget									
WP52501	Capital Project	\$ (890,000)	\$ (890,000)	\$ -	Reject project	17-837	YES	\$ 890,000	Second Request to create project (Parks POS)
WT11701	Capital Project	\$ (310,000)	\$ (310,000)	\$ -	Reject project	17-831	YES	\$ 310,000	Second Request to create project (MCTS Repairs to Phone and Voicemail System)
WO21701	Capital Project	\$ (300,971)	\$ (300,971)	\$ -	Reject project	17-846	YES	\$ 300,971	Second Request to create project (Phone and Voicemail System)
1130	Corporation Counsel	\$ (145,261)	\$ -	\$ (145,261)	Deny creation of 2.0 FTE Asst Corp Counsels	17-840	YES	\$ 144,447	Second Request to create positions
1140-1	Human Resources	\$ (70,650)	\$ -	\$ (70,650)	Deny funding for 1.0FTE Diversity & Inclusion Coordinator	17-842	YES	\$ 70,650	Second Request to fund positions
1140-2	Human Resources	\$ (122,636)	\$ -	\$ (122,636)	Deny funding for 1.0FTE Outward Facing Recruiter; 1.0 FTE Recruitment Rep	17-843	YES	\$ 122,636	Second Request to fund positions
1160	IMSD	\$ (548,953)	\$ -	\$ (548,953)	Deny funding for 1.0FTE Admin Asst; 1.0FTE Admin Contracts; 1.0FTE Analyst App System IT; 1.0FTE DB Admin; 1.0FTE IT End User Suppt Analyst Lead; 1.0FTE Security Analyst	17-845	YES	\$ 548,953	Second Request to fund positions
9500	Zoo	\$ (55,246)	\$ -	\$ (55,246)	Deny creation of 1.0FTE Security Coordinator	17-839	YES	\$ 55,546	Second Request to create position
4500	DA	\$ (127,456)	\$ -	\$ (127,456)	Abolish 1.0FTE Management Asst; 1.0FTE Admin Intern; Reduce Expenses by \$10,950; Increase VandT by \$64,294	17-814	YES	\$ 127,456	Request to reverse expenditure cuts offered by department
1090	OAAA	\$ (4,790)	\$ -	\$ (4,790)	0.75% Cut	17-847		\$ 4,790	Request to reverse 0.75% expenditure cut
1130	Corporation Counsel	\$ (17,714)	\$ -	\$ (17,714)	0.75% Cut	17-841		\$ 17,714	Request to reverse 0.75% expenditure cut
1150	Risk Management	\$ (87,092)	\$ -	\$ (87,092)	0.75% Cut	17-844		\$ 87,092	Request to reverse 0.75% expenditure cut
1151	DAS	\$ (264,755)	\$ -	\$ (264,755)	0.75% Cut	17-832		\$ 250,000	Request to reverse 0.75% expenditure cut
4800	Emergency Management	\$ (55,089)	\$ -	\$ (55,089)	0.75% Cut	17-816		\$ 55,089	Request to reverse 0.75% expenditure cut
4900	Medical Examiner	\$ (30,015)	\$ -	\$ (30,015)	0.75% Cut	17-815		\$ 30,015	Request to reverse 0.75% expenditure cut
5040	DOT-Airport	\$ (359,876)	\$ (359,876)	\$ -	0.75% Cut	17-830	YES	\$ -	Request to reverse 0.75% expenditure cut
5100-1	DOT-Highways	\$ (20,505)	\$ -	\$ (20,505)	0.75% Cut	17-817		\$ 20,505	Request to reverse 0.75% expenditure cut
5100-2	DOT-Highways	\$ (54,303)	\$ -	\$ (54,303)	0.75% Cut	17-818		\$ 54,303	Request to reverse 0.75% expenditure cut
5600-1	DOT-Transit	\$ (184,786)	\$ -	\$ (184,786)	0.75% Cut	17-819		\$ 184,786	Request to reverse 0.75% expenditure cut
5600-2	DOT-Transit	\$ (136,000)	\$ -	\$ (136,000)	0.75% Cut	17-820		\$ 136,000	Request to reverse 0.75% expenditure cut
5600-3	DOT-Transit	\$ (221,500)	\$ -	\$ (221,500)	0.75% Cut	17-821		\$ 221,500	Request to reverse 0.75% expenditure cut
5600-4	DOT-Transit	\$ (71,100)	\$ -	\$ (71,100)	0.75% Cut	17-822		\$ 71,100	Request to reverse 0.75% expenditure cut
5600-5	DOT-Transit	\$ (196,400)	\$ -	\$ (196,400)	0.75% Cut	17-823		\$ 196,400	Request to reverse 0.75% expenditure cut
5600-6	DOT-Transit	\$ (16,900)	\$ -	\$ (16,900)	0.75% Cut	17-824		\$ 16,900	Request to reverse 0.75% expenditure cut
5600-7	DOT-Transit	\$ (16,100)	\$ -	\$ (16,100)	0.75% Cut	17-825		\$ 16,100	Request to reverse 0.75% expenditure cut
5600-8	DOT-Transit	\$ (11,000)	\$ -	\$ (11,000)	0.75% Cut	17-826		\$ 11,000	Request to reverse 0.75% expenditure cut
5600-9	DOT-Transit	\$ (16,500)	\$ -	\$ (16,500)	0.75% Cut	17-827		\$ 16,500	Request to reverse 0.75% expenditure cut
5600-10	DOT-Transit	\$ (12,300)	\$ -	\$ (12,300)	0.75% Cut	17-828		\$ 12,300	Request to reverse 0.75% expenditure cut
8000-1	DHHS	\$ (114,315)	\$ -	\$ (114,315)	0.75% Cut	17-833		\$ 114,314	Request to reverse 0.75% expenditure cut
8000-2	DHHS	\$ (300,000)	\$ -	\$ (300,000)	0.75% Cut	17-834		\$ 300,000	Request to reverse 0.75% expenditure cut
8000-3	DHHS	\$ (200,000)	\$ -	\$ (200,000)	0.75% Cut	17-835		\$ 200,000	Request to reverse 0.75% expenditure cut
9000	Parks	\$ (232,246)	\$ -	\$ (232,246)	0.75% Cut	17-836		\$ 232,246	Request to reverse 0.75% expenditure cut
9500	Zoo	\$ (118,473)	\$ -	\$ (118,473)	0.75% Cut	17-838		\$ 118,473	Request to reverse 0.75% expenditure cut
5600	DOT-Transit	\$ -	\$ (10,812,152)	\$ 10,812,152	Increase 5307 Grant Funding Revenue by \$1,350,000 and Decrease VRF Fee by \$12,162,152.	17-829	YES	\$ 1,350,000	Second Request to reduce 5307 grant funding
TOTAL:								\$ 6,287,786	

Ten of the fund transfer requests are requests to reconsider decisions approved during the 2018 budget deliberations. These include:

- The request to fund three capital projects (including the Parks POS project which was funded through File #17-773) with contingency funding;
- The request to fund and / or create 11 positions with contingency funding;
- The request to supplant 5307 grant funding with contingency funding; and,
- The request to restore DOT – Airport expenditures through increased airline rates and charges.

During budget deliberations, various elected officials provided the County Board a listing of possible expenditure reductions within their departments. DAS has included a fund transfer request to reconsider those expenditure reductions offered in the following department:

- District Attorney

In addition to the reconsiderations requested, 23 fund transfers are included which relate to the 0.75 percent expenditure reduction in Amendment 1A001. Per the December 12, 2017 DAS memo “Service Cuts related to Amendments 1A001 and 1A035” attached to each fund transfer request, approval of these 23 fund transfers will prevent the implementation of various service cuts identified by the County Executive that will occur absent the transfer of contingency funding. Those departments with enumerated service cuts include:

- Office of African American Affairs
- Corporation Counsel
- Risk Management
- DAS
- Emergency Management
- Medical Examiner
- DOT – Transit
- DOT – Highways
- Department of Health and Human Services
- Parks
- Zoo

Items Not Addressed by Fund Transfer - Discussed in Memo from Department of Administrative Services

Per the DAS memo “Service Cuts related to Amendments 1A001 and 1A035”, eight departments will be able to absorb the 0.75 percent expenditure reduction through various internal cost-saving measures or through offsets made in different amendments. In addition, the Comptroller will also be able to absorb this expenditure reduction through various internal cost-saving measures. The following departments will therefore absorb the 0.75 percent expenditure reduction:

- Personnel Review Board
- Child Support Services (although through discussions with the department, the reduction will be met by holding positions vacant, not by means of additional revenue)
- Election Commission
- Comptroller (included by the Comptroller, but not in DAS report)

- Sheriff (expenditure reduction was offset by 2018 Budget Amendment 1A027 for a net increase of expenditures of \$6,917)
- DOT-Fleet
- DOT-Director's Office
- Aging (through discussions with DAS, the 0.75 percent expenditure reduction of \$105,540 is offset by the \$200,000 in funding in Amendment 1A033 for a net increase in senior center expenditure funding of \$94,460 over the County Executive budget)
- UW-Extension

In addition to the departments discussed above, the following departments have 0.75 percent expenditure reductions that were either not addressed directly by the memo or appear to have the reduction inadequately addressed:

- County Board
- County Executive (the County Executive also received an additional \$195,290 expenditure reduction not addressed in the memo)
- Government Affairs
- Human Resources (fund transfers submitted that are specific to Human Resources relate to positions denied in the 2018 budget and not the 0.75 percent expenditure reduction)
- Courts
- Pretrial Services
- House of Correction (the 0.75 percent expenditure reduction of \$340,100 is partially offset by 1A027, but there is still a net decrease in expenditures of \$65,815 that is not addressed by the memo)

Lastly, the DAS memo summarizes other changes effectuated by Amendment 1A001. These other changes, in addition to others not discussed within the memo, have already been approved by the County Board and no further action is required. The other changes discussed specifically in the memo include:

- The reduction of funding for bus purchases, reducing the total number of purchases by three;
- The rejection of funding for projects WH09201, WH09401, WH09501, WH10801, but with funding allocated in the Appropriation for Contingencies;
- The reduction of funding for fleet purchases;
- The reduction of funding needed in 2018 relating to the Milwaukee County Deputy Sheriffs Association contract;
- Rejecting the creation of 1.0 FTE Coordinator Administrative in DAS;
- Expenditure reductions and revenue increases offered by the Register of Deeds;
- Expenditure reductions offered by the County Clerk; and,
- Expenditure reductions and revenue increases offered by the County Treasurer.

In summation, DAS is requesting that the County Board review 34 fund transfers that require \$6.3 million in unallocated contingency funding. The 2018 Budget only includes \$6.0 million in unallocated contingency funding. Therefore, based on funds available, the County Board is unable to approve all 34 fund transfers as submitted.

This report is for informational purposes only and no further action is required.