

DRAFT

Fiscal Year 2018

6-21-18 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
A DEPARTMENTAL

Action Required
Finance 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 2018 appropriations of the respective listed departments:

1)		<u>From</u>	<u>To</u>
	<u>1090 - OAAA</u>		
	5199 – Salaries and Wages	\$116,700	
	5213 – Social Security Taxes	\$4,100	
	6149 – Professional Services		\$120,800

The Director of the Office on African American Affairs requests a transfer to increase expenditure authority in services. The transfer would allow the department to contract with an outside agency for strategic planning, racial equity assessment and training, and research. Funds are available due to a higher level of vacancies than expected in 2018. All positions are expected to be filled by the close of 2018.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE MAY 18, 2018

2)		<u>From</u>	<u>To</u>
	<u>9000 - Parks</u>		
	8588 – Other Capital Outlay	\$25,000	
	6050 – Contract Pers Serv-Short	\$25,000	
	6146 – Prof. Serv-Cap/Major Mtc		\$25,000
	7210 – Chemicals		\$18,000
	8588 – Other Capital Outlay		\$7,000

This transfer realigns spending between Maintenance Services (9430) & Park Maint. Construction (9120). An allocation from major maintenance is needed to purchase the remaining inventory of commodities that are being discontinued to provide for continued operations of the ice rink at Red Arrow Park.

There is no tax levy impact from this fund transfer

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE MAY 18, 2018

6-21-18 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
B DEPARTMENTAL RECEIPT OF REVENUE

Action Required

Finance and Audit Committee
2/3's County Board

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 2018 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>2430-Department of Child Support Services</u>		
2299 – State Revenue	\$76,545	
5199 – Salaries-Wages Budget		\$12,056
5312 – Social Security Taxes		\$922
6148 – Prof. Serv. Recurring Operations		\$45,360
6080 – Postage		\$500
6409 – Printing & Stationery		\$10,000
7910 – Office Supplies		\$5,107
7399 – Other Food & Provisions		\$2,000
7920 – Books, Periodicals, Films		\$600

A transfer of \$76,545 is requested by the Department of Child Support Services to recognize revenue and associated expenditures related to the Access and Visitation Program. The State of Wisconsin received funding from the federal Office of Child Support Enforcement for an Access and Visitation Program. Child Support agencies in the state were asked to submit a proposal to The Department of Children and Families for consideration to be included in the program. Milwaukee County Child Support's plan was reviewed and accepted for inclusion.

This fund transfer has no tax levy impact.

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2)

4500 – District Attorney

	<u>From</u>	<u>To</u>
4932 – Private Funding Revenue	\$99,400	
5199 – Salaries – Wages Budget		\$71,024
5312 – Social Security		\$5,433
5420 – Employee Healthcare		\$13,937
5421 – Employee Pension		\$9,006

County Board Resolution 17-320, adopted April 20 2017, approved funding in the courts budget, with the consent of the chief judge under the John D. and Catherine T. MacArthur Foundation Safety and Justice Challenge Phase II implementation grant award, for the creation of 1.0 FTE positions of district attorney Investigator for the County’s Crisis Assessment Response Team. The position is used for aide of County residents experiencing mental health crises. The position started work on October 9th 2017. A December 2017 fund transfer provided budgetary authority for the 2017 salary and fringe benefits of the position.

This transfer seeks to provide budgetary authority for the 2018 personnel costs of the District Attorney CART Investigator and offsetting revenue from the courts through the MacArthur grant.

There is no tax levy impact from this fund transfer.

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3)		<u>From</u>	<u>To</u>
	<u>4500 – District Attorney</u>		
	2299 – State Grants	\$19,256	
	6805 – Education/Seminar Payments		\$480
	6812 – Employee Travel		\$1,120
	6999 – Sundry Services		\$640
	7910 – Office Supplies		\$400
	7973 – Office Equipment		\$5,450
	8557 – New Computer Equipment (Capital)		\$11,166

In April of 2018, the Wisconsin Department of Justice, Office of Crime Victim Services, made a one-time grant award of \$19,256 to the District Attorney’s office, under the federal Victims of Crime Act (VOCA) program, to enhance services to crime victims.

VOCA program has a 20 percent local match requirement, which can be met by cash or in-kind match. This one-time VOCA grant has no tax levy effect because unpaid interns and volunteers working in the victim witness series unit are providing in-kind match to meet the 20 percent local requirement.

The grant provides some training funds for district attorney victim advocates and other general amenities for victim waiting rooms at the Sojourner Family Peace Center, and in the crisis response unit.

This fund transfer provides budgetary authority for the 2018 expenditures authorized by the one-time VOCA grant and for the receipt of offsetting VOCA revenue in the District Attorney’s 2299 state grants account.

There is no tax levy impact from this fund transfer.

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4)		<u>From</u>	<u>To</u>
	<u>9000 - Parks</u>		
	4999 – Other Misc Revenue	\$2,625	
	4930 – Gifts & Donations	\$4,000	
	6050 – Contract Pers Serv-Short	\$32,673	
	5199 – Salaries – Wages Budget		\$34,294
	5312 – Social Security		\$2,379
	7015 – Seeds & Plants		\$2,625

This transfer recognizes revenue awarded to the Milwaukee County Parks Department from two grant programs. The Milwaukee Bucks and American Transmission Company provided a donation of \$2,625 for the purchase of 35 trees through their Trees for Threes program. Milwaukee County Lake Park Friends provided a donation of \$4,000 for the purpose of funding an intern for Parks Natural Areas in 2018. This transfer also completes file 18-62 which converted work previously executed by contract through UW-Extension to a Restoration Ecologist county employee.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE MAY 18, 2018

6-21-18 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
C CAPITAL IMPROVEMENTS

Action Required

Finance and Audit Committee
Majority County Board

WHEREAS, your committee has received from the Department of Administrative Services, Fiscal Affairs, departmental requests for transfer to the 2018 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 2018 capital improvement appropriations:

1)	<u>From</u>	<u>To</u>
<u>WC143 CH Lightcourt Perm Vertical AC #</u>		
6030 – Advertising	\$1,000	
6050 – Contract Pers Serv – Short	\$36,000	
6080 – Postage	\$1,000	
6146 – Prof. Serv – Cap/Major Mtce	\$1,000	
7930 – Photo, Prtg, repro and Bindg	\$1,000	
9706 – Pro Serv Div Services	\$10,000	
<u>WC096 Courthouse Tuckpointing #</u>		
6146 – Prof. Serv – Cap/Major Mtce	\$68,000	
8509 – Other Bldg Impr'mt (Cap)	\$44,000	
9706 – Pro Serv Div Services	\$4,789	
<u>WC094 Courthouse Ext Duct Repairs #</u>		
8509 – Other Bldg Impr'mt (Cap)	\$102,500	
<u>WC027 – Courthouse Light Court Windows #</u>		
8509 – Other Bldg Impr'mt (Cap)		\$269,289

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

An appropriation transfer of \$269,289 is requested by the Director of the Department of Administrative Services (DAS) to reallocate \$269,289 of budget authority from capital projects WC094 (\$102,500), WC096 (\$116,789), and WC143 (\$50,000) to capital project WC0270 (\$269,289).

WC027 Courthouse – Light Court #3 Window Replacement

The remaining original 1930's single pane glass windows within four (4) of the eight (8) Courthouse's lightcourts need replacement. Many of these windows have deteriorated and rusted frames/sashes and leak. All fail to provide proper insulation from winter and summers temperatures. The windows in lightcourts #1 & #2 were replaced in 1990, the windows in lightcourt #5 in 2010 and the windows in #4 in 2012.

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The 2014 Adopted Capital Improvements Budget included an appropriation of \$672,000 to continue replacement of windows in WC027 Courthouse – Light Court #3 Window Replacement. This appropriation was for both design and construction.

On March 28, 2018 bids were due on WC027 Courthouse – Light Court #3 Window Replacement. AE&ES received only one bid, and it was significantly over budget. This bid could not be accepted due to bidder error. AE&ES plans to revise and simplify the bid documents to a reduced scope for window replacement and limit it to base bid only (alternate bid solicitations will be omitted from re-bid documents).

In order to allow for a contract award upon the re-bid, AE&ES is requesting a fund transfer to this project by consolidating the funding remaining in several previously approved courthouse capital projects related to this same lightcourt.

WC094 Courthouse Lightcourt Exterior Duct Repair

Remaining funds of \$102,500 were to be used for repair/replacement of existing HVAC ductwork in lightcourt #3. This work was to be bid along with the window replacement. During design, the handson inspection of the duct work indicated that most of it was in good condition and did not require repair.

WC096 Courthouse Lightcourt Tuckpointing

Remaining funds of \$116,789 were to be used for repair/replacement of existing brick wall tuckpointing in lightcourt #3. This work was to be bid along with the window replacement. During design, the hands on inspection of the brick work indicated that most of it was in good condition and did not require repair.

WC143 Courthouse Light Court Permanent Access

Remaining funds of \$50,000 were to be used for installation of a permanent means of accessing the lightcourt duct work and brick work lightcourt #3. This work was to be bid along with the window replacement. After discussing this with the inspection consultants with expertise in this area, it was decided to forego this installation.

There is no tax levy impact from this fund transfer.

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2)	<u>From</u>	<u>To</u>
<u>WS049 – Senior Centers Windows Renov #</u>		
6146 – Prof. Serv – Cap./Major Maintenance	\$2,000	
5213 – Social Security Taxes	\$122,000	
<u>WS044 Washington SC Restroom Renov #</u>		
8509 – Other Bldg Impr'mt (Cap.)		\$265,000
<u>WS040 McGovern Main Kithchen Repl #</u>		
8509 – Other Bldg Impr'mt (Cap.)	\$24,000	
<u>WS034 Washington Park Senior Center Roof Replace #</u>		
6146 – Prof. Serv – Cap./Major Maintenance	\$11,000	
8509 – Other Bldg Impr'mt (Cap.)	\$106,000	

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

An appropriation transfer of \$265,000 is requested by the Director of the Department of Administrative Services (DAS) to reallocate \$265,000 of budget authority from capital project WS034 Washington Park SR CTR Roof Replacement (\$117,000), capital project WS040 McGovern SR CTR Main Kitchen Replacement (\$24,000) and capital project WS049 Senior Center Window Renovations (\$124,000) to capital project WS044 Washington Park SR CTR Lobby Restrooms (\$265,000).

WS044 Washington Park SR CTR Lobby Restrooms Renovation

Project WS044 Washington Park SR CTR Lobby Restrooms Renovation was included in the 2014 adopted Capital Improvements budget for renovating restrooms in the main lobby (\$123,400 appropriation). The existing main lobby restrooms are not fully Americans with Disabilities Act (ADA) compliant. While facility is in use, toilet doors must remain open so that members of the public who are frail or have disabilities can readily access the restrooms. Renovations will include new ADA compliant plumbing fixtures, toilet partitions, doors, signage, and plumbing accessories. Installation of automatic door openers with extra sensory touch mechanisms will prevent the need for keeping toilet doors open. Renovations also include new flooring, ceilings, wall finishes, energy efficient lighting, and required updates for plumbing and mechanical code conditions.

Cost proposals were received from Time and Materials contractors with the low proposal being \$225,000. The pre-bid cost estimate was \$115,000, while only \$80,280 is currently available for construction. The design is being reviewed to determine where costs can be reduced. The Department of Administrative Services-Architecture, Engineering & Environmental Services (AE&ES) plans to revise and simplify the bid documents to a reduced scope. To allow for a contract award upon the re-bid, AE&ES is requesting an appropriation transfer to this project by reallocating remaining budget authority in the previously adopted Department on Aging (Aging) capital projects related to the five Senior Centers. Aging has assigned WS044 as a high priority.

WS034 Washington Park SR CTR Roof Replacement

Project WS034 Washington Park SR CTR Roof Replacement was included in the 2014 adopted Capital Improvements budget for completion of the final phase of the roof replacement and replacement of the pedestrian canopy roof (\$244,562 appropriation). While the building roof replacement is complete and the

canopy itself was demolished due to safety concerns, the canopy replacement was delayed due to insufficient funds being available to complete the work. A fund transfer in the amount of \$41,563 was approved in 2016 to provide additional funding to the project, however, unforeseen field conditions and City of Milwaukee code compliance issues increased the cost of the canopy work. The canopy work has been delayed for a significant time. Based on the current scope of work, projected costs and current level of need, Aging has determined the canopy is no longer required. Remaining budget authority of \$117,000 is requested to be transferred.

WS040 McGovern SR CTR Main Kitchen Replacement

This project was included in the 2013 adopted Capital Improvements budget for replacement of main kitchen at the McGovern Senior Center (\$36,232 appropriation). The kitchen is used by the Senior Meal Program, center program activities and community events. It has reached its useful life and has visible water damage, plumbing leaks and deteriorating cabinets and flooring. The replacement/renovation of the main kitchen at the senior center was to include new plumbing fixtures, countertops, cabinets, flooring, ceiling, wall finishes, lighting, and American with Disabilities Act (ADA) compliant doors. The plumbing, mechanical, and electrical systems will be updated in accordance with code requirements.

In 2013, after the project team reviewed the adopted scope of work, they found the scope did not allow for an upgrade of the kitchen to the required “commercial” grade level. This would require a re-evaluation by a professional kitchen design consultant to fully determine scope regarding all the required functions. Additional funding was not request in subsequent years. As a result, the kitchen remodeling work has been delayed for a significant time and based on the current scope of work, projected costs and current level of need, at this time, Aging has reconsidered the project and decided it is no longer a high priority. Remaining budget authority of \$24,000 is requested to be transferred.

WS049 Senior Center Window Renovations

Project WS049011 Senior Center Window Renovations was included in the 2015 adopted Capital Improvements budget for replacement of the windows (\$160,865 appropriation). This project was to include installation of new windows in the facility to replace existing windows that have deteriorated frames from water damage, weathered finishes, and broken locks. The new windows and screens will help to address the problems of poor building thermal performance and air infiltration.

After review of the adopted scope of work with the building operator, Interfaith and McGovern Director, it was determined that structural concerns with single glazed window cluster surrounding fireplace (on custom-built light weight wood framing) required that installing the insulated window system glazing necessitated structural reinforcing and should be approached as separate project. The bid documents for the remaining windows were scheduled for bidding in 2016. Based on the pre-bid cost estimate, concerns regarding the ability to make a contract award and subsequent staffing changes in AE&ES delayed this work for a significant time. Based on the current scope of work, projected costs and current level of need, at this time, Aging has reconsidered the project and decided it is no longer a high priority. Remaining budget authority of \$124,000 is requested to be transferred.

This appropriation transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE MAY 18, 2018

2018 BUDGETED CONTINGENCY APPROPRIATION SUMMARY**UNALLOCATED CONTINGENCY ACCOUNT**

2018 Budgeted Unallocated Contingency Appropriation Budget	\$5,994,110
Approved Transfers from Budget through May 18, 2018	
(\$1,662,000) File 18-203 Paid Parking Dollars	(\$1,662,000)
(\$250,000) File 18-67A Medical Examiner Firewall (Jan cycle 2018)	(\$250,000)
\$323,340 File 18-227 Child Support Dollars	\$323,340
(\$270,000) File 18-227 Medical Examiner Mass Spectrometer	(\$270,000)
(\$37,000) File 18-265 OAAA Youth Programming	(\$37,000)
(\$225,000) File 18-222 Litigation Reserve Transfer	(\$225,000)
(\$2,000) File 18-269 Humboldt Park Great Hall Naming	(\$2,000)
Unallocated Contingency Balance as of May 18, 2018	\$3,871,450
Transfers from the Unallocated Contingency PENDING May CB Approval and Audit Committee through May 18, 2018	
(\$152,000) Villa Terrace Boiler and Roof Repair	(\$152,000)
(\$15,000) File 18-333 Marijuana Referendum Question	(\$15,000)
Total Transfers PENDING in Finance and Audit Committee	(\$167,000)
Net Balance	\$3,704,450

ALLOCATED CONTINGENCY ACCOUNT

2018 Budgeted Allocated Contingency Appropriation Budget	\$1,430,622
\$855,006 Senior Center Service Contract	
\$50,616 Milwaukee County Historical Society	
\$525,000 Local Share of Highway Projects	
Approved Transfers from Budget through May 18, 2018	
1,662,000 File 18-203 Paid Parking Dollars	\$1,662,000
(\$507,500) WH09401 W. Rawson Intersection	(\$507,500)
(\$655,006) File 18-202 (Full year contract Senior Centers)	(\$655,006)
Allocated Contingency Balance as of May 18, 2018	\$1,930,116
Transfers from the Allocated Contingency PENDING May CB Approval and Audit Committee through May 18, 2018	
\$15,000 File 18-333 Marijuana Referendum Question	\$15,000
Total Transfers PENDING in Finance, Personnel & Audit Committee	\$15,000
Net Balance	\$1,945,116