

12/19/19 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, Performance, Strategy, and Budget (PSB), 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 2019 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>4500 – District Attorney</u>		
5199 – Salaries-Wages Budget	\$300,000	
6040 – Membership Dues		\$65,000
7910 – Office Supplies		\$16,000
7915 – Computer Software		\$55,000
7924 – Employee Wearing Apparel		\$1,000
7973 – Minor Office Equipment		\$55,500
7977 – Minor DP Equipment		\$20,000
7999 – Sundry Materials and Supplies		\$5,500
8557 – Computer Equipment New > \$500		\$82,000

The District Attorney’s Office conservatively projects it will have a surplus of over \$500,000 this year. This surplus is largely based on vacancy and turnover. As a result, the District Attorney’s Office has a surplus in the salaries and fringe accounts. With this request, the office seeks to transfer a portion of the Personal Services surplus to the Commodities/Services appropriation and the Capital Outlays appropriation in an amount of \$300,000. These funds will then be applied to address certain needs perceived to be critical.

Bar Dues for Prosecutors: Membership Fees We request that \$65,000 be transferred to Account 6040 to pay for the reimbursement of certain membership fees, principally the Bar Dues and Assessments of Milwaukee County prosecutors, who are state employees.

We make this request to take a small step toward being competitive with other governmental agencies, which offer this benefit. For example, Washington County and Ozaukee County both pay their prosecutors’ bar dues. Likewise, the City of Milwaukee and the County of Milwaukee pay this benefit for their employee-attorneys.

Since the beginning of this year, we have lost 13.25% (16) of our 121.5¹ FTE prosecutors to mid-career job changes. Of that number, fully 75% (12) left for jobs in other government offices; only one of those departures was for a federal position. In fact, surprisingly, about one-third of the sixteen (5) left to serve as state prosecutors in District Attorney offices in other counties without any change in salary.

Electronic Discovery Project: We request that \$87,500 from our projected surplus be transferred as follows: \$47,500 to Account 8557 and \$40,000 to Account 7915. This transfer will fund the electronic discovery project in process within our office allowing the acquisition of (1) file servers to host the electronic discovery materials; and (2) supporting software. The District Attorney’s Office, as part of its daily function, must reproduce investigative materials as part of so

1 This is the number of FTE state prosecutors as of September 30, 2019. After that date, certain grant positions were either lost or added. Additionally, as a result of Governor Tony Evers budget amendments, our office recently received three new prosecutor positions. See footnote 2.

called “criminal discovery.” We must supply criminal defense attorneys with copies of all investigative materials. This requires reproducing paper copies of police reports and “burning” computer disks with digital investigative materials such as body camera footage. In 2018, we spent \$28,364 on standard letter sized paper and \$16,560 on computer disks. We conservatively estimate that one-half of 2018 paper purchases related to the printing of police reports for our files and for so-called criminal discovery, a total of \$14,182. We conservatively estimate that one-half of 2018 disk purchases were related to investigative records for either our files or for criminal discovery, a total of \$8,280. Stated another way, as a result of this one-time expenditure of \$87,500, we expect to dramatically reduce our annual expenses by an amount of about \$22,462 for the copying/reproduction of investigative materials for our files and for criminal discovery. This one-time expenditure of funds will likely pay for itself in about four years.

Technology for County Employees: We request that the sum of \$32,515 be transferred as follows: \$13,650 to Account 8557; \$16,365 to Account 7977 and \$2,500 to Account 7915. Under an agreement with the State of Wisconsin, the Department of Administration provides a laptop computer for each prosecutor in the Milwaukee County District Attorney’s Office. The state will upgrade county employee computers under this agreement, but it presently considers monitors to be commodity items and will not provide monitor replacements or upgrades for either county or state employees. Similarly, the state will not provide certain accessory items for county staff, like Blu-ray burners and duplicators, essential for producing criminal discovery. About half of this requested transfer is intended to fund such purchases. The balance is intended to provide either county employees or office interns (who are either volunteers or work study students) with a total of seven laptop computers. Four laptops are intended for investigators or supervisors who need the mobility of a laptop computing in addition to their stationary desktop computer. Three are intended for work study or volunteer interns who need – but do not have – access to a computer to perform their job function. Interns work in multiple areas of our office, *e.g.*, with our IT department, with our Victim Witness staff and within the prosecution units of the office. Paid work study and volunteer interns make a substantial contribution to our productivity. Between January 1, 2019 and May 31, 2019, paid work study interns worked a total of 4,080 hours (about the equivalent of two full-time positions), and from January 1, 2019 to date, in the Victim Witness area alone, volunteer interns worked over sixteen hundred hours (the rough equivalent of a full-time position). Presently, our interns “wait” for a computer to become available by virtue of the temporary absence of another staff member. With this fund transfer, we hope to make computers more accessible to our interns and thereby make them more productive.

Trial Presentation Equipment: the DA requests that \$33,985 be transferred as follows: \$12,500 to Account 7915; \$3,635 to Account 7977 and \$17,850 to Account 8557. Milwaukee County courts do not provide equipment to support the presentation of evidence to either juries or judges. Nonetheless, jurors and judges have come to expect that trials and hearings will be aided by digitally-assisted presentations. The full range of cases handled by our office – whether child welfare cases, white collar crimes, sexual assaults, robberies or homicides – can involve multiple types of evidence best presented in a digital format, enlarged for the jury to see first-hand in real-trial-time. These evidentiary items include documents, videos, audio recordings, text messages and photos. This transfer is requested to fund the enhancement of technology for trial presentations. It is a request for essential courtroom tools. Transferred funds will be used to increase our “fleet” of large screen televisions by a total of five units, including related items such as TV carts. Document cameras, allowing jurors to follow evidence as it is being presented, are included in the request. The transfer will also support the acquisition of four robust computers and related software to be shared among 124.5² FTE prosecutors in Milwaukee County. These higher-powered computers will be dedicated for use in the courtroom for presentation of evidence to judges and juries. Purchased by the federal High Intensity Drug Trafficking Area (HIDTA) office years ago, the trial presentation software, Sanction, formerly used by our office is now outdated. It will be replaced by current, popular trial presentation software such as Trial Director 360 or On Cue. We also intend to acquire licensing for Adobe Pro Premiere, allowing for the creation and editing of evidentiary videos.

Witness Protection / Investigations. We request that the sum of \$4,000 be transferred as follows: \$3,000 to Account 8557 and \$1,000 to Account 7924. This transfer is requested (1) to fund Crisis Response apparel; and (2) to fund a fiber link between the Milwaukee County District Attorney Investigators and the Milwaukee Police Department. The fiber link will allow the investigators to access the Milwaukee Police Department records management system, giving them access to police reports for the purpose of witness protection and general investigations.

² This is the number of FTE state prosecutors we anticipate in 2020 after addition of certain grant and state funded prosecutor positions. As of September 30, 2019, the number of FTE state prosecutors was 121.5. See footnote **Error! Bookmark not defined.**

Office Equipment and Furniture. For office equipment and supplies, we request that the sum of \$55,500 be transferred to Account 7973; that \$16,000 be transferred to Account 7910; and that \$5,500 be transferred to Account 7999. In substantial part, this transfer is intended to fund the replacement of very old – and in some cases dangerously unstable – office chairs. This requested transfer will also fund standing desks, storage units, mail carts and general office supplies.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2019.

2)		<u>From</u>	<u>To</u>
	<u>4800 – Office of Emergency Management</u>		
	6148 – Prof. Serv-Recurring Operations	\$26,000	
	5201 – Overtime		\$26,000

The Director of the Office of Emergency Management is requesting a transfer of funds from 4841-Administration to 4801-Communications for unbudgeted overtime of 911 Dispatchers due to unanticipated vacancies of five personnel, plus FMLA absences and required training time to bring new Dispatchers on board.

The Director of the Office of Emergency Management is requesting a fund transfer of \$26,000 from the Professional Services Recurring Operations account to the Communications Overtime account.

The fund transfer increases expenditures of \$26,000 within the Personal Services section and decreases expenditures of \$26,000 within the Professional Services section for no tax levy impact.

This fund transfer has no tax levy impact.

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3)		<u>From</u>	<u>To</u>
	<u>1090 – Office of African American Affairs</u>		
	5199 – Salaries- Wages	\$29,000	
	6050 – Contract Personnel Services		\$23,000
	6149 – Professional Services Non- Recurring		\$6,000

A \$29,000 appropriation transfer is requested by Director of Office on African American Affairs, due to a vacant position as a result of attrition, to provide additional expenditure authority to allow the department to continue working with a temporary staffing agency to assist with office functions through 2019-year end. This position assists with logistical pieces of training and day-to-day office needs. The remaining funds will be used to secure and implement additional racial equity training; providing train-the-trainer services to Milwaukee County employees later this year.

The available surplus in 5199-Salaries is due to a vacant position. The Director is anticipating filling this position in early January 2020.

This fund transfer has no tax levy impact.

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