

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:

	<u>From</u>	<u>To</u>
<u>8000 - Department of Health & Human Services</u>		
8133 – DOC Charges	\$259,000	
6148 – Professional Services Recurring Operations		\$259,000

The transfer of \$259,000 is being requested by Director, Department of Health and Human Services (DHHS), to realign the budget within the Division of Youth and Family Services (DYFS) to reflect anticipated actual expenses.

In October, DHHS submitted a request to the County Board to execute amendments to two professional services contracts with Behavioral Affiliates and the Urban Institute for technical assistance in DYFS (File 20-728).

DYFS is proposing that Behavioral Affiliates expand its training and consultation to support a new Transitional Program. In 2021, the Transitional Program will be replacing what is currently the Milwaukee County Accountability Program (MCAP) and is in the process of being designed by DYFS with input from external staff and stakeholders to include, but not limited to, members of the judiciary, Wraparound, Wauwatosa Public Schools and community-based partners. In addition, DYFS has been working with the Urban Institute throughout 2020 to promote positive youth development outcomes for youth who are referred to the youth justice system. In 2021, DYFS plans to continue the work initiated in 2020 with the Urban Institute to fully utilize and align existing internal structures, processes and tools that have been guided by implementation science and continuous quality improvement frameworks.

These amendments total \$259,000 and are being paid for by a projected surplus in the charges budgeted for the Wisconsin Department of Corrections (DOC) for youth placed at Lincoln Hills and Copper Lake Schools. There is no 2020 tax levy impact associated with approval of this request as DYFS is anticipating a significant surplus for 2020 in its charges budgeted for youth placements at the State correctional facilities. Under Wis. Stat. § 301.26, counties are financially responsible for the costs of youth held in the State correctional facilities of Lincoln Hills, Copper Lake and Mendota Juvenile Treatment Center. For 2020, the average daily population (ADP) has been significantly lower than budgeted and for the last three months, the ADP has averaged 29 compared to the budget of 50. As a result, the projected annual cost is \$6.2 million which reflects a surplus of about \$3.6 million compared to the budget of \$9.9 million.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

	<u>From</u>	<u>To</u>
<u>7900 – Department on Aging</u>		
5199 – Salaries & Wages	\$125,000	
7300 – Food & Provisions	\$294,000	
8123 – Purchase of Service		\$419,000

A transfer is requested to realign \$419,000 in expenditures related to the expansion and reconfiguration of the meal program and other contracted services due to the coronavirus pandemic. Contract expenditure increase for Able transportation by \$360,000 and Goodwill home-delivered meal services by \$30,000 and are completely offset by reductions in food and salaries and wage costs resulting from a projected surplus. The salaries and wage expenses are also reduced due to a projected surplus to offset increased vendor costs of \$5,000 due to the expanded senior meal program at Indian Council.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

12/17-20 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>9000 - Department of Parks, Recreation and Culture</u>		
2299 – State Grants and Reimbursements	\$35,000	
6030 – Advertising		\$35,000

In 2019 the Department of Parks, Recreation & Culture requested a budget adjustment to recognize a State of Wisconsin, Department of Tourism grant for the Joint Effort Marketing (JEM) promotion of the Winter Wonders: Holiday Light Show held in Whitnall Park. Parks contracted with Festival Productions to produce and provide the marketing for the event. A budget adjustment was requested in the December cycle of 2019 and approved by the County Board in the January 2020 cycle for a 2019 Budget adjustment for the original grant award amount of \$39,500.

Parks planned to submit the reimbursement claim in early January 2020 after the event concluded, however, Festival Productions was delayed in providing its paid invoices to document their marketing efforts. Parks filed its claim as soon as they received the necessary documentation from Festival Productions. The grant funding was received and the liability to Festival Productions for the advertising was paid in April 2020 in the amount of \$35,000, after the accounting deadline to close entries to 2019. Due to the delay in filing the grant claim, the recognition of revenue must now occur in 2020, rather than 2019 as Parks initially expected.

Although the original state JEM grant was awarded for \$39,500, Festival Productions chose to utilize only \$35,000 of the available funds and has no impact on the bottom line for either 2019 or 2020. This fund transfer is required to recognize the \$35,000 in revenue received and the advertising expenses incurred of \$35,000.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

2)	<u>From</u>	<u>To</u>
<u>9000 - Department of Parks, Recreation and Culture</u>		
4930 – Gifts and Donations	\$45,000	
7999 – Sundry Materials and Supplies		\$36,360
5199 – Seasonal labor		\$8,640

Milwaukee County Parks received two donations from the Green Bay Packers Foundation during 2020, for the purpose of supporting Parks efforts to serve Milwaukee County residents affected by the COVID-19 pandemic. The donations covered the costs and distribution of 2,500 We Care Crew Bags.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

3)	<u>From</u>	<u>To</u>
<u>9000 - Department of Parks, Recreation and Culture</u>		
4999 – Other Miscellaneous Revenue	\$20,400	
3599 – Other Service Fee Charges	\$2,000	
5199 – Salaries-Wages		\$22,400

The Department of Parks, Recreation & Culture requests budget adjustments for the inclusion of grants and gifts received during 2020.

1. Parks received \$15,000 in funding from the Greater Milwaukee Foundation to cover the cost of an internship for the citizen science program.
2. Lake Park Friends donated \$5,400 to fund summer seasonal labor for Lake Park.
3. The Friends of Boerner sponsored summer interns to support Boerner Botanical Garden programs for two interns for up to \$12,000. The original budget included \$10,000 for this purpose so this request is recognizing the increased funding of \$2,000

This fund transfer request recognizes the new revenue and the corresponding expense budgets.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

4)		<u>From</u>	<u>To</u>
	<u>4500 – District Attorney</u>		
	4932 – Other Private Funding Revenue	\$6,250	
	6999 – Sundry Services		\$6,250

The DA respectfully requests fund transfer which provides 2020 budget authority, offsetting revenues and expenditures related to a non-match grant award from Loyola University - Chicago to fund expenses related to criminal justice reporting projects in Milwaukee County. This grant will specifically fund an application programming interface between the Milwaukee County District Attorney's Office and the Wisconsin Consolidated Court Automation Program (CCAP).

On October 21, 2020, the Milwaukee County District Attorney's Office applied for a non-match grant from Loyola University - Chicago in the amount of \$12,500. The application identified DA John Chisholm as the Project Director. On that same day, the office was notified that the grant would in fact be awarded to the District Attorney's office. The period of the grant will be two years from November 2020 to November 2022, with the budget for each year set at \$6,250. This fund transfer seeks to address the 2020 portion of the grant in the amount of \$6,250.

Historically, the data that supported both of these initiatives have been obtained from the Wisconsin Circuit Court's Consolidated Court Automation Programs (CCAP) using an application programming interface made available to Milwaukee County free of charge. We are now advised by CCAP that the state will charge Milwaukee County \$6,250 per year in order to obtain this data.

Loyola University - Chicago is providing this grant to facilitate the continuation of the projects identified above. The grant funds will be used for those purposes and for internal purposes such as the identification of indigent, publicly represented defendants and for internal ad hoc data reporting.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

5)	<u>From</u>	<u>To</u>
<u>4500 – District Attorney</u>		
2699 – Other Federal Grants	\$5,000	
7999 – Sundry Materials and Supplies		\$5,000

This appropriation fund transfer, in the amount of \$5,000, provides 2020 budget authority for offsetting revenues and expenditures related to a non-match grant award from the Stop Violence Against Women Formula Grant Program (STOP VAWA), specifically for Emergency Victim Assistance Funds.

As set forth in the Wisconsin Department of Justice grant award announcement published this past Spring, the primary purpose of this grant funding is to support one-time, non-recurring expenses in support of survivors of gender-based violence. The Wisconsin Office of Crime Victim Services considers emergency needs essential to the overall health, safety, security, and well-being of victims. According to this announcement, these needs could include, but are not be limited to emergency shelter or lodging, transportation vouchers, food cards, gas cards, emergency legal assistance, rent, utilities, or household items.

On June 26, 2020, to fund emergency expenses of domestic violence victims, the Milwaukee County District Attorney's Office applied for a grant in the amount of \$5,000. The application stated that the funds would be used for the following purposes for victims: gift cards and/or vouchers for gas, food, clothing, and household items; minor home repairs enhancing security and safety; minor car repairs resulting from criminal activity; counseling services; and assistance with transportation and housing related expenses.

The District Attorney received an award letter for this grant on July 27, 2020, but an ostensible match requirement set forth in the award letter required clarification. On October 12, 2020, a match waiver letter was issued by the Wisconsin Department of Justice. There being no match requirement for this grant, the Milwaukee County Executive accepted this award on October 13, 2020. The stated period of the grant runs through December 31, 2020.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

6)		<u>From</u>	<u>To</u>
	<u>2430 – Child Support Services</u>		
	2699 – Other Fed Grants & Reim	\$146,956	
	6149 – Prof. Services Non-Recur Operations		\$146,956

The Office of Family Assistance has approved our application for a new grant know as Fatherhood -Family-focused, Interconnected, Resilient, and Essential (Fatherhood Fire). The grant is for the period of September 30, 2020 through September 29, 2025.

Milwaukee County Child Support (CSS) will serve as the prime recipient, administrative agency and fiscal agent for the MF FIRE Project. CSS will oversee the project-wide objective in the enrollment of an estimated 3,375 fathers over the course of the 5-year grant. CSS will oversee the implementation of all activities, outputs, objectives, and outcomes. In addition to providing project oversight, CSS will deliver a range of child support services to noncustodial fathers enrolled in MF FIRE. CSS will oversee a total project budget of \$999,999 annually and will provide project administration.

The long-term outcomes of the program are to:

1. Improve family functioning, including improved couple relationships, marriage, and stability; and parenting and co-parenting;
2. Improve adult and child well-being;
3. Increase economic stability and mobility; and
4. Reduce poverty.

This fund transfer is to request authorization to recognize revenue and expenditures for the cost we are anticipating we will need for the fourth quarter of 2020: \$146,956.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

7)		<u>From</u>	<u>To</u>
	<u>2430 – Child Support Services</u>		
	2699 – Other Fed Grants & Reim	\$24,153	
	6050 – Contract Pers Ser-Short		\$12,053
	6149 – Prof. Serv. Nonrecur Oper		\$12,100

The Department of Child Support Services received approval from the Office of Family Assistance for a contract extension of its New Pathways for Fathers and Families grant for an additional 12 months. This will allow Child Support Services to use the unspent funds from the fifth year of the grant, \$274,662. The extension covers the period of September 30, 2020 through September 29, 2021.

This fund transfer in the amount of \$24,153 requests authorization to encumber expenditures and revenues for the costs that are anticipated for 2020. A second fund transfer in early 2021 will request authorization to encumber expenditures and revenues for the remaining balance \$250,509.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

8)	<u>From</u>	<u>To</u>
<u>8000 - Department of Health & Human Services</u>		
2299 – Other State Grants and Reimbursement	\$591,759	
6148 – Professional Services Recur Oper		\$94,400
6149 – Professional Services Non-Recur Oper		\$110,550
7920 – Books, Periodicals and Films		\$24,300
8164 – Purchase of Service		\$362,509

The transfer of \$591,759 is being requested by the Director, Department of Health and Human Services (DHHS), to recognize additional revenue and expenses related to the Birth to 3 Program.

The State Department of Health Services awarded the Birth to 3 Program an Innovation in Social-Emotional Development Grant funding of \$229,250 to support the implementation of evidence-based practices and system changes to improve social emotional outcomes for enrolled children. The funding will be available between July 1, 2020 to December 31, 2021. Any unrecognized revenue and expense in 2020 will be requested for carry over into 2021.

The grant will be applied toward communications and outreach, educational materials for families, training for providers and staff as well as parenting classes through the Parenting Network.

In addition, this transfer would recognize additional revenue and expense related to one-time annual funding of \$362,509 from the State Department of Health Services as part of the 2020 State/County contract with DHHS. These funds enabled additional financial resources to partner agencies to serve children ages birth to three. Contract amendments to Birth to 3 providers were approved by the County Board in March under File No. 20-231.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

9)	<u>From</u>	<u>To</u>
<u>115 – Department of Administrative Services</u>		
8502 – Major Maint Bldg-(Exp)		\$18,780
4932 – Other Private Funding	\$18,780	

An appropriation transfer of \$18,780 requested by the Director of Facility Management Department (FMD) to establish expenditure authority in Org. 5725 - Buildings / Facilities to expedite sidewalk repairs currently posing a public safety issue at the War Memorial Center (WMC).

WMC staff have indicated the sidewalk repairs are needed due to erosion and soil deficits resulting in uneven sidewalk panels in 6 spots where pedestrians cross and could pose a significant tripping hazard. The appropriation transfer will recognize revenue of \$18,780 as a private contribution from the WMC and establish additional budget authority in FMD to be used for work needed repair the sidewalks.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

10)		<u>From</u>	<u>To</u>
	<u>3010 – Election Commission</u>		
	4999 – Other Misc Revenue	\$128,000	
	6148 – Prof. Serv. – Recur Oper		\$31,000
	6030 – Advertising		\$97,000

An appropriation transfer of \$128,000 is being requested by the Milwaukee County Clerk to create expenditure authority and revenue budget in the Milwaukee County Election Commission (Org. 3010) to acknowledge the receipt of a grant from the National Vote at Home Institute.

This Grant provides funding to state agencies or other political subdivisions to assist with the expenditures associated with ensuring safety and security of mail ballot election systems. The grant also intends to improve the safety of poll workers from infectious disease that can occur at traditional centralized polling stations.

This appropriation transfer request will provide the Election Commission with \$31,000 of expenditure authority for professional services and \$97,000 of expenditure authority for advertising related to the purchase of media.

The grantor requests the grantee to provide analytics regarding the results of the voter education and communication plan implemented using the grant funds.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

11)		<u>From</u>	<u>To</u>
	<u>4000 – Office of the Sheriff</u>		
	2299 – Other State Grants & Reimbursements	\$35,000	
	8552 – Machine and Equipment - New >\$2,500		\$35,000

The Office of the Sheriff is requesting a fund transfer to recognize Homeland Security funding in the amount of \$35,000 and to establish expenditure authority of \$35,000 for the purchase of EOD Bomb Suit.

On September 21, 2020, the Office of the Sheriff received notification from the State of Wisconsin, Department of Military Affairs that it has been awarded a Homeland Security program grant award for Homeland Security-WEM/HS ALERT EOD Bomb Suit 2019. This grant is 100% State of Wisconsin funding. DMA Grant # 2019-HSW-02A-11925 and CFDA # 97.067

The grant is required to be expended between April 1, 2020 to December 31, 2020.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

12)		<u>From</u>	<u>To</u>
	<u>4000 – Office of the Sheriff</u>		
	2299 – Other State Grants & Reimbursements	\$35,000	
	8552 – Machine and Equipment - New >\$2,500		\$35,000

The Office of the Sheriff is requesting a fund transfer to recognize Homeland Security funding in the amount of \$35,000 and to establish expenditure authority of \$35,000 for the purchase of EOD Bomb Suit.

On September 21, 2020, the Office of the Sheriff received notification from the State of Wisconsin, Department of Military Affairs that it has been awarded a Homeland Security program grant award for Homeland Security-WEM/HS ALERT EOD Bomb Suit 2019. This grant is 100% State of Wisconsin funding. DMA Grant # 2020-HSW-02A-12280 and CFDA # 97.067

The grant is required to be expended between October 1, 2020 to August 31, 2021.

There is no tax levy impact from this fund transfer.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

12-17-20 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>WP525-Parks POS System#</u>		
		\$0	\$0

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

An appropriation transfer to modify the scope of capital project WP525-Parks POS System by the Director of Parks, Recreation, and Culture (Parks) and the Director of Administrative Services-Information Management Services Division (DAS-IMSD).

In 2017, County Board approved resolution #17-522 to enter into an agreement for contractual services with Vermont Systems, Inc (VSI) for parks recreation management software and point of sale (POS) system.

Also, in 2017, County Board Adopted Resolution #17-773 authorized utilizing parking revenue earned prior to the sale of O'Donnell Park property to create and fund Capital Improvement Project WP525-01 – Parks Point of Sale Replacement.

The project scope includes project management and administrative support for the project duration. Parks and DAS-IMSD were able to save \$160,000 on costs for these services by leveraging contractor resources that were shared with other project initiatives.

The project scope also included hardware provisions. During implementation, several devices originally quoted were determined not be essential and were opted to not be purchased. This resulted in \$60,000 savings in equipment needed to support the point of sale devices.

The appropriation transfer will adjust the current project scope to add the items below. DAS-IMSD and Parks staff have indicated these scope changes can be absorbed via savings from the point of sale system implementation noted previously:

- Security Cameras to be installed at Parks Point of Sale locations to monitor safety of employees and customers.
- Security Cameras to be installed at Parks Point of Sale locations to monitor theft or inappropriate behavior with cash transactions.
- Hardware and connectivity to be upgraded / installed to support camera devices and customer activities.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

2)	<u>From</u>	<u>To</u>
<u>WPV047- Froemming Pavilion Water and Sanitary#</u>		
	\$0	\$0

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

An appropriation transfer to modify the scope of capital project WP628-Brown Deer Park Roadway is requested by the Director of Parks, Recreation, and Culture (Parks) and the Director of Administrative Services (DAS).

An appropriation transfer to modify the scope of capital project WV047-Froemming Pavilion Water and Sanitary requested by the Director of Director of Administrative Services-Facilities Management (DAS-FM) and the Director of Administrative Services (DAS).

The 2020 Adopted Capital Improvement Budget included an appropriation of \$420,613 for planning, design, and construction related to connection of the City utility services to the Froemming Park pavilion and a new sanitary lift station.

During predesign planning discussions with the Department of Parks, Recreation and Culture, it was determined that a sanitary gravity sewer was more desirable than a sanitary lift station. This is because the gravity sewer has no electrical power requirements or moving parts and requires less maintenance and cost over the life cycle of the project. It was determined that a gravity sewer was feasible and within the project budget.

The appropriation transfer will adjust the current project scope as indicated below:

The scope of work includes installation of sanitary sewer services connecting the existing comfort building to an existing city sanitary sewer manhole. This new sanitary sewer service will replace the existing holding tank and utilize a sanitary gravity sewer. Potable water will be connected from the building to a City water main. Abandonment of the existing well and sanitary holding tank (according to State of Wisconsin regulations) will occur after connection of the city water and sewer service. From an energy efficiency and sustainability perspective, eliminating the operation and maintenance of the well and holding tank will reduce the use of fossil fuels and increase the reliability and safety aspects of the infrastructure systems. New equipment will incorporate energy efficient and sustainable design as allowed by the building code for this installation.

AE has indicated these scope changes can be absorbed within the existing appropriations.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

DRAFT

Fiscal Year 2020

12-17-20 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>WA330 - GMIA Runway 1L/19R Rehabilitation</u>		
8527 – Land Improvements (Cap)		\$48,009
4707 – Contribution from Reserve		\$93,999
2299 – Other State Grants and Reim		\$93,999
2699 – Other Fed Grants and Reimb	\$236,007	

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

The Director of Transportation and the Airport Director request an appropriation transfer of \$236,007 for capital project WA330 – GMIA Runway 1L/19R Rehabilitation (Design and Construction).

The purpose of this transfer is to 1.) increase the available funding; and 2.) realign the revenue to 100% federal share for this project based on the grant award from the Federal Aviation Administration (FAA).

The FAA Airport Improvement Program (AIP) grant increases the award to the airport by \$48,009 bringing the total project budget to \$800,000. Typically, FAA AIP projects are awarded at 75% federal, 12.5% state, and 12.5% local share. However, this project is being converted to 100% FAA federal funding as part of the 2020 Coronavirus Aid, Relief, and Economic Security Act (CARES Act) for certain capital infrastructure projects.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

2)		<u>From</u>	<u>To</u>
	<u>WA374 – LJT Master Plan Update 2018 #</u>		
	6146 – Prof. Serv-Cap/Major Mtce		\$320,000
	2699 – Other Fed Grants & Reim	\$270,000	
	2299 – Other St Grants & Reimbur	\$15,000	
	4707 – Contribution Frm Reserves	\$15,000	
	9706 – Pro Serv Div Services	\$20,000	

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

The Director of Transportation and the Airport Director request an appropriation transfer of \$320,000 for capital project WA374-LJT Master Plan Update 2018.

This project was created in 2018 and is being modified to reflect the: 1.) contract elements proposed to be entered into between Milwaukee County and Ricondo & Associates, Inc.; and 2.) reflect the updated estimated cost for the project.

For background, the original project and budget appropriation of \$400,000 was created as part of the 2018 Adopted Capital Improvement Budget. The project was subsequently advertised but the needed scope could not be accommodated within the original budget. Subsequent discussions were had with the Federal Aviation Administration (FAA) and the Wisconsin Department of Transportation Bureau of Aeronautics (WisDOT BOA) to arrive at a more realistic budget for the Timmerman Master Plan project and to increase grant funds proportionately.

This project will utilize information gathered by the Timmerman Business Plan to recommend development projects and to include proposed improvements in the update of the Airport Layout Plan (ALP) drawing set.

The scope of this work shall follow the Federal Aviation Administration (FAA) Advisory Circular (AC) for the preparation of an Airport Master Plan Update that typically consists of the following elements:

Public Involvement Program, Environmental Considerations, Existing Conditions, Aviation Forecasts, Facility Requirements, Alternatives Development and Evaluation, Airport Layout Plan and Exhibit "A" to include a boundary survey, Aerial Photography and Photogrammetry, Noise Analysis, Airport Recycling Reuse and Waste Reduction Plan, Facilities Implementation Plan, Financial Feasibility Analysis, Master Plan Documentation Technical Report.

The technical steps of the AC utilize information gathered along with alternatives analysis from the business plan to advance the master plan update. The Timmerman Master Plan Update will supplement the current MKE Master Plan Update and together these plans will help shape the overall Capital Improvement Program for Milwaukee County Airports. Having airport projects listed on a current ALP is a basic requirement for airports to make projects eligible to receive Federal Grant assistance.

This appropriation transfer increases the project cost from \$400,000 to \$700,000 and the funding distribution continues to be the same with a Federal Airport Improvement Program (AIP) Grant that covers 90%, at 5% State match and 5% local funding. The local funding for the Timmerman Airport Master Plan Update will come from airport capital improvement reserve account (CIRA).

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020

12-27-20 FINANCE AND AUDIT COMMITTEE APPROPRIATION TRANSFERS
E UNALLOCATED CONTINGENCY

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

1)	<u>From</u>	<u>To</u>
<u>WH242-North Shop Improvements #</u>		
6146 – Prof. Serv-Cap/Major Mtce		\$71,000
9706 – Pro Serv Div Services		\$57,000
<u>1945 – Appropriation for Contingency</u>		
8901 – Unallocated Contingency	\$128,000	

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

An appropriation transfer of \$128,000 is requested by the Director of Administrative Services (DAS) from the Non-Departmental Expenditures Org Unit 1945-Appropriation for Contingencies to capital project WH242-North Shop Improvements to fund additional planning and design costs.

The 2017 Adopted Capital Budget included an appropriation of \$325,000 for planning and design related to capital project WH242-North Shop Improvements. This project will replace the existing North Highway Maintenance Facility. The existing facility has deteriorated and developed structural deficiencies.

Additional funding for design and planning funding is required due changes from the final report for the North Highway Garage Schematic Design dated November 29, 2019. The report focused on the proposed garage building and did not include items that are ancillary or supported the operations beyond the proposed garage building. These additional items included replacing the existing fueling station, building demolition to provide a site for the new fueling station, providing a salt brine shed and equipment, in-floor radiant heating in maintenance and truck wash bay, material bins, expansion of pavement to address truck circulation, preparing existing garage for cold storage, wetland delineation, CSM survey, utility pole relocations, parking lot landscaping and zoning variance application. These items are required to develop the project site and provide highway services. If the items are not included, the site could be deemed inappropriate for the proposed use and proper operations/services would be greatly affected.

Assuming the transfer is approved, design is expected to be completed in May 2021, which coincides with the 2022 capital budget request process. Assuming the construction phase will be included in the 2022 capital budget, building is anticipated to be completed in December of 2022.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

2)		<u>From</u>	<u>To</u>
	<u>WO65601-Institutional Food Service Master Plan *</u>		
	6149 – Prof. Serv-Non-recur Oper		\$150,000
	6030 – Advertising		\$250
	6080 – Postage		\$250
	<u>1945 – Appropriation for Contingency</u>		
	8901 – Unallocated Contingency	\$150,500	
	# Existing Project, + Included in 5-Year Plan, * New Project		

An appropriation transfer is requested by the Director of Administrative Services (DAS) to create new capital project WO65601-Institutional Food Service Master Plan and transfer \$150,500 from Org 1945-Appropriations for Contingencies to establish budget authority for new capital project WO65601-Institutional Food Service Master Plan.

The House of Corrections currently provides institutional food service to inmates through on-site food preparation through a contract operator (Aramark). The food prepared on-site at HOC is also delivered daily to the Behavioral Health Division (BHD), Vel Phillips youth detention center (VP), and the County Jail (CJF). The facilities have warming kitchens to hold the delivered meals.

The 2020 Adopted Capital Improvements Budget included an appropriation for design activities for capital project WJ11101-HOC Admin 600 and 400 Dorm Kitchen Equipment. The scope of work includes planning and design for kitchen renovation and the replacement or addition of major pieces of kitchen equipment.

As part of the department request phase for the 2021 Capital Improvement Budget process, the Sheriff’s Office (Sheriff) requested funding to replace the CJF kitchen equipment that is old and beyond its useful life (requested as capital project WO4790-CJF Kitchen Upgrades).

During the its review of 2021 requested projects, Capital Improvements Committee (CIC) staff met with the House of Corrections and Sheriff staff to review the Sheriff’s 2021 capital request. Upon this review, it was determined that the Sheriff’s 2021 request for CJF kitchen updates is similar to the existing HOC capital project WJ11101-HOC Admin 600 and 400 Dorm Kitchen Equipment and that the two should be reviewed and possibly combined into one project with an updated scope. As a result, the Sheriff’s related 2021 capital request was not included in the CIC’s recommended 2021 capital projects nor was it included in the County Executives 2021 Recommended Capital Improvements Budget.

Prior to moving forward with any capital projects related to the HOC/CJF kitchen updates (as well as related BHD, VP, CJF, and Aging food services), additional investigation and review of overall institutional food services provided by the County is recommended.

This transfer creates new capital project WO65601-Institutional Food Service Master Plan and transfers \$150,500 from Org 1945-Appropriations for Contingencies to establish budget authority for this new project. The scope of work includes identification of short/medium/long-term instructional food service needs, strategy development for a comprehensive equipment/technology upgrade program, food service preparation and delivery options, culinary programming services, and request for proposal (RFP) services. The majority of the scope of work is anticipated to be done through a (yet to be determined) consultant contract.

This fund transfer has no tax levy impact.

TRANSFERS SIGNED BY THE COUNTY EXECUTIVE NOVEMBER 12, 2020.

2020 BUDGETED CONTINGENCY APPROPRIATION SUMMARY

UNALLOCATED CONTINGENCY ACCOUNT	
2020 Budgeted Unallocated Contingency Appropriation Budget	\$4,355,575
Approved Transfers from Budget through November 13, 2020	
(\$100,000) File 20-128 sPark Funds	(\$100,000)
(\$50,000) File 20-146 Election Commission voter registration	(\$50,000)
(\$1,000,000) File 20-288 COVID-19 Emergency Capital Projects	(\$1,000,000)
\$1,730,000 File 20-286 From Capital Project W0546 ERP (Phase 2)	\$1,730,000
(\$1,120,000) File 20-286 To Org 1172 DAS IMSD- Mainframe	(\$1,120,000)
(\$610,000) File 20-286 To Org 1921 HR & Payroll Systems for full year of Ceridian and other services	(\$610,000)
(\$80,000) Increase Capital Project W0870011 Expenses (Special Assessment to Muni's)	(\$80,000)
\$1,000,000 File 20-335 COVID-19 Emergency Capital Projects (reverses File 20-228)	\$1,000,000
(\$127,694) File 20-387 Sheriff Security for CEX	(\$127,694)
(\$327,903) File 20-651 FDL Garage Fire Alarm and Sprinkler System Plan and Design	(\$327,903)
(\$200,000) File 20-651 Increase Capital Project W0870011 Expenses (Special Assessment to Muni's)	(\$200,000)
(\$35,000) File 20-678 MATC Faculty and Student Together (FAST) Fund to mitigate student housing insecurity	(\$35,000)
(\$9,750) File 20-548 Renaming Wahl Park to Harriet Tubman Park	(\$9,750)
(\$28,000) File 20-709 Supplement MCTS social media campaign to increase voter turnout	(\$28,000)
\$1,306,111 File 20-401 Bond Refinance	\$1,306,111
\$346,024 File 20-401 Bond Refinance	\$346,024
Unallocated Contingency Balance as of November 13, 2020	\$5,049,363
Transfers from the Unallocated Contingency PENDING December CB Approval, and Finance & Audit Committee through November 13, 2020	
(\$128,000) WH242 North Shop Improvements#	(\$128,000)
(\$150,500) WO65601 Institutional Food Service Master Plan	(\$150,500)
Total Transfers PENDING in Finance Committee	(\$278,500)
Net Balance	\$4,770,863

ALLOCATED CONTINGENCY ACCOUNT	
2020 Budgeted Allocated Contingency Appropriation Budget	\$2,150,000
\$550,000 Lead abatement Loan Program (DHHS)	
\$1,500,000 Electronic Monitoring Initiative (HOC)	
\$100,000 Emergency Repairs @ Lakefront Pathways (Parks)	
Approved Transfers from Budget through November 13, 2020	
(\$550,000) (File 20-121) Lead Abatement Program (DHHS)	(\$550,000)
Allocated Contingency Balance as of November 13, 2020	\$1,600,000
Transfers from the Allocated Contingency PENDING December CB Approval, and Finance & Audit Committee through November 13, 2020	
Total Transfers PENDING in Finance Committee	\$0
Net Balance	\$1,600,000