

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 2020 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>3700 – Office of the Comptroller</u>		
5199 – Salaries-Wages Budget	\$385,000	
6050 – Contract Pers Serv-Short		\$385,000

Due to demands of the Enterprise Resource Planning (ERP) project during fiscal year 2020, the Comptroller's Office requires various resources to manage ongoing operations during the transition to Infor.

Two (2) payroll personnel are necessary to keep Ceridian and HPW operational until September 1 at a cost of \$160,000. One (1) accountant is necessary to assist with general centralized accounting operations and to fulfill extra duties during CAFR season until a new accountant is recruited and trained. Therefore, \$95,287 is needed for this purpose. Accounts Payable is holding two positions vacant until the implementation of Infor. The responsibilities of these vacant positions are being handled by temporary personnel until the department is able to fully assess its A/P needs under the new system. \$54,413 is needed for this purpose. Lastly, the Comptroller plans to fill a critical vacant Accountant Sr through a temporary service. This individual is necessary to assist the Comptroller in implementing GASB rules in County accounting practices. This individual will stay permanently on through the temporary agency at approximately 25 hours per week. This will cost \$104,000 for the entire year. The total estimated cost of all of the above is \$413,700.

The Comptroller's budget has \$28,700 budgeted for temporary staff. Based on current estimates, there is a surplus in our salary account (5199) due to the vacancies related to the ERP. Therefore, we will use the additional expenditure authority to pay for the temporary service rather than increasing our charges to the ERP project. Any deficits due to these temporary help services will be charged to the ERP project in addition to the \$184,8000 already budgeted so that the Comptroller's overall budget for 2020 does not deficit.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 27, 2019.

2)	<u>From</u>	<u>To</u>
<u>9500 – Milwaukee County Zoo</u>		
7930 – Photo Prtg. Repro & Binding	\$9,000	
6409 – Printing & Stationery	\$1,900	
6503 – Equipment Rental Short Term	\$1,000	
6630 – R/M Machinery & Tools Eq	\$25,000	
6999 – Sundry Services	\$630	
6610 – R/M Bldg & Structures	\$25,000	
7910 – Office Supplies	\$1,000	
7970 – Tools & Minor Equipment	\$36,000	
4995 – Undistributed Revenue	\$87,000	
7930 – Photo Prtg. Repro & Binding		\$9,000
6409 – Printing & Stationery		\$1,900
6503 – Equipment Rental Short Term		\$1,000
6630 – R/M Machinery & Tools Eq		\$25,000
6999 – Sundry Services		\$630
6610 – R/M Bldg & Structures		\$25,000
7910 – Office Supplies		\$1,000
7970 – Tools & Minor Equipment		\$36,000
4995 – Undistributed Revenue		\$87,000

The 2020 Adopted Budget eliminated the Special Program Coordinator position and the responsibilities of the position were restructured to other Zoo staff for a savings and consolidation of duties. The salary lines were moved out of org 9596 but some accounts remained. This fund transfer moves all the funding in org 9596 to the proper low orgs for 2020.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 27, 2019.

3)		<u>From</u>	<u>To</u>
	<u>5100 – DOT Highway</u>		
	8588 – Other Capital Outlay (exp)	\$126,000	
	7141 – Salt		\$50,000
	7105 – Asphalt and Tar		\$56,000
	6060 – Ash- Rubbish- Waste Disposal		\$10,000
	6329 – Tel and Tel Outside Vendor		\$10,000

A fund transfer is requested by DOT Highway to realign expenditure authority from capital outlay to commodities and services. The 2020 budget included reductions to several items within the commodity and service lines that are critical to winter highway repair activities and snow operations. Approval of this transfer will ensure sufficient expenditure authority for Highway Maintenance Division to continue to provide safe passage on truck highways, interstates, as well as continued maintenance within Milwaukee County.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 27, 2019.

**DRAFT**

Fiscal Year 2020

2-6-20 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, 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 2020 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>5300 – DOT Fleet</u>		
4905 – Sal of Capital Assets	\$34,000	
5199 – Salaries and Wages		\$34,000

A fund transfer is requested by DOT Fleet to increase expenditure authority for 2020 for the abolish create of the Fiscal and Budget Manager is Fleet, described in file 19-921. The increase from Analyst Financial to Fiscal and Budget Manager will be paid with auction sales from used equipment. The auction revenue is from the sale of equipment that was purchased prior to 2010 implementation of the fleet vehicle program. Auction revenue from the sale of equipment purchased after 2010 is used to fund the Capital Equipment Program.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 27, 2019.

2-6-20 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
C CAPITAL IMPROVEMENTS

Action Required

Finance and Audit Committee  
Majority County Board

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 2020 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>WA2701 GMIA Ticketing Area Remodeling #</u>		
8509 – Other Improvements (Cap)		\$0
4707 – Contribution from Reserves	\$0	

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

A 2020 appropriation transfer of \$0 is requested by the Director of Transportation and the Airport Director to modify the scope of Project WA27001 GMIA Ticketing Area Remodeling (“Project”). The transfer will not change the expenditure authority or revenue budget for the Project.

The 2019 Adopted Budget included an appropriation of \$3,459,081 for the interior remodeling of the ticketing area of the GMIA terminal building. Financing is provided by the Airport Development Fund (“ADF”) reserve. The original scope included the replacement of the flooring and ceiling finishes, lighting, automatic door and doorway vestibules, interior and exterior signs as well as the addition of common use technology in the ticket counters.

This appropriation transfer requests to change the scope of the project to remove the project component for addition of common use technology in the ticket counters. This change is being requested as the cost for the overall project is significantly higher than originally estimated and the addition of the common use technology for the ticket counters is a lower priority component of the project as originally conceptualized. The funding saved from changing the scope will be used toward the other elements in the scope of work which are higher priority elements of the project.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 27, 2019.

2-6-20 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS  
D CAPITAL IMPROVEMENT- 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, 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 2020 appropriations of the respective listed departments:

1)	<u>From</u>	<u>To</u>
<u>WH24501 CTH PP Good Hope Rd &amp; STH 57 N Green Bay Rd Signals *</u>		
6030 – Advertising		\$500
6080 – Postage		\$100
6146 – Prof. Serve – Cap/Major Maint		\$30,000
9706 – Prof Div Services		\$139,400
2999 – Revenue from Other Gov' Unit	\$170,000	

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

A 2020 appropriation transfer of \$170,000 is requested by the Director of the Department of Transportation (“MCDOT”) to create expenditure authority and revenue budget for newly created Project WH24501 CTH PP Good Hope Rd. & STH 57 N. Green Bay Rd. (“Project”) Financing is being provided from revenue from the City of Glendale

In September 2019, the City of Glendale (“City”) entered into a State Municipal Agreement (“SMA”) with the State of Wisconsin Department of Transportation (“State”) to perform design work (i.e. survey, planning, plans, estimates, agency/utility coordination, etc.) related to the Highway Safety Improvement Project (“HSIP”) at the intersection of W. Good Hope Rd & STH 57 N. Green Bay Rd. The MCDOT agreed with a request from the City to perform the design work on the Project assuming full reimbursement and approval of the creation of a capital project.

In October 2019, the State confirmed the reimbursement process for the Project. A contract would be negotiated with the State. The County would submit invoices for work completed on the design for review and approval. Invoices for work within scope and negotiated amounts will be paid at 100%. Since the County is not the sponsor of the project, there would be no match required from the County. At this time, the County is only agreeing to perform design work on the project. The construction work on the Project is anticipated to be complete by 2023

The MCDOT is working with the State exchange this signal at W. Good Hope & STH 57 once it has been improved with a new signal on S. 13<sup>th</sup> St. (CTH V) which is part of the Amazon development project in the City of Oak Creek near S. 13<sup>th</sup> St. and W. Ryan Rd. Since the County owns most of the traffic signals on W. Good Hope Rd. from Interstate 41 to Interstate 43, the MCDOT believes that these interjurisdictional transfers make sense. These future interjurisdictional transfers would require the approval of the County Board. Another beneficial reason for the County to design the signals for the Good Hope Rd. & STH 57 Green Bay Rd. project is so that County design standards and specifications will be used which will avoid any traffic signal equipment/coordination issues should a future interjurisdictional transfer be approved.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE DECEMBER 27, 2019.

## 2019 BUDGETED CONTINGENCY APPROPRIATION SUMMARY

<b>UNALLOCATED CONTINGENCY ACCOUNT</b>	
2020 Budgeted <b>Unallocated</b> Contingency Appropriation Budget	\$4,355,575
Approved Transfers from Budget through December 27, 2019	
Unallocated Contingency Balance as of December 27, 2019	\$4,355,575
Transfers from the Unallocated Contingency PENDING May CB Approval, and Finance & Audit Committee through December 27, 2019	
Total Transfers PENDING in Finance and Audit Committee	\$0
<b>Net Balance</b>	<b>\$4,355,575</b>

<b>ALLOCATED CONTINGENCY ACCOUNT</b>	
2020 Budgeted <b>Allocated</b> Contingency Appropriation Budget	\$2,150,000
Approved Transfers from Budget through December 27, 2019	
Allocated Contingency Balance as of December 27, 2019	\$2,150,000
Transfers from the Allocated Contingency PENDING May CB Approval, and Finance & Audit Committee through December 27, 2019	
Total Transfers PENDING in Finance, Personnel & Audit Committee	\$0
<b>Net Balance</b>	<b>\$2,150,000</b>